

I-N-D-E-X

CHAPTER	PAGE NO
The Kashmir and Jammu Universities Act, 1969	1-31
1. Definitions of the Act	1
2. Powers and functions of a University	2
3. The Chancellor	4
4. The Pro-Chancellor	4
5. The Vice-Chancellor	5
6. The Pro Vice-Chancellor	7
7. The Financial Adviser	8
8. The Registrar	8
9. The Controller of Examinations	9
10. Other Officers of the University	10
11. The University Council	10
12. The University Syndicate	12
13. The Academic Council	15
14. The Faculties	16
15. The Deans	19
16. The Boards of Studies	19
17. The Boards of Research Studies	21
18. Board of Inspection	21
19. The Selection Committees	22
20. Other Authorities	24
21. Audit of Accounts	24
22. Alteration in the designation of a Government Officer	24
23. Statutes	24
24. Statutes how made	25
25. Regulations	26
26. Regulations how made	26
27. Annual Report	27
28. Disputes as to Constitution of University Authorities or Bodies	27
29. Filling up of casual vacancies	27
30. Proceedings of University Authorities and Bodies not invalidated by vacancies	27
31. Appointment of Special Officer	27
32. Affiliations	28
33. Removal of difficulties	28
34. Continuance of the existing Statutes and Regulations	28
35. Continuance of service of the existing employees and their allocation	28

	CHAPTER	PAGE NO
	36. Inter-University transfers	29
	37. Gulmarg Research Observatory	29
	38. Transistional arrangements	30
	39. Assets and Liabilities	30
	40. Legal Proceedings	30
	41. Repeal and Saving	31
	42. Validation	31
	43. Statutes and Regulations-Definitions	32
I	Officers	35-48
	1. The Vice-Chancellor	35
	2. The Pro Vice-Chancellor	38
	3. The Registrar	38
	4. The Controller of Examinations	39
	5. The Joint Registrar	40
	6. Dean Students' Welfare	41
	7. Librarian	41
	8. Deputy Librarian	42
	9. Senior Assistant Librarian	42
	10. Assistant Librarian	43
	11. Deputy Registrar/Assistant Registrar	43
	12. Incharge Accounts/Examinations/Secrecy	44
	13. Private Secretary To Vice-Chancellor	45
	14. Director Physical Education	45
	15. Assistant Director Physical Education	45
	16. Officer Employment Information-cum-advisory Bureau	46
	17. Assistant Engineer	46
	18. Medical Officer	46
	19. Age of Superannuation	47
	20. Director College Development Council	47
II	Authorities and Committees	49- 77
	1. The University Council	49
	2. The Syndicate	52
	3. The Academic Council	54
	4. The Faculties	56
	5. The Deans of Faculties	60
	6. The Boards of Studies	61
	7. The Board of Inspection	62
	8. The Selection Committees	63
	9. College Development Council	63

CHAPTER	PAGE NO
10. Student Placement	65
11. Committees of the Syndicate	65
i. Finance Committee	65
ii. Planning Board	66
iii. Library Committee	67
iv. Publication Board	68
v. Board of Sports and Youth Welfare	69
vi. Committee for Appointment of Paper Setters/Examiners	73
vii. Examinations Supervisory Committee	73
viii. Committee for Misconduct/Unfair Means Cases	74
ix. Committee for Scrutiny of Complaints Against Question Papers/ Publication of Results/Scrutiny of Marks and Re-checking of Results	75
x. University Works Committee	76
III. University Teachers/Officers & Others	78-105
1. Classes of Teachers	78
2. Appointed Teachers	78
3. Qualifications	78
i. Professor/Director Distance Education	78
ii. Associate Professor/Coordinator in Law	79
iii. Assistant Professor	79
4. Procedure of Selection	80
5. Conditions of Services	81
6. Career Advancement Scheme(CAS)	82
7. Code of Conduct for the University Teachers	85
8. Re-employment/Extension of University Teachers	86
9. Heads of the University Teaching Departments	88
10. Part-time Teachers	88
11. Recognised Teachers	89
12. Professor Emeritus	89
13. Visiting Professor or Assistant Professors	89
14. Honorary Professors	90
15. Administrative Officers	91
16. Registrar/Controller of Examinations/Director Colleges Development and Equivalent Posts	91
17. Joint Registrar/Additional Controller	91
18. Deputy Registrar and Equivalent Posts	92
19. Assistant Registrars and Equivalent Posts	93
20. Library Officers	94
21. Officers of Physical Education	94

CHAPTER	PAGE NO
22. Director, Assistant Director/Co-ordinator and Project Officer/Programme Officer in the Centre of Adult, Continuing Education and Extension	96
23. Recruitment/Promotion of Non-teaching Administrative/ Secretarial Staff	97
24. Electronics Engineer in the Department of Physics	99
25. Extension Scientists in Environmental Studies and Ecology in Environment Sciences	99
26. Servicing and Development Engineer in Electronics in the Department of Physics	100
27. Computer Scientist 'B' Under inflibnet Programme in the Central Library.	100
28. Computer Programmer	100
29. Laboratory Assistant in the Department of Bio-technology	101
30. Dy. Director/Placement Officer in The Department of Computer Science And Information Technology	101
31. Assistant Administrative Officer in the Dhanvantri Library	101
32. Patent Officer	101
33. Assistant Programmar	101
34. Academic Coordinator	101
35. Teachers Welfare Fund	102
IV Affiliation and Recognition of Colleges and other Institutions	106-157
1. General Conditions for Affiliation and Recognition	106
2. Library	110
3. Laboratory	111
4. Teaching Staff	111
5. Number of Students in a class	111
6. Admission of Students	112
7. Periodical Staff Statements	112
8. Maintenance of Record	112
9. Procedure for Grant of Affiliation and Recognition to New Colleges/Institutions	113
10. Recognition in New Subject(s)	116
11. Recognition of Honours Classes	116
12. Recognition of Research Institutions	117
13. Inspection Report	118
14. Periodical Inspection	119
15. Periodical Inspection Report	120
16. Remuneration of Inspectors	123
17. General Conditions of Service of the Teaching Staff, Librarians & Physical Instructors of Colleges & Institutions	123
18. Assistant Professor/ Physical Instructor/Librarian	123
19. Qualifications of Teachers	124
20. Service Agreement	124

	CHAPTER	PAGE NO
	21. Temporary Appointment	125
	22. Dismissal of a Teacher	125
V.	Admission of Students to Colleges, University Teaching Departments and other recognised Institutions	158-166
	1. General	158
	2. Production of Conduct Certificates on Admission	158
	3. Dates of Admission of Students	159
	4. Admission of Students disqualified for using Unfairmeans in Examinations	161
	5. One Course at a Time	162
	6. Eligibility Certificate	163
	7. Migration Certificate	164
	8. Registration Returns	164
	9. Registration Fee	165
	10. University Sports Fee	165
	11. Register of Students	165
	12. Registration Card	166
	13. Copy of Entries in the Register of Students	166
	14. Scrutiny of Admission Applications to Examinations	166
V-A	B.Ed. Course through Distance Education Mode	167-174
V-B	Bachelor's Degree Course in Education (B.Ed. Course)	175-183
	1. Medium of Instruction and Examination	175
	2. Definitions	175
	3. Centralised Admission	176
	4. Information Brochure-cum-application Form	176
	5. Eligibility	177
	6. Submission of Application Form	177
	7. Certificates and Other Documents to be Attached	178
	8. Distribution of Seats	179
	9. Reservations/Discretionary Quota	180
	10. Procedure and Mode of Selection	180
	11. Free Seats And Payment Seats	181
	12. Display of Lists of Selected Candidates	182
	13. All Admissions–Provisional	182
	14. Verification of Certificates	182
	15. Appeals	182
	16. Removal of Difficulties	183
	17. Legal Disputes	183
VI.	Change In Name/Parentage/Date of Birth	184-185
VII.	Inter-College and Inter-University Migration	186-188

	CHAPTER	PAGE NO
	1. Inter-college & Inter-university Migration	186
	2. Inter-college Migration	186
	3. Migration to other Universities	187
	4. Duplicate Inter-university Migration Certificate	187
	5. Lapse of Membership	188
	6. Refund of Migration Fee	188
VIII.	University Crest and Seal	189-190
	1. University Common Seal	189
	2. Colour of Faculties	190
IX.	University Terms, Vacations and Holidays	191-194
	1. Academic Calendar of Engineering Faculty	193
	2. Terms and Vacations of Constituent/Affiliated Colleges	194
X.	Convocation	195-201
	1. Date & Venue	195
	2. Notice of Convocation	195
	3. Academic Dress	196
	4. Convocation Procedure	197
	5. Procedure for the College Convocation	200
XI.	Medals & Prizes	202-248
	1. University Medals	202
	2. Endowments/Trusts	203
	I. Regulations	207-233
	1. Dr. S. Radhakrishnan Gold Medal	207
	2. Yashorajya Lakshmi Gold Medal	207
	3. Principal Panna Lal Memorial Gold Medal	208
	4. Dr N. Dasarathi Memorial Prize	208
	5. Smt. Sansar Chand Magotra Memorial Prizes	209
	6. Verinder Goel Memorial Gold Medal (Silver Medal, Gold Plated)	209
	7. Jammu & Kashmir Bank Ltd. Gold and Silver Medals	210
	8. Mahimavati Anil Jain Gold Medal	210
	9. Saint Baba Ghulam Shah Sahib of Shahdara Sharief, Rajouri Gold Medal	211
	10. Institute of Chartered Accountants of India Prize	212
	11. Rajeev Naaz Memorial Gold Medal	212
	12. Dr L.C. Khullar Memorial Cash Prizes	213
	13. Dr J.R. Sethi Memorial Gold Medal	213
	14. Dr Sarla Devi Sawhney Memorial Gold Medal	214
	15. Dr Nanak Chand Memorial Gold Medal	214
	16. His Holiness Shankaracharya Swami Swanandashram Scholarships	215
	17. His Holiness Shankaracharya Swami Swanandashram Gold Medal	215

CHAPTER	PAGE NO
18. Chander Paul Memorial Scholarships	216
19. Dr. S.M. Iqbal Memorial Scholarships	218
20. Shri Rajan Puri Memorial Scholarships	219
21. Smt. Sushila Khajuria Memorial Scholarships	220
22. Dr Krishna Mohan Memorial Gold Medal	221
23. Lakshmi Shivanath Memorial Scholarships	221
24. Pt. Udho Ram Rampal Scholarships	222
25. Pt. Udho Ram Rampal Scholarships to Girl Students	224
26. Nikhil Baru Memorial Gold Medals	225
27. Dr. Shakti Bala Memorial Gold Medal	226
28. Prof. Badri Nath Memorial Gold Medal	227
29. Justice Bodh Raj Sawhny Memorial Gold Medal	227
30. Lakshmi Shivanath Memorial Gold Medal	228
31. Dr. Rukmani Devi Mirpuri Gold Medal	228
32. Mrs. Ishwinder Mahajan Memorial M.B.A. Topper (Male And Female) Gold Medals	229
33. Advocate Ram Nath Bhalgotra Cash Prize	230
34. Prof. A.C. Jain Scholarships	231
35. Shrimati Raj Dulari Sahi Memorial Fellowship	231
36. Dr. S.N. Khosla Memorial Scholarship	232
II. University Scholarships & Fellowships	234
1. O C & M I L	234
2. Post-graduate Scholarships	235
3. Merit & Merit-cum-Means Scholarships in Diploma Courses	237
4. Scholarships in the LL.B. Course	237
5. Research Scholarships	238
6. Grant/Utilization of Contingency Grant to be Given to the whole-time Scholars Pursuing Research Leading to Ph.D. who are not in Receipt of any Scholarship / Fellowship	241
7. Utilization of Contingent grant Admissible to the Scholars working under the Scheme of University Research Scholarships	242
8. Utilization of Contingent grant Admissible to the Scholars working under the Scheme of University Research Fellowships	245
XII. Prescribing and Recommending Courses of Study	249-251
XIII. Publication of Books	252-254
XIV. Governing Library	255-261
1. Consultation of Books in the Library	255
2. Borrowing of Books	256
3. Overdue Late Charges	258
4. Books Not Returned	258

	CHAPTER	PAGE NO
	5. Despatch of Books by Post	258
	6. Reserved Books	258
	7. Identity Card	259
	8. Stock Taking	259
	9. Classification	259
	10. Departmental Libraries	260
	11. Selection and Purchase of Books	260
XIV-A	Local fund of the University Library	262-264
XV.	Sports	265-274
	1. Eligibility Rules	267
	2. Protests, Complaints and Penalties	269
	3. Colours	270
	4. Trophies and Certificates	271
	5. Travelling Expenses	271
	6. N.S.S. Activities	272
XVI.	Master's Degree (other than M.Phil), Bachelor Degree (LL.B., B.LIB.Sc.) & Diploma Courses of Study in the Teaching Departments of the University	275-312
XVII	Statutes Governing Conditions for grant of Recognition to Associations of the Non-teaching Staff	313-314
XVIII	Constitution of Faculties	315
XIX	Discipline of Students of Colleges and Recognised Institutions	316
XX	Discipline of Students of the Teaching Departments of the University	317-321
XXI	Residence of Students in College Hostels and Lodges	322-323
XXII	Residence of Students in the Hostel Maintained By the University	324-327
XXIII	Educational Tours Undertaken by the Students of the Post Graduate Departments :	328-338
	1. Bio-sciences	328
	2. Geology	331
	3. Library Science	332
	4. Education	334
XXIV	Regulations Governing Local Funds of the Departments	339-347
	1. Aims & Objectives	340
	2. Local Fund Receipts	340
	3. Limit of Expenditure out of Local Fund	342
	4. Expenditure	342
	5. Maintenance of Accounts	343
	6. Audit	343
	7. Relaxation of Rules	343
	8. Regulations Governing Local Fund of the Department of Students Welfare, University of Jammu, Jammu	344

	CHAPTER	PAGE NO
	9. Regulations Governing Maintenance and Utilisation of Local Fund of the Directorate of Colleges Development	346
XXV	Students Aid Fund Regulations	348-349
	1. Contribution to Fund	348
	2. Utilization of the Fund	349
	3. Interpretation of Rules	349
	4. Audit of Fund	349
XXVI	Grant of Advances for Purchase of Motor Cars, Motor Cycles/Scooters And Bi-cycles	350-360
	1. Advances for Purchase of Motor Cars	350
	2. Advances for Purchase of Motor Cycles/Scooters	353
	3. Advances for Purchase of Cycles	354
XXVII	Leave Regulations For Teachers	361-372
	1. General Conditions	361
	2. Kinds of Leave Admissible	363
	3. Authority Competent to Sanction Leave	364
	4. Casual Leave	364
	5. Special Casual Leave	365
	6. Earned Leave	365
	7. Half Pay Leave	366
	8. Leave Not Due	366
	9. Maternity Leave	367
	10. Duty Leave	367
	11. Extraordinary Leave	367
	12. Commuted Leave	368
	13. Study Leave	369
	14. Sabbatical Leave to Professors	371
XXVIII	Maintenance And Use of University Vehicles	373-375
	1. The Controlling Authority	373
	2. Maintenance and Care of Vehicles	373
	3. Use of Vehicles	374
	4. T.A. Claims of Officers Performing Journey on Staff Car	375
XXIX	Rules Governing House Building/Purchase Advance	376-383
XXIX-A	Allotment of Residences	384-393
XXIX-B	Implementation of LTC Rules for the University Employees within the State	394
XXX	I University Development Fund	395-397
	II Corpus Fund	397
XXXI	Non-teaching Employees Welfare Fund	398-401
XXXII	I Cultural and Literary Activities of University Campus	402-405
	II Students Cultural Council	404

	CHAPTER	PAGE NO
XXXIII	Maintenance and Custody of Annual Performance Reports	406-414
XXXIV	Advances	415-421
XXXV	Purchase and Management of Stores in the University	422-437
XXXVI	General Provident Fund	438-444
XXXVII	Contributory Provident Fund	445
XXXVII-A	Guidelines/Rules Governing the Grievance Redressal Cell	446-450
XXXVII-B	Career Advancement scheme for isolated Posts	451-458
XXXVII-C	Scheme for Re-organization-cum-caderization for Technical Personnel of Science Departments	459-465
XXXVII-D	Regulations Governing Maintenance and Utilization of Auditorium and Infrastructure Fund of the University	466
XXXVII-E	Administrative and Financial Powers	467-495

**Consult Volume - II
For Statutes and Regulations
governing Examinations**

THE KASHMIR & JAMMU

UNIVERSITIES ACT, 1969

ACT NO. XXIV OF 1969

*[Received the assent of the Governor on 30th October, 1969
and published in Government Gazette dated 10th November, 1969, (Ext.)]*

AN ACT to provide for the establishment of the University of Kashmir and the University of Jammu in the State.

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

Short Title

1. This Act may be called the Kashmir and Jammu Universities Act, 1969.

Definitions

2. In this Act and in all Statutes made hereunder, unless there is anything repugnant in the subject or context-
 - (a) "Academic Council". means the Academic Council of the University;
 - (b) "affiliated college" means an institution imparting instruction upto the Bachelor's degree excluding integrated Honours, Post-graduate and professional degree courses recognised by the University concerned in accordance with the provisions of this Act and the Statutes;
 - (c) "college" means an institution maintained or admitted to its privileges by the University' concerned and includes a constituent college;
 - (d) "constituent college" means an institution recognised as such by the Syndicate of the University concerned in accordance with the provisions of this Act and the Statutes;
 - (e) "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 University;
 - (f) "Head of the Department" means the head of a University Teaching Department who has the status of a Professor or a Reader in the University and where any University has no teaching department in a subject the senior most Professor in that subject in an affiliated or a constituent college;
 - (g) "Principal" means the head of a college;
 - (h) "Statutes" and "Regulations" mean respectively the Statutes and Regulations of a University made or continued under this Act;
 - (i) "Syndicate" means the Syndicate of a University;

- (j) “teacher” means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal, Professor, Reader, Lecturer, Demonstrator, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers’ Training College, and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher;
- (k) “University” means the University of Kashmir or the University of Jammu, as the case may be;
- (l) “University Council” means the University Council of a University.

UNIVERSITIES

- 3. (1) There shall be two Universities in the State, one in the Kashmir Division and the other in the Jammu Division, each having jurisdiction extending to its respective Division of the territories of the State.
- (2) The University in the Kashmir Division shall be known as the “University of Kashmir” and the University in the Jammu Division shall be known as the “University of Jammu”

INCORPORATION

- 4. The University of Kashmir and the University of Jammu shall be corporate bodies known by the names of the “University of Kashmir” and the “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.

POWERS AND FUNCTIONS OF A UNIVERSITY

- 5. A University shall have the following powers and functions, namely :-
 - (1) to provide for instruction in such branches of learning as the University may think 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 the University or in a constituent or affiliated college or in any educational institution approved for the purpose, unless exempted therefrom, as a very special case, by a decision of the University Council on the recommendation of the Academic Council under conditions laid down in the Statutes and Regulations; or
 - b) are teachers in educational institutions under conditions laid down in the Statutes and Regulations, and have passed the examinations of the University under like conditions; or
 - c) have carried on independent research under conditions laid down in the Statutes; or
 - d) are women who have carried on private studies 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 members of the University as the University may determine;
- (5) to co-operate with other Universities and authorities in such a manner and for such purposes as the University may determine;
- (6) to institute professorships, readerships, lecturerships and any other teaching posts required by the University;
- (7) to admit and maintain colleges, to recognise colleges and other institutions not maintained by the University and to withdraw such recognition;
- (8) to inspect constituent and affiliated colleges and other institutions and places approved by the University for the residence of students;
- (9) to demand and receive payments of such fees and other charges as may be authorised by the Statutes and Regulations;
- (10) to obtain loans in furtherance of the objects of the University;
- (11) to supervise and control the residence and discipline of students of the 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 do such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching, affiliating or examining body, and to cultivate and promote arts, science and other branches of learning.

RE-ORGANISATION OF EDUCATION

6. Notwithstanding anything in the foregoing section, any re-organisation or alteration in structure, pattern or medium of education at the University stage shall require the previous approval of the Government.

UNIVERSITY OPEN TO ALL CLASSES AND CREEDS

7. Each University shall be open to all persons of either sex and of whatever race, creed or class, and it shall not be lawful for a 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 University, or to serve as a teacher or to hold any office in the 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 University, where such test is made a condition thereof by any testamentary or other instrument creating such benefaction.

ADMISSION RESTRICTED TO EDUCATIONAL INSTITUTIONS IN THE STATE

8. Notwithstanding anything in any law for the time being in force, no educational institution outside the State territories shall be associated with or admitted to any privileges of a University under this Act nor shall any educational institution within the State be associated in any way with or be admitted to any privileges of any other University incorporated by law outside the State :

Provided that the Chancellor may by order in writing direct that the provisions of this Section shall not apply in the case of any institution specified in the order.

OFFICERS OF THE UNIVERSITY

9. The following shall be the officers of each University :
- (1) the Chancellor;
 - (2) the Pro-Chancellor;
 - (3) the Vice-Chancellor;
 - (4) the Pro-Vice-Chancellor, if any;
 - (5) the Financial Advisor;
 - (6) the Registrar;
 - (7) the Controller of Examinations;
 - (8) the Joint Registrar, if any; and .
 - (9) such other officers as the Statutes may declare to be the officers of a University.

THE CHANCELLOR

10. (1) The Governor shall be the Chancellor of both the Universities. He shall be the head of both the Universities and shall, when present, preside at the meetings of the University Council and at the Convocations of both the 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.

THE PRO-CHANCELLOR

11. (1) The Chief Minister of the Jammu and Kashmir State shall be the ex-officio Pro-Chancellor of both the 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 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 University, its buildings, laboratories,

equipment, and of any institutions associated with the University and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the University. The Pro-Chancellor shall in every case give notice to a University of his intention to cause an inspection or inquiry to be made and the 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 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 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.

THE VICE-CHANCELLOR

12. (1) The Vice-Chancellor shall either be a whole-time paid or a part-time honorary officer of a 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 University or any constituent or affiliated college of that University to be nominated by the University Council;
 - (b) a third person not connected with the University or any constituent or affiliated college of that 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 University shall hold office for three 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 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 University shall, in case he is a whole-time paid officer, receive such salary not exceeding two thousand and five hundred rupees per mensem 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 in the office 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.

POWERS AND DUTIES OF THE VICE-CHANCELLOR

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

* Sub Section 5 Substituted by Act XXVI of 1973, S.2

soon as may be thereafter, report his action to the officer, authority or other body of the 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 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 University concerned regarding the appointment, dismissal and suspension of persons in the employment of the University and shall exercise general control over the affairs of the University. He shall be responsible for the discipline of the 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 thereunder to the Pro-Vice-Chancellor or any other officer or body of the University concerned.

THE PRO-VICE-CHANCELLOR

14. (1) There may be a Pro-Vice-Chancellor for a University who shall be whole-time officer of the University and shall be appointed by the Chancellor in consultation with the Pro-Chancellor in the manner provided for the appointment of the Vice-Chancellor. The term of office of the Pro-Vice-Chancellor shall ordinarily be the same as that of the Vice-Chancellor and he shall receive such monthly salary not exceeding Rs. 2,000/- and other facilities as the Chancellor may determine:

[Provided that on the expiry of the term of his office, the Pro-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 Pro-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 misbehaviour or incapacity or if it appears to the Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, after due inquiry 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 Pro-Vice-Chancellor shall have an opportunity of making his representation against such removal]*

- (2) Where any temporary vacancy in the office of The Pro-Vice-Chancellor occurs by reason of resignation, illness, leave or other cause, the Vice-Chancellor shall report the same to the Chancellor through the Pro-Chancellor alongwith his recommendations

* Substituted by Act XXVI of 1973, S.3

and the Chancellor may make such arrangements for carrying on the duties of the Pro-Vice-Chancellor as he may consider fit.

POWERS AND DUTIES OF THE PRO-VICE-CHANCELLOR

15. (1) Subject to the control of the Vice-Chancellor, the Pro- Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
- (2) The Pro-Vice-Chancellor of a University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations.

FINANCIAL ADVISOR

16. (1) The 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 both the Universities.
- (2) The Financial Advisor shall exercise general supervision over the funds of each 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 both the 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.

REGISTRAR

17. (1) The Registrar of a 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 36(1). The terms and conditions of service and the emoluments of the Registrar shall be such as the University Council concerned may from time to time prescribe.
- (2) The Registrar of a University shall act as the Secretary of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection, the Boards of Research Studies and other bodies of the University concerned and keep the minutes thereof.
- (3) The Registrar of a 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 University concerned.
- (4) The Registrar of a University shall be the custodian of the records, the common seal and such other property of the University concerned as the University Council or Syndicate may commit to his charge.
- (5) The Registrar of a University shall have power to realise and receive all moneys due to the University and sign and grant receipts for the same, to make all

disbursements on account of the 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 University shall issue over his signatures notice convening meetings of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection and the Boards of Research Studies of the 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 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 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 thereunder to any other officer of the University.

CONTROLLER OF EXAMINATIONS

18. (1) The Controller of Examinations of a University shall be a whole-time officer of the 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 36(1) 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 University to make arrangements connected with the setting and printing of question papers for all the examinations held by the 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 University shall make all arrangements for the conduct of examinations of the University concerned.
- (4) Subject to directions of the Syndicate, the Controller of Examinations of a University shall arrange all items of the examination work such as despatch and transit of answer-books 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 of results and other related matters.
- (5) The Controller of Examinations of a 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 University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor

of the University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

OTHER OFFICERS

19. Save as otherwise expressly provided in this Act, the procedure for appointment and the powers of the officers of the University other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Financial Advisor, the Registrar and the Controller of Examinations shall be prescribed by the statutes.
20. The following shall be the authorities of each 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 University.

UNIVERSITY COUNCIL

21. (1) There shall be a University Council in a University consisting of the following members, namely :
 - (i) the Chancellor;
 - (ii) the Pro-Chancellor;
 - * (ii-a) the Education Minister;
 - (iii) the Vice-Chancellor of the University concerned;
 - (iv) the Vice-Chancellor of the other University established under the provisions of this act;
 - (v) the Pro-Vice-Chancellor of the University, if any;
 - (vi) the Financial Advisor;
 - (vii) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (viii) two Deans of the Faculties of the University concerned nominated by the Chancellor by rotation;
 - (ix) one Principal of an affiliated constituent college of the University concerned nominated by the Chancellor, by rotation;
 - ** (ix-a) two members of the teaching staff belonging either to the University or the constituent/affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and
 - x) two nominees of the Chancellor.

* Item(ii-a) to Sub Section 21 inserted by Act X of 1973

** Clause(ix-a) inserted **ibid**

- (2) The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, shall be prescribed by Statutes in this behalf.
- (3) The meetings of the University Council of a 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 University concerned shall preside.
- *(4) For purposes of electing a member for the Medical Council of India under sub-section (1) of section 3 of the Indian Medical Council Act, 1956, the University Council shall be deemed to be the Senate or the court of a University.

POWERS AND FUNCTIONS OF THE UNIVERSITY COUNCIL

22. The University Council of a University shall be the supreme authority of the 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 University;
 - (d) to approve plans of development and expansion of the University;
 - (e) to consider and pass resolutions on the annual reports; and
 - (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 Readers 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 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 University Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of Section 36 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;

* Sub Section (4) Inserted by Act XXVI of 1974, S.2

- (i) to delegate such of its powers to any officer or authority of the 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 University as are not otherwise provided for in this Act and the Statutes and Regulations made thereunder.
- *22. (A) Notwithstanding anything contained in this Act or the Statutes made thereunder where the Chancellor is of the opinion that it is in the interest of the University necessary to do so, he may after consulting the Pro-Chancellor appoint any eminent and qualified scholar as Professor or as Reader in the University on contract basis for such period and on such terms and conditions as he may determine.

SYNDICATE

23. (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 Pro-Vice-Chancellor, if any;
 - (iii) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (iv) the Financial Advisor;
 - (v) two Deans of the Faculties of the University by rotation to be nominated by the Vice-Chancellor;
 - (vi) two Deans of Faculties of the other University by rotation to be nominated by the Chancellor;
 - (vii) two principals of affiliated or constituent colleges by rotation to be nominated by the Vice-Chancellor [with the approval of the Pro-Chancellor;]*
 - (viii) one member of the Academic Council of the University concerned elected by the Council from amongst its members;
 - (ix) two members of the Syndicate of the other University elected by that body; and
 - (x) three nominees of the Chancellor at least one of whom shall be a woman connected with academic life.
- (2) The terms and conditions of the office of members of a Syndicate other than ex- officio member/s shall be such as may be prescribed by the Statutes in this behalf.

* Section 22-A Inserted by Act X of 1973, S.3

POWERS AND FUNCTIONS OF THE SYNDICATE

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

- (a) to frame the budget estimates of the 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 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 Reader) 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 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 36 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 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 recognise teachers of the constituent colleges for purpose of integrated Honours and Post-graduate teaching on the recommendations of the Selection Committee to be constituted by the Syndicate for this purpose;
- (f) to admit new colleges to the privileges of affiliated or constituent colleges of the University subject to the conditions to be laid down in the Statutes;
- (g) to arrange for and direct the periodical and special inspection of the colleges and other institutions and hostels; .
- (h) to award scholarships, prizes, fellowships, exhibitions, bursaries and other such awards in accordance with the procedure prescribed in this behalf;

- (i) to control and manage the Libraries of the University concerned;
 - (j) to provide buildings, premises, furniture, apparatus, equipment and other means and facilities needed for carrying on the work of the University concerned;
 - (k) to invest any moneys belonging to the University concerned including any unapplied income in any of the approved securities, or to place on fixed deposit in any bank, approved by the Government in this behalf, any portion of such moneys not required immediately for expenditure;
 - (l) to demand and receive such fees as may from time to time be prescribed by Statutes and Regulations;
 - (m) to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;
 - (n) to recommend to the University Council the plans for development and expansion of the University;
 - (o) to appoint paper setters and examiners for all the examinations held by the University in accordance with the procedure prescribed in the Statutes;
 - (p) to give directions for holding of examinations compilation and publication of results;
 - (q) to give directions for the editing, printing and publishing of such text-books for various examinations of the University as may be considered necessary for this purpose;
 - (r) to maintain proper standards of teaching and examination in consultation with the Academic Council of the University concerned;
 - (s) to enter into, vary, carry out and cancel contracts on behalf of the University;
 - (t) to direct the form, custody and use of the common seal of the University;
 - (u) to accept donations, bequests or transfer of any movable or immovable property on behalf of the University concerned;
 - (v) 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
 - (w) to delegate, whenever necessary, appropriate financial and administrative powers to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Heads of the Post-graduate Departments, the Controller of Examinations or any other officer of the 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.

ACADEMIC COUNCIL

25. (1) The Academic Council of a University shall consist of the following persons, all of whom shall be members ex-officio :
- (i) the Vice-Chancellor of the University concerned;
 - (ii) the Pro-Vice-Chancellor of the University concerned, if any;
 - (iii) the Deans of Faculties of the University concerned;
 - (iv) the Heads of Departments of the University concerned having the status of Professors or Readers;
 - (v) six Principals from the constituent and affiliated colleges of the University concerned by rotation, nominated by the Vice-Chancellor;
 - (vi) four Professors from colleges of the University concerned representing subjects other than those represented by the Principals, nominated by the Vice-Chancellor; and
 - (vii) Deans of the faculties of the other University established under the provision of this Act.
- (2) The Academic Council of a University shall have the powers to co-opt not more than five persons possessing special knowledge of subjects not otherwise adequately represented on the Academic Council.
- (3) The terms and conditions of the office of the co-opted members of the Academic Council shall be such as may be prescribed by the Statutes in this behalf.

POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

26. (1) The Academic Council of a University shall have the following powers and functions :
- (a) to control and regulate the standards of teaching and examinations in the University;
 - (b) to prescribe the syllabi and the courses of study for all the examinations held by the University except such text books as may be got edited, printed and published by the Syndicate direct in accordance with the procedure laid down in the Regulations;
 - (c) to make proposals to the Syndicate and the University Council for the institution of Professorships, Readerships, Lecturerships, or other teaching posts and in regard to the duties and emoluments thereof in accordance with the provisions of this Act.
 - (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 University and to require 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 University for supplementing the teaching provided in the constituent and affiliated colleges.
- (2) The Academic Council shall not take any decision on any academic matter falling within its competence which involves financial and administrative implications, without obtaining the previous approval of the Syndicate or the University Council, as the case may be.
- (3) The Academic Council of a 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 University Professors, Readers, Principals, or teachers of affiliated and constituent colleges not lower in rank than that of a 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.

FACULTIES

27. (1) The University of Kashmir [shall have the Faculties one each for]* Arts, Science, Social Sciences, Commerce, Education, Engineering, Medicine, Agriculture, Unani Medicine, Oriental Learning and such other Faculties as may be prescribed .by the Statutes of the University from time to time.
- (2) The University of Jammu [shall have the Faculties one each for]* Arts, Science, Social Sciences, Commerce, Education, [X**], Ayurvedic Medicine, Oriental Learning, Law and such other Faculties as may be prescribed by the Statutes of the University from time to time.
- (3) (a) [Each of the Faculties of Arts***], Science, Social Sciences, Education and Commerce shall consist of :-
- (i) The Professors and Readers of the University Departments comprised in the Faculty;
 - (ii) such Principals of constituent and affiliated colleges of the University concerned as are qualified to teach any subject comprised in the Faculty;
 - (iii) Heads of the Departments of the constituent colleges, if any, not lower in rank than that of Professors representing each subject [comprising the each Faculty;]****
 - (iv) Heads of the Departments of the affiliated colleges, if any, not lower in rank than that of Professors representing each subject [comprising the each Faculty;]****

* Substituted by Act VIII of 1970.

** The word 'agriculture' omitted by Act VIII of 1970.

*** Substituted by Act VIII of 1970.

**** Substituted by Act VIII of 1970 for the words "comprised in the Faculty" and 'knowledge in the subject" wherever occurring.

- (v) two persons other than teachers nominated to the Faculty by the Academic Council possessing expert [knowledge of the subject]* [comprising of the Faculty.]*
- (b) The Faculty of Engineering shall consist of :-
- (i) Principals of the colleges concerned;
 - (ii) Heads of the Departments of the subjects [comprising the Faculty;]*
 - (iii) Professors of the subjects [comprising the Faculty;]*
 - (iv) three persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of the subject]* or subjects [comprising the Faculty.]*
- (c) The Faculty of Medicine shall consist of :-
- (i) Principals of the colleges concerned;
 - (ii) Heads of the Departments in each subject comprised in the Faculty;
 - (iii) Professors and Associate Professors in each subject [comprising the Faculty;]*
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject]* or subjects [comprising the Faculty.]*
- (d) The Faculty of Oriental Learning shall consist of :-
- (i) such Heads of the Oriental Institutions representing different subjects as are nominated by the Vice-Chancellor;
 - (ii) eight persons nominated to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects comprised in the Faculty at least half of whom will be University Professors, Readers and Principals of affiliated and constituent colleges; and
 - (iii) three persons possessing special knowledge of subjects not otherwise adequately represented on the Faculty to be co-opted by the Faculty.
- (e) The Faculty of Unani Medicine shall consist of :-
- (i) Principals of the colleges imparting instruction in the Faculty;
 - (ii) Professors teaching the subjects comprised in the Faculty;
 - (iii) six teachers of the constituent and affiliated colleges imparting instruction in the Faculty, to be nominated by the Vice-Chancellor; and
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject]* or subjects [comprising the Faculty.]*

* Substituted by Act VIII of 1970 for the words “comprised in the Faculty” and ‘knowledge in the subject’ wherever occurring.

- (f) The Faculty of Ayurvedic Medicine shall consist of :-
 - (i) Principals of the colleges imparting instruction in the Faculty;
 - (ii) Professors teaching the subjects [comprising the Faculty;]*
 - (iii) six teachers of the constituent and affiliated colleges imparting instruction in the Faculty, to be nominated by the Vice-Chancellor;
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of subject]* or subjects [comprising the Faculty.]*
- (g) The Faculty of Law shall consist of :-
 - (i) Professors of the University Department of Law;
 - (ii) one Reader and one Lecturer of the University, Department of Law nominated by the Vice-Chancellor by rotation according to seniority;
 - (iii) five persons elected by the Academic Council for their special knowledge of the subject taught in the Faculty; and
 - (iv) three persons not connected with the University, having expert knowledge of Law, co-opted by the Faculty.
- (4) Notwithstanding the constitution of the Faculties given in this section, the Vice-Chancellor of a University shall have the power to nominate the remaining members whenever the total number of members of a Faculty is less than ten.
- (5) The composition of the Faculties not prescribed in this Act shall be prescribed by the Statutes.
- (6) The terms and conditions of the office of the members of a Faculty shall be such as may be prescribed by the Statutes in this behalf.

POWERS OF EACH FACULTY

28. Each Faculty of a University shall have the following powers :-
- (a) subject to the control of the Academic Council to organise the teaching work of the University in the subjects assigned to the Faculty;
 - (b) to suggest to the Academic Council the syllabi and courses of studies for the different examinations after consulting the Boards of Studies, except such text-books as may be got edited, printed and published in the manner prescribed under the Regulations;
 - (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;

* Substituted by Act VIII of 1970 for the words "comprised in the Faculty" and 'knowledge in the subject' wherever occurring.

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

THE DEANS

- [29. (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 University Professor in a subject comprised in the Faculty and in case there is no University Professor in any subject comprised in a Faculty, it may be held by a member of the Faculty who is the Principal of a College or Head of an Institution :

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.

BOARDS OF STUDIES

30. (1) In a 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 except in the case of Boards assigned to the Faculties of Medicine, Engineering, Agriculture, Law, .Ayurvedic Medicine and Unani Medicine shall consist of the following members namely :-

- (a) the Professors of the University Department in the subject assigned to the Board, if there are any;
- (b) the Readers of the University Department in the subject assigned to the Board, if there are any;
- (c) the Head of the Department in the subject concerned from each constituent college, not lower in rank than that of a Professor;
- (d) the Head of the Department in the subject concerned from each affiliated college, not lower in rank than that of a Professor;
- (e) one person who is not a teacher in any affiliated or constituent college of the University or a Department of the University, nominated by the Faculty: [XXX]**

Provided that where in a particular subject there is no teacher of the status of a Professor, the teacher incharge of the Department in the subject concerned from an affiliated or constituent college shall be the member of the Board:

* Sub-Section (i) of Section 29 substituted by Act XXI of 1988. S.2.

** Words omitted by Act X of 1973, S.5

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

- (3) The Professor of the University Department senior to all other Professors in the Department shall be the Convener and in case there is no Professor of the 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) The Board of Studies for each subject assigned to the Faculties of Medicine, Engineering, Agriculture, Law, Ayurvedic Medicine and Unani Medicine shall be constituted by the Dean of the Faculty concerned in consultation with the Vice-Chancellor. Each Board for a subject or subjects shall consist of not more than seven members and the teacher senior to all other teachers shall act as the Convener of the Board.
- (7) [Notwithstanding anything contained in this section or any Statute or Regulation made thereunder, each University may have a Board of Post-graduate Studies for each subject in which Post-graduate instruction is imparted, and a Board of Under-graduate Studies for the subject or subjects in which under-graduate instruction is imparted. The composition of these Boards shall be such as may be determined by the Chancellor in consultation with the Vice-Chancellor of the University concerned.]*

FUNCTIONS AND POWERS OF THE BOARD OF STUDIES

31. (1) It shall be the duty of each 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) new courses of study except such text books as may be got edited, printed and published by the Syndicate of the University concerned in accordance with the Regulations prescribed in this behalf;
 - (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.

* Sub-Section (7) added by Act III of 1979.

- (2) The Boards of Studies shall also discharge such other functions as may be prescribed by the Statutes or the Regulations.

BOARDS OF RESEARCH STUDIES

32. (1) There shall be Boards of Research Studies, one each for Arts, Science, Social Studies and such other fields of study as may be specified by the Syndicate concerned after having consulted the Academic Council of the University concerned. Each Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Dean and the Heads of the 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.

- (2) Each Board shall organise research studies under the guidance of the Academic Council and in accordance with the Statutes and Regulations prescribed in this behalf.

POWERS AND FUNCTIONS OF THE BOARDS OF RESEARCH STUDIES

33. 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 the maximum number of research scholars to be guided by an approved supervisor;
 - (d) to submit to the Academic Council suggestions and proposals for organising or improvement of the research studies in the University; and
 - (e) to consider any other matter referred to it by the Academic Council, the Syndicate and the University Council.

BOARD OF INSPECTION

34. (1) There shall be a Board of Inspection in a University consisting of the following members, namely :-
- (a) the Vice-Chancellor of the University;
 - (b) the Pro-Vice-Chancellor of the University, if any;
 - (c) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (d) two Deans of Faculties of the University concerned by rotation, nominated by the Vice-Chancellor;

- (e) two Principals from colleges nominated by the Vice-Chancellor by rotation; and
 - (f) the Registrar.
- (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.

FUNCTIONS OF THE BOARD OF INSPECTION

35. (1) Subject to the provisions of this Act and the Statutes and Regulations made thereunder 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 atleast within a period of three years after the grant to it 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 University Departments concerned, if there are any in the subjects; and
 - (c) the Dean of the Faculty concerned.

SELECTION COMMITTEES

36. (1) Save as otherwise provided in this Act, there shall be Selection Committees in a University comprising the following members for selection of teachers and officers for appointment in the University concerned :-
- “(a) Committees for appointment of teachers
- A) for Lecturer or equivalent post:-
 - (i) Vice-Chancellor(Chairman);
 - (ii) Chairman; Public Service Commission or a member of the Public Service Commission nominated by him;
 - (iii) three experts having special knowledge of the subject concerned in which the appointment is to be made, nominated by the Vice-Chancellor from the panel of experts recommended by the Vice-Chancellor and approved by the University Council ; provided the panel shall be reviewed after every two years;

*Substituted by Act X of 1973 S.6

- (iv) Head of Department concerned; provided that he is not lower than the status of a Reader; and
 - (v) an academician nominated by the chancellor;
- B) for Reader or equivalent post :-
- (i) Vice-Chancellor (Chairman);
 - (ii) Chairman, Public Service Commission or a member of the Public Service Commission nominated by him ;
 - (iii) an academician to be nominated by the Chancellor ;
 - (iv) three experts in the concerned subject/field, out of the panel recommended by the Vice-Chancellor and approved by the University Council; provided the panel shall be reviewed after every two years;
 - (v) Dean of the faculty concerned , if he is or the status of a University Professor; and
 - (vi) Head of the Department concerned; provided that he is not lower in status than that of a Reader and is not a candidate for the said post
Provided further that the bio-data and reprints of three major publications of the applicant have been got assessed by the same three external experts who are to be invited to interview the candidates; and
- (C) for Professor or equivalent post - The composition of the Selection Committee shall be the same as that for the post of a Reader under sub clause (B); provided that the Head of the Department is not lower in status than that of a Professor :
- Provided further that the bio-data and reprints of the three major publications of the applicant of which one should be a book or research report have been got assessed by the same three external experts who are to be invited to interview the candidates and the assessment report shall be placed before the Selection Committee”*
- (b) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above :
 - i/ Vice-Chancellor (Chairman);
 - ii/ Pro-Vice-Chancellor, if any;
 - iii/ Financial Advisor; and
 - iv/ a member of the University Council concerned, nominated by the Chancellor.
 - (c) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian :
 - i/ Vice-Chancellor (Chairman);

* Substituted by Ordinance No. 1 of 2000

- ii/ Pro-Vice-Chancellor, if any;
 - iii/ Financial Advisor;
 - iv/ A member of the Syndicate concerned, nominated by the Vice-Chancellor.
 - v/ the Registrar.
- (2) The quorum of the Selection Committee for appointment of teachers under Clause (a) of subsection (1) shall be four including atleast two external experts. In respect of the selection to the post referred to in clauses (b) and (c) of said subsection(1), the majority of members shall form the quorum.” *
- (3) The terms and conditions of the office of the members of the Selection Committee shall be such as may be prescribed by the Statutes in this behalf.

OTHER AUTHORITIES

37. The constitution, powers and duties of such other authorities as may be decided by the Statutes to be authorities of the University shall be provided for in the manner prescribed by Statutes.

AUDIT OF ACCOUNTS

38. The Accounts of a 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.

ALTERATION IN THE DESIGNATION OF A GOVERNMENT OFFICER

39. 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.

STATUTES AND REGULATIONS

STATUTES

40. 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 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 University;
 - (e) the designation and powers of the officers of the University;

* Substituted by Ordinance No. 1 of 2000

- (f) the constitution, powers and duties of the authorities of the University;
- (g) the conditions for recognition and affiliation of colleges and other institutions to the University;
- (h) the classification of teachers employed by the University;
- (i) the constitution of pension or general provident fund or contributory provident fund for the benefit of the officers, teachers and other servants employed by the University;
- (j) the conditions under which students shall be admitted, to the examinations conducted by the 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 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 University; and
- (p) all matters which by this Act are to be or may be prescribed by the Statutes.

STATUTES HOW MADE

41. (1) Subject to the provisions of Section 48 and 51 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 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.

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 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 and affiliated colleges to the University concerned after consultation with the Academic Council concerned.

REGULATIONS

42. The authorities and the bodies of the University may recommend to the 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 thereat, 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 University;
- (h) the periodical inspection of constituent or affiliated colleges and other institutions.

REGULATIONS HOW MADE

43. (1) The University Council of a University shall make Regulations in consultation with the Syndicate after receiving drafts from the authorities and bodies of the 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 40 of this Act may be provided for by the Statutes.

SUPPLEMENTARY PROVISIONS

ANNUAL REPORT

44. The Annual Report of a 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 University Council.

DISPUTES AS TO CONSTITUTION OF UNIVERSITY AUTHORITIES OR BODIES

45. 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 University, or whether any decision of the 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.

FILLING OF CASUAL VACANCIES

46. (1) All casual vacancies among the members (other than ex-officio members) of any authority or other body of a 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 University as a representative of another body whether of the University or outside, shall retain his seat on the 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.

PROCEEDINGS OF UNIVERSITY AUTHORITIES AND BODIES NOT INVALIDATED BY VACANCIES

47. No act or proceedings of any authority or other body or committee of a University shall be invalidated 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..

APPOINTMENT OF SPECIAL OFFICER UNTIL UNIVERSITY AUTHORITIES DULY CONSTITUTED

48. (1) At any time after the passing of this Act and until such time as the two 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 University.

- (2) Subject to the superintendence of the Vice-Chancellor, the Special Officer shall examine the Statutes and Regulations continued under Section 51 of this Act and propose such modifications, alterations and additions therein as may be necessary to bring such 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.

AFFILIATION OF STATE EDUCATIONAL INSTITUTIONS WITH THE UNIVERSITY OF KASHMIR AND UNIVERSITY OF JAMMU

49. (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, all colleges and educational institutions, affiliated to or recognized by the University of Jammu and Kashmir under the provisions of the Jammu and Kashmir University Act, 1965 shall, immediately after the commencement of this Act, become affiliated to or recognized by the University of Kashmir or the University of Jammu in the territorial jurisdiction of which such college or educational institution is situated in the same subjects, upto the same standard and on the same conditions as these were affiliated or recognised before the commencement of this Act.
- (2) Notwithstanding anything contained in this Act or the Statutes or Regulations, any student in a college or any other educational institution affiliated to or recognised by the University of Jammu and Kashmir, who immediately before this Act comes into force was studying or was eligible for any examination under the provisions of the Jammu and Kashmir University Act, 1965 shall be permitted to complete his course in preparation therefor in either of the two Universities and each of the University shall provide for the instruction and examination of such student in accordance with the prospectus of studies of the Jammu and Kashmir University Act, 1965 unless otherwise decided by the respective University Council.

REMOVAL OF DIFFICULTIES

50. If any difficulty arises as to the first constitution of any authority of a 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.

CONTINUANCE OF THE EXISTING STATUTES AND REGULATIONS

51. All the Statutes and Regulations made under the Jammu and Kashmir University Act, 1965 and in force immediately before the commencement of this Act, shall so far as may be consistent with the provisions of this Act continue to be in force in each University after the commencement of this Act.

CONTINUANCE OF SERVICE OF THE EXISTING EMPLOYEES AND THEIR ALLOCATION

52. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder or in any other law for the time being in force.

- (1) all employees of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965 (other than those serving on contract or on deputation in the University or those serving in the Publication Bureau of the University) who, immediately before the commencement of this Act, were holding or discharging the duties of any post or office in connection with the affairs of the said University shall, subject to the provisions of sub-section (2), continue in service on the same terms and conditions as regulated their service before such commencement;
- (2) the Chancellor may in consultation with the Pro-Chancellor by order allocate the employees of the University of Jammu and Kashmir (other than those serving on contract or deputation in the University or those serving in the Publication Bureau of the University) between the University of Kashmir and the University of Jammu constituted under this Act in such manner as he may consider necessary and every such allocation shall be deemed to be an appointment, transfer or promotion as the case may be, to the post or office by the competent authority under this Act :

Provided that in making such allocations the conditions of service of employment of such employees. shall not be varied to their disadvantage;

- (3) the employees of the Publication Bureau of the University of Jammu and Kashmir alongwith the assets and liabilities of the said Bureau shall stand transferred to the Jammu and Kashmir Board of Secondary Education constituted under the Jammu and Kashmir Secondary Education Act, 1965, with effect from such date after the commencement of this Act as the Chancellor may specify :

Provided that the conditions of service of such employees shall not be varied to their disadvantage on account of such transfer; and

- (4) all persons who immediately before the commencement of this Act were holding or discharging the duties of any post or office in connection with the affairs of the University of Jammu and Kashmir, on contract basis or by virtue of their deputation to such posts or offices from other services in the State, unless otherwise ordered by the Chancellor after consulting the Pro-Chancellor, shall cease to hold such posts or to discharge such duties after 60 days from the commencement of this Act and all such contracts with or deputations to the University of Jammu and Kashmir shall stand terminated with effect from the expiry of the said period of 60 days.

INTER-UNIVERSITY TRANSFERS

53. The Chancellor or the Pro-Chancellor may, after consulting the Vice-Chancellors of the two Universities, transfer any employee from one University to another University if such transfer is considered by him necessary in the interest of administration of the Universities constituted under this Act.

GULMARG RESEARCH OBSERVATORY

54. The Gulmarg Research Observatory shall, after the commencement of this Act, be under the administrative control of the University of Kashmir. The Chancellor in consultation with the Pro-Chancellor may, for purposes of its efficient administration and representation

of the two Universities on its Board of Management, issue such directions as he may deem fit.

TRANSITIONAL ARRANGEMENTS

55. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder -
- (1) the appointment of the first Vice-Chancellors, the first Pro-Vice-Chancellors, the first Registrars and the first Controllers of Examinations of both the 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 the Chancellor may direct;
 - (2) the Syndicate of the two Divisions of the University of Jammu and Kashmir constituted under the provisions of the Jammu and Kashmir University Act, 1965, shall, until such time as the authorities of a University be constituted under the provisions of this Act, perform such duties and exercise such powers in respect of the University concerned as have been conferred upon the Syndicates, the Academic Councils, the Faculties, the Boards of Studies, the Boards of Inspection and the Boards of Research Studies in accordance with the provision of this Act, the Statutes and Regulations made thereunder; and
 - (3) all degrees, diplomas and certificates shall continue to be granted and issued by each University constituted under this Act in the name of "University of Jammu and Kashmir" until such date as the Chancellor may determine and all such degrees, diplomas and certificates shall be as good and valid as if granted or issued by the concerned University under this Act.

ASSETS AND LIABILITIES

56. (1) The assets and liabilities of the Jammu Division and the Kashmir Division of the University of Jammu and Kashmir existing immediately before the commencement of the Act shall form the assets and liabilities of the University of Jammu and the University of Kashmir respectively.
- (2) The assets and liabilities of the Central Unit of the University of Jammu and Kashmir existing immediately before the commencement of this Act, shall be apportioned between the University of Jammu and the University of Kashmir in such manner as the Chancellor in consultation with the Pro-Chancellor may determine.

LEGAL PROCEEDINGS

57. Where immediately before the commencement of this Act, the University of Jammu and Kashmir was a party to any legal proceedings with respect to any property, rights, or liabilities, the University of Kashmir or the University of Jammu which succeeds to acquire a share in that property or those rights or liabilities by virtue of this Act shall be deemed to be substituted for the University of Jammu and Kashmir as a party to those proceedings and the proceedings may continue accordingly.

REPEAL AND SAVING

58. (1) The Kashmir and Jammu Universities Ordinance, 1969 (X of 1969) is hereby repealed.
- (2) Notwithstanding the repeal of the said Ordinance or the repeal of the Jammu and Kashmir University Act, 1965 under the said ordinance -
- (a) all degrees conferred, and diplomas, certificates and privileges granted by the University of Jammu and Kashmir under the Jammu and Kashmir University Act, 1965 shall be as good and valid as if conferred and granted by the University concerned under this Act;
 - (b) the Syndicates of the Divisions of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965, shall continue for purposes of sub-section (2) of Section 55 of this Act for the period mentioned in the said sub-section;
 - (c) anything done, any action taken, any appointment made or order issued under the said Ordinance or under the Jammu and Kashmir University Act, 1965, shall be deemed to have been done, taken, made or issued under this Act :
- Provided that if any appointment was made [under the said Ordinance or under the Jammu and Kashmir University Act, 1965,]* subject to any condition, such appointment shall continue subject to that condition under this Act.

VALIDATION

- [59. The Statutes passed by the University Council of Jammu at its meeting held on 30th March, 1973 and assented to by the Chancellor on 1st April, 1973 shall be and shall always be deemed to be valid notwithstanding that the assent of the Chancellor to the said Statutes was not published in Government Gazette as was required under clause (c) of Sub-section (4) of Section 41 of the Kashmir and Jammu Universities Act, 1969 and accordingly —
- (a) the Statutes aforesaid shall –
 - i) continue to be in force unless and until altered or superseded under this Act ;
 - ii) not be called in questions on the ground that assent of the Chancellor thereto was not published in the Government Gazette; and
 - (b) anything done, any action taken or order made in pursuance of the said Statutes shall be and shall always be deemed to have been validly done, taken or made]**

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* Words substituted by Act X of 1973, S.8

** Section 59 added by Act IX of 1977, S.2.

STATUTES AND REGULATIONS

DEFINITIONS

In the Statutes and Regulations, unless there is anything repugnant in the subject or context :-

- (i) 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 examination held for that class;
- (ii) The “Act” means the Kashmir and Jammu Universities Act, 1969;
- (iii) “Affiliated Colleges” shall be the colleges and institutions imparting instruction upto Bachelor’s Degree excluding a Degree in a Professional course;
- (iv) “An Indian University” means an Indian University incorporated by any law for the time being in force;
- (v) “Casual Student” means one whose name is not enrolled as a regular student in a Department, college or any educational institution recognised by the University, but who, with the consent of the Head of the Department/College/Institution, attends lectures or laboratory work in a subject. A casual student will not lose his right to appear as a private candidate if he/she is otherwise eligible to do so;
- (vi) “Constituent Colleges” mean the colleges and institutions imparting instruction at least upto Honours (integrated course) standard in the Bachelor’s Degree Course or for a Bachelor’s Degree in a Professional Course, recognised as such by the University;
- (vii) “Department” means a Department of teaching established and maintained by the University;
- (viii) “Late-College Student” means one who has completed the prescribed course for a particular examination in a University Department or constituent/affiliated college or any other recognised institution and has either failed or not appeared in that examination;
- (ix) “Officers”, “Authorities”, “Professors”, “Readers”, “Lecturers”, “Fellows”, “Demonstrators”, and “Subordinate Staff” mean respectively, “Officers”, “Authorities”, “Professors”, “Readers”, “Lecturers”, “Fellows”, “Demonstrators”, and the “Ministerial, technical and inferior staff” of the University;
- (x) “Oriental Institutions” which prepare students for various non-degree examinations in the Faculty of Oriental learning, viz., Proficiency, High Proficiency and Honours in the Oriental Classical and Modern Indian Languages, shall be treated as affiliated colleges for purposes of the constitution of the concerned Faculty and the Board of Studies only.

Only such Oriental Institutions as prepare students for degree examinations in the Faculty of Oriental Learning, namely, B.O.L. or M.O.L. (when these are organised by the University) shall be treated as affiliated colleges for all purposes;

- (xi) "Private candidate" means one who is eligible and has been granted permission to appear in a University examination without having attended a regular course of instruction in a University Department or constituent/affiliated college or any other recognised institution in accordance with the provisions relating to the Statutes governing admission of private candidates to University examinations;
- (xii) 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.

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CHAPTER I

OFFICERS

STATUTES:

1. In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers :-
 - (1) Librarian;
 - (2) Deputy Librarian;
 - (3) Deputy Registrar;
 - (4) Dean Student's Welfare;¹
 - (5) Director, Physical Education;
 - (6) Officer, Employment Information Bureau;
 - (7) Assistant Registrar/Private Secretary to Vice-Chancellor;²
 - (8) Senior Assistant Librarian;
 - (9) Assistant Librarian;
 - (10) Assistant Engineer;
 - (11) Assistant Director Physical Education;²
 - (12) Medical Officer;
 - (13) Executive Engineer;³
 - (14) Special Assistant to Vice-Chancellor;³
 - (15) Director, College Development Council;⁴
 - (16) Instructor in Drama/Performing Art;¹¹ and
 - (17) Chief security Officer ¹⁰

VICE-CHANCELLOR

2. 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) to depute officers, teachers and other employees of the University on University work;
 - (2) to permit the teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
 - (3) "to treat on duty for a period of 15 days extendable to 20 days in exceptional cases in a year i.e. from January to December, 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 recognised bodies and to conduct viva or practical examination outside the jurisdiction of the University”⁵ or “any other academic programme beneficial to the teachers/ officers of the University as may be decided by the Vice-Chancellor”;⁶

- (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;
- (5) to recommend and forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University teaching Departments, constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes;
- (6) to select candidates and/or recommend them to the State Ministry of Education, University Grants Commission, Union Ministry of Education, the Council of Scientific and Industrial Research and other institutions, for the award of scholarships, fellowships, travel grants, financial assistance, subject to the conditions, if any, laid down in this behalf;
- (7) to call upon the Heads of the Departments concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
- (8) to grant late admission of students to various courses in the University teaching Departments, affiliated/ constituent colleges and other institutions, in genuine cases, in accordance with the provisions of relevant statutes;
- (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 has not been guilty of negligence or fraud;
- (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, provided always that he has not been guilty of negligence or fraud;
- (11) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations above Rs.50/- but upto Rs.200/- per centre of examination;
- (12) to sanction casual leave to the officers and Heads of Departments of the University;
- (13) to sanction leave of all kinds other than casual, to the employees of the University;
- (14) to sanction crossing of efficiency bar in favour of the employees of the University;
- (15) to sanction honorarium to the subordinate staff;
- (16) to suspend, when he deems necessary, an officer or a teacher on grounds of misconduct according to the procedure laid down in the Statutes/Regulations and when he takes such an action he shall report it to the Syndicate/ University Council at its next meeting;

- (17) to sanction special advances out of G.P. Fund/C.P.Fund in favour of the University employees upto the extent permissible under Statutes/Regulations;
- (18) to sanction House Building advances to the University employees under rules;
- (19) to sanction write-off of loss in any individual case not exceeding Rs.200/- subject to a limit of Rs. 5,000/- book value in a year;
- (20) to sanction all scholarships and fellowships of the University to the students under Regulations;
- (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;
- (22) to sanction advances upto Rs.10,000/- in individual cases against the budgeted provisions;
- (23) to authorise free supply of University publications costing upto Rs. 25/- in each individual case;
- (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;
- (25) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit exceeding Rs.2,500/- in each case;
- (26) to accord sanction to the execution of the approved works by the University Works Department after the estimates are technically approved by such person/ agency as may be appointed by the Syndicate/University Council;
- (27) to sanction expenditure to the extent of 5% over the estimates in the original technical sanction, within the budget provision;
- (28) to approve the various items of works under the grant provided for repair and maintenance of buildings and premises;
- (29) to sanction the temporary establishment on daily wages from time to time for maintenance and development of the University Campus;
- (30) to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Heads of University teaching Departments and Principals of Colleges, if necessary, provided that the notice to this effect is given by a notification atleast 10 days before the respective dates fixed by the Statutes for commencement of these examinations;
- (31) to authorise all purchases to be made for the University within the budget grant, save as otherwise provided in the Statutes;
- (32) to sanction admission of eligible students to degrees-in-absentia;
- (33) to sign the certificates of degrees awarded by the University;

- (34) 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;
- (35) to authorise amendment in the result of a candidate when affected by an error;
- (36) to authorise the publication of results of the Bi-annual/Supplementary examinations;
- (37) to sign cheques in the absence of Registrar;
- (38) to sanction re-appropriation from one major or minor head to another in the approved budget, to the extent of Rs. 20,000/- subject to the restrictions laid down in Accounts and Finance Regulations; and
- (39) to sanction advances to the University employees for purchase of Motor Cars and Motor Cycle/ Scooters in accordance with the Regulations laid down for the purpose.

PRO-VICE-CHANCELLOR

- 3. The Pro-Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice-Chancellor under Section 15(1) of the Act :-
 - (1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and
 - (2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned by the University Council.

REGISTRAR

- 4. The Registrar shall have the following powers and functions in addition to those provided under Section 17 of the Act :-
 - (1) to make all disbursements on account of the University, and sign all cheques;
 - (2) to sanction temporary appointments in leave arrangements of the subordinate staff;
 - (3) to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
 - (4) to impose fines on subordinate staff;
 - (5) to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of the University;
 - (6) to authorise purchases of all kinds for the office upto and including Rs. 2,500/- in individual cases;
 - (7) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit upto and including Rs. 2,500/-;
 - (8) to accord sanction to the execution of approved works upto and including Rs. 2,500/- by the Engineering Unit after the estimates are technically approved;

- (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;
- (10) to sanction extra-ordinary expenditure not covered under Regulations on refreshment to the subordinate staff;
- (11) to sanction re-appropriation from one major or minor head to another in the approved budget to the extent of Rs. 2,500/- subject to the restrictions laid down in Accounts and Finance Regulations;
- (12) to operate upon and maintain the account of imprest of Rs. 1,000/- to meet emergent expenses in accordance with the provisions laid down for this purpose;
- (13) to declare the seniority list of the University employees;
- (14) to sanction advances to the University employees out of their G.P./C.P. Fund deposits in accordance with the relevant Regulations;
- (15) to keep the custody of Service Books and Character Rolls of the University employees;
- (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;
- (17) to sanction write off of loss in any individual case not exceeding Rs.25/- subject to a limit of Rs.1,000/- book value in a year;
- (18) to sanction festival advances to the University employees in accordance with the Regulations laid down for the purpose;
- (19) to sanction advances to the University employees for purchase of bi-cycles in accordance with the provisions of the Regulations prescribed for the purpose.

CONTROLLER OF EXAMINATIONS

5. The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act :-
 - (1) to frame and issue date sheets (theory and practical) for various examinations;
 - (2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Statutes;
 - (3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
 - (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;

- (5) to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Confidential and Examination Branches who may have to sit for work outside office hours;
- (6) to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Regulations;
- (7) to grant permission to private candidates for appearing in various examinations conducted by the University;
- (8) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations upto a maximum of Rs. 50/- per centre of examination;
- (9) to make payment of remuneration to printers of question papers, paper-setters, examiners, checking assistants, code officers, tabulators and collators and to sign cheques in that connection;
- (10) to authorise incurring of normal contingent expenditure in regard to the work relating to the examinations;
- (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 kilometers. This advance shall not, however, be made earlier than five days before the actual date of business;
- (12) to sanction casual leave to the subordinate staff of the Examination, Certificate & Confidential Branches or delegate the powers to any officer of the University; and
- (13) to inspect the examination centres (Theory & Practical).

JOINT REGISTRAR

6. The Joint Registrar, if any, shall perform the following duties :-

- (1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other bodies unless otherwise provided by the Statutes;
- (2) to perform such other duties of the Registrar as may be assigned to him by the University Council;
- (3) the Joint Registrar will function under the general superintendence and control of the Registrar;
- (4) the Joint Registrar will be overall incharge of all financial, budget and accounting operations of the University;
- (5) the Joint Registrar will supervise the work of the Deputy Registrar/Assistant Registrars incharge of Finance, Budget and Accounts Section of the University Office. He will dispose of all matters at his level and submit to the Registrar and the Vice-Chancellor only important policy matters for decisions;
- (6) the Joint Registrar will exercise all the financial powers including passing of bills and signing of cheques which are vested in the Registrar under the University Act and the Statutes and Regulations made thereunder;

- (7) “any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.”⁷

DEAN STUDENTS’ WELFARE

7. The Dean Students’ Welfare, shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall perform the duties and exercise powers as under :-

- (1) to plan, organise and conduct students’ welfare programmes including cultural and literary activities, festivals, extension and special lectures, youth clubs, societies etc.;
- (2) to co-ordinate the work of student services and agencies in the University and motivate faculty involvement in the students’ welfare programmes;
- (3) to prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated/constituent colleges;
- (4) to provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Syndicate in regard to Youth Welfare activities;
- (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;
- (6) to devise ways and means for promoting the well-being of the University students social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth;
- (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.
- (8) to prepare reviews and reports of the activities pursued during a year; and
- (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 Youth Welfare and maintenance of discipline among students.

LIBRARIAN

8. The Librarian of the University shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall be a whole-time officer of the University;

Provided that, in the absence of whole-time Librarian, a University Professor nominated by the University Council shall function as the Honorary Librarian and receive such honorarium as the University Council may decide. The Librarian will perform the duties and exercise powers as under :-

- (1) to act as Member Secretary of the Library Committee;

- (2) to conduct all official correspondence for the Library;
- (3) to sanction casual leave to the subordinate staff of the Library;
- (4) to scrutinize lists of books recommended by the Heads of the teaching Departments of the University;
- (5) to place orders for books, journals and all other library requirements within the limits of sanctioned budget allotments and in accordance with Regulations;
- (6) to select reference books, books of general interest and books on Library Science and such other subjects as the Library Committee may determine from time to time;
- (7) to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
- (8) to authorise purchase of serial publications in order to complete the volumes;
- (9) to remit over-due charges from borrowers according to Regulations;
- (10) to dispose of or write off books lost or damaged in the Library upto Rs. 25/- at a time and Rs.150/- in a year;
- (11) to operate upon and maintain the account of the imprest of Rs. 250/- to meet emergent expenses in accordance with the procedure laid down for this purpose;
- (12) to control the staff of the Library;
- (13) to perform such other duties as may be prescribed by the Library Committee, the University Council and the Syndicate;
- (14) to delegate, subject to approval of the Vice-Chancellor, any of his powers and duties to any other officers of the Library; and
- (15) in the discharge of his duties the Librarian shall be under the direct control of the Vice-Chancellor.

DEPUTY LIBRARIAN

9. The Deputy Librarian shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Library Committee or by the Vice-Chancellor or the Librarian. In case there is no Librarian, the Deputy Librarian shall perform all the duties and exercise all the powers assigned or delegated to the Librarian under Statute 8. In the discharge of his duties, the Deputy Librarian shall be under the direct control of the Vice-Chancellor when there is no Librarian.

SENIOR ASSISTANT LIBRARIAN

10. The Senior Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (c) of Section 36 of the Act. He shall be a whole-time officer of the University and under the control of

the Librarian or Deputy Librarian, whoever is incharge of the Library, exercise such powers and perform such duties as may be assigned to him by the Syndicate, the Library Committee or by the Vice-Chancellor or the Librarian/Deputy Librarian. In case there is no Librarian or Deputy Librarian, the Senior Assistant Librarian shall exercise such powers and perform such duties as are assigned to the Librarian under Statute 8 subject to the Superintendence of the Registrar.

ASSISTANT LIBRARIAN

11. The Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (c) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such functions as may be assigned to him by the Library Committee or the Syndicate or the Vice-Chancellor or the Librarian/Deputy Librarian. In the execution of his duties he shall be under the immediate control of the Librarian or any other officer performing the duties of the Librarian.

DEPUTY REGISTRAR & ASSISTANT REGISTRAR

12. The Deputy Registrar and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (c) of Section 36 of the Act. Besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrars and the Assistant Registrars incharge of Sections other than the Accounts, Examinations and Secrecy shall, subject to the control of the Registrar, perform the duties and exercise the powers as under :-

- (1) to be incharge of work relating to -
 - (a) Convocation;
 - (b) issue of forms and stationery;
 - (c) registration of the students of the University;
 - (d) preparation of budget estimates;
- (2) to conduct routine correspondence;
- (3) to sanction and issue inter-college and inter-University migration certificates and eligibility certificates;
- (4) to maintain the stock of all kinds of forms, publications and stationery, save as otherwise provided in the Statutes;
- (5) to maintain up-to-date seniority list of the employees of the University;
- (6) to complete service books and maintain personal files of all the teachers, officers and other employees of the University;
- (7) to take care of the University property;
- (8) to maintain stores, stock accounts etc.

**DEPUTY REGISTRAR/ASSISTANT REGISTRAR
INCHARGE ACCOUNTS/EXAMINATIONS/SECRECY**

13. The Deputy/Assistant Registrar incharge (Accounts) shall be responsible for supervising and maintaining all the accounts of the University, in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar:
- (1) he shall be incharge of the Accounts Branch including the cash section;
 - (2) he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities, if any, noticed by him;
 - (3) he shall suggest ways and means for maintaining proper accounts of the University;
 - (4) he shall regularly check up the cash balances with the respective accounts of the Bank;
 - (5) he shall see that all payments are supported by proper vouchers and covered by proper sanctions;
 - (6) he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his own custody;
 - (7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;
 - (8) he shall get pension cases prepared whenever required and see that pension payment orders are issued in time;
 - (9) he shall be responsible to exercise thorough check of the accounts and shall submit a monthly report to the Vice-Chancellor and Financial Advisor through the Registrar; and
 - (10) he shall conduct physical stock verification of dead stock articles, blank certificates and diploma forms and other forms and stationery and publications of the University, atleast once a year and submit a report to the Vice-Chancellor through the Registrar.

Besides performing such duties and exercising such powers as may be assigned to them by the Vice-Chancellor or the Controller of Examinations, the Deputy Registrar and the Assistant Registrar incharge of Examinations and Secrecy Section shall, subject to the control of the Controller of Examinations, perform the duties and exercise the powers as under :-

- (1) to conduct routine correspondence regarding examinations;
- (2) to keep the safe custody of blank certificates and diploma forms;
- (3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates appearing in various examinations of the University; and

- (4) save as otherwise provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University Examinations.

PRIVATE SECRETARY TO VICE-CHANCELLOR

14. The Private Secretary to Vice-Chancellor shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (c) of Section 36 of the Act. The post shall belong to the cadre of Assistant Registrars and he shall perform such duties as may be assigned to him by the Vice-Chancellor.

DIRECTOR PHYSICAL EDUCATION

15. The Director, Physical Education will be appointed by the Syndicate on the recommendation of the Selection Committee constituted for this purpose under sub-section (1) (c) of Section 36 of the Act and will function subject to the control of the Vice-Chancellor and the Registrar. He shall perform the duties and exercise powers as given below :-

- (1) to assist the colleges in working out schemes of Physical Education;
- (2) to organise, conduct and control the University Sports, tournaments and Athletics and to organise various University Sports Clubs and Inter-University level coaching camps;
- (3) to organise Hikes, Trekking, Mountaineering Camps etc.
- (4) to be incharge of the gymnasium, swimming-pools, play fields, stadium and Physical Education equipments;
- (5) to advise students regarding the Physical development;
- (6) to regulate the functioning of N.C.C., N.S.O. and N.S.C. schemes in the colleges and the University Campus;
- (7) to pursue and implement decisions taken by the Syndicate or the Board of Sports and Youth Welfare in regard to programmes relating to Sports and Physical Education programmes;
- (8) to conduct tournaments in various games for the teaching staff of the University and the affiliated colleges;
- (9) to organise Inter-Departmental Sports and Tournaments for the University teaching Departments; and
- (10) such other functions as the Syndicate or the Vice-Chancellor may direct.

ASSISTANT DIRECTOR PHYSICAL EDUCATION²

16. The Assistant Director Physical Education will be appointed by the Syndicate on the recommendation of the Selection Committee constituted for this purpose under sub-section (1) (c) of Section 36 of the Act. He shall perform such duties as may be assigned to him by the Vice-Chancellor or the Registrar or the Director of Physical Education.

OFFICER EMPLOYMENT INFORMATION-CUM-ADVISORY BUREAU

17. The Employment Information Officer, will be appointed by the Syndicate on the recommendation of the Selection Committee appointed for this purpose under sub-section (1) (c) of Section 36 of the Act. He will be incharge of the Bureau and shall give information and guidance to the students of the University in regard to academic matters, career selection and employment opportunities. The Bureau will function under the overall charge of the Head of the Department of Education.

ASSISTANT ENGINEER

18. The Assistant Engineer will be appointed by the Syndicate on the recommendation of the Selection Committee appointed for this purpose under sub-section (1) (c) of Section 36 of the Act. Besides exercising such powers and discharging such duties as may be assigned to him by the Vice-Chancellor or the Registrar, his powers and functions shall be as under:-

- (1) he will be incharge of the Works Department of the University and control the subordinate staff of that unit;
- (2) he will prepare estimates of all the approved works assigned to the Works Department and execute these works after the estimates have been approved as provided in the Statutes and the formalities regarding tenders completed in accordance with the Accounts and Finance Regulations;
- (3) he will be responsible to exercise cent percent check of the bills of contractors;
- (4) he will discharge the technical work in accordance with the procedure obtaining in the State P.W.D. and also maintain all the registers as will be required in accordance with P.W.D. Accounts Code;
- (5) he will supervise the works executed by the Jammu and Kashmir Project Construction Corporation and the State P.W.D. or any other agency engaged by the University, record measurements and make a report of his findings and observations to the Vice-Chancellor through the Registrar;
- (6) he will conduct the routine correspondence in respect of the Engineering Unit; and
- (7) in the discharge of his duties, the Assistant Engineer shall be under the direct control of the Registrar.

MEDICAL OFFICER

19. The Medical Officer will be appointed by the Syndicate on the recommendation of the Selection Committee appointed for this purpose, under sub-section (1) (c) of Section 36 of the Act. Besides discharging such duties as may be assigned to him by the Vice-Chancellor or the Registrar, he shall be incharge of the Health Centre and provide medical assistance/care to the students and employees of the University.

AGE OF SUPERANNUATION

20. "The age of retirement from service on superannuation for the non-teaching employees of the University shall be sixty years, i.e. the same age as stood prescribed for the Assistant Professor of the University." ⁸

DIRECTOR COLLEGE DEVELOPMENT COUNCIL

POWERS AND DUTIES⁹

21. The Director 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) (b) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or by the Vice-Chancellor:-
- (1) to act as a Member Secretary of the College Development Council;
 - (2) to conduct all official correspondence of the College Development Council;
 - (3) to visit all the affiliated colleges atleast twice in a year to assess the developmental needs of the Colleges;
 - (4) to hold regular meetings with the Principals of the affiliated colleges with a view to apprising them of the ways in which the College Development Council can function effectively for the development of colleges;
 - (5) to scrutinize development proposals of the colleges and recommend them to the UGC for approval;
 - (6) to act as the Convener of all Inspection Committees appointed by the University for inspection of colleges;
 - (7) to act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University;
 - (8) 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;
 - (9) to help in monitoring the UGC programmes implemented by the affiliated colleges;
 - (10) to review the inspection reports of the colleges and to suggest remedies for removing the defects and irregularities reported;
 - (11) 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;
 - (12) to control the staff working in his office;
 - (13) to sanction casual leave of the secretarial staff working in his office;
 - (14) to organize workshops, seminars and conferences of Principals/college teachers for advancing the cause of collegiate education;

- (15) to countersign TA/DA claims of Principals/college teachers who are asked to participate in the various seminars/workshops and conferences;
- (16) to perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.

22. **System Analyst¹²**

MCA/B.E. (Computers) or M.Sc. (Electronics) with at least one year Diploma in computers. Experience- At least 3 years experience. Two years in Computer networks and one year in Managing Internet facilities at a recognised organization institution.

References :

1. University Council Resolution No.26 dated 17.3.1980.
2. University Council Resolution No.17 dated 16.4.1987.
3. University Council Resolution No.15 dated 26.4.1979.
4. University Council Resolution No.19 dated 15.12.1988.
5. University Council Resolution No.12 dated 17.10.1978.
6. University Council Resolution No.17 dated 10.6.1981.
7. University Council Resolution No.9 dated 25.8.1987.
8. University Council Resolution No.37 dated 11.9.1984.
9. University Council Resolution No.19 dated 15.12.1988.
10. University Council Resolution No. 39 dated 05-04-1999
11. University Council Resolution No. 32 dated 21-06-2004
12. University Council Resolution No. 6 dated 21-06-2004

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CHAPTER II

AUTHORITIES AND COMMITTEES

1. UNIVERSITY COUNCIL

STATUTES

1. The members of University Council nominated by the Chancellor under Section 21 (viii-x) shall hold office for a period of three years.

POWERS

2. In addition to the provisions of the Act, the University Council shall have the following powers :-
 - (1) to institute such Professorships, Readerships, Lecturerships or other teaching posts as may be proposed by the Academic Council in this regard;
 - (2) to abolish or suspend any Professorships, Readerships and Lecturerships or other teaching posts on the report of the Academic Council in this regard;
 - (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 think fit; and
 - (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 on an offence which, in the opinion of the University Council, involves moral turpitude or upon the ground that he has been guilty of scandalous conduct.¹

REGULATIONS

HOLDING OF MEETINGS

1. The meetings of the University Council shall be held at such times as the Vice-Chancellor may direct 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.

NOTICE OF THE MEETING

2. 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

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 - (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 think fit; and
 - (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 on an offence which, in the opinion of the University Council, involves moral turpitude or upon the ground that he has been guilty of scandalous conduct.¹

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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.

SECRETARY

3. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar the person performing his duties shall act as Secretary.

QUORUM

4. Five members inclusive of the Chairman shall form the quorum.

NOTICE OF RESOLUTION AND AMENDMENT

5. (1) 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 Chairman whose decision on the subject shall be final.
 - (2) 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 seven clear days before the date of the meeting.
 - (3) 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 Chairman.

PROCEDURE

6. (1) Every motion shall be in the form of a resolution which must be seconded.
 - (2) When a motion has been duly proposed and seconded, the Chairman 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.
 - (3) Any member present may propose an amendment to a motion. When two or more amendments are proposed the Chairman 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).
 - (4) It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.
 - (5) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.
 - (6) An amendment must be duly seconded.
 - (7) Every question shall be decided by a majority of the votes of the members present. The Chairman 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 Chairman shall have the casting vote in addition to his vote as member.
 - (8) 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.

- (9) No speech other than that of the Chairman shall exceed five minutes in duration.
- (10) The Chairman shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairman has called for a vote.
- (11) 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.
- (12) 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 thereto, as the case may be, shall immediately be put to the vote.
- (13) 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.
- (14) No discussion shall be allowed on a motion mentioned in Regulation 11.
- (15) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairman of the meeting.
- (16) Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
- (17) Any member may, at any time in the course of a discussion, rise and call the attention of the Chairman to a point of order.
- (18) 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 Chairman has decided it.
- (19) If the Chairman 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 shall so declare and it shall be deemed a breach of order and the speaker shall resume his seat.
- (20) The Chairman shall be the sole judge of any point and his decision shall be final. He may, at his 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 call, the Chairman 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.

- (21) A member suspended for the rest of the sitting shall not take part in any discussion.
- (22) 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 there-upon, he shall do so.
- (23) 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.

BUSINESS BY CORRESPONDENCE

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

MINUTES

8. The Proceedings of the meeting of the University Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures.
9. The Registrar shall, within fifteen days after the meeting of the University Council send a copy of the proceedings to each member of the University Council and the Syndicate.

2. SYNDICATE

STATUTES

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

POWERS

4. In addition to the provisions of the Act, the Syndicate shall have the powers to appoint the following Committees to transact such business of the Syndicate as may be provided by the Statutes or Regulations or assigned by the Syndicate :-
 - i/ Standing Finance Committee;
 - ii/ Campus Development and Works Committee;
 - iii/ Board of Sports & Youth Welfare to –
 - (a) organize, conduct and supervise Youth Welfare activities; and
 - (b) organize, conduct and supervise sports and related activities;
 - iv/ Library Committee to manage affairs of the Library;
 - v/ Publication Board to organize publication of books, journals, research papers and theses and other publications of the University;

- vi/ Committee for appointment of paper-setters and examiners;
- vii/ Committee for general supervision of University examinations and appointment of Inspectors, Superintendents and other supervisory staff for examination centres;
- viii/ Committee for scrutiny of unfairmeans cases in examinations;
- ix/ Committee for scrutiny of complaints against question-papers/publication of results/scrutiny of marks and re-checking of results; and
- x/ any other Committee which the Syndicate may deem necessary.

REGULATIONS

MEETINGS

10. The meetings of the Syndicate shall be held at such times as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, 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.

NOTICE OF THE MEETING

11. 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 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 or in his absence the Pro-Vice-Chancellor, if any, may suspend or modify the operation of this Regulation.

CHAIRMAN

12. The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence, the Pro-Vice-Chancellor, if any, shall be the Chairman and in the absence of both, the members present shall elect a Chairman for the meeting.

SECRETARY

13. The Registrar shall be the ex-officio Secretary. In his absence the person performing his duties shall act as Secretary.

QUORUM

14. Six members inclusive of the Chairman shall form the quorum.

BUSINESS

15. All Regulations relating to the conduct of business at the meetings of the University Council, mutatis mutandis, shall apply to the meetings of the Syndicate.

BUSINESS BY CORRESPONDENCE

16. Any emergent item of business for the Syndicate may, at the discretion of the Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, if any, be disposed of by correspondence. Such item shall, however, be placed before the next meeting of the Syndicate.

MINUTES

17. The proceedings of the meeting of the Syndicate shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures. The Registrar shall, within fifteen days after the meeting of the Syndicate, send a copy of the proceedings to each member of the Syndicate and the University Council.

3. ACADEMIC COUNCIL

STATUTES

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

POWERS

6. The Academic Council may appoint a Standing Committee to
 - (i) grant equivalence to the courses and examinations of other Universities with the corresponding courses and examinations.
 - (ii) consider any other Academic matter referred to it by the Vice-Chancellor as the may deem fit for approval/endorsement on behalf of the Academic Council.¹⁷

REGULATIONS

MEETINGS

18. The meetings of the Academic Council shall be convened as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, 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.

NOTICE OF THE MEETING

19. 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 alongwith the agenda paper :

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

CHAIRMAN

20. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Pro-Vice-Chancellor, if any, shall be the Chairman, and in the absence of both, the Council shall elect one of the Deans of Faculties of the University present as the Chairman for the meeting.

SECRETARY

21. 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.

QUORUM

22. At all meetings of the Academic Council fifteen members inclusive of the Chairman shall form a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

PROCEDURE

23. (1) 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 Chairman shall have the casting vote. The Chairman may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.
- (2) 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 five days before the meeting.
- (3) 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 atleast three clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.
- (4) Notwithstanding anything contained in Regulation 23(2) and(3) the Chairman may allow a motion or an amendment of which the notice required thereby has not been given.
- (5) It shall be open to the Chairman to put to the vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairman may also take vote on two or more amendments in the alternative.
- (6) All Regulations relating to conduct of business at meetings of the University Council not inconsistent with those Regulations shall, mutatis mutandis, apply to all meetings of the Academic Council.

MINUTES

24. The proceedings of the meeting of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures. The Registrar shall within fifteen days after the meeting, send a copy of the proceedings to each member of the Academic Council.

4. FACULTIES

STATUTES

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

REGULATIONS

25. 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 :-

(1) Faculty of Arts

1. English;
2. Sanskrit;
3. Persian;
4. Arabic;
5. Hindi;
6. Urdu;
7. Punjabi;
8. Music;
9. Dogri;
10. Mathematics;
11. Geography.
12. Buddhist Studies¹²
13. Functional English¹²
14. Media Studies¹⁶

(2) Faculty of Science

1. Physics;
2. Chemistry;
3. Home Science;
4. Statistics;
5. Bio-Chemistry;
6. Electronics;
7. Computer Applications¹²; and
8. Food Science and Quality Control¹²

(3) Faculty of Social Sciences

1. Economics;
2. History;
3. Political Science;
4. Library Science;³
5. Public Administration;
6. Psychology;
7. Anthropology;
8. Home Science;
9. Rural Industries;³ and
10. Interior Decoration.³
11. Strategic and Regional Studies¹³

(4) Faculty of Oriental Learning

1. Sanskrit;
2. Hindi;
3. Punjabi;
4. Arabic;
5. Persian;
6. Urdu;
7. Dogri; and
8. Kashmiri.

(5) Faculty of Education⁹

1. Education.

(6) Faculty of Ayurvedic Medicine

1. Medicine;
2. Midwifery and Gynaecology;
3. Social and preventive Medicine (Kaya Chikitsa, Charak, Prasuti Stri Rog, Swasthvrit);
4. Anatomy and Surgery, Eye and E.N.T. (Sharira, Shalya Shalakaya);
5. Physiology and Pathology (D.D.M. V. & Nidan);
6. Pharmacy and Pharmacology, Medical Jurisprudence and Toxicology (Ras Shastra, Dravya Guna and Agad Tantra); and
7. Basic Sciences and Languages (Padarth Vigyan, Basic Sciences and Sanskrit).

(7) Faculty of Medicine

1. Anatomy;
2. Physiology including Bio-Physics;

3. Pathology and Bacteriology;
4. Pharmacology;
5. Forensic Medicine;
6. Surgery;
7. Medicine;
8. Preventive and Social Medicine;
9. Obstetrics and Gynaecology;
10. Ophthalmology & E.N.T.;
11. Radiology;
12. Psychiatry;
13. Pediatrics;
14. Anaesthesia;
15. Orthopaedics;
16. Dermatology;
17. Bio-Chemistry; and
18. Micro-Biology.
19. Physiotherapy;¹⁴ and
20. Dental Surgery¹⁸

(8) Faculty of Commerce

1. Commerce; and
2. Tax Procedure and Practice¹²

(8-A) Faculty of Management Studies⁴

1. Business Management;
2. Marketing Management.;
3. Business Administration;¹² and
4. Tourism Management;¹²

(9) Faculty of Music and Fine Arts

1. **Music**
 - (a) Vocal;
 - (b) Instrumental; and
 - (c) Dancing.
2. **Fine Arts**
 - (a) Painting;
 - (b) Sculpture;
 - (c) Applied Art; and
 - (d) Graphic Art.

(10) Faculty of Law

1. Law.

(11) Faculty of Engineering⁵

1. Civil Engineering;
2. Electrical Engineering;
3. Mechanical Engineering;
4. Electronics/Communication/Computer Engineering;
5. Physics;
6. Chemistry; and
7. Mathematics

(12) Faculty of Life Sciences²

1. Zoology;
2. Environmental Sciences;
3. Botany;
4. Bio-Technology.
5. Sericulture¹²
6. Industrial Fish and Fisheries¹²
7. Biological Techniques and Specimen Preparation¹²

(13) Faculty of Behavioural Sciences²

1. [Deleted]¹⁹
2. Sociology;
3. Psychology;
4. Philosophy.
5. Physical Education;¹⁵
6. Teacher Education;⁹

MEETINGS

26. Meetings of each Faculty shall be convened by the Registrar 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.

NOTICE OF THE MEETING

27. The Registrar 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 alongwith 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.

QUORUM

28. Not less than one-third of the members of a Faculty, including the Chairman, shall constitute a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

PROCEDURE

29. (1) Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Registrar so as to reach his office not less than five clear days before the date of the meeting. The Registrar shall include such proposals in the supplementary agenda and circulate it among the members.
- (2) Amendments to motions can be moved at the meeting of the Faculty with the permission of the Chairman.
- (3) 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 Chairman of the meeting.
- (4) All matters shall be determined in accordance with the vote of the majority of members present, and when the votes are equal. the Chairman shall have the casting vote.
- (5) The Chairman shall regulate the order of speaking and conduct of business at meetings, at his discretion. in accordance with the Regulations prescribed for discussion of matters at meetings of the Academic Council.

MINUTES

- 30 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.

DEANS OF FACULTIES

STATUTES

8. "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 University Professor in a subject comprising the Faculty and in case there is no University Professor in any subject comprising the Faculty, it may be held by a member of the Faculty who is the Principal of a College or Head of an Institution.

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.

Provided also that when in a particular Faculty only one member is eligible for the office of the Dean, he shall be nominated by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor, if any, to be the Dean of the Faculty.

9. If a vacancy in the office of the Dean occurs at any time, the Vice-Chancellor may nominate the Professor in a subject comprising the Faculty according to the seniority for the remaining triennial period."¹⁰
10. 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 Chairman. The Dean shall hold office for three years:

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.

11. He 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.

5. BOARDS OF STUDIES

STATUTES

12. 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.

13. There shall be a Board of Studies in each subject or group of subjects comprised in a Faculty.

REGULATIONS

31. The Boards of Studies shall prepare panels of names of paper-setters and examiners in their respective subjects in accordance with the Statutes.
32. Discussions in the Boards of Studies on the merits of examiners and of text-books shall be treated as confidential.

MEETINGS

33. 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 atleast once a year. At the annual meeting the Board shall draw up syllabi and courses of study except otherwise prescribed by the Academic Council for the various examinations with which it is concerned. 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, or in his absence the Pro-Vice-Chancellor, if any, shall be previously obtained by the Convener of the Board concerned through the Dean.

NOTICE OF THE MEETING

34. The Registrar shall issue to each member a notice stating the time, date and place of the meeting alongwith the agenda paper.

CHAIRMAN

35. The Convener shall be the Chairman of the Board.

SECRETARY

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

QUORUM

37. 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.
38. 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 province.

6. BOARD OF INSPECTION

STATUTES

14. The members of the Board of Inspection who are to be nominated by the Vice-Chancellor by rotation shall hold office for a period of three years.
15. The Board shall appoint a panel of Inspectors consisting of ten persons for conducting periodical inspection of the constituent and affiliated 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.
16. Periodical inspection of the constituent and affiliated colleges and of other educational institutions shall be conducted by not less than two inspectors in accordance with the procedure laid down in the Statutes.

REGULATIONS

MEETINGS

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

CHAIRMAN

40. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings of the Board and, in the absence of both, the members present shall elect a Chairman for the meeting.

QUORUM

41. The majority of the members of the Board shall form a quorum.
42. All questions 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.

7. SELECTION COMMITTEES

STATUTES

17. The members of the Selection Committees nominated under Section 36 of the Act shall hold office for a period of three years.

REGULATIONS

HOLDING OF MEETINGS

43. The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct.

NOTICE OF THE MEETING

44. 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.

SECRETARY

45. 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 Chairman and all the members of the Committee present at the meeting. The proceedings shall remain confidential and in the personal custody of the Secretary.

7(A). COLLEGE DEVELOPMENT COUNCIL

CONSTITUTION & FUNCTIONS

STATUTES

- 18.A. There shall be College Development Council in the University comprising the following:
 1. Vice-Chancellor (Chairman)
 2. Commissioner/Secretary
Higher Education Department
J&K Government:
 3. Chairman
J&K State Board of School Education;
 - 4-10. Deans of Faculties of Arts, Science, Commerce, Social Sciences, Behavioural Sciences, Life Sciences and Dean Academic Affairs;
 - 11-15. Five Professors of the University to be nominated by the Vice-Chancellor by rotation;

16. Director/Dean College Development Council, University of Kashmir, Srinagar;
- 17-22. Six Principals of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;
- 23-28. Six Teachers of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;
29. Director College Development Council;
30. Registrar; and
31. Controller of Examinations.

The members of the College Development Council other than ex-officio members shall hold office for a period of three years.

- B. The functions of the College Development Council shall be as follows :-
- B.1 The College Development Council shall serve as an academic guide to the college system on the one hand and on the other hand to ensure availability and use of facilities in the University Departments to the teachers in the colleges.
 - B.2 The College Development Council will take all steps as it may think fit for the promotion, coordination and raising the standard of education in colleges. For the purposes of performance of its functions it will -
 1. function as a policy making body in regard to proper planning and integrated development of colleges;
 2. get surveys conducted of all affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college affiliated to the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled up for the development of colleges and make such information available to the UGC and other concerned bodies;
 3. advise the University on all matters relating to development of affiliated colleges such as provision of adequate facilities-academic and physical-for raising thereof learning, teaching and research standard and its periodical evaluation for enabling the University to maintain reasonable continuity of policy in regard to the development of colleges;
 4. prepare perspective plan for the development and opening of new colleges to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;
 5. advise the University in regard to rationalization and implementation of University policy on affiliation of colleges;
 6. help the University in the implementation of the regulations framed by the UGC regarding minimum standard of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;
 7. help in the selective development of colleges, to remove regional imbalances and also assist the colleges to realize their potential and in identification of colleges for autonomous status;

8. evaluate and assess the impact of UGC grants utilized by the colleges for the improvement of various development projects;
9. ensure close and continued contact and other interactions between the academic faculties at the University teaching departments and at the colleges and to perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education.

7(B) STUDENT PLACEMENT²⁰

- (1) Appointment of Dean Student placement shall be made by Vice-Chancellor out of the University Professors/Officers with an honorarium @Rs. 2000/-per month.

8. COMMITTEES OF THE SYNDICATE

COMPOSITION, POWERS AND FUNCTIONS

REGULATIONS

1. FINANCE COMMITTEE

46. The Syndicate shall have its Standing Finance Committee for regulating and controlling its finances. It shall consist of the following :-

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor, if any;
- (3) the Financial Advisor;
- (4) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
- (5) two members of the Syndicate nominated by the Syndicate; and
- (6) the Registrar.

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

POWERS & FUNCTIONS

47. The functions and powers of this Committee shall be as under :-
 - (1) to examine the annual budget consolidated by the Registrar and endorsed by the Financial Advisor and to advise the Syndicate thereon;
 - (2) to review the financial position periodically;
 - (3) to devise means for the improvement of the financial position of the University;
 - (4) to examine every proposal of new expenditure not provided for in the budget:
and
 - (5) to perform such other functions as the Syndicate may, from time to time, determine.

MEETINGS

48. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

49. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings and in the absence of both, the members present shall elect their own Chairman.

SECRETARY

50. The Registrar 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 Chairman for his signatures.

QUORUM

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

2. PLANNING BOARD⁷

REGULATIONS

52. 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 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 :-

1. Vice-Chancellor; (Chairman)
2. Pro-Vice-Chancellor, if any;
3. Financial Advisor;
4. Deans of Faculties;
5. Registrar; and
6. Controller of Examinations.

With powers to co-opt.

The Development Officer will be the Secretary to the Board.

MEETINGS

53. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

54. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at all meetings.

SECRETARY

55. The Development Officer shall be the Secretary of the Committee. He shall maintain proceedings of the Committee in writing and shall submit the same to the Chairman for his approval.

QUORUM

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

3. LIBRARY COMMITTEE

57. The Library Committee shall consist of the following :-

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor, if any;
- (3) the Deans of Faculties;
- (4) three Heads of the University teaching Departments nominated by rotation by the Vice-Chancellor;
- (5) three principals of constituent/affiliated colleges nominated by rotation by the Vice-Chancellor;
- (6) the Registrar;
- (7) two persons not being employees of the University or colleges nominated by the Syndicate; and
- (8) the Librarian
(ex-officio member and Secretary).

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

POWERS & FUNCTIONS

58. The functions and powers of the Library Committee shall be -

- (1) 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;
- (2) to frame the annual budget for the Library;
- (3) to enforce Library Regulations;
- (4) to dispose of and write off such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless, provided the value of such books does not exceed Rs.300/- in a year;
- (5) to write off books lost in the Library on the recommendation of the Librarian, save as otherwise provided, the amount of loss does not exceed Rs.300/- in a year;

- (6) 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;
- (7) 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;
- (8) to delegate any of its powers to the Librarian; and
- (9) to fix up the working hours of the Library.

MEETINGS

59. The Committee shall meet atleast twice in a year and at other times when convened by the Chairman.

CHAIRMAN

60. The Vice-chancellor or in his absence the Pro-Vice-Chancellor, if any, shall be the Chairman of the Committee.

SECRETARY

61. 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 Chairman of the Committee for signatures.

QUORUM

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

4. PUBLICATION BOARD

63. There shall be a Publication Board composed of the following :-
 1. the Vice-Chancellor;
 2. the Pro-Vice-Chancellor, if any;
 3. the Deans of Faculties;
 4. the Librarian; and
 5. the Registrar.

With powers to co-opt experts, whenever considered necessary.

POWERS AND FUNCTIONS

64. The functions of the Board shall be as follows :-
 - (1) to undertake subject to the approval of the Syndicate, the publication of -
 - (a) text books prescribed by the Syndicate in accordance with the procedure laid down in the Regulations;

- (b) such of the research work done under the auspices of the University as the Syndicate may approve for publication;
 - (c) research journals;
 - (d) University extension lectures; and
 - (e) any other work, literary or scientific, considered suitable for the Board;
- (2) to advise the Syndicate on all matters connected with the University publications; and
- (3) to authorise reprinting of publications already approved by the Syndicate.
65. The Syndicate may, from time to time, delegate to the Board such powers as may be considered necessary for the proper discharge by it of the duties assigned to it by these Regulations.

MEETINGS

66. The Board shall meet at any time as the Vice-Chancellor may direct.

CHAIRMAN

67. The Vice-Chancellor shall preside at the meetings of the Board. In his absence the Pro-Vice-Chancellor, if any, shall preside and in the absence of both, the members present shall elect their Chairman.

SECRETARY

68. The Registrar shall be the ex-officio Secretary of the Board and shall keep a record of the proceedings of the meeting of the Board. In his absence the person performing the duties of the Registrar shall act as Secretary.

QUORUM

69. Four members shall form the quorum for a meeting of the Board.
70. All questions shall be decided by a majority of votes of the members present. The Chairman, in the event of equality of votes, shall have the casting vote.

5. BOARD OF SPORTS AND YOUTH WELFARE

71. The Board of Sports and Youth Welfare (hereinafter called the Board) shall be composed of :-
- (a) the Vice-Chancellor;
 - (b) the Pro-Vice-Chancellor, if any;
 - (c) the Educational Advisor to the Government or officer designated by the Government to be incharge of Higher Education;
 - (d) four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;
 - (e) four persons, atleast one of whom shall be a woman, not connected with the University and the colleges, interested in Sports and Youth Welfare activities, nominated by the Syndicate;

- (f) the Registrar;
- (g) the Controller of Examinations;
- (h) the Director Youth Welfare; and
- (i) the Director, Physical Education.

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

AIMS AND OBJECTS

- 72. (a) to promote true spirit of sportsmanship and comanaderie among students;
- (b) to advise the Syndicate in formulation of policies in regard to Sports and Youth Welfare activities and to organise, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate Sports and Tournaments and programme and activities relating to Students' Welfare and to foster, undertake and conduct Inter-College and Inter-University competitions, festivals and cultural and literary activities; and
- (c) to authorise the conduct of tournaments and other Youth Welfare activities in various events as prescribed under the Regulations.

MEETINGS

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

CHAIRMAN

- 74. The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the members present shall elect a Chairman from among themselves.

SECRETARY

- 75. The Director Youth Welfare shall be the ex-officio Secretary and the Director Physical Education shall be the Joint Secretary of the Board.

QUORUM

- 76. Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.

POWERS AND FUNCTIONS

- 77. The Board of Sports and Youth Welfare shall perform the following functions and duties:-
 - (i) To plan, organise and regulate students welfare programmes and activities including hikes, camps, cultural and literary programmes, festivals, extension lectures, Youth clubs and societies, etc.
 - (ii) To organise, conduct and control tournaments In various sports events and competitions for students at Inter-College level.

- (iii) To undertake and implement National Sports Organisation, National Service Corps, National Cadet Corps and National Integration Samiti and similar programmes.
 - (iv) To promote Inter-University fellowship by organising or taking part in Inter-University contests.
 - (v) To select University teams and to appoint instructors of various games and clubs and officials to accompany the University teams for Inter-University Competitions.
 - (vi) To propose Regulations for the organisation, conduct and control of the University Sports and tournaments and Youth Welfare Programmes.
 - (vii) To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.
 - (viii) 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.
 - (ix) To appoint Committees as and when necessary, and fix their terms of reference.
 - (x) To condone delay in the submission of entry by colleges for the tournaments and other competitions conducted by the University.
 - (xi) To prepare reviews and reports of the activities pursued during the Year.
 - (xii) To recommend to the Syndicate budget estimates for Sports and Youth Welfare activities annually.
 - (xiii) To raise and spend funds for Sports and Youth Welfare activities in accordance with the budget estimates sanctioned by the University Council.
 - (xiv) To perform such other functions as the Syndicate may direct or as may be deemed necessary to promote Sports and Youth Welfare programmes.
78. There will be following Departments to provide secretarial assistance to the Board:–
- i. Department of Youth Welfare.
 - ii. Department of Sports and Physical Education.

I. Functions of the Department of Youth Welfare

- (a) To plan, organise and conduct students' welfare programmes including cultural and literary activities, festivals, extension and special lectures, Youth clubs, societies etc.
- (b) To co-ordinate the work of student services, agencies in the University and motivate faculty involvement in students' welfare programmes.
- (c) To prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated/constituent colleges.

- (d) To provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Syndicate in regard to youth 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 regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.
- (g) To organise and supervise the working of canteens, co-operative stores, hobby centres, students 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 youth welfare and maintenance of discipline among students.

II. Functions of the Department of Sports and Physical Education

- (a) To assist the colleges in working out schemes of physical education.
- (b) To organise, conduct and control the University sports, tournaments and athletics and to organise various University sports clubs and Inter-University level coaching camps.
- (c) To organise hikes, trekking, mountaineering camps etc.
- (d) To be incharge of the gymnasium, swimming-pools, play fields, stadium and physical education equipments.
- (e) To advise students regarding the physical development.
- (f) To regulate the functioning of N.C.C., N.S.O. and N.S.C. schemes in the colleges and the University Campus.
- (g) To pursue and implement decisions taken by the Syndicate or the Board of Sports and Youth Welfare in regard to programmes relating to sports and physical education.
- (h) To conduct tournaments in various games for the teaching staff of the University and the affiliated colleges.
- (i) To organise Inter-Departmental Sports and Tournaments for the University teaching Departments.
- (j) Such other functions as the Syndicate or the Vice-Chancellor may direct.

6. COMMITTEE FOR APPOINTMENT OF PAPER SETTERS/EXAMINERS

79. There shall be a Committee of the Syndicate to appoint paper setters and examiners in accordance with the procedure laid down in the Statutes. It shall consist of the following :-
- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor, if any;
 - (iii) two members of the Syndicate nominated by the Syndicate; and
 - (iv) the Controller of Examinations.
80. The Dean of a Faculty shall be associated with the meetings of the Committee as a member, whether he may or may not be a member of the Syndicate, whenever appointment of paper-setters and examiners pertaining to that Faculty is to be made.
81. The nominated members shall hold office for a period of three years.

MEETINGS

82. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

83. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings.

SECRETARY

84. The Controller of Examinations 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 Chairman for his signatures. These proceedings shall remain confidential and in the personal custody of the Secretary.

QUORUM

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

7. EXAMINATIONS SUPERVISORY COMMITTEE

86. The Syndicate shall have a Committee to exercise general supervision for the conduct of University Examinations and for the appointment of Inspectors, Superintendents, Deputy Superintendents and other Supervisory staff for the conduct of theory examinations of the University in accordance with the procedure laid down by the Statutes and/or Regulations. It shall consist of the following :-
- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor, if any;

- (iii) two members of the Syndicate nominated by the Syndicate;
- (iv) two Heads of University teaching Departments nominated by the Vice-Chancellor;
- (v) two Principals of constituent/affiliated colleges nominated by the Vice-Chancellor; and
- (vi) the Controller of Examinations; with powers to co-opt.

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

87. The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor.

MEETINGS

88. The Committee shall meet whenever the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, directs.

CHAIRMAN

89. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings.

SECRETARY

90. The Controller of Examinations shall be the Member 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

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

8. COMMITTEE FOR MISCONDUCT/UNFAIR MEANS CASES

92. 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;

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor; if any
- (iii) Dean Academic Affairs;
- (iv) Three persons nominated by the Syndicate out of which atleast one will be from the Principals of the Govt. Degree Colleges;
- (v) Dean, Faculty of Law;
- (vi) the Controller of Examinations. (Member secretary)

The members constituting the "Competent Authority" other than the ex-officio members shall hold office for a period of three years.

MEETINGS

93. The "Committee Authority" shall meet whenever the Vice Chancellor, or in his absence, Pro-Vice-Chancellor, if any, or Dean, Academic Affairs, may direct.¹¹

CHAIRMAN

94. The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, (if any)/ Dean Academic Affairs, shall preside at all the meetings of the "Competent Authority".

SECRETARY

95. The Controller of Examinations shall be the Member Secretary of the "Competent Authority". The proceedings of the meetings 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.¹¹

QUORUM

96. 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.¹¹

9. COMMITTEE FOR SCRUTINY OF COMPLAINTS AGAINST QUESTION PAPERS/ PUBLICATION OF RESULTS/SCRUTINY OF MARKS AND RE-CHECKING OF RESULTS

97. There shall be a Committee of the Syndicate for the scrutiny and disposal of complaints against question papers, publication of results of the examinations conducted by the University and scrutiny of marks and re-checking of results in accordance with the relevant Statutes. It shall consist of the following :-

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) three members of the Syndicate nominated by the Syndicate;
- (iv) the Dean of the Faculty concerned;
- (v) the Registrar; and
- (vi) 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.

MEETINGS

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

CHAIRMAN

99. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings of the Committee.

SECRETARY

100. 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

101. 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.

10. UNIVERSITY WORKS COMMITTEE⁸

REGULATIONS

102. There shall be a Works Committee in the University to assist the Syndicate and the University Council in formulation of plans for setting up and development of the campuses of the University including site development, construction of buildings selection of agencies for execution and supervision of works and tender advice on technical matters relating to construction works of the University. The Committee shall consist of:-

- i. Vice-Chancellor; (Chairman)
- ii. Pro-Vice-Chancellor, if any;
- iii. Secretary to Government.
Public Works Department;
- iv. Financial Advisor;
- v. Education Commissioner,
Jammu and Kashmir Govt.;
- vi. Secretary to Government,
Education Department;
- vii. Chief Engineer,
P.W.D. (R&B), Jammu:
- viii. One teacher of Civil Engineering in the Regional Engineering College Srinagar;
and
- ix. Registrar.

Executive/Assistant Engineer Incharge, University Works Department will function as Secretary of the Committee.

103. The Committee will meet whenever the Vice-Chancellor directs.

104. The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor, if any, will preside at all meetings.

105. The Executive/Assistant Engineer Incharge, University Works Department will maintain the record of proceedings of the Committee in writing and will submit the same to the Chairman for his approval.

106. The majority of members will form the quorum.

107. All matters will be decided by a majority of votes.

108. The Chairman, in the event of equality of votes, will have a casting vote.

References:

1. University Council Resolution No. 22 dated 27.1.1975
2. University Council Resolution No. 43 dated 26-04-2000
3. University Council Resolution No. 18 dated 18-01-1978
4. University Council Resolution No. 12 dated 6.10.1994
5. Notification No.F.Acd/VI/158/96/9724-49 dated 27.12.1996
6. University Council Resolution No. 19 dated 15.12,1988
7. University Council Resolution No. 9 dated 11.4.1975
8. University Council Resolution No. 9 dated 17.12.1975
9. University Council Resolution No. 51 dated 04-12-2001
10. University Council Resolution No. 26 dated 04-12-2001
11. University Council Resolution No. 67.41 dated 25-02-2008
12. University Council Resolution No. 76 of 2004
13. University Council Resolution No. 77 of 2004
14. University Council Resolution No. 55 of 2004
15. University Council Resolution No. 52 of 2004
16. University Council Resolution No. 96 of 2004
17. University Council Resolution No. 66.25 dated 21-04-2006
18. University Council Resolution No. 66.85 dated 21-04-2006
19. University Council Resolution No. 67.173 dated 25-02-2008
20. University Council Resolution No. 68.61 dated 27-03-2009

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CHAPTER III

UNIVERSITY TEACHERS/OFFICERS & OTHERS

STATUTES

CLASSES OF TEACHERS

1. Teachers of the University shall be of two classes, namely -
 - i/ Appointed teachers; and
 - ii/ Recognised teachers.

APPOINTED TEACHERS

2. Appointed teachers of the University shall be either -
 - i/ Servants of the University paid by the University and appointed by the University Council/Syndicate as Professors/ Director, Distance Education, Associate Professors**,³⁸ /Co-ordinator in Law, or Assistant Professors*,³⁸ or otherwise as teachers of the University;¹ or
 - ii/ Persons appointed by the University Council/ Syndicate as Honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.

QUALIFICATIONS

3. The qualifications of salaried teachers appointed by the University shall be as under:-

“DIRECT RECRUITMENT

(Humanities, Social Sciences, Science, Commerce, Education, Physical Education, Foreign Languages and Law)

1) PROFESSOR/DIRECTOR DISTANCE EDUCATION

An eminent scholar with published work of high quality, actively engaged in research, with-

10 years of experience in post-graduate teaching and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

“Text Deleted”³

**Assistant Professor includes a Fellow appointed in the pay scale prescribed for the post of Assistant Professor or a lower scale (but excludes Research Fellow even if assigned teaching work).*

***Associate Professor includes a Senior Fellow appointed in the scale prescribed for the post of Associate Professor.*

NOTE :-

- i) *“The degree of LL.B. (3-years course) be treated as equivalent to Master’s Degree for the purpose of selection to the administrative posts in the University system”⁴²*
- ii) *“The minimum requirement of 55% of Marks at Master’s level shall not be insisted upon in respect of Senior Teachers/Administrative Officers who are already serving in the University System. However, the minimum requirement in their case shall be at least 50% marks at Master’s level”.*⁴³

2) ASSOCIATE PROFESSOR³⁸/COORDINATOR IN LAW

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also have secured atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

2a/ The post of Coordinator (Law) in the Directorate of Distance Education is interchangeable with the post of Associate Professor in Law.

3) ASSISTANT PROFESSOR ³⁸

“Good academic record with atleast 55% (50% in case of SC/ST category) marks or an equivalent grade of ‘B’ in the seven point scale with the letter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have passed the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR or similar test accredited by the UGC.

NET shall remain the compulsory requirement for appointment as Assistant Professor for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil degree in the concerned subject are exempted from NET for UG level teaching only.”⁴

NOTE:

B in the 7 point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE

GRADE	GRADE POINT	%AGE EQUIVALENT
O = Outstanding	5.50-6.00	75-100
A = Very Good	4.50-5.49	65-74
B = Good	3.50-4.49	55-64
C = Average	2.50-3.49	45-54
D = Below Average	1.50-2.49	35-44
E = Poor	0.50-1.49	25-34
F = Fail	0.0 - 0.49	0 -24

Relaxations:

- i/ A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for the SC/ST category.
 - ii/ A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th September, 1991.
 - iii/ A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only prior to 1989, when the minimum marks required to appear for JRF examination were 50%.”²
4. i) “Whenever there is a vacancy in the post of a University Professor, or of a University Associate Professor, or of a University Assistant Professor, the post shall be advertised and applications invited before the vacancy is filled:
- Provided that the Vice-Chancellor shall have power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisement, but such persons shall not be amongst those in the service of the University or those who have retired from its service.
- Provided that reservation for Scheduled Caste/Scheduled Tribe candidates shall be granted in the case of recruitment of University Assistant Professors in accordance with the guidelines of the University Grants Commission subject to the condition that the reservation percentage shall remain the same as may be prescribed by the J&K State Government. However, the Scheduled Caste/Scheduled Tribe candidates belonging to parts of the Country other than the J&K State shall also be entitled to apply.
- ii) Notwithstanding anything contained in the statute 4(i) teachers may also be appointed under a career advancement scheme by whatever name it might be indicated and approved by the University council.
 - iii) The University shall maintain one seniority list in each cadre of teachers.”⁵

PROCEDURE OF SELECTION

- 5. All applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select candidates for being invited to appear before the Selection Committee for interview.
 - 6. Candidates selected for interview shall be entitled to receive the travelling expenses at the rates given below :-
 - i/ return second class railway fare from the candidate's nearest rail head to Jammu. In exceptional cases the Vice-Chancellor may authorise T.A. according to the incumbent's entitlement; and
 - ii/ return bus fare from his station to the place of interview for candidates residing within the State.
- Note :** No other allowance shall be admissible to the candidates.
- 7. The Selection Committee shall after interviewing the candidates, submit its recommendations to the University Council/ Syndicate.

EXPLANATION

That the panel of names as recommended for appointment as teachers in the University by a Selection Committee will hold good for a period of one year to be counted from the date the panel of names recommended for appointment by a Selection Committee is approved by the Syndicate in the case of Assistant Professors and by the University Council in the case of Associate Professors and Professors and will be valid only for the post(s) which was/were advertised and for which candidates were interviewed by the Selection Committee.⁷

8. A suitable higher start may be recommended by the Committee for candidates with higher qualifications.
- 8-A. Notwithstanding anything contained in these Statutes, the University Council in the case of Associate Professors and Professors and the Syndicate in the case of Assistant Professors shall be competent to fill up any vacancy in the 'Directorate of Distance Education'⁸ on the recommendation of the Selection Committee, by borrowing the services on deputation of teachers of the colleges affiliated to or constituent of the University for such periods as it may specify.⁹

CONDITIONS OF SERVICES

9. (1) There shall be the following classes of teachers appointed by the University, namely :-
 - i/ Professors;
 - ii/ Associate Professors; and
 - iii/ Assistant Professors.
- (2) 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 a separate order and the terms and conditions embodied in the Statutes shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post :

Provided further that no increments shall be withheld or postponed save by a Resolution of the University Council/Syndicate on a reference by the Vice- Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.
- (3) A teacher shall be entitled to the following :
 - i/ Leave as may be prescribed by the Regulations.
 - ii/ Pension-cum-Gratuity or C.P. Fund-cum-Gratuity as may be opted by a teacher in accordance with the terms and conditions of service approved by the University Council from time to time.

Provided that teachers who opt for pension shall be required to subscribe to G.P. Fund in accordance with the Statutes approved by the University Council."¹⁰
 - iii/ The Family Pension-cum-Gratuity Rules prescribed by the State Government for its employees, mutatis mutandis, for such teachers of the University as opt

for G.P. Fund-cum-Pension-cum-Gratuity scheme (operative from the date the triple benefit scheme was introduced in the University i.e. 18th February, 1980).¹¹

9-A. CAREER ADVANCEMENT SCHEME(CAS)³²

- I. Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior Scale) should be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Assistant Professor and for eligibility to move into the grade of Assistant Professor (Selection Grade)/ Associate Professor, the minimum length of service as Assistant Professor (Senior Scale) shall be uniformly five years.
- II. For movement into grades of Associate Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Assistant Professor (Selection Grade).
- III. A Associate Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment through promotion as a Professor.
- IV. The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

V. Assistant Professor (Senior Scale)

A Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if she/he has;

Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.

Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission.(Those with Ph.D. degree would be exempted from one refresher course).

Consistently satisfactory performance appraisal reports.

VI. Assistant Professor (Selection Grade)

Assistant Professor in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria for the post of Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. They will be designated as Assistant Professors in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Associate Professor and, if found suitable, could be given the designation of Associate Professor.

VI. Associate Professor (Promotion)

A Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if she/he has:

Complete 5 years of service in the Senior Scale;

Obtained a Ph.D. degree or has equivalent published work;

Made some mark in the areas of Scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.

After placement in the Senior Scale participated in two refresher Courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission; and

Possesses consistently good performance appraisal reports.

VIII. Promotion to the post of Associate Professor will be through a process of selection by a Selection Committee constituted under the provisions of Kashmir and Jammu Universities, Act.

IX. Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Associate Professor to that of Professor under CAS as:

- i) that a minimum of 8 years experience as a Associate Professor be an eligibility;
- ii) that the Professor already appointed under direct recruitment be not eligible;
- iii) that self-appraisal report for the period including five years before the date of eligibility be submitted;
- iv) that minimum of five research publications out of which two could be the books be submitted for evaluation/assessment before the interviews;
- v) that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interview to be conducted later on;
- vi) that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative, the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation;
- vii) that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended;
- viii) that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books;
- ix) that then after the interview be conducted inviting three of the concerned subject making sure that these experts be different than those who had assessed and evaluated the research publications;

- x) that repeat process of promotion/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected;
 - xi) that the promotion from Associate Professor to Professor under CAS being a personal position and not against a sanctioned post, the teaching work-load of the Associate Professor be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor;
 - xii) that the aforesaid communication be communicated to all the Universities for immediate compliance with effect from March 1, 2002;
- X. The Selection Committee for promotion to the post of professor should be the same as that for direct recruitment. For the promotion from Associate Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

Self-appraisal reports(required)

Research contribution/ books/ articles published.

Any other academic contributions.

The best five written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

Seminars/Conferences attended.

Contribution to teaching/ academic environment/institutional corporate life.

Extension and field outreach activities.

- XI. The requirements of participation in orientation/ refresher courses/summer institutes, each of atleast 3 to 4 weeks duration and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Assistant Professor to Assistant Professor (senior scale) and from Assistant Professor (senior scale) and from Assistant Professor (senior scale) to Assistant Professor (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows.

- (i) For Assistant Professor to Assistant Professor(Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Assistant Professor(Senior Scale to Assistant Professor (Selection Grade)
- (iii) The senior teachers like Associate Professor/Assistant Professors (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

- XII. If the number of years required in a Associate Professor cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

Provided that 8 years of service as Associate Professor in the scale of Rs.3700-5700 (revised Rs.12000-18300) must remain the minimum eligibility for consideration of promotion from Associate Professor to the post of Professor under Career Advancement Scheme.

XIII. 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 and as a UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale/Selection Grade provided that:

The post was in an equivalent grade/scale of pay as post of a Assistant Professor;

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

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

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

The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations;

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-

The adhoc service was of more than one year duration;

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.

10. 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, Statutes 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.

The duties of Heads of Departments and Professors shall also include the guidance and co-ordination of studies in their subjects.

“CODE OF CONDUCT FOR THE UNIVERSITY TEACHERS

10-A. A teacher shall -

- i/ perform his academic duties such as lectures, demonstrations, assessment, guidance and invigilation conscientiously and with devotion;

- ii/ be impartial in the assessment of students;
 - iii/ refrain from exploiting official facilities and staff for personal ends and misuse of privileges;
 - iv/ refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;
 - v/ 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;
 - vi/ 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 and place and in a dignified manner); and
 - vii/ not divulge any confidential information relating to the affairs of the University to any person not authorised in respect thereof.”¹²
11. The teacher shall devote his whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement 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.
12. 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.

RE-EMPLOYMENT/EXTENSION OF UNIVERSITY TEACHERS

13. “Subject to other conditions provided in these Statutes, a teacher shall continue in the service of the University until he or she attains the age of 60 years beyond which no extension be granted:

Provided that, on the recommendation of the Vice-Chancellor, the University Council/Syndicate may re-employ a University teacher beyond the age of 60 years 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.”¹³

“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, upto the end of the academic session provided the total period of re-employment does not exceed five months.”¹⁴

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

14. Notwithstanding any provision contained in the leave Regulations, a teacher shall not be entitled to leave of any kind during the period of notice of termination of service.
15. 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 three calendar months' notice in writing.
16. (1) The University Council/Syndicate of the University shall be entitled summarily to determine the engagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.
(2) 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.
(3) 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.
(4) 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.
17. The appointment shall not be determined by the University Council/Syndicate under Statute 16 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.
18. 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 atleast 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 three months salary in addition to any sum due to him/her by way of arrears of salary and Provident Fund.

19. 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.
20. 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 Contributory 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.

21. 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 eighteen periods of fifty minutes each, or for more than fifteen hours in all, during each week:

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.

HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS

22. The Vice-Chancellor shall nominate a teacher of a Department of Studies 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 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.

PART-TIME TEACHERS

23. The University Council/Syndicate may appoint a part-time teacher to teach a particular subject or a part thereof whenever considered necessary.
24. The proportion of part-time teachers shall not exceed at a time, one fourth of the strength of the whole-time teaching staff :

Provided that this will not apply to the Department of Law in the University.
25. Unless otherwise authorised by the Syndicate no part-time teacher shall be appointed for a period exceeding one year, but he shall not be ineligible for re-appointment.
26. A part-time teacher shall not be required to work for more than nine hours a week.
27. The monthly salary of a part-time teacher shall not be less than Rs.100/- per month.
28. A part-time teacher shall be subject to such other conditions of service, as may be prescribed by the University Council/ Syndicate.

RECOGNISED TEACHERS

29. Recognised teachers of the University shall be members of the staff of a constituent college of the University, which provides teaching in Integrated Honours and Post-graduate Courses of Study approved by the University:

Provided that no such member of the staff of the college shall be deemed to be a recognised teacher unless he is recognised by the Syndicate as a Professor, Associate Professor or in any other capacity as a teacher of the University for teaching in his own college relating to Integrated Honours and Post-graduate Courses.

30. The qualifications of recognised teachers of the University shall be the same as prescribed for the appointed teachers of the University.
31. All applications for the recognition of teachers of the 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.
32. No person shall be recognised by the Syndicate as a teacher of the University except on the recommendation of the Selection Committee constituted by the Syndicate for the purpose.
33. The meeting of the Selection Committee shall be convened by the Vice-Chancellor as and when necessary.
34. The period of recognition of a teacher of a constituent college as Professor or Associate Professor or Assistant Professor shall be determined by the Syndicate.
35. The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a 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.

PROFESSOR EMERITUS

36. 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.

VISITING PROFESSOR OR ASSISTANT PROFESSORS

37. 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.

38. 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.
39. Persons invited as Visiting Professors or Assistant Professors may be paid such salary, honorarium, traveling expenses, hospitality, etc. as may be decided by the University Council/ Syndicate.
- 39.A "Adoption of a "Uniform Policy" for grant of honorarium for delivering Guest Faculty Lecturers, to read as under:

Any faculty from outside the Jammu University shall be paid @ Rs. 1000/- per day.

Local faculty shall be paid @ Rs. 500/- per day subject to a maximum of Rs. 10,000/- in an academic year."⁴⁴
40. To the extent possible, the University shall make arrangements for accommodating such Visiting Professors or Assistant Professors within the Campus so that fruitful contacts could be established between them and the teachers and students of the University.
41. Subject to the above, the University Council/ Syndicate shall prescribe such other terms and conditions as may be required in the case of any Visiting Professor or Assistant Professor, including the duration of the appointment.

"HONORARY PROFESSORS"¹⁵

42. 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.
43. 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.
44. An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.
45. 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.

APPOINTMENT OF ADMINISTRATIVE OFFICERS

I REGISTRAR/CONTROLLER OF EXAMINATIONS/DIRECTOR COLLEGES DEVELOPMENT AND EQUIVALENT POSTS⁶

- i) The posts shall be filled up through open advertisement and selection shall be made for a tenure of 5 years which may be renewed for similar terms.⁶
- ii) The minimum educational qualification shall be as under :-
 - a) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
 - b) Atleast 15 years of experience as Assistant Professor (Sr. Scale)/Assistant Professor with eight years in Associate Professor's grade alongwith experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- iii) "The posts of Registrar, Controller of Examinations and Director, Colleges Development Council shall belong to the same cadre and the Vice-Chancellor shall be empowered to interchange the incumbents of these posts in the interest of administration"¹⁸

II JOINT REGISTRAR/ADDITIONAL CONTROLLER³⁴

- i/ The post of "Joint Registrar/Additional Controller"³⁴ shall be filled up through open advertisement and selection.
- ii/ "The minimum qualifications shall be as under :-
 - 1) Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC Seven Point Scale.
 - 2) Atleast 12 years of experience as Assistant Professor (Sr. Scale)/Associate Professor with five years in Associate Professor's grade alongwith experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institution of higher education.

OR

12 years of administrative experience of which 5 years as Deputy Registrar or an equivalent post.

Note : The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers/Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level."¹⁷

The posts of Joint Registrar and Additional Controller of Examinations, shall be Inter-transferable.³⁴

Duties and Powers of Additional Controller of Examinations³⁶

1. To function under the general superintendence and control of the Controller of Examinations.
2. To act as secretary, in the absence of the Controller of Examinations, of complaints committee, competent Authority and all other bodies unless otherwise provided by the statutes or directed by the Vice Chancellor.
3. To assist the Controller of Examinations in the performance of duties.
4. To supervise the work of the Deputy Registrars/Assistant Registrars(if any) working under his direct control.
5. To sanction casual leave to the subordinate staff working under his control.
6. To submit his papers through the Controller of Examinations.
7. To issue all provisional certificates.
8. To control the Examinations Stationary section independently.
9. To have direct control on the following sections in the Controller's Wing.
 - a) Examination of Non-professional and professional courses
 - b) Registration and Certificate section.

The Additional Controller of Examinations will look after the following jobs also: ³⁶

- i) To arrange and supervise stipulations/directions issued by the Centre for Quality Assurance from time to time for Examination Wing.
 - ii) To supervise central services created in the Examination Wing.
 - iii) To supervise maintenance, stores and estate of Examinations Wing.
 - iv) To plan and supervise security arrangements inside and outside Examination Wing
 - v) To plan and supervise the work connected with the Convocation.
 - vi) To supervise the upkeep of the examination wing.
 - vii) To supervise disposal of day to day complaints of students.
 - viii) To coordinate the purchase system in the Examination Wing.
 - ix) To maintain liaison with Legal Counsel on cases relating to Examination Wing.
- Any other work that may be assigned to him from time to time by the University Authorities.

III DEPUTY REGISTRAR AND EQUIVALENT POSTS

The posts shall be filled up-

- a) to the extent of 75% by direct recruitment; and

- b) to the extent of 25% by promotion on the basis of merit-cum-seniority from amongst the eligible Assistant registrar who have completed 8 years of service in the senior scale.

The minimum educational qualifications shall be- ⁶

- a) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- b) Five years of experience as Assistant Professor in a college or a University with experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

IV ASSISTANT REGISTRARS AND EQUIVALENT POSTS

The posts shall be filled up-

- a) to the extent of 50% by direct recruitment; and
 - b) to the extent of 50% by promotion on the basis of merit-cum-seniority from amongst the eligible Selection Officers and P.A. –cum- Stenos in the ratio of 2:1 respectively.²¹
- ii) “Good academic record plus Master's degree with atleast 55% (50% in the case of SC/ST category) of the marks or its equivalent grade of B in the UGC seven point scale.”⁶

NOTE to III & IV

1. The Assistant Registrars and their equivalents will have a senior scale as may be prescribed from time to time, placement in which shall be made after completing eight years of service in the University in accordance with the procedure as may be laid down for the purpose, provided they have participated in training programme(s) in Educational Administration, University Management, Accounts and Finance etc. for a total duration of approximately eight weeks and subject to their performance appraisal reports being consistently satisfactory; however, the condition of their participation in training programmes shall be relaxed upto December, 1990.
2. In service employees of the University holding Bachelor's Degree in any discipline and fulfilling other prescribed conditions shall be eligible for promotion to the posts of Assistant Registrar, Deputy Registrar and equivalent posts. Such employees shall also be eligible to compete against direct quota posts of these positions.²²

“Provided that reservation shall be granted to the candidates belonging to Scheduled Caste/Scheduled Tribe categories in respect of open selection posts of Assistant

Registrars and other equivalent posts in accordance with the guidelines of the University Grants Commission subject to the condition that percentage of reservation shall be the same as may be prescribed by the J&K Govt. from time to time".²²

APPOINTMENT OF LIBRARY OFFICERS

I LIBRARIAN⁶

- i/ Master's Degree in Library Science/ Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- ii/ Atleast 13 years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
- iii/ Evidence of innovative Library Service and organisation of published work.

Desirable

- i/ M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation / Archieves and Manuscript Keeping.

II DEPUTY LIBRARIAN ⁶

- i/ Master's Degree in Library Science/ Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- ii/ 5 years experience as an Assistant University Librarian/College Librarian;
- iii/ Evidence of innovative library service, published work and professional commitments, computerization of library

Desirable

- i/ M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation/ Achieves and Manuscript Keeping, computerization of library.

III ASSISTANT LIBRARIAN ⁶

- i/ Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- ii/ Master's Degree in Library Science/ Information Science/Documentation or an equivalent Professional degree with atleast 55%(50% in the case of SC/ST category) of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of Library.

APPOINTMENT OF OFFICERS OF PHYSICAL EDUCATION

I DIRECTOR PHYSICAL EDUCATION ⁶

- i/ Ph.D in Physical Education.
- ii/ Experience of at least ten years as University Dy. DPEs or 15 years as University Assistant DPEs/College DPEs (Selection Grade)

- iii/ Participation in atleast two National/International seminars/conferences.
- iv/ Consistently good appraisal reports.
- v/ Evidence of organizing competitions and conducting coaching camps of atleast two weeks duration.
- vi/ Evidence of having produced good performances teams/athletes for competitions like State/National/Inter-University/Combined University etc.

II DEPUTY DIRECTOR PHYSICAL EDUCATION (ASSOCIATE PROFESSORS' SCALE)⁶

Ph.D in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.

5 years Experience as University Assistant DPEs with a benefit of two years and one year for Ph.D and M.Phil degree holders.

Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.

Evidence of having produced good performance teams/athletes for competitions like State/National/Inter-University/Combined University etc.

Passed the physical fitness test.

- vi) Consistently good appraisal reports.

III ASSISTANT DIRECTOR PHYSICAL EDUCATION (ASSISTANT PROFESSOR SCALE)⁶

- i) Master's degree in Physical education (2 years course) or Master's degree in Sports or an equivalent degree with at least 55% (50% in the case of SC/ST category) of the marks or an equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.

- ii) Record of having represented the University /College at the Inter-University /Inter-Collegiate competitions or the State in National Championships.

Passed the physical fitness test.

- iv) Qualifying in the National Test Conducted for the purpose by the UGC or any other agency approved by the UGC.

IV ASSISTANT DIRECTOR PHYSICAL EDUCATION (SENIOR SCALE) ⁶

- i) Should have completed six years of service as University Assistant DPEs with a benefit of two years for Ph.D. and one year for M.Phil Degree holders.

- ii) Passed the Physical Fitness Test.

- iii) Consistently good appraisal report.

Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well defined evaluation procedure (exemption from the refresher course is granted to Ph.D. degree holders).

V ASSISTANT DIRECTOR PHYSICAL EDUCATION (SELECTION GRADE) ⁶

Completed five years of service as University Assistant DPEs in the Senior Scale.

- ii) Has attended atleast two refresher courses of about three-four weeks duration with proper and well defined evaluation procedure after placement in the scale of Rs.3000-5000.
- iii) Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two weeks duration.
- iv) Passed the Physical Fitness Test.

Consistently good appraisal report.

NOTE:⁶

The minimum requirement of 55% should not be insisted for the post of Registrars, Deputy Registrars, Librarians, Dy. Librarians, Director of Physical Education, Deputy Director of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar, Assistant Librarian, Assistant Director of Physical Education.

QUALIFICATIONS FOR THE POST OF DIRECTOR, ASSISTANT DIRECTOR/CO-ORDINATOR AND PROJECT OFFICER/PROGRAMME OFFICER IN THE CENTRE OF ADULT, CONTINUING EDUCATION AND EXTENSION:¹⁹

I DIRECTOR

An eminent scholar with published work of high quality, actively engaged in Research with 10 years of experience in Post-graduate teaching in the subjects of Adult/Continuing/Community/ Extension Education/Social Sciences/Social Work/Education and/or experience in research/extension work at the University/National Level Institutions, including experience of guiding Research at doctoral level/supervising and monitoring of extension work at field level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge and its extension.

II ASSISTANT DIRECTOR/CO-ORDINATOR

Good academic record with a doctoral degree or equivalent published work in the subject of Adult/Continuing/Education/Community Development/ Extension Education/Social Sciences/Social work/Education. In addition to these, candidates who join from outside the University system, shall also possess atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B,C,D,E,F at the Masters degree level.

Five years of experience of teaching and/or research/extension work excluding the period spent for obtaining the Research Degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

III PROJECT OFFICERS/PROGRAMME OFFICERS

Good academic record with atleast 55% of the marks in the subject of Adult/Continuing Education/Community Development/Extension Education/Social Sciences/Social work/Education/Humanities/Home Science/Commerce or an equivalent grade of B in the 7 point scale with letter grades O,A, B, C, D, E and F at the Masters degree level in the said subjects from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, the candidates should have cleared the eligibility test(NET) for Lecturer conducted by the UGC/CSIR or similar test accredited by the UGC in the above mentioned subjects.

NOTE:-

NET shall remain the compulsory requirement for appointment of Project Officer/ Programme Officer even for candidates having Ph.D. Degree. However, the candidates who have completed M.Phil. Degree or have submitted Ph.D. thesis in the above said subjects upto 31st December, 1993, are exempted from appearing in the NET examination.⁴

RELAXATIONS:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
2. A relaxation of 5% marks may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September 1991.
3. A relaxation of the minimum marks at the P.G. level from 55% to 50% for appointment as Project/Programme Officer may be provided to the candidates who have cleared the J.R.F. examination conducted by the UGC/CSIR only, prior to 1989, when the minimum marks required to appear for J.R.F. Examination were 50%.
4. The minimum requirement of 55% shall not be insisted upon Director, Assistant Director/ Coordinator for the existing incumbents who are already in the University system. However, the marks should be insisted upon those entering the system from outside and those at the entry point of Project Officer/Programme Officer.

RECRUITMENT/PROMOTION OF NON-TEACHING ADMINISTRATIVE/ SECRETARIAL STAFF (EIGHT CATEGORIES)²⁴

S. No.	Designation	Qualification	Mode of Recruitment/Promotion
1.	Class-IV Posts	Middle Pass	On the basis of fitness, suitability and interview. Note :- 33% of the permanent vacancies in the category of Class-IV employees be filled up out of the category of persons working temporarily or on daily wages or as work charge staff or on contractual basis etc. subject to the condition that their work and conduct have been satisfactory during their employment as such.

2.	Jr.Asst.-cum-Typist	Graduation with a type speed of 40 w.p.m.	<p>“On the basis of written test, type test and Interview. Proficiency in Computer usage will be an additional qualification.</p> <p>Note :- 33% of the vacancies of Junior Assistants-cum-Typists shall be reserved for matriculate Class-IV employees who hold substantive appointment and have put in atleast five years service in the University. Such an employee 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.”²⁵</p>
3.	Senior Assistant	-	By selection on the basis of seniority-cum-fitness out of the cadre of Junior Assistants-cum-Typists who have put in atleast three years service as such.
4.	Head Assistant/ Accountants/Cashier	-	By selection on the basis of seniority-cum-fitness out of the cadre of Senior Assistants who have put in atleast five years service as such.
5.	Section Officer	-	By selection on the basis of seniority-cum fitness out of the cadre of Head Assistants/Accountants/ Cashiers who have put in atleast five years service as such.
6.	Steno-Typist	-	<p>100% by selection from amongst the Junior Assistants-cum-Typist/ Senior Assistants having a minimum speed of 60 w.p.m. in shorthand and 40 w.p.m. in typing.</p> <p>Note :- In case inservice candidates with the requisite speed in shorthand and typing are not available selection will be made through direct recruitment from amongst the graduates having a minimum speed of 60 w.p.m. in shorthand and 40 w.p.m. in typing.</p>
7.	Jr. Stenographer	-	By selection on the basis of seniority-cum-fitness out of the Steno-Typists who have put in at least three years service as such and have maintained a minimum speed of 65 words per minute in shorthand and 40 words per minute in typing.

8. P.A.-cum-Steno -

Note :-

In case inservice candidates with the requisite speed in shorthand and typing are not available selection will be made through direct recruitment from amongst the graduates having a minimum speed of 80 w.p.m. in shorthand and 40 words per minute in typing."²⁶.

By selection on the basis of seniority-cum-fitness out of the Junior Stenographers who have put in at least three years service as such."²⁴

General Note :

1. The above Statutes governing recruitment/ promotion shall remain inforce till such time the UGC prescribes qualifications and other conditions for the purpose. Thereafter, such qualifications and other conditions for recruitment and promotions as may be prescribed by the UGC for Central Universities employees shall be applicable to the above categories of employees of this University.
2. Selection to the posts already advertised will, however, be made in accordance with the qualifications as mentioned in the respective advertisement notices.

OTHERS

1. QUALIFICATIONS FOR RECRUITMENT OF ELECTRONICS ENGINEER IN THE DEPARTMENT OF PHYSICS

- i/ "B.E./B. Tech./M.Sc. in Electronics or M.Sc. Physics with specialization in Electronics, in First or IIInd Division from a recognised Institute/University of India or abroad or equivalent qualifications.
- ii/ Atleast about 2 years experience in designing and fabricating digital electronics circuits using the most modern techniques.
- iii/ Acquaintance with Micro processor based electronics technology will be considered as preferential qualifications."²⁷

2. QUALIFICATIONS FOR THE POST OF EXTENSION SCIENTISTS IN ENVIRONMENTAL STUDIES AND ECOLOGY IN ENVIRONMENT SCIENCES

Extension Scientist - Environmental Sciences

- i/ The candidate should possess atleast 2nd division Master's Degree in Environmental Sciences or Ph.D. in Environmental Sciences.

- ii/ Should have minimum three years experience of Extension work related to the subject for the benefit of community/society.

Extension Scientist - Ecology

- i/ The candidate should possess atleast 2nd division Master's Degree in Botany or Zoology with Ecology as special subject or Ph.D. on any ecological problem related to plants/ animals. Candidates with M.Sc. Ecology are also eligible.
- ii/ Should have minimum three years experience in community and extension service in the field of Ecology and Environment."²⁸

3. QUALIFICATIONS FOR THE POST OF SERVICING AND DEVELOPMENT ENGINEER IN ELECTRONICS IN THE DEPARTMENT OF PHYSICS

"B.E. / B. Tech. in Electronics / Computer Science /Instrumentation.

OR

M.Sc. Electronics with hardware experience.

Experience

Two year experience in Instrumentation/Computer Hardware/ Microprocessors.

Desired Qualifications

M.E./M.Tech. in the respective fields."²⁹

4. QUALIFICATIONS FOR THE POST OF COMPUTER SCIENTIST 'B' UNDER INFLIBNET PROGRAMME IN THE CENTRAL LIBRARY. ³⁰

a/ B.E. (Computer)

OR

b/ Master's Degree in Computer Applications (MCA)

OR

c/ Master's Degree in Library and Information Science (M.Lib. or M.Lib.I.Sc.) and Post-graduate Diploma in Computer Applications (PGDCA).

OR

d/ Bachelor's Degree in Library and Information Science (B.Lib. or B.Lib.I.Sc.) with three years experience in the field and Post-graduate Diploma in Computer Applications (PGDCA). All degrees/diplomas shall be from recognized University/ institution with minimum 55% marks.

5. QUALIFICATIONS FOR THE POST OF COMPUTER PROGRAMMER ³⁵

MCA/M.Tech/B.E./B.Tech. in Computer Science/ B.E.(IT)/M.Sc. Computer Science ³⁷ with atleast 55% of aggregate marks(50% for inservice candidate) from any recognized University.

The candidate should preferably have at least two years experience in software development in educational or any other reputed organization.

6. QUALIFICATIONS FOR THE POST OF LABORATORY ASSISTANT IN THE DEPARTMENT OF BIO-TECHNOLOGY ³¹

M.Sc. in Bio-Technology / M.Sc. in Bio-Chemistry / M.Sc. in Chemistry / M.Sc. in Botany/ M.Sc. in Zoology / M.Sc. in Agriculture Chemistry / M.Sc. in Micro-Biology / M.Sc. in Chemical Engineering.

7. “QUALIFICATION FOR THE POSITION OF DY. DIRECTOR/PLACEMENT OFFICER IN THE DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, AS UNDER :

1. MCA/M.Tech. (Computer Science), B.Tech./B.E. (Computer Science) from any recognized University with minimum of 55% marks aggregate.
2. Minimum of 05 years teaching/administrative experience in the pay scale of Rs. 8000-13500.
3. Preference will be given to the candidate having experience in placement related activities.”³⁹

8. “PRESCRIPTION OF PAY SCALE OF RS. 8000-275-13500 FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER IN THE DHANVANTRI LIBRARY WITH THE FOLLOWING QUALIFICATIONS :

Master’s Degree in a subject with minimum 55% marks”⁴⁰

9. “PRESCRIPTION OF THE PAY SCALE OF RS. 8000-13500 FOR THE POST OF PATENT OFFICER WITH THE PRESCRIBED QUALIFICATIONS AS UNDER :

- Graduation in Law (3 years or 5 years integrated course) with minimum of 50% marks or equivalent CGPA.
- 03 years experience after enrolment with Bar Council, as a practicing advocate or as a Law Officer in a University/Public Sector Organisation/High Court/Autonomous Bodies/Organisation of repute.

Preferable Qualifications/experience :

- Experience in Intellectual Property (IP) Law with specialization in filing, prosecution registration etc of patents.”⁴¹

10. QUALIFICATIONS FOR THE POST OF ASSISTANT PROGRAMMAR ³⁷

B.E.(IT) and M.SC (Computer Science) software.

11. “ACADEMIC COORDINATOR

Post/s of Academic Coordinator in Bhaderwah and other Compuses of the University be and shall be treated as part of the teaching faculty and such rules and regulations, as are applicable to the teachers, shall also apply to such post/s.”⁴⁵

TEACHERS WELFARE FUND

REGULATIONS GOVERNING TEACHERS' WELFARE FUND FOR THE TEACHERS OF THE UNIVERSITY AND ALL ITS NON PROFESSIONAL AND NON-TECHNICAL GOVERNMENT DEGREE COLLEGES.

I. "CREATION OF FUND:"¹⁶

A Teachers Welfare Fund (hereinafter called the Fund) shall be created in the University out of deduction of 7% to be made from the bills of remuneration of teachers for the following assignments provided the amount of the Bill is to the tune of Rs.100/- and above :-

1. Paper setting;
2. Evaluation of Answer scripts;
3. Tabulation of results;
4. Conduct and supervision of Examinations;
5. Practical Examinations;
6. Coding;
7. Remuneration payable to the teachers for the above assignments which is surrendered by them;
8. Donations from other sources;
9. Such other assignments as may be added from time to time.

Note :- Fraction of 50 paise will be rounded to the next whole rupee and fraction of less than 50 paise will be ignored.

II. PURPOSES OF THE FUND :

The Fund shall be used for :-

1. Providing financial relief to the dependents of a deceased teacher leaving behind dependents in need of pecuniary help. Such a relief may be sanctioned by the Vice-Chancellor on the recommendations of Teachers' Welfare Fund Committee.
 - a) Providing assistance to a teacher in the event of accident or serious illness to himself/herself, spouse, children or dependent parents.³³
 - b) In case of superannuated teacher, such assistance shall be applicable in the event of accident or serious illness to himself/ herself and the spouse only. ³³

Providing assistance to teachers in indigent circumstances which, in the opinion of the Teachers' Welfare Fund Committee, deserve compassion, consideration and help.

III. OPERATIONAL CONDITIONS:

- (a) Financial Assistance out of Teachers' Welfare Fund shall be provided to the regular teachers of the University and the Non-Professional and Non-technical Degree Colleges of the J&K State Govt. affiliated to the University of Jammu.

- (b) The financial assistance shall be provided to a claimant if expenditure on his/her ailment and/or that of his/her dependent exceeds Rs. 10,000/- a month and/or Rs. 50,000/- in a year.
- (c) At a given time the expenditure statement for claiming financial assistance should not accumulate for a period beyond one year preceding the date of preferring the claim.
- (d) In case of long ailment where claimant is confined to bed and has exhausted all his/her Earned Leave/ Half Pay Leave, the Teachers' Welfare Fund Committee may consider the case for suitable financial assistance.
- (e) The financial assistance to be granted at a time shall be 50% of the total expenditure which is not to be reimbursed by the employer. However, it should not exceed Rs. 50,000/-.³³
- (f) The maximum financial assistance in all to be allowed to an employee out of the fund shall not exceed Rs. 70,000/-.³³
- (g) A sum of Rs. 30,000/-³³ is to be provided to the dependents of the deceased who is covered under the financial assistance Regulations at the time of his/her death provided he/she was in service at the time of his/her death. This amount shall be over and above the limit of Rs. 70,000/-.³³
- (h) Under exceptional circumstances the financial assistance in the cases not covered under these Regulations may be considered by the Teachers' Welfare Fund Committee depending upon the merits of each case. The amount to be disbursed may be decided by the Committee subject to the above mentioned ceiling criteria.

In an emergency the Vice-Chancellor may, on the recommendations of President JUTA and the President J&K College Teachers' Association, Jammu Division authorize disbursement of the amount to the claimant in anticipation of the approval of the Teachers' Welfare Fund Committee.

A teacher who has been given financial assistance will be at liberty to make suitable donation for credit to the Fund when his financial position improves.

IV. ADMINISTRATION OF FUND :

The Fund shall be administered by a Disbursing Committee consisting of :-

- i/ the Vice-Chancellor; (Chairman)
- ii/ the President and the Secretary of the Jammu University Teachers Association;
- iii/ the President and the Secretary of the J&K College Teachers Association of Jammu Division;
- iv/ two senior teachers to be nominated by the Vice-Chancellor;
- v/ the Registrar; and
- vi/ the Deputy Registrar (Finance).

Nominated members shall hold office for a period of two calendar years.

- V The assistant registrar (Finance) shall be the Secretary of the committee and shall keep account of the Fund.
- VI By debit of the Fund, remuneration @ Rs. 50/- p.m. each shall be paid to three Assistants to be engaged for the maintenance of accounts.

Reference:

1. University Council Resolution No. 2 dated 10.06.1985
2. University Council Resolution No. 37 dated 26.04.2000
3. University Council Resolution No. 12 dated 21.02.2003
4. University Council Resolution No. 67.78 dated 25.02.2008
5. University Council Resolution No. 7 dated 15.01.2001
6. University Council Resolution No. 9 dated 15.01.2001
7. University Council Resolution No. 19 dated 16.04.1987
8. University Council Resolution No. 11 dated 27.07.1996
9. Notified vide F.Acd/Statutes/75-76 dated June 1976
10. University Council Resolution No. 11 dated 31.05.1982
11. University Council Resolution No. 26 dated 11.09.1984
12. University Council Resolution No. 12 dated 28.04.1976
13. University Council Resolution No. 6 dated 10.06.1985
14. University Council Resolution No. 8 dated 08.10.1993
15. University Council Resolution No. 10 dated 04.06.1977
16. University Council Resolution No.22 dated 21.02.2003
17. University Council Resolution No. 7 dated 04.12.2001
18. University Council Resolution No. 46 dated 21.06.2004
19. University Council Resolution No. 5 dated 15.01.2001
21. University Council Resolution No. 5 dated 05.11.1982
22. University Council Resolution No. 4 dated 27.07.1996
24. University Council Resolution No. 58 dated 06.10.1989
25. University Council Resolution No. 60 dated 23.05.1998
26. University Council Resolution No. 47 dated 14.10.1992
27. University Council Resolution No. 7 dated 25.07.1996
28. University Council Resolution No. 9 dated 25.07 1996
29. University Council Resolution No. 51 dated 23.05.1998
30. University Council Resolution No. 41 dted 05.04.1999
31. University Council Resolution No. 35 dated 26.04.2000
32. University Council Resolution No. 9 dated 26.04.2000
33. University Council Resolution No. 66.08 dated 21.04.2006
34. University Council Resolution No. 66.133 dated 21.04.2006
35. University Council Resolution No. 67.139 dated 25.02.2008

36. University Council Resolution No. 67.136 dated 25.02.2008
37. University Council Resolution No. 67.17 dated 25.02.2008
38. University Council Resolution No. 67.123 dated 25.02.2008
39. University Council Resolution No. 68.68 dated 27.03.2009
40. University Council Resolution No. 68.72 dated 27.03.2009
41. University Council Resolution No. 68.87 dated 27.03.2009
42. University Council Resolution No. 67.91 dated 25.02.2008
43. University Council Resolution No. 13 dated 21.02.2003
44. University Council Resolution No. 67.54 dated 25.02.2008
45. University Council Resolution No. 16 dated 25.02.2008

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CHAPTER IV

STATUTES GOVERNING AFFILIATION AND RECOGNITION OF COLLEGES AND OTHER INSTITUTIONS.

1. Colleges shall be of two types namely :-
 - i) Constituent: and
 - ii) Affiliated

General conditions for Affiliation and Recognition.

2. Subject to the provisions of Section 49 of the Act, a college or institution applying for admission to the privileges of the University in any Faculty shall be required to satisfy the following conditions :-

i/ that it is managed by a duly constituted and Registered Society, a Trust or Local Body :

ii/ that the institution has undisputed possession of land as per norms indicated below :-

- | | |
|--|--|
| <p>(a) Affiliated College offering B.A.,B.Sc., or B.Com. Course(s) with total roll of 400 students or less in all classes.</p> <p style="text-align: center;">OR</p> <p>(b) "Constituent College offering B.Ed or LL.B. 3 year and 5/ years course/ courses with roll of 400 students less."</p> <p style="text-align: center;">OR</p> <p>(c) Affiliated Oriental institution with total 400 students or less.</p> | <p>Atleast eight Kanals, preferably as one piece In case the College/Institution it difficult to procure one piece of land measuring eight Kanals, it may have one piece measuring at least six Kanals for Instructional area i.e. class rooms.</p> <p>Library. Laboratories, workshop (s), Computer or room, etc. Administrative area i.e. offices. staff room. stores, conference room. etc.and Students' Amenities area i.e. common room for students. Canteen, offices for NCC and / or N.S.S., dispensary, roll of Students activities centre, play grounds. Multipurpose/Examination Hall, etc. and the other piece measuring atleast two kanals for Residential area (i.e. Students' Hostel, Staff quarters. etc.).</p> |
|--|--|

Provided that the College, intending to have enrolment higher than that mentioned above. shall acquire more area of land in appropriate proportion;

- iii/ that it guarantees a satisfactory standard of educational efficiency for the purpose for which recognition or affiliation is sought, and that it is established on permanent basis;
- iv/ that it is situated within the territorial jurisdiction of the University;
- v/ that it is not imparting education for private gain or profit;
- vi/ that its financial resources are such as to make provision for its continued maintenance;
- vii/ that it satisfies a demand for higher education in a particular locality;

viii/ that the college/institution not maintained by the Government. is prepared to adopt the scales of pay prescribed by the State Govt. from time to time;

ix/ that the play ground is suitable and sufficient;

In case the institution finds itself deficient in this regard, it will arrange the facilities of play grounds and allied equipment from the University/public institutions on payment of such charges as may be mutually decided.

x/ that the furniture and equipment are adequate;

xi/ that facilities for the residence of students are satisfactory;

xii/ that due provision is available for the health and recreation of students;

xiii/ that it is prepared to furnish such reports, returns and other information as provided by the Statutes or as the University/State Govt. may require from time to time.

xiv/ that provision has been made for a suitable library;

xv/ when affiliation is sought in any branch of experimental sciences, that arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory or museum;

xvi/ that the institution is in undisputed possession of a suitable building for meeting all its requirements;

xvii/ that the institution is prepared to place at the disposal of the University accommodation, furniture, etc. for the conduct of various examinations and other activities free of cost;

xviii/ that except for fees and other charges as may be approved by the University, the institution shall not collect any capitation fee or donation from any of its students;

xix/ that the college shall have its accounts audited at the end of each financial year by a Chartered Accountant and copy of the audit report alongwith a statement of audited annual accounts shall be made available to the University;

xx/ that the college/institution, not maintained by the Government, has a separate Endowment Fund, as given below, that cannot be alienated so long as the college/ institution continues to exist² :-

a/ Affiliated College imparting instruction in B.A.,B.Sc., or B.Com. course.

OR

b/ Constituent College imparting instruction in B.Ed. course.

c/ Affiliated Oriental Institution

Atleast Rs.five lacs. Rs.One lac upto the date of first inspection; to be raised by another amount of Rs. one lac within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by a minimum amount of Rs.50,000/- p.a. till the target of Rs.five lacs or such other amount, as may be fixed by the University, from time to time, is achieved.

Atleast Rs.25,000/-.

Rs.5,000/- upto the date of first inspection;

to be raised by another amount of Rs.5,000/- within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by a minimum amount of Rs. 2500/- per annum till the target of Rs. 25,000/- or such other amount, as may be fixed by the University, from time to time, is achieved.

d/ Constituent Medical College

Atleast Rs. 25 lacs.

Rs.5 lacs upto the date of first inspection; to be raised by another amount of Rs.5 lacs within six months from the last date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by a minimum amount of Rs. 2.5 lacs per annum till the target of Rs. 25 lacs or such other amount, as may be fixed by the University, from time to time, is achieved.

e/ Constituent Dental College
OR

Atleast 20 lacs.

Rs.4 lacs upto the date of first inspection; to be raised by another amount of Rs. 4 lacs within six months from the date of admission during the first year of affiliation.

f/ Constituent College of Engineering

Subsequently the Endowment Fund is to be raised by a minimum amount of Rs.2 lacs per annum till the target of Rs.20 lacs or such other amount, as may be fixed by the University, from time to time, is achieved.

g/ Constituent Law College
imparting instruction in LL.B.
(3 years or 5 years Courses).

Rs. Ten lakhs , Rs. 4 lakhs upto the date of first inspection; to be raised by another amount of Rs. 1.5 lakhs within six months from the last date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by an amount of Rs. 1.5 lakhs per annum till the target of Rs. 10 lakhs or such other amount , as may be fixed by the University , from time to time, is achieved.”³

h/ “Constituent Law Colleges
imparting instruction in LL.B.

Rs.13 lac. Rs. 5 lacs upto the date of first inspection; to be raised by another amount

(3 years and 5 years) Courses. of Rs. 2 lac with in six months from the date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by an amount of Rs. 2.0 lakhs per annum till the target of Rs. 13 lakhs or such other amount , as may be fixed by the University , from time to time, is achieved.”³

xxi) that the college/institution not maintained by the Govt. is properly managed by a Managing Committee comprising the Chairman and eight members.

A) Chairman 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 or a Local Body.

B) of the eight members referred to above -

- a) two should be prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairman;
- b) one member of the Syndicate, to be nominated by the Vice-Chancellor;
- c) one Teacher of the college, by rotation, to be nominated by the Chairman, on the basis of seniority;
- d) one person experienced in Educational Administration, to be nominated by the Vice-Chancellor;
- e) Director Colleges Development;
- f) nominee of the State Education Department;
- g) Principal of the College -Member-Secretary.

The tenure of the members at serial (B) (a), (b), (c), (d) and (f) shall be two years (viz. 24 months) from the date of notification of constitution of Managing Committee. However, except S.No. B(c), they shall be eligible for re-nomination upto two consecutive terms only.

Majority of the members shall form the quorum for meetings.

3. 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 constituent colleges offering Bachelor's Degree/Master's Degree Programme in Medical, Dental, Technical, Management, Agricultural, Nursing, Pharmacy education etc., as the case may be, in respect of the following:-

- a/ Land and building
- b/ Laboratory equipment
- c/ Computing facilities
- d/ Furniture and fittings
- e/ Books and journals
- f/ Recurring and non-recurring expenditure

- g/ Staff— Teaching, Technical, Non-technical, Library, their qualification, pay scales and service conditions, etc.
- h/ Work load of teachers and students, and
- i/ Other connected matters.

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 atleast 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.

The norms laid down in these Statutes shall be applicable to such Constituent Colleges, so far as may be consistent with those prescribed by the concerned All India Statutory Body.

4. The minimal requirements (in terms of faculty, Building, Library, Laboratory, etc.) for establishment of a College to impart instruction in B.Ed. and L.L.B² Courses have been worked out and are listed in Appendix-I and Appendix-II² respectively.

Library

5. The normal expenditure on books and periodicals in libraries in the Constituent Affiliated Colleges/ Oriental Institutions shall be as under :—

- a) For an Affiliated College imparting instruction in B.A., B.Sc., B.Com. course with an intake of 120 or less per annum, per class, per course.
 - i/ Initial Block grant : Rs.60,000/- per Course (i.e. B.A.,B.Sc., or B.Com., as the case may be) which may be spread over two years.
 - ii/ Annual grant : Rs.15,000/. per Course (i.e. B.A., B.Sc., or B.Com., as the case may be,) to be enhanced @ 5% every year.
- b) For Constituent College imparting instruction in B.Ed course with intake of 120 or less per annum.
 - i/ Initial Block grant : Rs.30,000/-
 - ii/ Annual grant : Rs.10,000/- to be enhanced @ 5% every year.
- c) For Affiliated Oriental Institution with intake of 120 or less per language per annum.
 - i/ Initial Block grant : Rs. 5,000/- per language
 - ii/ Annual grant : Rs. 2,000/- per language to be enhanced @ 5% every year.

Provided that in the case of college/institution with intake higher than that mentioned above, the recurring library grant shall be increased proportionately.

- d) "For constituent college imparting instruction in LL.B.(3 years or 5 years) course with intake 160 or less.
 - i/ Initial Block grant : Rs. 2.00 Lac
 - ii/ First year : Rs. 0.50 Lac
 - iii/ Second year : Rs. 0.50 Lac
 - iv/ Third year : Rs. 0.50 Lac
 - v/ Subsequent years : Rs. 0.25 Lac

Law College must also subscribe to the following Law journals for its Library:

1. All India Reporter.
2. Supreme Court Cases.

3. State High Court Reports.
 4. Local Journals.
 5. Indian Bar Review.”³
- e) “For constituent College imparting instruction in LL.B. (3 years or 5 years) Courses with intake 160 or less.
- | | | |
|------|---------------------|----------------|
| i/ | Initial Block grant | : Rs. 4.00 Lac |
| ii/ | First year | : Rs. 1.00 Lac |
| iii/ | Second year | : Rs. 1.00 Lac |
| iv/ | Third year | : Rs. 1.00 Lac |
| v/ | Subsequent years | : Rs. 0.50 Lac |
- Law College must also subscribe to the following Law journals for its Library:
1. All India Reporter.
 2. Supreme Court Cases.
 3. State High Court Reports.
 4. Local Journals.
 5. Indian Bar Review.”³

Laboratory

6. Separate laboratory equipped with sufficient and suitable material and apparatus shall be provided for each Science subject.

Teaching staff

7. 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.
8. 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 extra curricular 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.

Provided that no teacher shall be expected to lecture for more than 4 periods per day in case the institution observes at least 180 actual working days in an academic year.

The weekly work-load of a teacher shall not normally exceed 30 clock hours in order to enable him to undertake some study and prepare for tutorials, seminars, etc.

9. The length of a period may be 45 minutes, but in no case more than one hour.

Number of students in a class

10. “The maximum number of students in a class or section shall not, except with the previous permission of the Vice-Chancellor, exceed 80, subject to the availability of adequate accommodation in the case of Affiliated Colleges offering B.A., B.Sc., or B.Com. Course, 60 in the case of Constituent Colleges offering B.Ed.and 80 in LL.B. courses and 60 in case of Institutions offering language courses. The maximum number of students in any class (LL.B. I, II, III, IV, V, VI, VII, VIII, IX, X as the case may be) shall not exceed 320 in any Law College.”³

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) timetable for the new section and the accommodation available should immediately be sent to the Director 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.

In the case of a non-Government Affiliated/ Constituent College, a new section can be started only with the prior approval of the Vice-Chancellor.

Admission of students

11. Each Constituent, Affiliated College or any other Recognized institution 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 a non-Government College shall be made by the Admission Committee in accordance with the Statutes, Regulations, norms and procedure prescribed, from time to time, by the University. Admission Committee shall comprise the following :-

- i) Dean of the Faculty concerned or his nominee who will in no case be below the rank of Reader in any subject of the concerned faculty;
- ii) Principal of the College concerned. He will also act as Convenor of the Committee;
- iii) One teacher nominee of the Vice-Chancellor;
- iv) One senior teacher of the college concerned, to be nominated by the Principal;

Two members shall form the quorum for meetings.

In case of tie between two applicants for admission, the Vice-Chancellor shall have the casting vote.

Periodical Staff Statements

12. Each Constituent, Affiliated College or Recognized Institution shall send to the Director 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.
13. Any subsequent change in the staff structure of the College/ Institution shall be communicated to the Director Colleges Development within a month, alongwith details of substitute arrangement(s).

Maintenance of Record.

14. Each Constituent, Affiliated College or Recognized Institution shall maintain the following records :-
 - i) a) Admission and withdrawals :
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.
- ii) Endowment Fund
 - iii) Stock and issue
 - iv) Accessioning, cataloguing, Issue and Return of books, etc.

This record shall be submitted whenever required by the University Registry, members of the Board of Inspection and Inspection Committee.

Procedure for grant of Affiliation and Recognition to new Colleges/Institutions.

15. (i)(a) No application for the grant of affiliation which does not have the concurrence 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 co-ordinated 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 Statutes, 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.²

- (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.
- (ii) Application for grant of affiliation shall be made in the case of a Government College/Institution 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.
16. Application for grant of affiliation to new college/institution shall reach the Director Colleges Development by October 1st of the year preceding the one in which it is proposed to hold admissions and start the class work.
17. The application shall 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/Courses it must be accompanied by an answered questionnaire as prescribed by the Bar Council of India."³
 - 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 complete plan of the existing buildings and play grounds, and future plan of the proposed building(s) and play ground(s).
 - iv) 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.
18. 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 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.
 19. An Application Form for Affiliation or Recognition may be withdrawn at any time before Affiliation/Recognition is granted.
 20. Affiliation / Recognition shall, in no case, be granted with retrospective effect.
 21.
 - i) An Institution applying for affiliation to the University shall remit Rs. 2,000/- as non-refundable application fee, payable at time of issue of the application Form.
 - ii) Oriental Institutions and Colleges imparting instruction in B.A./B.Sc./B.Com. or B.Ed. shall remit inspection fee of Rs. 3,000 when asked to do so, before the inspection of the Institution/College is conducted.
 - iii) Engineering/Medical/Agricultural Institution offering courses of the duration of 4 years and above shall remit inspection fee of Rs. 18,000/-, when asked to do so before the inspection of the Institution is conducted.
 - iv) "Application fee shall not be refunded even if the Application Form is withdrawn or rejected.
 Institution offering LL.B Course/Courses of 3 years or 5 years shall remit inspection fee of Rs. 50,000/- when asked to do so before the inspection of the Institution is conducted.
 Provided that Institution offering LL.B. Courses of 3 years and 5 years shall remit inspection fee of Rs. 75,000/- when asked to do so before the inspection of the Institution is conducted."³
 - v) Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.
 22. No College or Institution shall conduct classes for any subject unless it has obtained specific recognition from the University, for such subject.
 23. In case the College/Institution, to which affiliation had been granted, does not provide instruction in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.

24. The College shall be granted permanent affiliation after it has completed atleast five years of satisfactory performance and fulfilled all the conditions of affiliation and attained the academic and administrative standards as prescribed by the University from time to time.

Recognition in New Subject(s)

25. Each institution applying for recognition in new subject(s) shall remit non-refundable application fee of Rs.500/- at the time of issue of Application Form. Thereafter, the institution shall remit inspection fee of Rs.1,000/- 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 Director Colleges Development 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, authorise entertainment of an Application Form submitted after October 1st but in any case before the commencement of the academic session in which the subject(s) is/ are proposed to be introduced:

Provided further that, no institution shall start teaching new subject(s) without prior permission of the University.”³

26. Each such Application Form shall be placed by the Director Colleges Development before the Board of Inspection. The Board shall refer it to the Committee of Inspection for conducting the inspection of the College. The report of the Committee with the recommendations of the Board of Inspection shall be placed before the Syndicate for final orders.
27. The Committee of Inspection shall pay special attention to the following points while inspecting the College/ Institution applying for introducing new subject(s) :-
- i) Demand for the subject:
 - a) in relation to other subjects already taught; and
 - b) in relation to the existing provision for teaching that subject in local institutions.
 - 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.
 - vi) Equipment and apparatus needed (in case of Science subjects).

Recognition of Honours Classes

28. (i) Application for permission to start Honours class side by side with pass course B.A./B.Sc./B.Com. classes in an affiliated College should be made so as to reach the Director Colleges Development by October 1st of the year preceding the one in which the class is proposed to be started alongwith non-refundable application fee of Rs.500/- payable at the time of issue of Application Form.

- (ii) The Institution / College shall remit an inspection fee of Rs.1,500/- per subject, when asked to do so, before the inspection of the institution/college is conducted.
 - (iii) Inspection fee may be refunded only in case the Application Form is withdrawn or rejected before an inspection has been conducted.
29. Each such Application Form shall be placed by the Director Colleges Development 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 alongwith the recommendation(s) of the Board of Inspection shall be placed before the Syndicate for final orders.
 30. For teaching Honours classes in any subject not less than six periods a week shall be devoted for instruction during Part I and Part II of the B.A./B.Sc./B.Com. Course.
 31. Honours teaching should not be entrusted to teachers who have passed Master's Degree examination in Third Division, unless they have more than 10 years' teaching experience in a college.
 32. 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.
 33. There should be atleast two teachers in the subject for which permission for Honours classes is sought.

Recognition of Research Institutions.

34. Subject to the provisions of the Statutes 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.
35. An institution applying for approval under this Statute shall submit an application to the Director Colleges Development 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.
36. Each Research Institute seeking recognition as a Centre of Research for the Ph.D. Degree shall remit non-refundable inspection fee of Rs. 75,000/-⁷ alongwith the application for the purpose. Subsequently, application for recognition in additional subject(s)/area(s) shall be accompanied by non-refundable inspection fee of Rs. 75,000/-⁷ per subject/ area.

37. Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.
38. 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.
39. When the application is granted, the Syndicate shall define the status of the institution and specify the subject(s)/area(s) for which the institution is approved for conducting research work leading to Ph.D.
40. (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 or 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 atleast two-third members present at the meeting, such majority comprising not less than one-half of the total membership of the Syndicate.

Inspection Report

41. The Inspection Committee while conducting inspection of a new college/institution seeking affiliation/recognition shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Statutes are satisfied. The Inspection report shall cover the following information :-
 - (i) Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.

- (ii) 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.
- (iii) Is there sufficient demand for the existence/ opening of the institution in the locality?
- (iv) Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales.
- (v) In the case of Non-Government colleges/ institutions. the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.
- (vi) 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.
- (vii) Site, building(s), etc.
 - a) Area available.
 - b) Number and dimensions of halls, class-rooms. library, laboratories.
 - c) Hostels, with number and size of rooms. common-rooms, etc.
 - d) Play-fields and grounds, gymnasium, etc.
 - e) Furniture and fittings in the lecture theatres, laboratories and library.
 - f) Scientific equipment.
 - g) Library.
 - h) Botanical garden.
 - i) Museum.
 - j) Herbarium.

Periodical Inspection

- 42. The Board of Inspection shall arrange periodical inspection of each affiliated /constituent college or other recognised institution once within a period of three years after grant of privileges of affiliation / recognition 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.
- 43. The Vice-Chancellor shall fix the date for inspection of a college/institution well in advance, so that intimation is sent to the institution atleast two weeks prior the date fixed for inspection.
- 44. The duty of the Inspectors is to satisfy themselves fully that the students of the college/ institution live, work and receive instruction under congenial conditions and in accordance with the academic standard prescribed by the University.
- 45. 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/recognition was originally granted. There should be no attempt at interference 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.
- 46. Before proceeding to the institution, the Inspectors should obtain from the Director Colleges Development copies of the previous inspection reports of the college/institution together with any remarks made or action taken upon them by the authorities.

47. 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. 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.
48. 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 Statutes.
49. 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. 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.
50. 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.

51. 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 and recognition 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.²
 - (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 Statutes?
 - (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., 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) Building(s) :
 - a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated.
 - 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?
 - 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, 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) Messing 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.

52. The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Director Colleges Development 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.

53. 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 :-

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	...	one year
Improvement of service conditions of staff.	...	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 or recognition, as the case may be, are to be fulfilled by the institution.

Remuneration of Inspectors.

54. 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.
55. T.A. and D.A. as permissible under rules shall be paid to the Inspectors.

General conditions of service of the teaching staff, Librarians & Physical Instructors of Colleges & Institutions

56. Save as otherwise provided in the Statutes, 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.

Provided that, while making appointments, the Vice-Chancellor or his nominee preferably an expert in the subject in which the appointment is proposed to be made shall be represented on the Public Service Commission or any other body appointed by the Government to make such appointments.

Assistant Professor/ Physical Instructor/Librarian ²

57.
 - i. Chairperson of the Governing body of the college or his/her nominee to be the Chairperson of the Selection Committee.
 - ii. The Principal of the concerned college.
 - iii. One senior teacher Head of the Department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
 - iv. Two nominees of the Vice-Chancellor of the affiliating 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.

For the post of Principal ²

Chairperson of the Governing Board as Chairperson.

One member of the Governing Board to be nominated by the Chairperson.

Two Vice-Chancellor's nominees, out of whom one should be an expert.

Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two experts, should constitute the quorum for the posts of Assistant Professor/physical instructor/librarian and Principal.

Note :- 1. Payment of TA & DA to all concerned, as admissible under University norms, shall be made by the college concerned.

2. In case of a tie, final decision shall be taken by the Vice-Chancellor.

“Notwithstanding anything contained in this Statute, if the Chairman of the Managing Committee 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 inservice/retiring, or retired eminent teacher in the Institution on contract basis on such terms and conditions as may be mutually agreed upon.”²

Qualifications of teachers.²

58. The teachers in Affiliated and Constituent Colleges (offering B.A., B.Sc., B.Com. or B.Ed. or LL.B. course(s)) shall possess the qualifications as prescribed by the University from time to time.

Service agreement :

59. The Management in the case of Non-Government Colleges, shall enter into a written contract of permanent/ contractual service (on the proformas given at Appendix-II & III) with each employee in accordance with these Statutes which shall embody the following points :-

“Implementation of norms of All India Statutory bodies like AICTE, Bar Council of India, Medical Council of India, Dental Council of India and Nursing Council of India with regard to qualifications and age etc. for teaching positions in Private Institutions affiliated to the University.”⁸

Salary and pay scales

- i) The pay scale shall be the same as prescribed by the State Government, from time to time, for Govt. Colleges.
- ii) The age of superannuation shall be the same as prescribed by the State Government for Govt. colleges provided the college/institution extends the benefit of pension as in the case of Govt. employees. In case the Institution/College provides the benefit of Contributory Provident Fund in lieu of pension, the age of superannuation shall be sixty years. Provided that, the Management may engage superannuated employees on contractual basis upto the age of sixty five years only. However, the number of such superannuated teachers shall, in no case, exceed 30% of total Teaching Staff strength of the College.
- iii) The period of initial probation shall normally be of two years, extendable in very special cases upto a maximum of five years.
- iv) 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.

- v) The services of an employee can be terminated only on one or more of the following grounds :-
 - a) wilful neglect of duty;
 - b) mis-conduct including disobedience of orders of the Principal;
 - c) breach of any of the terms of contract;
 - d) physical or mental unfitness; and .
 - e) abolition of the post.
 - vi) Except when termination of services has taken place under Statute 59(v)(a), (b) or (c), 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.
 - vii)
 - a) The 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.
 - b) Leave in the case of teachers and other employees of such colleges/ institutions shall be regulated by the Service Regulations of the State Government.
 - viii) 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.
 - ix) In all other disputes, the decision of the Managing Committee shall be final.
60. 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.

Temporary appointment

- 61. Temporary appointment of a teacher may be made by the Principal for a period not exceeding one academic session.

Dismissal of a Teacher

- 62. Every decision by the Management of an Affiliated/ Constituent College, other than a College maintained by the Government, to dismiss or remove from service a teacher shall be subject to the following provisions :-
 - i) 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 :-

- a) submitting a written statement in his/her defence;
- b) being heard in person if he/she so chooses; and
- c) 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.

- ii) 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 its regulations, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:
 - a) wilful neglect of duty;
 - b) mis-conduct, including disobedience to the orders of the Principal in the case of the teachers; and
 - c) breach of any of the terms of contract.
- iii) 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.
- iv) 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.

- v)
 - a) 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.
 - b) During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the State Govt. Service Regulations/ Rules.
 - c) 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.
- vi) 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.
 - a) Physical or mental unfitness.
 - b) Abolition of the post.
- vii) 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.
- viii) 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.
- ix) 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.

- x) Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, alongwith 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.
- xi) In case of any dispute not covered by the Statutes or the agreement between the College and the teacher, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

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I “SOME OF THE MINIMUM REQUIREMENTS FOR ESTABLISHING A COLLEGE TO IMPART TEACHING IN B.ED and LL.B. COURSE (3 years and/or 5 years)”³

	MINIMUM	DESIRABLE
1. Land	Undisputed possession of eight Kanals of land preferably as one piece. In case the College finds it difficult to procure a piece of land measuring eight kanals, it may have one piece measuring six kanals for use as Instructional area, Administrative area and Students' Amenities area and the other piece measuring two kanals for Residential area.	40 Kanals
2. Endowment Fund	Rs.Five lakhs. Rs. one lakh upto the date of first inspection; to be raised by another amount of Rs. one lakh within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs.50,000/- per annum till the target of Rs. five lakhs or such other amount, as may be fixed by the University, from time to time, is achieved.	
(a) “Endowment Fund for L.L.B(3 years or 5 years) course	As prescribed in the statute	
(b) Endowment Fund for L.L.B(3 years and 5 years) course	Rs. 13 Lac. Rs. 5 Lac upto the date of first inspection; to be raised by another amount of Rs. 2 Lac within six months from the last date of admission during first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs. 2 Lac per annum be made till the target of Rs. 13 Lac or such other amount, as may be fixed by the University from time to time is achieved.” ³	
3. Built up accommodation- i/ Class rooms	600 Sft. floor area in case the Section consists of 60 students. If the Section consists of lesser number of students, the floor area of the class room could be reduced proportionately, but in no case, shall the floor area of any class room be less than 400 Sft.	720 Sft.

ii/	“One staff room with toilet upto 10 teachers and for more than 10 teachers, there shall be two staff rooms with attached toilets” ³	300 Sft. floor area plus toilet	500 Sft.
iii/	Multipurpose Hall	*1400 Sft. plus toilet.	*2000 Sft.
iv/	Principal’s Room with attached toilet	200 Sft. floor area plus toilet.	400 Sft.
v/	Office Room	300 Sft. floor area	350 Sft.
vi/	Audio-visual Room	200 Sft. Floor area	300 Sft.
vii/	General Science Laboratory	400 Sft. Floor area	600 Sft.
viii/	Music room (optional)	400 Sft. Floor area	600 Sft.
ix/	Home Science Room and Lab. (optional)	700 Sft. Floor area	850 Sft.
x/	Art and Craft (optional) .	400 Sft. Floor area	
xi/	“One Computer Room for 3 years course and two computer rooms if a Law College runs five years course.	400 Sft. Floor area	AC fitted.
xii/	Library Accommodation for L.L.B	750 Sft. Floor area	1000 Sft.
xiii/	Common room for girl students	300 Sft.	400 Sft. Separate for Boys & Girls” ³

xiv/	Toilets	One set of two toilets for every One for Boys & one for Girls.	120 students.
xv/	Moot court		40×60 Sft.

- Note :
- i) "In case, Law College runs three years and five years courses, there shall be two common rooms each for boys and girls."³
 - ii) All rooms should be well ventilated.
 - iii) "The building of a college shall be available for its exclusive use during the working hours of the college."

4. Number of class rooms:

a) For B.Ed Course

- i/ Upto two sections - Five rooms
- ii/ For three to
four sections - Six rooms

b) For L.L.B Course/s

i/ Number of class rooms for LLB (3 years or 5 years) courses

For every section of 3 years course there shall be atleast 3 class rooms and for 5 years course, there shall be atleast 5 class rooms.

ii/ Number of class rooms for LL.B. (5 years course)

For every section of 5 years course there shall be 5 class rooms to be constructed within a period of 3 years.

5. Student Enrolment: The number of students admitted should in no case exceed the maximum number of seats sanctioned to the college.

6 Number of teachers to be appointed for -

a) B.Ed Course

i/ One or two Sections Eight -in case only the following

five teaching subjects are introduced: General Science, Social Studies, English, Mathematics and one of the vernacular languages i.e. Hindi, Urdu or Punjabi are introduced. Out of the complement of eight teachers, at least three should be Assistant Professors In Education.

NOTE:

- a. The number of teachers to be appointed shall depend upon the number of teaching subjects introduced in the college out of the groups specified in the approved syllabus. In case all the teaching subjects are introduced then seven Assistant Professors in the concerned teaching subjects shall be appointed.

* If the intake of students is upto 120 only per annum. In case intake is above 120 per annum, one more Hall of atleast 1000 Sft and one toilet be added.

- b. In case a person possessing qualifications prescribed for Assistant Professor In Education and also Assistant Professor in teaching subject (introduced in the College) is appointed as such, then the total number of Assistant Professors could suitably be reduced as per requirements of the college:
 Provided that no teacher shall be expected to lecture for more than four periods per day.
- ii/ Three Sections Two additional Assistant Professors in Education over and above the number mentioned against S.No. 6(i).
- iii/ Four Sections Two additional Assistant Professors in Education over and above the number mentioned against S.No. 6(i) and (ii).
- iv/ Qualifications of Lecturers in Education
- a/ M.Ed. with 55% of the aggregate marks or an *equivalent grade
- OR
- M.A. in Education (with practicum as an essential component) with 55% of the aggregate marks or an *equivalent grade.
- b/ Pass in the National Eligibility Test (NET) conducted by the UGC, CSIR or any other test accredited by the UGC.
- However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil Degree upto 31st December, 1993 or have been declared qualified for Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).
- v/ Lecturers in teaching subject
- a/ Master's Degree in the concerned subject with 55% of the aggregate marks or an *equivalent grade and B.Ed.
- OR
- Master's Degree in the teaching subject concerned and M.Ed. with 55% of the aggregate marks or an *equivalent grade either in M.A./M.Sc. or M.Ed.
- b/ Pass in the National Eligibility Test (NET) conducted by the UGC, CSIR or any other test accredited by the UGC.
- However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil. Degree upto 31st December, 1993 or have been declared qualified for

Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).

In case the College introduces Computer Education as an option in Paper V, an additional Assistant Professor over and above the number of Assistant Professors mentioned against serial 6(i), 6(ii) or 6(iii) (as the case may be) possessing following qualifications shall be appointed.

LECTURER IN COMPUTER SCIENCE

M.C.A. with 55% of the aggregate marks or an *equivalent grade. In case candidates possessing this qualification are not available, those possessing Master's degree in Science/Humanities/Social Sciences/ Engineering will also be considered provided they have passed the National Education Test or any other test accredited by the UGC for Assistant Professor-ship in Computer Science and have at least 2 years experience in teaching Computer Science in any recognized University/I. I.T./ Engineering College.

However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil Degree upto 31st December, 1993 or have been declared qualified for Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).

b)	For LL.B. Course	Number of teachers to be appointed for 3 yrs and 5 yrs. LL.B. Courses upto two sections
	Ist year	A whole-time principal and at least two other whole-time teachers.
	IIInd year	-do-
	IIIrd years	Two more whole time teachers. However, for the teaching of non-law subject in LLB (5 yrs) course, the Law College shall appoint teachers teaching non-law subjects as per qualifications prescribed by the UGC and the norms of the university from time to time.
7.	i/ Principal:	One
	ii/ Qualifications: Education/	As prescribed for Assistant Professor in Assistant Professor in a Teaching subject with at least 10 years experience of teaching Degree or Post-graduate classes.
8.	i/ Librarian	One
	ii/ Qualifications	As prescribed by the State Government for fresh recruits in Government Colleges.

* Equivalent grade shall be such as will start from 55% and above of the aggregate marks.

9.	i/ Physical Instructor	One, at least a part timer	Permanent
	ii/ Qualifications	As prescribed by the State Government for fresh recruits in Government Colleges.	
10.	Pay scales of Principal, Lecturers Librarian, and P.T.I. if appointed on whole time basis.	As prescribed by the State Government for Govt. Colleges.	All other allowances as prescribed by the State Govt. from time to time.
11.	Mode of appointment of Principal, Teaching staff, Librarian, and P.T.I in case his appointment is to be made on whole time basis.	To be appointed by the Managing Committee on the recommendations of the Selection Committee to be constituted in terms of relevant Statutes.	
12.	Selection of students for admission to the Course.	Admission of students to the Course in Government Colleges shall be made in accordance with the relevant Statutes/ Regulations prescribed by the University from time to time. Selection of students for admission to the Course in Non-Govt. Colleges shall be made by the Admission Committee in accordance with Statutes, Regulations, procedure and norms prescribed by the University from time to time.	
13.	Fees and/other charges	As approved by the University. Note: The College shall neither enhance the rates of fees and charges payable by the students nor shall charge any other amount over and above the approved charges, without prior permission of the University.	
14.	Number of Books, for an intake of 120 students p.a.	100 for each Compulsory paper and also for each optional paper offered by students above 60.Number of copies of any title of same author(s) should not exceed ten. 50 for each optional paper offered by students not exceeding 60 but not less than 30 in number. Number of copies of any title of same author(s) should not exceed ten. 25 for each optional paper offered by students less than 30 in number. Number of copies of any title of same author(s) should not exceed five.	

**Equivalent grade shall be such as will start from 55% and above of the aggregate marks.*

15.	Audio-visual Aids	V.C.R., T.V., Overhead Projector, Tape Recorder, Computer and other teaching aids i.e. Maps, Charts, Models, etc.	
16.	Sports facilities i/ Indoor games ii/ Outdoor games.	Table Tennis, Carrom Board/Chess. Badminton, Volley ball, Hockey and Football	
17.	Medical facilities qualified Doctor.	First-Aid facilities and Part-time	Setting up Dispensary with a qualified Doctor on staff.
18.	Hostel	Owned or hired separate for Boys and Girls each with Sufficient capacity to accommodate accomodate atleast outstation students on rolls of the College.	Owned separately for Boys and Girls, each with capacity to accommodate one and half times the number of outstation students on rolls.
19.	Establishment of -	Subject to allotment - a/ N.S.S. b/ Adult Continuing Education & Extension c/ Population Club	
		Note: One teacher be appointed as incharge of each activity.	
20.	Extra curricular activities	a/ should celebrate all important days including the Annual Day of the College to create awakening among the students. b/ Seminars, Tutorials, Debates, Quiz, varied Cultural activities, picnics, etc. be held regularly.	
21.	Canteen/Cafeteria	Must be available on the premises.	
22.	Electricity	All Booms should be fitted with electric fans and lights. Electric points for other purposes be also provided.	
23.	i/ Water ii/ Drinking water facility iii/ Water Cooler/ Ice Box	Provision of storing water in hygienically maintained tank(s). Provision of fresh water in hygienically maintained tank(s) during winter months. Water cooler(s)/ice Boxes having sufficient capacity to meet the requirements of all concerned during summer months.	
24.	Number of actual teaching days to be observed.	180 days at least	

25. List of Holidays As approved by the Govt. in the case of Govt. Colleges. As approved by the Managing Committee, in case of Non-government Institution, in consultation with Director Colleges Development.
26. Magazine The College should publish a magazine to enlighten the public about the working trend and potential of the college, besides, providing an opportunity to the students for airing their views on various academic matters.

II “Minimum norms in terms of faculty, supporting staff and Physical infrastructure required for imparting instructions in the Post graduate Diploma in Computer Applications (PGDCA) for a section upto 30 students for a non-Government colleges”⁴

- | | | |
|----|--|-----------------------------|
| 1. | Assistant Professor
(To be appointed as per
UGC/ University norms) | Three |
| 2. | Asstt.
Programmer | Two |
| 3. | Computer
Systems | Fifteen |
| 4. | Class rooms | 1(400 Sq. Ft. area atleast) |

PROFORMA OF AGREEMENT WITH PRINCIPAL

Agreement made this _____ day of _____ 199_____ 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 witnesseth 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 _____ 19_____ 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 five 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 Provident Fund and leave in accordance with the provisions of the Statutes of the University.
5. That the age of superannuation will be sixty years. The date of birth of the Principal is _____ as is evident from the High School Certificate produced by him/her.

That the Principal shall perform all such duties as appertain to the office of the Principal of an affiliated/ constituent/recognised 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 _____ 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 Regulations /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 of the Selection Committee in case of selection of Assistant Professors only.
9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with previous 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:
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 _____ 199_____.

On behalf of the Managing Committee by _____

By the Principal _____

In the presence of :

Witness.(1) _____

Address: _____

Witness (2) . _____

Address: _____

PROFORMA OF AGREEMENT WITH TEACHERS

Agreement made this _____ day of _____ 199 ____ 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 witnesseth 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 five 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 sixty 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, (of the set of Statutes governing affiliation and recognition 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;

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 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.
 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 _____ 199 _____.

On behalf of the Managing Committee by _____

The party of the first part _____ in the presence of:

Witness (1) _____

Address _____

Witness (2) _____

Address _____

THE FOLLOWING INFORMATION/DOCUMENTS SHOULD ALSO BE SUBMITTED ALONGWITH THE DULY FILLED IN APPLICATION FORM:

- i) Constitution of the Managing Committee and the names of its members, if already constituted.
- ii) In case the Teaching Staff has been appointed, a statement indicating the number of teachers including the Principal, their names, qualifications, pay scales, teaching experience, if any, the paper to be taught and other conditions of their service.
- iii) a) A complete plan of the existing buildings and grounds.
b) A complete plan of the buildings and grounds, the college proposes to have.
- iv) In the case of a College already established, a statement showing -
a) Total number of students on rolls of the college
b) Class-wise enrolment
c) Section-wise enrolment of each class
d) Subject-wise enrolment of entire College.
- v) A list of apparatus and equipment subject-wise available with the College or proposed to be procured by the College.
- vi) A list of audio-visual equipment available with the College or proposed to be procured by the College.
- vii) In case the College provides or proposes to provide Co-education, a statement showing the facilities made available or proposed to be made available for girl students.
- viii) A write-up on the justification for opening of the College in the locality and starting the proposed Course.
- ix) A write-up on the foundation and history of the Institution including the history of the Course(s) in which the College has been imparting instruction.
- x) In the case of non-Government College/an undertaking (on the Proforma attached with the Application Form) duly registered with the competent authority.

APPLICATION FORM FOR AFFILIATION/RECOGNITION OF A COLLEGE

1. NAME AND ADDRESS:

- a) Name of the college
- b) i) Already established
ii) Proposed to be established
- c) Postal address
- d) Telegraphic Address, if any
- e) Telephone No:
- f) Telex/Fax No:

1.1 STATUS OF THE COLLEGE:

- a) Government (Central)
- b) Government (State)
- c) Non-Government...Grant-in-aid

d) Non-Government...No grant

1.2 TYPE OF THE COLLEGE:

a) Affiliated

b) Constituent

1.3 YEAR OF ESTABLISHMENT

(Attach documentary proof)

1.4 a) Name of the Head of the College

b) Designation of the Head of the College

c) Residential Telephone No :

1.5 REFERENCE CONTAINING THE CONCURRENCE OF THE STATE GOVERNMENT FOR THE ESTABLISHMENT OF THE COLLEGE:

(Attach photo copy of Government approval)

2) IN THE CASE OF NON-GOVERNMENT COLLEGE:

a) Name of the Registered Society/ Trust / Local Body (as the case may be) running the College.

(Attach documentary proof).

b) Constitution and membership of the Registered Society / Trust/ Local Body, as the case may be.

3) LAND AVAILABILITY:

(Attach photo copy of documentary proof of UNDISPUTED POSSESSION OF THE LAND BY THE COLLEGE).

3.1 DIMENSION OF THE LAND IN KANALS

a)	Instructional area	Administrative area	Students' Amenities area	Residential area	Total area
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

b) Please indicate if the entire land is in UNDISPUTED POSSESSION of the College comprises one piece or more.

c) In case the land consists of two or more pieces, indicate the area of each piece of land with specific location.

3.2 REFERENCE UNDER WHICH THE COMPETENT AUTHORITY HAS AUTHORIZED THE USE OF LAND AND BUILDINGS FOR INSTITUTIONAL PURPOSE.

(Attach photo copy of the approval of the competent authority).

4. BUILDINGS

4.1. BUILT-UP ACCOMMODATION AVAILABLE (IN SFT)

Type of construction	Instructional area	Administrative area	Students Amenities area	Residential area	Total built up accommodation
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

a) R.C.C.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Shed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Any other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Specify)

4.2 ACCOMMODATION PROPOSED TO BE CONSTRUCTED (IN SFT)

Type of construction area	Instructional area	Administrative area	Students Amenities	Residential area	Total built up accommodation proposed to be raised.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

a) R.C.C.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Shed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Any other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Specify)

5. ENDOWMENT

- a) Amount of non-transferable Endowment Fund, as on date:
- b) Additional amount of Endowment Fund proposed to be created during the first year of Affiliation/Recognition of the College.
- c) Amount of Endowment Fund pledged to the University of Jammu. (Attach photocopy of the F.D.R pledged to the Registrar, University of Jammu).

6. FINANCES

- 6-1 DETAILS OF INVESTIBLE FUNDS IN HAND FOR ESTABLISHING THE PROPOSED COLLEGE (Attach photo copies of latest Bank statement (s), FDR (s), etc.)
- 6-2 INDICATE THE SOURCES PROPOSED TO BE MOBILISED TO RAISE ADDITIONAL FUND FOR INVESTMENT IN BUILDING (S), EQUIPMENT, FURNITUE ETC. OVER THE NEXT 3 OR 4 YEARS.
- 6-3 ANTICIPATED ANNUAL RECURRING EXPENDITURE ON THE FOLLOWING:-
 - a) Salaries, allowances, etc. of teaching staff:
 - b) Salaries, allowances, etc. of other staff:
 - c) Maintenance of building (s), equipment, etc. :
 - d) Books and journals:
 - e) Miscellaneous Contingencies:
- 6-4 SOURCES OF RECURRING FINANCIAL SUPPORT:
 - a) Trust
 - b) Donation

- c) Students fees and/or charges
 - d) Internal revenue generation
 - e) Other source
(Specify)
- Total:

7. LIBRARY

- | | | | |
|-----|----------------------|---|--|
| 7-1 | CATEGORY
OF BOOKS | TOTAL NUMBER OF
BOOKS AVAILABLE, AS
ON DATE | TOTAL NUMBER OF
BOOKS TO BE PURCHASED
DURING THE FIRST TWO
YEARS OF AFFILIATION
RECOGNITION. |
|-----|----------------------|---|--|
- a) Text books
 - b) Reference books
 - c) Encyclopedia
 - d) Others.
- 7-2 NO. OF PERIODICALS NO. OF PERIODICALS PROPOSED PRESENTLY SUBSCRIBED
TO BE SUBSCRIBED
8. TEACHING STAFF:
- | | | | |
|-----|-----------------|------------------------|--------------------|
| 8-1 | TYPE OF FACULTY | SANCTIONED
STRENGTH | NUMBER IN POSITION |
|-----|-----------------|------------------------|--------------------|
- Full-time
- Part-time
- Visiting Faculty
- 8-2 PHASED PLAN FOR RECURITMENT OF TEACHING STAFF:
- 8-3 PAY SCALES OF TEACHERS:
- 8-4 TOTAL WORK LOAD (IN HOURS) PER WEEK PROPOSED TO BE ENTRUSTED TO A
TEACHER
- 8-5 BREAK-UP OF WORK LOAD OF A TEACHER PER WEEK (in percentage of total duty hours
in a week) FOR THE FOLLOWING ACTIVITIES:
- a) Teaching
 - b) Tutorials
 - C) Seminars
 - d) Extension
 - e) Administration
 - f) Institutional support
 - g) Students' Welfare
 - h) Any other activity (specify)

9. LABORATORY
- 9-1 IN CASE THE COLLEGE IS SEEKING AFILIATION /RECOGNITION IN ANY COURSE OF INSTRUCTION IN EXPERIMENTAL SCIENCES, DOES IT PROVIDE/PROPOSE TO PROVIDE:-
- a) A separate teacher for a group of every 15-20 students in the degree Classes, performing practical work simultaneously (in a Science subject). Yes/No
- b) Separate laboratories in each branch of science. Yes/No
- c) Museum, garden and herbarium, where necessary. Yes/No
- d) Sufficient and suitable apparatus and materials for conducting experimental work prescribed in the syllabus. Yes/No
10. COMPUTER
- 10.1 FACILITIES AVAILABLE :-
- a) Hardware
(Indicate number & make)
- b) Software
- 10.2 FACILITIES PROPOSED TO BE ACQUIRED:-
- a) Hardware
- b) Software
- 10.3 COMPUTER STAFF:
- a) Available
(with qualifications)
- b) Proposed to be recruited
(with qualifications)
11. NUMBER OF STUDENTS PROPOSED TO BE ADMITTED TO THE COURSE IN AN ACADEMIC YEAR.
- 11-1 FEES AND OTHER CHARGES
- a) Total amount of fees, etc. proposed to be charged from each student at the time of first admission to the course.
- b) Detailed break-up of the fees and charges mentioned at (a) above.
- c) Annual tuition fees, etc. proposed to be charged from each student on rolls of the college for each subsequent year.
12. NUMBER OF ACTUAL WORKING DAYS PROPOSED TO BE OBSERVED IN AN ACADEMIC YEAR:
(Attach a copy of Academic Calendar)
13. SPORTS
- 13-1 NAME THE GAMES AGAINST (a) & (b) FOR WHICH FACILITIES ARE AVAILABLE OR LIKELY TO BE MADE AVAILABLE.
- a) Indoor
- b) Outdoor
14. HOSTEL FACILITIES:
- 14-1 AVAILABLE:
- a) Covered area:
- b) Type of construction:

- c) Location:
 - d) Number of rooms with floor area (in sft).
 - e) Number of students for whom accommodation is available:
 - f) Owned or hired:
- 14-2 PROPOSED TO BE MADE AVAILABLE
- a) Covered area:
 - b) Type of construction:
 - c) Location:
 - d) Number of rooms with floor area (in sft).
 - e) Number of students for whom accommodation will be made available:
 - f) Owned or hired:
15. MEDICAL FACILITIES:
- 15-1 TYPE OF MEDICAL FACILITIES AVAILABLE:
- a) First-aid:
 - b) Dispensary with Medical Assistant on staff
 - c) Dispensary with qualified Doctor on staff:

15-2 MEDICAL FACILITIES PROPOSED TO BE MADE AVAILABLE

16. APPLICATION FEE DEPOSITED : Amount
(Attach photocopy of the cash receipt)

<p>Cash Receipt. No.</p> <p>Date</p> <p>Full signature of the Principal with designation stamp in case of Government College already established/proposed to be established.</p> <p>Recommended and forwarded</p> <p>Full signature of the Head of The Administrative Department, J&K Government with designation stamp</p>	<p>Full signature of the Principal with designation stamp in case of Non-Government College already established.</p> <p>Full Signature of the Chairman/ Designate Chairman with designation stamp in case of Non-Government College Proposed to be established.</p> <p>Full signature of the Chairman Managing Committee with designation stamp in case of Non-Government College Already Established.</p>
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NOTE: The information/documents mentioned in application form should also be submitted alongwith the duly filled in Application Form.

UNDERTAKING ON NON-JUDICIAL PAPER OF PROPER VALUE (REGISTERED WITH SUB-REGISTRAR OR ANY OTHER COMPETENT AUTHORITY) REQUIRED TO BE SUBMITTED BY A NON-GOVERNMENT COLLEGE/INSTITUTION.¹

I _____(name of the Chairman of the Managing Committee of the College), on behalf of the Managing Committee of _____ (name of the College) and _____(name of the Trust/Registered Society/ Local Body),do hereby solemnly declare and undertake to comply with the following in connection with our application for establishment of the college from the academic session _____and starting (name of the Course proposed to be introduced) from the academic session _____

- 1) That before filling the Application Form. I have carefully gone through the Statutes governing Affiliation/ Recognition of Colleges and other Institutions, Application Form, its Annexure and also General Instructions.
- 2) That the information given in the Application Form and its enclosures is correct to the best of my knowledge and belief and nothing relevant thereto has either been concealed or suppressed.
- 3) That the college is neither imparting education nor it proposes to impart education for private gain or benefit.
- 4) That the Managing Committee will be constituted in accordance with the University Statutes.
- 5) That the infrastructural, instructional and other facilities will be provided as per norms prescribed from time to time by the University of Jammu.
- 6) (a) That the admission will be made in accordance with the Statutes, Regulations and norms prescribed by the University of Jammu from time to time.
b) That the admission of students will be made only after the minimum prescribed facilities are created and the University of Jammu has granted written permission to start the Course.
- 7) That the Teaching Staff, Librarian and Physical Instructor will be recruited in accordance with the statutory provisions of the University and with qualifications that shall be prescribed from time to time by the University of Jammu or _____ (name of the All India Statutory Body concerned viz. UGC, Medical Council of India, Dental Council of India, All India Council for Technical Education etc.).
- 8) That the tuition and other fees will be charged as approved by the University of Jammu.
- 9) That the accounts of the College will be audited at the end of each financial year by a Chartered Accountant and will be open for inspection by the University of Jammu.
- 10) That the Management will strictly follow any other conditions as may be laid down from time to time by the University/ State Government/ _____ (name of the concerned All India Statutory Body viz. UGC, Medical Council of India. Dental Council of India, All India Council for Technical Education, etc.).
- 11) In the event of non-compliance by the _____(name of the College) with regard to the Statutes, Regulations, guidelines, norms and conditions prescribed from time to time, the University of Jammu will be free to take measures for withdrawal of Affiliation/Recognition without consideration of any related issues and that all liabilities arising out of such withdrawal would solely be that of the Chairman of the Managing Committee, Registered Society/Trust and the College/Institution.
- 12) The College by virtue of the affiliation/recognition granted by the University of Jammu shall not automatically become entitled to any financial grant/assistance from the Central, State Government or the University of Jammu.

Name of the Chairman of the
Managing Committee.
Name of the Trust/Registered Society/
Local body (as the case may be) running
the College
Name of the Institution with seal.

Place:
Dated:

Note: Matter within the brackets relevant to the College/Institution should be filled up in the space provided for.

GENERAL INSTRUCTIONS

- 1) Application Form for seeking Affiliation/Recognition of a College with the University of Jammu should be submitted in accordance with the procedure prescribed in the University Statutes governing Affiliation and Recognition of Colleges and other Institutions.
 - 2) Application alongwith relevant documents (4 copies of each document) must reach the University office by October 1st of the year preceding the one In which the College proposes to start imparting instruction in the course(s)/subject(s).
 - 3) Before submitting the Application Form for Affiliation/ Recognition, the applicant must read the Statutes governing Affiliation and Recognition of Colleges and other Institutions, and ensure compliance with the conditions laid therein for the purpose. The undertaking (on the proforma attached with the Application Form) duly registered with the competent authority should be submitted alongwith the Application Form.
 - 4) Please attach separate sheet if space provided for furnishing information on the Application Form is inadequate against any column.
 - 5) Colleges are of two types, namely :-
 - a) 'Affiliated College' which means an institution imparting instruction upto Bachelor's degree examination excluding Integrated Honours, Post-graduate and Professional Degree Courses recognised by the University in accordance with the provisions of the Act and the Statutes.
 - b) 'Constituent College' which means an institution recognised as such by the Syndicate of the University in accordance with the provisions of this Act and the Statutes.
 - 6) Please put tick (v) mark in the square (provided against the column in the Application Form) relevant to your college. The square not relevant to your college should be left untouched.
Like-wise tick (v) the word 'Yes' or 'No' (whichever is relevant to your College) mentioned against the columns on the Application Form.
 - 7) The following expressions, wherever occurring in this Application Form, be construed to mean as under:
 - a) 'College' means an institution maintained or admitted to its privileges by the University of Jammu.
 - b) 'Course' means any Course leading to a Degree or Post-graduate Diploma of the University of Jammu viz B.A., B.Sc., B. Com., M.B.B.S., B.Ed. or PGDCA, etc.
 - c) 'Subject' means any subject taught/proposed to be taught at the Degree or Post-graduate Diploma level, as the case may be.
- Note:
1. Application Form will be processed only if it is found complete in all respects.
 2. Submission of Application Form complete in all respects does not mean approval of the application for grant of Affiliation/Recognition.

NORMS FOR M.ED. COURSE IN THE EXISTING B.ED COLLEGES ⁵

- A. Staff** : In addition in the existing B.Ed College Staff
1. Professor/Principal : One No.
 Status of Professor who will be over all in charge of B.Ed and M.Ed Course with Separate independent fully equipped office with attach bathroom etc.
 a) Qualification : As per the UGC Norms
 b) Pay Scale : As per the UGC Pay Scale for the post of Professor/Principal alongwith DA allowances permissible to Jammu University Professor / State Govt. respectively.
 c) Age : As per the norms of the University
 2. Reader : One No.
 a) Qualification : As per the UGC Norms.
 b) Pay Scale : As per the UGC pay scale with DA allowances and other benefits
 c) Age : As per the norms of the University
 3. Lecturers : Three Nos.
 a) Qualification : As per the UGC Qualification
 b) Pay Scale : As per the UGC pay scale with DA and all Allowances as permissible to the Jammu University
 c) Age : As per the norms of the University
 4. Guest Faculty : Special provision of Guest faculty to the limit of one guest faculty for special subject will be made by the institution until the institution is able to acquire level of competency for handling M.Ed students for guiding dissertation research/practicum work and M.Ed papers of different specializations.
 5. Computer Asstt. : One No.
 For banding information Educational Technology Lab.
 a) Qualification : As per the University qualification.
 b) Pay Scale : As per the UGC pay scale with DA and all Allowances as permissible to the Jammu University.
 c) Age : As per the norms of the University.
 6. Librarian/Asstt. Librarian : One No.
 a) Qualification : As per the UGC qualification
 b) Pay Scale : As per the UGC pay scale with DA and all allowances as permissible to the Jammu University.
 c) Age : As per the norms of the University
 7. Office Clerk : One No.
 a) Qualification : As per the University qualification
 b) Pay Scale : As per University/State Govt. scale.
 c) Age : As per the norms of the University
 8. Peon/Lab Attendant : Two Nos.
 a) Qualification : As per the University qualification.
 b) Pay Scale : As per the University/State Govt. Scale.
 c) Age : As per the norms of the University.

INFRASTRUCTURE SEPARATE INDEPENDENT PG WING/M.ED WING IN THE CAMPUS OF B.Ed. COLLEGES

1. Class Rooms : Minimum 3-4 class rooms of each with an area of 400-600 sq. ft. with adequate ventilation, lighting facility
 2. Staff room : One room with attached bathroom.
 3. Girls Common Room : One room with attached bathroom.
 4. Toilets : Additional toilets for boys, girls and for the staff.
 5. Laboratory : Provision to cater to the needs of students for Practicum, Information/ Educations cum Communication Technology, Psychological Testing. Guidance Test Lab with suitable size of 600 sq. ft. and Lab. Furniture.
 6. Library : the institution must have separate library for M.Ed named by an independent librarian. The library must have standard textbooks for compulsory and optional papers, Encyclopedia of Educations Research, complete set of volumes of Survey of Educational Research and atleast five Journals of National and international repute. An amount of atleast 1lac should be utilized for the purchase of books of M.Ed course. Additional books worth Rs. 50,000/- every year for M.Ed course.
 7. Teaching : Course will be of two semesters. The number of papers and teaching hours, the duration of lecture, teaching inputs will be the same as per the Norms and practices followed by the PG Department of Education. University of Jammu, for M.Ed. course.
 8. Board of Study : Board of such will be one comprising of teachers from PG Department of Education. DDE, Govt. College of Education, Private Colleges running M.Ed. course with the representation to each institution as per the existing statues of the University of Jammu.
 9. Practicum : As per the existing University statutes. Same procedure will be followed as per the procedure followed in PG Department of Education for M.Ed. Practicum.
 10. Tutorials : Provision of weekly tutorials in each paper during both the semesters.
 11. Dissertation : Dissertation will be compulsory for each student each Assistant Professor shall be allowed to guide two dissertations to begin with the rest of the students will be shared by Associate Professor and Professor/Principal.
 12. Endowment Fund : Rs. 5,00,000/- Mode of payment will as per the rules followed increase of B.Ed. Course.
 13. Internal Assessment : Same procedure will be followed as the procedure is being followed in PG Department of Education, University of Jammu.
 14. Examinations : As per the statutes of the University of Jammu.
 15. Educational Tour : Same procedure will be followed as the procedure is being followed in PG Department of Education, University of Jammu
 16. Equipments : Computer 5 (Pentium IV), Printers 3, and Scanner, LAN, Internet Connection, LCD Projector, OHP, Video Camera, PA system, Photocopy machine, Fax and phone line, Audio recorder, transparencies.
 17. Provision of Seminars : Monthly seminars to be organized in each semester by the college.
 18. Conferences : Teachers of M.Ed course will be encouraged and financed by the college to attend the national seminars, national conference on education and teacher education etc. per year.
- NOTE
1. M.Ed course in existing B.Ed college will be run during the regular office/teaching hours and not on shift basis.
 2. All the Norms/Statues governing the Regular M.Ed course of the Dept. of Education , University of Jammu will be applicable to M.Ed Course run by the Govt. and Non-Govt. Colleges.
 3. Girls Hostel as per existing B.Ed norms

GUIDELINES FOR ESTABLISHING A COLLEGE TO IMPART INSTRUCTION IN BBA COURSE ⁶

	MINIMUM	DESIRABLE
1. Land	Undisputed possession of eight Kanals of land preferably as one piece. In case the College finds it difficult to procure a piece of land measuring eight Kanals, it may have one piece measuring six kanals for use as instructional area. Administrative area and Students Amenities area and the other piece measuring two kanals for Residential area	40 kanals
2. Endowment Fund	Rs. Five lakhs. Rs. One lakh upto the date of first inspection: to be raised by another amount of Rs. One lakh within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs. 50,000 per annum till the target of Rs. five lakh or such other amount as may be fixed by the University, from time to time is achieved.	
3. Built up accommodation:		
i) Classrooms	6000 Sft. floor area in case the section consists of 60 students. If the Section consists of lesser number of students the floor area of the class room could be reduced proportionately, but in no case, shall the floor area of any class room be less than 400 Sft.	720 Sft.
ii) Staff room with toilet	300 Sft. floor area plus toilet	500 Sft.
iii) Multipurpose hall	1400 Sft. plus toilet	2000 Sft.
iv) Principal's Room with attached toilet.	200 Sft. floor area plus toilet	400 Sft.
v) Office Room	300 Sft. floor area	350 Sft.
vi) Audio-visual Room	200 Sft.	300 Sft.

vii) Computer Lab	1000 Sft (with AC fitted)	1500 Sft.
viii) Library accommodation	750 Sft.	1000 Sft.
ix) Common room for girl student	300 Sft.	400 Sft Separate for Boys & Girls
x) Toilets	One set of two toilets for every 120 students One for Boys & one for girls. If the intake of students is 80-100 per annum. In case intake is above 80-100 per annum. One more hall of atleast 1000 Sft. and one toilet be added.	

Note :- All Rooms should be well ventilated.

4. Number of Class rooms:
 - i) Upto one/two sections : Five rooms
 - ii) For three to four sections: Six rooms
 5. Student Enrollment

The number of students admitted should in no case exceed the maximum number of seats sanctioned to the college.
 6. Number of teachers to be appointed for ; (excluding Principal/ Director)
 - i) One section of 40 Students

Principal/ Director -01
Lecturers -04
 - ii) Two sections of 80 students.
 - a) In the beginning of the academic session, the college shall recruit six regular Lecturers.
 - b) At the end of 1st year and beginning of 2nd year, the college shall recruit three Lecturers.
 - c) At the end of 3rd year the college, shall recruit two Lecturers, one senior faculty member of rank of Reader in BBA
 - i). Reader : As per UGC norms
 - ii). Lecturer : As per UGC norms
- Qualifications:
7. i) Principal/ Director/

One
 - ii) Qualifications/

as laid down by the UGC
 - iii) Librarian/

As prescribed by the State Government for fresh recruits in Government Colleges.

8.	i) Physical Instructor	One at least a part timer	Permanent
	ii) Qualifications	As prescribed by the State Government for fresh recruits in Government Colleges.	
9.	Pay Scales of Principal, Lecturers Librarian and P.T.I If appointed on regular basis	As prescribed by the State Government for Government Colleges and all other allowances as prescribed by the State Govt. from time to time	
10.	Mode of appointment of Principal, Teaching Staff, Librarian, and P.T.I in case his appointment is to be made on whole time basis	To be appointed by the Managing Committee on the recommendations of the Selection Committee to be constituted in terms of relevant Statues.	
11.	Non Teaching Staff	Head Assistant : 1 Junior Assistant : 1 Semi Prof. Asstt : 1 Lab Attendant : 1 Attendant : 2	
12.	Eligibility	As per University statues. Provided that only those candidates will be admitted to BBA class who have passed the Entrance Test to be conducted by the University as per procedure laid down in the regulations. The admission shall however be made strictly in order of rank in the merit list.	
13.	Mode Of Admission		
	13.1	As followed by the Govt. Colleges where BBA course is already in existence.	
	13.2	No individual college shall admit an student at its own.	
	13.3	A candidate admitted to the course shall not take up any employment or engaged himself/herself in any business or attend any other course of instruction or appear in any examination of any university so long as he/she is on the rolls of the BBA course.	

14.	Fees and/other charges	As approved by the University from time to time	
		Note: The college shall neither enhance the rates of fee and other charges payable by the students nor shall charge any other over and above the approved charges without prior permission of the University.	
15.	Number of Books	i) Initial investment Rs. 3.0 Lacs ii) 4% of the fee shall be spent on library books for the subsequent years iii) Five Titles of each book in of one section and 10 titles case of two sections	
16.	Audio-Visual Aids	V.C.R., T.V , Overhead Projector, Tape Recorder, Computer and other teaching aids, i.e Maps, Charts, Models etc.	
17.	Sports facilities		
	i) Indoor games	Table Tennis, Carrom Board/ Chess	
	ii) Outdoor games	Badminton, Volley ball, Hockey and Football	
18.	Medical facilities	First-Aid facilities and Part-time qualified Doctor	setting up Dispensary with a qualified Doctor on staff.
19.	Hostel	Owned or hired separate for Boys and Girls, each with capacity to accommodate at least outstation students on rolls of the College	Owned one and half times the number of out-station students on rolls.
20.	Establishment of	Subject to allotment	
		a) N.S.S	
		b) Adult Continuing Education & Extension	
		c) Population Club	
		Note: One teacher be appointed as incharge of each activity.	
21.	Extra curricular	i) Should celebrate all important days including the Annual day of	

the college to create awakening among the students.

ii) Seminars, Tutorials, Debates, Quiz varied cultural activities, picnics etc. be held regularly.

- | | | |
|-----|--|---|
| 22. | Canteen/Cafeteria | Must be available on the premises |
| 23 | Electricity | All rooms should be fitted with electric fans and lights. Electric points for each purpose be also provided. |
| 24. | i) Water | Provision of storing water in hygienically maintained tank(s) |
| | ii) Drinking water facility | Provision of fresh water in hygienically maintained tank(s) during winter months. |
| | iii) Water Cooler/ Ice Box | Water cooler(s)Ice Boxes having sufficient capacity to meet the requirements of all concerned during summer months. |
| 25. | Number of actual teaching days to observed | 180 days at least |
| 26. | List of Holidays | As approved by the Managing Committee in consultation with Director Colleges Development |
| 27. | Magazine | The College should publish a magazine to enlight the public about the working trend and potential of the college, besides, providing an opportunity to the students for airing their views on various academic matters. |

References:

1. University Council Resolution No. 22 dated 25-07-1995
2. University Council Resolution No. 29 dated 26-04-2000
3. University Council Resolution No. 51 dated 21-06-2004
4. University Council Resolution No. 42 dated 21-06-2004
5. University Council Resolution No. 67.51 dated 25-02-2008
6. University Council Resolution No. 67.52 dated 25-02-2008
7. University Council Resolution No. 98 dated 21-06-2004
8. University Council Resolution No. 68.45 dated 27-03-2009

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CHAPTER V

1. ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY TEACHING DEPARTMENTS AND OTHER RECOGNISED INSTITUTIONS.

STATUTES

GENERAL

No candidate who wishes to enter upon a course of study prescribed by the University shall be admitted to an affiliated or a constituent 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 Statutes.

A student shall be recognized as a member of a college/institution 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 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/institution 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 or institution 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 Department, college or institution.

Production of conduct certificates on admission

A student, when applying for admission to a University Post-graduate Department, constituent college, affiliated college or a recognized institution, 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 Department, college or other recognized institution.

Provided that a student who has not previously attended any college or institution as a regular student shall, in lieu thereof furnish to the Head of the College/Institution/Department in which he/she desires to prosecute his/her studies, a certificate of conduct signed by a Magistrate First Class, Principal of an affiliated or constituent college or the Head of the Post-graduate Department of the University.

3-A. "The Principal of an affiliated or constituent college shall be competent to cancel admission of a student enrolled for a course of study in the college if-

- (a) a student remains absent without permission of the Principal concerned for a period of one month continuously; or
- (b) 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."

Dates of admission of students

4. (i) The admission of students to B.A./B.Sc./B.Com. Part-I, Part-II and Part-III in the colleges shall start 16 days preceding the reopening of the colleges after summer/winter vacation and shall end on the 7th day to be counted from the date of commencement of admission. The Principal of a College may grant late admission to the students who fail to seek admission within the above statutory period on payment of late fee as under :-
- | | | | |
|----|--|-----------|------------------------------|
| a/ | “For first count of seven day after the last date prescribed for admission | Rs.120/- | Provided seats are available |
| b/ | For another count of seven days delay after the expiry of last date as (a) above | Rs. 230/- | |
| c/ | The Vice-Chancellor may consider grant of late admission for one month only after the expiry of last date as per (b) above on payment of Rs.1350/- subject to the condition that wherever the monthly income of a candidate’s parents is below Rs.3000/-, she/he be exempted from payment of Rs. 1350/-. However, late fee shall be charged in such cases as prescribed at (b) above” ² | | |

In case the result of the lower examination, on the basis of which admission is made to B.A./B.Sc./B.Com Part-I, Part-II and Part-III, is not declared till 15 days before the last day of the summer/winter vacation, the admission shall start from 3rd day after the declaration of the result and will close on 7th day to be counted from the date of commencement of admission:

Provided that the Vice-Chancellor may authorise provisional admission to B.A./B.Sc./B.Com, Part-II and/or Part-III classes before the declaration of the result of the preceding class in order to have 180 days teaching programme in the affiliated colleges.

- ii) “If as a result of re-evaluation, a candidate passes in the lower examination on the basis of which admission is made to B.A./B.Sc./B.Com. Part-I, Part-II and Part-III, the admission will be made upto 10th day after the declaration of the re-evaluation result of the lower examination, provided that the seat/s is/are available and merit of the candidate is higher than that of the candidate who is at the top of the waiting list of the concerned college.

The attendance and internal assessment of a candidate who is granted admission under Statute 4(ii) shall be counted from the date of his/her admission”.³

PROVISO

- (1)(A) “Applications on prescribed forms from the students applying for admission to various programme of study (except M.Phil Programme) in the teaching Departments of the University shall be received in the department concerned by 31 July and the list of students selected for admission shall be finalised and notified by the Head of the Department concerned by 10 August.

Late admission on valid grounds and availability of vacancies including transfer cases from one discipline to another, if so opted for by students according to the existing rules, shall be finalised by the Head of the Department concerned upto 31 August, provided the applications for late admission have been received by 10 August.

Notwithstanding anything contained above, in case the result of the B.A./ B.Sc./ B.Com. examinations for the concerned qualifying examinations are declared later than 15 July, applications for admission shall be received within 14 days from the date of declaration of results of the qualifying examination and admission shall be finalised by giving above proportionate margin of time in every case".⁴

- (B) "Enrolment in the II, III and IV Semester courses where semester system is in operation shall be received on the prescribed forms to be made by every student seeking continuation of admission to the concerned semester. Enrolment for the II & IV semesters shall be completed by the Head of the Department concerned within 15 days from the date of termination of the I/III semester examination and to the IIIrd semester within 15 days from the date the class work of III semester starts".

Provided that a late fee of Rs. 50/- shall be paid by each student seeking admission after the last prescribed date, upto 3 days maximum delay and thereafter no admission shall be made. ²

"Notwithstanding anything contained above the Vice-Chancellor shall be competent to alter the above schedule of continued enrolment".⁵

- (2) Deleted vide U.C.R. 39 dt. 6.10.1989.
- (3) "The admission of students to the B.Ed. course shall begin on August 16 and close on September 30 every year.

The admission of students to the M.Ed. course shall be made on the same dates as are prescribed for admission of students to other courses in the teaching Departments of the University each year".⁶

- (4) "The dates of admission to the M.B.B.S. course shall be fixed by the Vice-Chancellor on the recommendation of the Principal, Government Medical College, Jammu".⁷
- (5) The admission of students to the Oriental Classical and Modern Indian Languages classes in the Faculty of Oriental Learning shall be completed by July 31st every year.
- (6) The admission to various courses shall be conducted irrespective of the holidays or vacations that might follow the date of declaration of results or intervene the date of commencement of admission of students and the last date of admission to the courses.
- (7) A candidate who either fails in a University examination or, having completed the course for the University examination does not appear in that examination, may be admitted to the same class in which he/she was reading before the commencement of the examination, unless otherwise provided in the respective Statutes governing the University examination, within the period specified in the Statutes for other students.

(8) Lectures and practicals shall be counted upto the date the class is dispersed for preparatory holidays, preceding the examination according to the statutory provisions.

(9) "The regular teaching work of the class shall begin-

a/ immediately after opening of the institution if admission without late fee is completed during the summer/winter vacation.

b/ within a week after the close of admission without late fee in case the admission is not completed during the summer/winter vacation." ⁸

c) "If as a result of re-evaluation, a candidate passes in the B.A./B.Sc./ B.Com. Part-III(Final examination) he/she shall be considered for admission in a Teaching Department only if seat/s is/are available and the merit of such a candidate is higher than that of the candidate who is at the top of the waiting list of the concerned teaching department.

Provided further that no admission shall be made in the teaching department(working on Semester Pattern) of the University after 15 working days of the commencement of the teaching programme in the department concerned or 20 calendar days after the meeting of the Appellate Committee whichever happens to be later.

The attendance and internal assessment of a candidate who is granted admission under Statute 4(i)(c) above shall be counted from the date of his/her admission". ³

Admission of students disqualified for using unfairmeans in examinations

5. A candidate who has been disqualified for any specific period in any examination of the University for having used unfairmeans in the examination shall not be permitted to appear in any examination before the expiry of that period. He will also not be permitted to join any college/institution/department at any time during the period of his punishment.

Late Admission

Para 1 deleted vide U.C.R. No.39 dt. 6.10.1989

6. "(1) In the University teaching Departments no admission form shall be entertained for admission to a course/programme of study after the expiry of 10 days from the last date prescribed under Statute 4 (1) (A) for admission provided that the Admission Committee of the department concerned may authorise late entertainment of an application for admission to a course on payment of late fee of Rs.15/- or as may be prescribed from time to time by the applicant upto 10 days delay after the last date (without late fee) prescribed for receipt of application forms.

No credit shall be given for any holidays either at the end or in the intervening period.

(2) The students who have applied/intend to apply for admission to a professional/technical institution shall also simultaneously seek/apply for admission in the affiliated college/teaching departments of the University to the courses to which they are eligible for admission so that in the event of their not being taken/selected

to the professional/technical institution, they do not waste one precious year of their life and are able to secure admission to the next higher course of study”.⁸

- (3) “A candidate whose result of the annual examination is published late by the University or the J&K Board of School Education and does not seek provisional admission shall be admitted, without payment of late fee, within fifteen working days of the date on which his/her result is published irrespective of the limit of time prescribed under Statute 4”.⁹

Para 4 deleted vide U.C.R. No.39 dt. 6.10.1989

7. 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 :-
- i/ 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;
 - ii/ 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;
 - iii/ who is not admitted to a professional course and is granted late admission in a course in an affiliated college or a Teaching Department of the University under the existing Statutes shall be counted from the date he is required to attend the classes.
8. All the admissions made under the Statutes relating to late admission must be reported separately to the Registrar within a week from the date of such admissions.
9. The Principal of an 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 Statutes relating to the admission of private candidates to University examinations:

Provided that the full particulars of each such student are supplied to the Registrar within a week of his/her admission as casual student.

One Course at a time

10. “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.”¹¹

11. 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 the Head of the College/Institution to which he/she is seeking admission, for a certificate of eligibility and shall at the same time pay a fee of "Rs.280/-"², 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 Statutes 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 alongwith reasons of migration:²

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 alongwith 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 and the information regarding the subjects is essential for determination of eligibility the candidate be required to produce the marks 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 be required to produce the marks certificate of the qualifying examination issued by the University/Board. But if the marks certificate does not indicate the parentage, the candidate be required to produce alongwith the marks 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 department, college or 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.

Production of migration certificate

12. 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:

Provided that -

- (i) in the case of students who have passed an examination of Punjab University (India and Pakistan) before 1948 migration certificates may not be demanded.
- (ii) in the case of a candidate coming from a Pakistan University/Board, the production of a migration certificate may not be insisted upon but the candidate shall produce the original certificate of having passed an examination from such a University or Board.

An affidavit attested by a First Class Magistrate shall be produced by both the categories of candidates to the effect that prior to the student's enrolment in this University and after his discharge from an institution affiliated to a University in Pakistan or Punjab (India) he did not join any affiliated or residential institution of any other Indian University in case the intervening period is more than one academic year.

Registration Returns

13. "The Principal of a College or recognised Institution shall forward to the Registrar every year within sixty days after the last date of admission, if the number of students exceeds 200, and in other cases within forty days, the name and other particulars of every student admitted or re-admitted or for a particular course to that college or recognised institution, on the prescribed proforma together with the Registration fee and Sports fee required by these Statutes.

If any student struck off the rolls of the college or institution or migrates to another college or institution, such fact shall immediately be reported to the Registrar.

Late fee submission of Registrartion return

For first count of 15 days after the last date prescribed i.e. after 40 days (incase where the number of students is upto 200), and 60 days (where the number of students exceeds 200), as the case may be, after last date of admission: Rs. 90/- per candidate.

For another count of 15 days delay after the expiry of last date with a late fee of Rs. 90/-: Rs. 30/- per day per candidate.

An additional late fee per day after the expiry last date with late fee of Rs.150/-: Rs.30/- per day per candidate.

(Subject to the maximum of Rs. 750/- per candidate upto 45 days before the commencement of the examination in case of annual pattern and 30 days in case semester pattern and thereafter the Vice Chancellor shall be authorized to accept the R/R, 10 days before the commencement of examination with a late fee of Rs. 3000/- per candidate. Thereafter, no R/R shall be entertained and the sole responsibility for non-determination of eligibility of such candidate shall lie on the part of the concerned college/department).¹⁰

- 13-A. The Head of the University Department shall forward to the Controller of Examinations of the University within a maximum period of one month from the date of admission full particulars of the students admitted to the 1st and 3rd semesters and 5th semesters (LL.B. only) programme of study every year on the proforma prescribed by the University for the purpose alongwith the requisite fee. Documents of students coming from other universities and requiring first registration in the University must be sent to the office of the Registrar as early as possible after admission. If any student is struck off the rolls of a Department or migrates to another department, such fact shall immediately be reported to the Registrar.

Registration fee

14. The Registration fee shall be “Rs.135/-”² and 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 an affiliated/ constituent college or the department maintained by the University or any recognised institution, or as a private candidate.
15. No further fee for registration shall be charged, unless a student’s name is, for any reasons other than legitimate migration, struck off the rolls of a University Department, College or a recognised Institution, in which case he/she shall pay Re.1/- to have his/her name re-entered in the Register of Students.

University Sports Fee

16. Every student who joins a University Department, college or a recognised institution, shall, besides the registration fee prescribed above, pay an extra sum of “Rs.45/-”² per year of tuition in a Department, college or recognised institution, on account of University Sports Fee.

Register of Students

17. The Registrar shall maintain a register of all students registered in the University. In this register shall be recorded, under the name of each registered student, his parentage, permanent address, date of birth based on the certificate of the Matriculation/Higher Secondary Elective or any other recognised examination passed by the student, the dates of admission or re-admission to, and/or leaving any University Department, college or a recognised institution, 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.

Each entry in the Register of Students shall be attested by an officer of the University authorised in this behalf.

18. No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.

Registration Card

19. On registration, every student shall receive from the Registrar a registration card showing the registration number under which his/her name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University. A duplicate copy of the registration card may be granted on payment of "Rs.40/-" ²

Copy of entries in the Register of Students

20. Any registered student may, at any time, receive a certified copy/copies of all the entries relating to him/her in the Register of Students on payment of a fee of Rs.140/- for each copy.

Scrutiny of admission applications to examinations

21. All applications for admission to University examinations shall be scrutinized by comparison with the Register of Students and the Controller of Examinations may refuse any application of any candidate about whom complete particulars have not been reported, and require him/her to forward through the officer who has attested his/her application for admission, a complete statement of the particulars which have not been properly reported, together with an additional registration fee of Rs.3/- .

References

1. University Council Resolution No. 33 dated 17.10.1978
2. University Council Resolution No. 98 dated 21-06-2004
3. University Council Resolution No. 28 dated 21-02-2003
4. University Council Resolution No. 55 dated 11.9.1984
5. University Council Resolution No. 54 dated 16.4.1987
6. University Council Resolution No. 11 dated 15.9.1975
7. University Council Resolution No. 26 dated 31.5.1982
8. University Council Resolution No. 39 dated 6.10.1989
9. University Council Resolution No. 21 dated 17.3.1980
10. University Council Resolution No. 67.04 dated 25-02-2008
11. University Council Resolution No. 68.15 dated 27-03-2009

CHAPTER V-A

I. STATUTES GOVERNING B.ED. COURSE THROUGH DISTANCE EDUCATION MODE¹

“Students of the B.Ed. course through Distance Education Mode shall be governed by the same examination statutes as are applicable to the students of colleges of Education affiliated to the University of Jammu. Admission and other statutes are as under :–

1. There shall be a course through distance education mode in the Directorate of Distance Education leading to the Degree of Bachelor of Education (hereafter referred to as the B.Ed. course through distance education mode).
2. B.Ed. course through distance education mode shall be of the duration of two academic years.
3. The syllabi and courses of study for the B.Ed. course through distance education mode shall be the same (except in case of Practice of Teaching) as may be prescribed from time to time for the students enrolled with colleges of Education affiliated to the University of Jammu.
4. Admission to the B.Ed course through distance education mode shall be open to the candidates :–
 - (i) who have passed Bachelor’s Degree Examination in the Faculty of Arts, Science, Social Sciences, Commerce, Agriculture or Faculty of Music and Fine Arts, conducted by the University of Jammu or an examination of any other University recognised as equivalent thereto;
 - (ii) serving as full time teachers in recognized schools (Primary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.²
 - (iii) having minimum of 2 years teaching experience at the time of submission of application form for admission.
5. The number of seats in the B.Ed. course in a given academic session shall be 500.
6. The distribution of seats for admission shall be as under :–
 - a) 100 seats shall be reserved for the Government deputees ;
 - b) out of the remaining seats, 80% of seats shall be filled in from the open merit list of candidates and 20% of seats shall be filled in from the categories according to the percentage mentioned against each in Statute 12 on the basis of comparative merit list of candidates in their respective categories to be determined in accordance with Statute 11.

Note : In case, the number of Govt. deputees is less than the number of seats available, the unfilled seats shall be filled from the eligible candidates of the open merit list.

7. The notification inviting applications for admission to the B.Ed. course through distance education mode shall be issued by the Director, Directorate of Distance Education, normally in the 1st week of April.
8. Application forms prescribed by the Directorate of Distance Education, complete in all respects, accompanied by the requisite fee, relevant documents and attested photocopies of the certificates specified in the prospectus must reach the Directorate of Distance Education within the last date prescribed for the purpose.

Provided that blind and permanently disabled persons seeking admission to the B.Ed. course through distance education mode, shall be exempted from payment of tuition and other fees except enrolment fee.

Note : Mere acceptance of the application form and fee in the office shall not amount to selection of the candidate for admission to the course.

9. An applicant seeking admission under a reserved category must attach with the application form an attested photocopy of the appropriate certificate issued by the competent authority, failing which his candidature under the reserved category shall not be considered.

The certificate of being beneficiary under the categories reserved for Scheduled Castes, Defence Personnel including Ex-Servicemen and their children who are permanent residents of the State, area adjoining the Actual Line of Control, Backward Area, Weak and Under-privileged classes, shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K State Government.

No certificate/document or its attested photocopy shall be accepted after the expiry of the last date prescribed for submission of application forms for admission to the course.

Note : A candidate seeking admission under a reserved category must submit an affidavit to the effect that the category certificate enclosed by him is genuine and in the event of its having been proved otherwise his admission shall be cancelled besides any other action that may be taken against him under law for his civil or criminal liability.

10. The admission to the B.Ed. course through distance education mode shall be recommended by the admission committee to the Dean Academic Affairs for approval. The Admission Committee shall consist of the following :-
 - a) Coordinator B.Ed Course, Directorate of Distance Eductaion shall act as Convener;
 - b) Two teachers of the B.Ed. Faculty of the Directorate to be nominated by the Director, Directorate of Distance Education;
 - c) Assistant Registrar (B. Ed.), Directorate of Distance Education will act as Member Secretary.
11. Admission shall be made on the basis of academic merit of the candidate to be determined out of 100 points in the following manner :

- i) In the case of candidates having passed B.A./B.Sc./B.Com. examination under 10+1+3 or 10+2+2 pattern of education; - **80 points**
- ii) In the case of candidates having passed B.A./B.Sc./B.Com. under 10+2+3 pattern or 10+2+2 and 10+1+3 pattern plus Bridge Course; - **90 points**
- iii) In the case of candidates having passed M.A./M.Sc./M.Com. after Bachelor's Degree as mentioned at (i) or (ii) above. - **10 points**

Aggregate marks obtained by a candidate in the examinations mentioned at i, ii & iii above, as the case may be, shall be reduced to the base of the number of points mentioned against each.

Illustration : If a candidate has obtained 400 marks out of 550 marks, he will have secured 58.18 points out of 80 points (as per formula $400/550 \times 80 = 58.18$), likewise 65.45 out of 90 points and 7.27 out of 10 points.

Explanation : Credit for Master's Degree examination shall be given to a candidate in one subject only to his best advantage.

Note : Interse order of priority for admission of students who have equal merit in terms of the above criteria shall be determined on the basis of higher percentage of marks in the Matriculation examination or any other examination recognised as equivalent thereto.

12. Break-up of 20% seats reserved for different categories as referred to in Statute 6 shall be as under :-

- i) Scheduled Castes **8%**
- ii) Defence Service Personnel including Ex-Servicemen children who are permanent residents of the state and have had a satisfactory service record. **2%**
- iii) Candidates belonging to the Areas adjoining the Actual Line of Control **2%**
- iv) a) Candidates belonging to Backward Area including Scheduled Tribes of Leh and Kargil (atleast one seat in a Course/Programme of study will be provided out of this category for candidates belonging to Leh/Kargil). **3%**
 b) Candidates belonging to Scheduled Tribes (Gujjar, Bakerwal, Gaddi and Sippi). **3%**
- v) Candidates belonging to the following weak and under privileged classes : **2%**
 - a) Village Potters
 - b) Bhangies, Khakrobs (Sweepers)
 - c) Village Barbers
 - d) Bhands
 - e) Mirasis

- f) Madaries/Bazigars
- g) Jheewars
- h) Telies (Rural only)
- i) Graties.

Note to 1 :

1. For determining the number of seats under any Reserved category mentioned in Statute 12, 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 over all marginal increase in seats.
2. In the event of number of seats available in the Directorate being such that representation to all reserved categories is not possible, the University will still provide atleast one seat to each reserved category even if it means marginal increase in number of seats.

13. The Vice-Chancellor shall be empowered, at his discretion, to authorize admission of either one totally blind or one orthopaedically handicapped student. Only such orthopaedically handicapped students shall be considered for admission under the discretionary power who suffer disability of 45% and above.

- Note :**
1. Admission granted to students under discretionary power of the Vice-Chancellor shall be considered as a seat in addition to the normal number of seats available in the B.Ed course through distance education mode.
 2. Certificate of an orthopaedic handicap or blindness will be considered only if it is issued by the Head of the Department of Orthopaedic or the Head of Department of Ophthalmology of a recognised Medical Institution, as the case may be.
 3. The Vice-Chancellor may, if he so desires, seek advice in the matter of a Committee to be appointed by him.

14. Subject to the fulfilment of eligibility conditions, the Vice-Chancellor may at his discretion :
- (i) authorise admission of children of police personnel engaged in security of the State as per relevant S.R.O. issued by the State Govt. from time to time. The number of seats allotted under this category shall not exceed one in an academic session.
 - (ii) authroise admission of a candidate in an exceptional case if it is justified that such a case merits special consideration.

Note : Admission of students authorised by the Vice-Chancellor shall be considered as a supernumerary seat.

15. The Schedule of admission process normally shall be as under :—

- | | |
|---|---------------------------|
| a) Issue of lists of all selected candidates | 15th June |
| b) Despatch of call letters to individual selected candidates through registered post | On or before 25th of June |
| c) Completion of admission formalities as indicated on the call letter. | on or before 5th July |

Note : If any of the above mentioned dates happen to be Sunday or any other holiday, the next working day shall be deemed as the last date.

16. There shall be a committee consisting of the following officers to interpret the admission statutes :²
- i/ Dean, Faculty of Education (Chairman)
 - ii/ Director Colleges Development
 - iii/ Registrar
 - iv/ Director, Directorate of Distance Education
 - v/ Majority of the members shall form the quorum.
17. A candidate, who has any grievance regarding application of Statutes governing admission, shall have the right to file an appeal on the prescribed proforma (enclosed with the admission application form) on payment of fee prescribed for the purpose upto 30th of June. The candidate may, if he so desires, appear in person before the Appellate Committee. Such cases shall be decided by the Appellate Committee latest by 10th of July. The Appellate Committee shall consist of the following :²
- a/ Vice-Chancellor (Chairman)
 - b/ Dean Academic Affairs
 - c/ Dean, Faculty of Law
 - d/ Director, Directorate of Distance Education
- Majority of the members shall form the quorum. In case the Vice-Chancellor is no available, Dean Academic Affairs shall chair the meeting. The decision of the Appellate Committee shall be final and binding on the applicant.²
18. Subject to the availability of seats, the Vice-Chancellor on the recommendations of the Director, Directorate of Distance Education, may authorize :
- a/ late admission of candidates who having been selected but failed to comply with any of the instructions issued by the Director, Directorate of Distance Education;
 - b/ late entertainment of application forms for admission upto 1st June.
- Candidates falling under (a) above shall receive preference over the candidates falling under (b) above. However, all such late admission shall be made only upto 10th of July on payment of late fee as prescribed (non-refundable) per student. No admission shall be made thereafter. In the case of selection of such candidates for admission, their names will be displayed on the notice board of the Directorate of Distance Education and no individual call letter will be sent to them to avoid delay.
19. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations.
20. A person, so long as he is a student of the B.Ed. course through distance education mode, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either of the University of Jammu or any other University.

Provided that a candidate, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private candidate before the commencement of first contact programme of the B.Ed. course through Distance Education Mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. course through distance education mode.

21. A candidate enrolled for the B.Ed. course through distance education mode shall be required to -
- i/ attend 2 contact programmes of 25 days each, with not less than six hours per working day;
 - ii/ write 2 assignments in each subject; and
 - iii/ undergo practice of teaching (internship) for four weeks.

Note : During the period of Practice of Teaching each student shall deliver 30 lessons under the supervision of a qualified teacher educator.

22. A student of the B.Ed. course through distance education mode shall be eligible to appear in the theory and practice of teaching examinations, if he has —
- i/ obtained 80% of attendance in the contact programmes;
provided. that the Director, Directorate of Distance Education shall have the authority to condone shortage upto 7 lectures in the concerned academic session, to the best advantage of the student.
 - ii/ undergone practice of teaching as mentioned at Statute 21 (iii) ;
 - iii/ submitted two written assignments in each subject
 - iv/ obtained 36% of the maximum marks allotted to internal assessment separately in each theory paper and 45% of the maximum marks allotted to internal assessment in practice of teaching;
 - v/ taken internal test in Paper VIII i.e. elementary Hindi/Urdu and has secured atleast 33% of the maximum marks allotted to the paper.

23. A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the course during the year of enrolment, may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the B.Ed. course through distance education mode continues. Such a candidate shall complete the course within the maximum period of 5 years from the year of enrolment.

In order to earn eligibility to appear in the B.Ed. examination such a candidate shall be required to :

- i/ attend the number of lectures at the contact programme (s) by which he fell short of in each paper during the academic year of his earlier enrolment;
- ii/ undergo the whole programme of practice of teaching afresh in case he failed to complete requirement of practice of teaching as per Statute 21 (iii).

24. The Admission Committee with the approval of the Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who —
- i/ fails to produce any requisite certificate in original within the time prescribed by the Director, Directorate of Distance Education, suppresses/conceals any relevant information, provides information in his application form which is found to be incorrect or produces a certificate which is not genuine, or
 - ii/ fails to pay the fee and/or charges within the time prescribed by the Directorate; or
 - iii/ violates provisions of statute 20.²
25. A candidate shall maintain good behaviour and conduct during the course of his enrolment for the B.Ed course through distance education mode. Any candidate who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes during the personal contact programme shall be dealt with in accordance with the Regulations governing discipline of students of the teaching departments of the University.
26. The candidates undergoing B.Ed course through distance education mode shall have to appear in the B.Ed. examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations. No centre of examination for the B.Ed course through distance education mode shall be constituted outside the territorial jurisdiction of the University of Jammu.
27. There shall be an Advisory Committee comprising the following to deliberate and render advice in respect of any matter, relating to the B.Ed. course through distance education mode :
- a/ Vice-Chancellor (Convener)
 - b/ Dean Academic Affairs
 - c/ Director Colleges Development
 - d/ Dean, Faculty of Education
 - e/ Convener, Board of Studies in Education
 - f/ Registrar
 - g/ Controller of Examinations
 - h/ Director, Directorate of Distance Education
 - i/ Coordinator, B.Ed. Course (DDE)
 - j/ A senior teacher of B.Ed. programme in the Directorate of Distance Education.
 - k/ Two members to be coopted by the Vice-Chancellor from time to time.
28. The examination of the students of B.Ed. course through distance education mode shall be conducted on such dates as may be decided by the Controller of examinations.
29. The Statutes governing the examination of the. Degree of Bachelor of Education as applicable to the students of B.Ed. course enrolled with other affiliated colleges of Education shall, so far as may be consistent with these statutes shall, also apply to the students of B.Ed. course through distance education mode. Accordingly, the successful candidates

of the B.Ed course through distance education mode shall be awarded the same degree as is awarded to the successful candidates of the B.Ed. course enrolled with other affiliated colleges of Education.

30. All legal disputes relating to the B.Ed course through Distance Education Mode shall be subject to the jurisdiction of Jammu Courts only.

References

1. Notification No. F. Acd/II/B.Ed./98/5015-5214 dt. 5.12.98.
2. University Council Resolution No. 53 dated 05-04-1999.

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CHAPTER V-B¹

1. DURATION OF BACHELOR'S DEGREE COURSE IN EDUCATION (B.Ed. COURSE)

- 1.1 B.Ed. Course is a whole time course of the duration of one academic year. The class work in Non-Government colleges shall commence from September 23, 2002.
- 1.2 A person, so long as he/she is a student of B.Ed course, shall not be eligible to attend any other course of instruction or appear in any other examination of the University: Provided that a candidate who has been placed under reappear category in one course/paper of an examination, other than the qualifying examination, or was scheduled to appear in the examination (other than the qualifying examination) either as a regular or private (candidate before the commencement of class work of B.Ed. course but could not do so on account of delay in the conduct of said examination, for reasons beyond his control, shall be eligible to appear in the examination, even though he/she has been duly admitted to B.Ed. course.
- 1.3 Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to B.Ed. course in Non- Government colleges. Such a person may, however, be considered for admission, provided-
 - (i) he/she produces a certificate from his/her employer that the employer has no objection to his/her employee pursuing whole time B.Ed course and that the employee is on authorised leave for the purpose;
 - (ii) in the case of self-employed-person or a person engaged in business or a profession, the person concerned gives an undertaking in writing that he/she will devote his/her whole time for studies as a student during the period he/she remains on roll of the College for the course and shall not engage in any business or profession or avocation during this; period or engage in any other activity which is likely to interfere with his/her studies in the College.

2. MEDIUM OF INSTRUCTION AND EXAMINATION

- 2.1 English shall be the medium of instruction and examination in all papers except in Modern Indian Languages, where the medium of instruction and examination shall be the language concerned.

3. DEFINITIONS

- 3.1 "Course" means B.Ed. Course.
- 3.2 "Bachelor's Degree" means Bachelor's Degree in the faculties of Arts, Science, Social Sciences or Commerce (under 10+2+3 or 10+2+2/10+1+3 pattern) of the University of Jammu or Bachelor's Degree in the Faculty of Music & Fine arts of the University of Jammu or a Degree of any other university recognised as equivalent thereto or Bachelor's Degree of 4-year duration in the Faculty of Agriculture of a recognised University
- 3.3 "Qualifying Examination" means Bachelor's Degree Examination (on the basis of which the candidate becomes eligible for admission to B.Ed. course in terms of statute 6.1) in the faculties of Arts, Science, Social Sciences, Commerce or Music

and Fine Arts of the University of Jammu or any other examination recognised as equivalent thereto or, Bachelor's Degree of 4-year duration in the Faculty of Agriculture.

- 3.4 "Merit" means percentage of marks obtained by the candidate in the qualifying examination.
- 3.5 "Open Merit Category" means consideration under Non-Reserved Category on the basis of inter-se merit.
- 3.6 "The University" means the University of Jammu.
- 3.7 "Incomplete Form" means the Application Form which is wrongly filled in, gives incomplete/wrong/false information, has not been attested by the prescribed authority, is not accompanied by the requisite late fee in full (if applicable) or is deficient in respect of one or more requisite certificate(s)/documents(s)
- 3.8 "Late Receipt" means the Application Form not received in the University even by post during working hours on or before the last date notified for the purpose.
- 3.9 "College" means a Non-Government College of Education affiliated to the University for imparting instruction in the B.Ed. course.
- 3.10 "Authority to attest the Application Form and Photograph" is either the Principal of the Institution from where the candidate passed the qualifying examination or where he is studying at present or a gazetted officer.
- 3.11 "Candidate" means the person seeking admission to B.Ed. course.

4. CENTRALISED ADMISSION

- 4.1 No Non-Government College of Education other than M.C. Khalsa College of Education shall make admission of the candidates to the B.Ed. course on its own. Selection of candidates for all seats in B.Ed course in each Non-Government affiliated college of education shall be made by the University. Upto 20% of the sanctioned seats in each college shall be free seats and the remaining 80% seats shall be payment seats.
- 4.2 "Deleted"
- 4.3 "Deleted"

5. INFORMATION BROCHURE-CUM-APPLICATION FORM

The Information Brochure-cum-Application Form for admission to B.Ed course can be obtained only from the following branches of the J&K Bank Ltd:-

Jammu

1. New University Campus, Bahu Road.
2. Shalamar Road.

Punjab

3. Ludhiana, Chaura Bazar.

4. Jalandhar, G.T. Road, Adda Basti.
5. Amritsar, Shastri Market.
6. Pathankot, Ware House.
7. Batala, Ramgariher Road.

Haryana

8. Ambala Cantt. Sadar Bazar.

New Delhi

9. Cannaught Place, G-40, First Floor.

Rajasthan

10. Jaipur, Panch Bati, M.I. Road.

Himachal Pradesh

11. Shimla, 15, The Mall

Chandigarh

12. Chandigarh, S.C.O. 129-130, Sector 17C.

On payment of Rs. 500/- on all working days and hours of the J&K Bank Ltd. on one to one basis. The bank shall charge Rs.25/- as commission on the sale of each form from the candidate. This shall be in addition to the cost of the Information Brochure-cum-Application Form.

NOTE :-

1. No agency other than the J&K Bank Ltd. (branches mentioned at S. No. 5) has been authorised to sell the Information Brochure-cum-Application Form.
2. No request for sale of forms shall be entertained by POST.

6. ELIGIBILITY

- 6.1. Admission to B.Ed. course in Non-Government Colleges of Education shall be open to those candidates who have passed Bachelor's Degree Examination in the Faculties of Arts, Science, Social Sciences, Commerce or Faculty of Music and Fine Arts, conducted by the University of Jammu or an examination of any other University recognized as equivalent thereto or Bachelor's Degree examination of 4-year duration in the Faculty of Agriculture of a recognised University.

"The candidates having obtained 45% marks (40% for reserved categories as specified by the J&K State Govt.) and above be considered for admission to the B.Ed. Course in Non-Govt. affiliated colleges of Education of the University of Jammu from the current session i.e. 2005-06

In addition to the above prospective amendment that 40% relaxation for reserved categories shall now be available for reserved categories all over India rather than as specified by the Jammu and Kashmir Government."

- 6.2. "Deleted"

7. SUBMISSION OF APPLICATION FORM

- 7.1 Before submitting the Application Forms to the University, candidates shall read the statutes carefully to ensure that they fulfil all the eligibility conditions laid down for admission to B.Ed. course. In case, it is detected at any stage that a candidate does

not fulfil the eligibility criteria and/or has furnished incorrect information concealed/suppressed information, concealed/suppressed material facts, his/her candidature will be cancelled, even if already admitted. The University will, in no way, be responsible for the consequences emanating there from.

8. CERTIFICATES AND OTHER DOCUMENTS TO BE ATTACHED

8.1 The Application Form, duly filled in, should be accompanied by photo copies (signed by the candidate and attested by the authority mentioned in Statute 3.10) of the following certificates/documents

- (i) Matriculation or equivalent examination certificate.
- (ii) Marks Certificate of 12th Class examination.
- (iii) Bachelor's Degree/Provisional Certificate issued by the institution/University.
- (iv) Marks Certificate of each part of Bachelor's Degree examination.
- (v) Certificate of good conduct from the Principal of the college last attended or Head of Institution where the candidate is studying at present or Gazetted Officer.
- (vi) Category certificate issued by the competent authority as per latest SRO issued by the J&K State Government (by those candidates who claim consideration under Reserved Categories).
- (vii) Certificate of being Permanent Resident of Jammu province of the Jammu and Kashmir State issued by the Competent Authority by those candidates who-
 - (a) passed the qualifying examination from University other than the University of Jammu but belong to the areas falling, within the territorial jurisdiction of the University of Jammu and claim consideration for admission to the course under Statute 9.1 (a) (ii)
 - (b) claim consideration for admission under any of the reserved categories.
- (viii) An affidavit as per specimen given at Annexure-I duly attested by First Class Magistrate or a Notary Public (by such candidates as claim consideration under Reserved Category in terms of Statute 8.2).
- (ix) A certificate or an undertaking, as the case may be, by such candidates as are in employment or may be self-employed or are engaged in business or profession in terms of Statute 8.3.
- (x) Certificate (on the prescribed form attached with the Brochure Annexure III) for candidates seeking admission under 9.1 (a)(iii).
- (xi) An affidavit as per specimen given at Annexure IV duly attested by First Class Magistrate or a Notary Public (by such candidates as claim admission under 9.1 (a)(iii)).

IMPORTANT NOTE : Candidates seeking admission to the course under any reserved category must attach with the Application Form an attested copy of the certificate on the form prescribed and issued for the purpose by the competent authority under law in force. **Failure to attach the attested copy of such certificate with the Application Form will render the candidate ineligible for admission under**

reserved category. Certificate on plain paper will not be entertained. The certificates of candidates belonging to category of S.C., S.T., Defence Service Personnel, Resident of area adjoining the Actual Line of Control, Backward area or weak and under-privilege classes shall not be entertained if these do not conform to the latest SRO/ Order issued by the J&K Government for the purpose. In case, a candidate claims admission under reserved category but does not attach the requisite certificate in support of his claim with the Application Form, and if found otherwise eligible, will be considered under Open Merit Category. NO CERTIFICATE OR ATTESTED COPY THEREOF WILL BE ENTERTAINED AFTER THE LAST DATE NOTIFIED FOR THE SUBMISSION OF APPLICATION FORMS. THE CLAIM OF THE CANDIDATE FOR CONSIDERATION UNDER ANY RESERVED CATEGORY WITH "UNDER PROCESS CERTIFICATE" OF CATEGORY WILL NOT BE ENTERTAINED.

- 8.2 A candidate seeking admission under reserved category must submit along with the Application Form an AFFIDAVIT as per specimen given at Annexure-I duly attested by First Class Magistrate or a Notary Public to the effect that category certificate and other certificates/documents (attested copies of which are attached with the Application Form) are genuine and in the event of their getting proved otherwise, his admission shall be cancelled besides any other action that may be taken against him under law for his civil or criminal liability.
- 8.3 In case the candidate is in employment or is self-employed or is engaged in business or profession, he shall also furnish the requisite certificate or undertaking, as the case may be, with the Application Form in accordance with Statute 1.3.

9. DISTRIBUTION OF SEATS

- 9.1 (a) 75% of the sanctioned seats available in Non-Government colleges of Education shall be filled from amongst eligible candidates who are :-
- (i) Graduates of the University of Jammu
OR
 - (ii) belong to areas falling within the territorial jurisdiction of the University of Jammu but have passed the qualifying examination from a University other than the University of Jammu;
OR
 - (iii) such employees of the Central/State Govt./Public Undertaking or any other Organisation recognised by the Syndicate as are posted within the territorial jurisdiction of the University or sons, daughters, spouses of such employees.

NOTE : Candidates applying under 9.1 (a) (iii) category must attach certificate and affidavit as per the specimen given at Annexure III & IV. Non-compliance shall lead to rejection of the candidature under the category and candidate shall be considered under 9.1(b), if otherwise eligible.

- (b) Remaining 25% seats shall be filled from amongst eligible candidates who neither belong to the territorial jurisdiction of the University of Jammu nor have passed the qualifying examination from the University of Jammu.
- (c) In case, the number of eligible candidates is less than the number of seats available under (b) above, the unfilled seats may be filled from amongst the eligible candidates falling under (a) above and vice-versa.

9.2 (a) 67% of seats available under Statute 9.1 (a) in all the Non-Government affiliated Colleges of Education shall be filled from amongst eligible candidates belonging to open merit category strictly on the basis of merit i.e. %age of marks obtained in the qualifying examination.

(b) 33% of seats under reserved category shall be filled in accordance with Statute (10).

NOTE : Candidates belonging to Jammu province and holding State Subject Certificate shall alone be eligible under reserved category.

(c) Seats available under Statute 9.1 (b) shall also be filled from amongst eligible candidates on the basis of merit.

NOTE : The admission committee shall prepare a category-wise and merit-wise list of the candidates eligible under reserved category. If a candidate falling under reserved category figures in the open category list then he/she shall not be considered for admission under the reserved category and candidate in the next order of merit shall be given the benefit of reservation.

9.3 “Deleted”

10. RESERVATIONS/DISCRETIONARY QUOTA

The statutes and procedure relating to the admission of the students under Reserved Categories/Discretionary quota will be the for same as may be applicable in the case of P.G. Courses of University of Jammu for the session 2002 -2003 and the benefit of it shall be available to the candidates holding certificate of being permanent resident of the J&K State issued by the competent authority and residing in the territorial jurisdiction of Jammu University.

11. PROCEDURE AND MODE OF SELECTION

11.1 Admission of all eligible candidates to B.Ed. Course shall be made by the Central Admission Committee (to be constituted by the Vice-Chancellor) in accordance with the Statutes.

11.2 Merit lists of eligible candidates mentioned in Statute 9.1 (b) 9.2 (a) and those belonging to reserved categories shall be prepared separately on the basis of merit i.e. percentage of marks obtained in the qualifying examination. Admission of the candidates falling under 9.1 (b) and 9.2 (a) shall be made on the basis of comparative merit in the respective lists. Likewise, admission of candidates under reserved categories shall be made on the basis of comparative merit in the respective reserved category.

11.3 (a) In case two or more candidates falling under open merit category or reserved category have equal merit, the inter-se order of priority for admission of such candidates shall be determined in the order formulated as under:-

(i) Candidate obtaining higher percentage of marks in Higher Secondary Part-II or an examination recognized as equivalent thereto;

(ii) Candidate obtaining higher percentage of marks in the Matriculation examination or any other examination recognized as equivalent thereto, if percentage of marks at serial (i) is equal.

(iii) Candidate older in age, if the percentage of marks at serial (ii) is also equal.

11.4 In case any seat in the reserved category falls vacant, the same will be filled from amongst candidates of that particular category, strictly in accordance with the prescribed procedure and names. In the event of non-availability of eligible candidate in the concerned reserved category, the resultant vacancy shall be offered to the candidates specified in Statute 9.2(a) (Open Merit) in order of merit. In the event of non-availability of a candidate mentioned in Statute 9.2(a), the seat will be offered to the candidate mentioned in Statute 9.1 (b) in order of merit.

NOTE: If a candidate who has applied under reserved category falls in the open merit, he/she shall not be considered under reserved category and candidate next to him/her shall be offered seat under reserved category.

13. FREE SEATS AND PAYMENT SEATS

13.1 “Upto 20% of the sanctioned seats in each college shall be free seats and selection shall be made in order of merit. The candidates under statute 9.1 (a) shall be eligible for free seats amongst the local candidates and 9.1 (b) shall be eligible amongst the Non-Local candidates.

Such candidates shall not be required to pay tuition fee.

NOTE: Suppose if a college has sanctioned intake of 100 seats, then

Free seats shall be - 20

Payment seats shall be - 80

Further free seats shall be

a) For Local candidates under (i.e. 9.1 (a) (i), (ii) 7 (iii) 75% of sanctioned Strength)

b) Non-Local candidates -5 (i.e. 25% of under 9.1 (b) the sanctioned strength)

13.2 A candidate admitted to B.Ed. course against Free Seat in a Non- Govt. College of Education shall pay only Rs. 11,000/- (eleven thousand) for the entire duration of the course, whereas a candidate against payment seat, shall pay Rs. 23,000/- (Twenty three thousand) for the entire duration of the Course. This will be in addition to the other charges as determined from time to time.

13.3 The fee and/or other charges payable by the selected candidates for admission to B.Ed. Course shall be deposited against proper receipt during Counselling/admission in the form of a Crossed Bank Draft drawn in favour of Director Colleges Development, University of Jammu payable at Jammu.

13.4 The fee and/or charges once deposited by the selected candidate may be refunded/ adjusted upto the last date notified for admission. Thereafter, no refund of fee and/ or charges shall be allowed under any circumstances whatsoever and no complaint shall be entertained by the University in this regard.

13.5 In addition to the above fee and/or other charges, every candidate (whether admitted against Free Seat or Payment Seat) shall be required to pay other normal fees prescribed by the University, i.e., examination fee, sports fee, NSS fee, Registration fee, eligibility fee (if applicable), and Development Fund and cost of Information Brochure.

NOTE : No college shall charge more than the above prescribed-specified fee on the admission slip. Complaint, if any, may be submitted to Director Colleges Development.

14. DISPLAY OF LISTS OF SELECTED CANDIDATES

14.1 The list of candidates drawn strictly in order of merit for admission to B.Ed. Course shall be displayed on the Notice Board(s).

14.2 No separate intimation to individual candidates regarding selection shall be despatched. Counselling schedule based on merit in the qualifying examination shall be notified in the Newspapers (Both Locals & National papers).

15. ALL ADMISSIONS- PROVISIONAL

15.1 All admissions to B.Ed. Course in Non-Govt. colleges shall be provisional and subject to confirmation by the University.

16. VERIFICATION OF CERTIFICATES

16.1 All the candidates selected provisionally for admission to B.Ed. Course, shall submit all the original certificates/documents at the time of Counselling/Admission for verification of their eligibility conditions, failing which, shall forfeit the right of admission, no complaint shall be entertained in this regard. The selected candidates except those belonging to reserved Categories, shall also submit an Affidavit as per specimen given at Annexure-II, duly attested by a First Class Magistrate or a Notary Public, along with the original certificates/ documents.

The candidates seeking admission under 9.1.(a) (iii) must attach certificate on the prescribed form (Annexure III) and an Affidavit (Annexure IV) otherwise their claim for admission to 9.1(a)(iii) clause shall not be considered.

17. APPEALS

17.1 In case the candidate, who had submitted his Application Form on due date, has any grievance and feels that the norms governing the admission have not been adhered to, he shall have the option to make an appeal to the Convenor, Admission Committee (B.Ed.) on the prescribed form on payment of Rs. 100/- in the form of Demand Draft in favour of the Director Colleges Development payable at Jammu. The form duly filled in shall be submitted to the Convenor (B.Ed. Admissions) during working hours. Such appeals shall be considered by the Appellate Committee comprising the following:

1. Vice-Chancellor (Chairman)
2. Dean, Academic Affairs
3. Registrar
4. Director College Development (Convenor, B.Ed Admission Committee)
5. Dean, Faculty of Education
6. Liason Officer Legal matters, Jammu University.
7. One Principal of a Non-Government College of Education to be nominated by the Vice-Chancellor.

8. Officer dealing with the B.Ed Admissions.

Majority of the members shall form the quorum.

17.2 It shall be obligatory on the part of the appellant to remain present on the scheduled date and time at the venue of the meeting of the Appellate Committee. He will ascertain the schedule time, date and venue of the meeting from the Convenor (B.Ed Admission). He shall appear before the Appellate Committee if called upon to do so. The decision of the Appellate Committee shall be final and binding on the appellant.

18. REMOVAL OF DIFFICULTIES

18.1 If any difficulty arises in giving effect to these statutes or in dealing with a situation not envisaged in the statutes, the matter shall be referred to the Vice-Chancellor who shall issue such order as he may deem fit under the circumstances.

19. LEGAL DISPUTES

19.1 All legal disputes relating to the admission of candidates to B.Ed. Course in Non-Govt. Colleges shall be subject to the jurisdiction of Jammu Courts only.

Note: Appendices to be enclosed.

Reference:

1. University Council Resolution No. 62 dated 21.06.2004.
2. University Council Resolution No. 66.87 dated 21.04.2006

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CHAPTER VI

CHANGE IN NAME/PARENTAGE/DATE OF BIRTH¹

STATUTES

1. A registered candidate applying for change in his name or in the name of his father is required to pay a fee of Rs.650/-² and the following procedure shall be followed in this behalf :
 - i/ An affidavit, duly sworn in before a Magistrate 1st Class or an Oath Commissioner or a Public Notary by the father (in case father is not alive by the guardian) of the candidate (in case he is a minor) and by the candidate himself (in case he is a major) and advertisement in atleast one newspaper giving not less than one month's notice for filling the objections, if any, to the proposed change in name in the office of the Registrar shall be necessary in all cases for purpose of proving identity.
 - ii/ Besides advertising the proposed change in anyone newspaper by the applicant, it is obligatory to advertise the proposed change by the Registrar in the Government Gazette giving atleast three weeks notice for filling the objections to the proposed change. The applicant shall pay the advertisement charges, if any, of the notification published in the Government Gazette.
 - iii/ Candidates applying for change in name/ parentage to the University on the basis of change in name authorised by the High School/Higher Secondary Board should be required to pay the fee prescribed under Statutes but be not required to fulfil other statutory requirements in respect of advertisement in newspaper or Government Gazette.
 - iv/ When change in name of the candidate or in the name of his father is permitted, the name of the candidate/father shall be shown as 'new name alias old name' in the University record.
 - v/ Academic titles and ranks like 'Dr' and 'Captain' etc. shall not form a part of the name.
 - vi/ Change in caste/sub-caste is not permissible unless there is any link between the proposed and the one already shown against the name. But in the case of a candidate whose caste/sub-caste is not mentioned with his name he must conclusively prove that he belongs to the caste/sub-caste which he proposes to add to his name. This will not, however, apply to a women candidate who may change her name after her marriage.
 - vii/ When a women candidate applies for change in name after her marriage and her marriage is not solemnized in a Court of Law, she shall have to submit her affidavit in support of the marriage to her spouse. But in the case of women candidate whose marriage has been solemnized in a Court of Law, she shall be required to produce a marriage certificate issued by the Court concerned. In both the cases she shall be required to remit the requisite fee. If the change in name is permitted word 'nee' shall be added in between the name and old name.
 - viii/ A candidate whose request for change in his name or in the name of his father is granted by the competent authorities, he shall be required to submit all the qualification

certificates of the examinations passed by him from this University alongwith the fee prescribed for each duplicate certificate to carry out the change. In case he fails to return the qualification certificates for necessary change in his name or in the name of his father, as the case may be, within a period of three calendar months from the date of despatch of the communication to this effect, the approval for change in his name or in the name of his father, shall be cancelled.

Notwithstanding anything contained above, when change in name by a citizen of India is governed by any other Act or rule framed by the Central or State Legislature/ Government, the candidate shall be required to fulfil the conditions laid down therein. Thereafter the candidate shall —

- (a) make an application on a prescribed form for change in his name or in the name of his father to the Registrar;
- (b) submit some documentary evidence of his having conformed with the provisions of Law; and
- (c) remit the requisite fee for change in his name or in the name of his father.

The Registrar may allow change in his name or in the name of his father after the candidate has fulfilled all the requirements and after having satisfied himself or the genuineness of the claim.

Change in date of birth

2. Date of birth as entered in the University Register of Students shall not be altered except :—
 - (1) on the Registrar being satisfied that there has been a clerical error in either a college office or the University Department office; or
 - (2) on the Registrar 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 or Higher Secondary Elective Examination to the effect that the University/ Board/Body has ordered an alteration in the date of birth of the candidate concerned.

A fee at the rate of Rs.20/-² shall be charged for correction in the date of birth as per original or provisional Matric/Higher Secondary Certificate after 20 days of the receipt of the Registration Card.²

References

1. University Council Resolution No. 25 dated 15.9.1975
2. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER VII

INTER-COLLEGE & INTER-UNIVERSITY MIGRATION

STATUTES

Inter-College Migration

1. 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.

2. 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 -
 - (1) apply for migration on the prescribed form;
 - (2) make payment of all college fees, if any, due upto date;
 - (3) 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.
3. Every application for inter-college migration must be accompanied with a fee of Rs.150/-¹ which shall not be refunded even if the application is rejected.
4. Migration shall not be sanctioned unless the Principals of both the colleges/institutions agree and fee of Rs.150/- has been paid.
5. 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.
6. 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.
7. No migration certificate can be issued unless the student has been registered already.
8. Inter-college migration shall be allowed only once in an academic year.
9. 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.

10. When migration has been sanctioned by the University and student has made all payments required by these statutes, the Principal shall grant a transfer certificate in the form prescribed.
11. A student who, owing to his/her failure at the terminal examination of a college or recognized institution has not been allowed promotion, shall not be admitted into a higher class in another college or recognised institution.
12. No student once admitted to a particular University Department for Post-graduate study shall be allowed transfer to another Department.

Migration to other Universities

13. If a student wishes to join another University or Educational Institute outside the territorial jurisdiction of the University, he/she may be granted a migration certificate on his/her applying on the prescribed form and paying a fee of Rs.320/-. 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 of the receipt of the application and the fee, provided that the form is complete in all details.

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 Registrar may, in exceptional circumstances, authorise personal delivery of the certificate to the student or his/her guardian.

Duplicate Inter-University Migration Certificate

14. Duplicate copy of the Inter-University Migration Certificate shall be granted on payment of Rs. 650/-.¹

Provided that duplicate copy of Inter-University Migration Certificate shall not be granted except in cases in which the Registrar 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 Registrar 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.

Lapse of Membership

15. 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.

Refund of migration fee

16. In case a candidate, who has paid the migration fee and has not filled the migration form, gives up the idea of migration, half the fee/full fee paid may be refunded on submission of proper refund application within three months of the date of payment of the fee.

Reference:

1. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER VIII

UNIVERSITY CREST & SEAL

1. University Common Seal

(i) University Motto

The English translation of the Motto is
“from darkness to light”.

(ii) University Crest

The University Crest shall be as under :-



“The University Crest a circle, the wheel of life is a composite of symbols representing the spiritual and material elements in life and the aspiration for knowledge and virtue.

It has -

- 1/ inscription on the left and right in Sanskrit and Arabic respectively both of which express man’s longing to be led from darkness to enlightenment;
- 2/ the electron orbital on top which represents the potentialities of the mighty atom and of the physical sciences and technology of our age;
- 3/ inside the circle are the Trikuta, the lotus and the book, of which
 - (a) the Trikuta or the three Holy Peaks to the north of Jammu represent the natural and spiritual symbol and inspiration of the Jammu region;
 - (b) the lotus stands for virtue unsullied by world’s lure and the ideal life that is lived in the world without being of the world; and
 - (c) the book as a symbol of man’s quest for knowledge of Truth which survives the flux of time”.

2. Colour of Faculties

The colours of the various Faculties shall be as follows :-

i)	Arts	...	Red
ii)	Science	...	Blue
iii)	Oriental Learning	...	Purple
iv)	Behavioural Sciences	...	Brown
v)	Commerce	...	Yellow
vi)	Social Sciences	...	Orange
vii)	Medicine	...	Dark Blue
viii)	Agriculture	...	Green
ix)	Music & Fine Arts	...	Basanti
x)	Ayurvedic Medicine	...	Silver Grey
xi)	Law	...	Pink
xii)	Engineering	...	
xiii)	Management Studies	...	
xiv)	Life Sciences	...	
xv)	Education	...	

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CHAPTER IX

UNIVERSITY TERMS, VACATIONS AND HOLIDAYS

STATUTES

1. (i) The terms and vacations in an academic year in the teaching Departments of the University shall be as follows:-

Summer Vacation	- June 9 to July 31
i/ The University reopens after summer vacation.	- August 1
ii/ Admission process starts (assuming that the results of B.A./B.Sc./B.Com. Illrd Year are declared by the end of July).	
Commencement of the Examinations of IInd Semester.	- August 1 to August 7
Examinations of IVth Semester outgoing students start.	- August 16 to August 20
Teaching of 1st and Illrd Semester courses starts.	- August 25 (within 3 days of this date).
Admission process ends.	- September 15
1st Internal Assessment tests/assignments	- October 1 to October 10 (Departments may adjust these dates a little bit).
Diwali Break.	- Three days before and three days after Diwali
IInd Internal assessment tests/ assignments	- November 15 to November 22 (Departments may adjust these dates).
Teaching of 1st and Illrd Semester courses ends.	- December 17
i) Winter vacation.	- December 18 to December 31
ii) Preparatory holidays for students.	
Commencement of 1st Semester examinations.	- January 1 to January 5
Commencement of Illrd Semester examinations.	- January 15 to January 20
All Semester examinations end	- January 31 (within two days of this date).

Teaching of IInd and IVth Semester courses starts	- February 1 (within 5 days of this date).
1st Internal Assessment tests/ assignments	- March 9 to March 16 (The Departments may adjust these dates).
Holi Break for one week (The week in which Holi would be falling).	- March, (One week)
IInd Internal Assessment Tests/assignment.	- April 12 to April 20 (The Departments may adjust these dates).
Teaching of IInd and IVth Semester ends and courses are completed.	- May 16
Preparatory Holidays for students.	- May 18 to May 28
Commencement of examinations of IInd and IVth Semesters.	- May 29 to June 3
Summer Vacation starts.	- June 9

NOTES:

- i/ This Calendar should be applicable to all the Departments.
- ii/ Students and faculty members of the Post-graduate Departments should be given a copy of the schedule in the beginning of the academic year.
- iii/ As far as possible, meetings of the various Committees in the University should be fixed in the afternoons so that teaching is not disrupted.
- iv/ Periodic meetings of Heads of the Departments should be held to review progress of the academic work in light of the schedule.
- v/ The examinations centres should be pooled at one or two places. The gap between two papers in the examination should not exceed 3 days in case of 4 credit courses and 2 days in case of two credit courses.¹

NOTE:

The University Council vide Resolution No.33 dated 23.5. 1998 Resolved that the Academic Calendar be approved and efforts be made to ensure its implementation in future also.

ACADEMIC CALENDAR OF ENGINEERING FACULTY

	FROM	TO
"Date of re-opening of College after Summer break Class work for 1st, 3rd, 5th and 7th Semester	1st of August each year 1st August	15 November (Based on 90 working days as per A.I.C.T.E. Norms)
Study break for all students	16th Nov.	25th Nov.
Semester Examinations		
a/ Regular (1st, 3rd, 5th and 7th)	26th Nov.	15th Dec.
b/ Practical Examinations	16th Dec.	20th Dec.
c/ Supplementary Examinations (2nd, 4th, 6th and 8th)	21st Dec.	8th Jan.
Winter Break		
Class work for 2nd, 4th, 6th and 8th Semester	21st Dec. 11th Jan.	10th Jan. May 1st (Based on 90 working days, as per AICTE Norms).
Study Break	1st May	10th May
Semester Examinations		
a/ Regular (2nd, 4th, 6th and 8th)	11th May	26th May
b/ Practical Examinations	27th May	31st May
c/ Supplementary Examinations (1st, 3rd, 5th and 7th)	1st June	16th June
Summer Break		
a/ For students	1st June	31st July
b/ For Staff	1st June.	31st July
Project Examination (8th Semester)	1st Week of June	
Practical Training of students (6th Semester)	1st June onwards	
College re-opens for next Academic session." ²	1st August	

NOTE : The exact date for commencement of class-work or examinations may slightly differ from year to year depending on the list of holidays etc.

Terms and Vacations of Constituent/Affiliated Colleges

- (ii) The terms and vacations in an academic year in the constituent/affiliated colleges and recognised institutions except colleges/institutions in Doda District shall be as follows:-
- | | | |
|--------------|-----|--------------------------|
| 1st term | ... | August 1 to December 19 |
| Winter break | ... | December 20 to January 5 |
| 2nd term | ... | January 6 to May 23 |
| Summer break | ... | May 24 to July 31 |
2. The terms and vacations for the college/ institution in the Doda District shall be as under:-
- | | | |
|--------------|-----|--------------------------------|
| 1st term | ... | August 1 to December 19 |
| Winter break | ... | December 20 to end of February |
| 2nd term | ... | March 1 to July 16 |
| Summer break | ... | July 17 to July 31 |
3. The terms and vacations for the B.Ed. Course shall be as under :-
- | | | |
|--------------|-----|--------------------------|
| 1st term | ... | August 25 to December 25 |
| Winter break | ... | December 26 to January 9 |
| 2nd term | ... | January 10 to June 15 |
| Summer break | ... | June 16 to August 24 |
4. The terms for classes in the Faculties of Medicine and Ayurvedic Medicine shall be fixed from time to time by the Vice-Chancellor after taking into consideration the recommendations of the Dean of the Faculty concerned.
5. Notwithstanding anything contained above, in the case of all the Teaching Departments and affiliated/ constituent colleges/recognised institutions, the dates for the opening and closing shall be subject to any changes which may be authorised by the Vice-chancellor when considered necessary.
6. During the terms, all teachers of University classes, whether they are maintained by the University or by their respective colleges/ institutions, shall be available for instruction, unless they have obtained leave of absence from the competent authority.
7. Students enrolled in University classes shall be required to attend classes throughout the University terms, whether their classes are working or not, except on approved holidays.
8. The University shall observe the same holidays as are observed by the Jammu and Kashmir Government, unless otherwise specified by an order of the Vice-Chancellor.
9. The preparatory holidays in the University Departments, affiliated/constituent colleges and recognised institutions shall be as under:-
- i/ not exceeding 20 days preceding the date of commencement of examination in a course where there is no semester system;
 - ii/ not exceeding ten days preceding the date of commencement of examination in a course where there is a semester system; to be determined by the Head of the University Department or the Principal of the college/institution concerned.

References :

1. University Council Resolution No. 33 dated 23.5.1998
2. Notification No.F.Acd/V/158/98/1540-66 dt. 19.6.98

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CHAPTER X

“CONVOCATION”¹

STATUTES

Date & Venue

1. Convocation for conferring the various degrees shall be held by the University at Jammu on such date as may be fixed by the Chancellor in consultation with the Pro-Chancellor.

A special Convocation may also be held as may be found necessary and convenient by the University Council.

2. The Convocation shall consist of the body corporate of the University.

Notice of Convocation

3. Not less than one month's notice shall be given by the Registrar of all meetings of the University Convocation.
4. The Registrar shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed thereat.
5. “Candidates who pass their examinations in the year for which the Convocation is held as regular students of a University Teaching Department or a College and are placed in 1st Division (in case of B.Ed. Examination 1st Division should be in Theory part of the examination) shall be eligible to be admitted to their Degrees at the University Convocation, or the College Convocation, as the case may be.

Provided that the Vice-Chancellor, on the recommendation of the Head of a University Teaching Department or the Principal of a College, may permit an ex-student of that department or College to be admitted to his Degree at the University or the College Convocation, as the case may be.”²

6. Candidates other than those mentioned in Statute 5 shall be deemed to have been admitted to their degrees in absentia at the University Convocation and the degrees shall be sent to them by registered post free of charge after the Convocation.
7. Medals, prizes and certificates of merit of the University shall be awarded to the persons entitled thereto at the University Convocation.
8. If a candidate, eligible to attend the University Convocation, fails to present himself for admission to degree, in the manner provided in the Statutes, he may be deemed to have been admitted to the degree in absentia at the University Convocation and his degree shall be issued free of charge after the Convocation.⁵
9. In case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in that year to their respective degrees in absentia and issue the degrees free of cost.
10. Notwithstanding anything contained in the foregoing Statutes, a student who is proceeding abroad for further studies or requires the degree urgently for reasons to be recorded may

be admitted to his degree by the Vice-Chancellor before the University Convocation or the College Convocation on payment of a fee of Rs.300/-⁶.

11. The academic dress of the University shall be as follows :-

(1) For Chancellor

Silk robe of black colour cut after the Oxford style of Chancellor's robe with four inches wide border of gold-thread work and with gold-thread tufts, down fronts, back silk and on sleeves.

(2) For Pro-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work and with gold-tufts, down fronts, back silk and on sleeves.

(3) For Vice-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(4) For Pro-Vice-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(5) For Registrar

Silk gown of black colour of Oxford style with four inches wide border of silver-thread work

(6) For Controller of Examinations

Silk gown of black colour of Oxford style with four inches wide border of silver-thread work.

(7) For Members of the University Authorities

Academic dress with appropriate hood in conformity with the Academic qualifications of those members who are entitled to wear them; and for others, black coloured silk gown. Oxford style, with four inches wide border of red-coloured silk, turbans in the case of men members and dupattas in the case of women members, of turbuзи colour to be used as head-dress.

(8) For Doctor of Literature/Science

(9) For Doctors of Philosophy

Black gown and black hood of silk with the lining in red colour.

(10) For Masters of Science

Black gown and black hood with the lining in blue colour.

(11) For Bachelor of Science

Black gown and black hood with the lining in light badami colour.

- (12) For Masters of Arts and Social Sciences**
Black gown and black hood with the lining in crimson colour.
- (13) For Bachelors of Arts and Social Sciences**
Black gown and black hood with the lining in light yellow colour.
- (14) For Masters of Education**
Black gown and black hood with the lining in maroon colour.
- (15) For Bachelors of Education**
Black gown and black hood with the lining in orange colour.
- (16) For Masters of Commerce**
Black gown and black hood with the lining in fawn colour.
- (17) For Bachelors of Commerce**
Black gown and black hood with the lining in claret colour.
- (18) For Bachelors of Science in Agriculture**
Black gown and black hood with the lining in saffron colour.
- (19) For Bachelors of Ayurvedic Medicine & Surgery**
Black gown and black hood with the lining in mauve colour.
- (20) For Diploma Holders in Business Management/Office Management and Secretarial Practice/Electronics**
Black gown and black hood with the lining in brown colour.
- (21) For Bachelor of Laws**
Black gown and black hood with the lining of pink colour.
- (22) For Bachelors of Medicine and Surgery**
Black gown and black hood with the lining in mauve colour.
- (23) For Diploma Holder in the Faculty of Medicine**
Black gown and black hood with the lining in mauve colour.
- (24) For M.D. and M.S. (Medical Science)**
Black gown and black hood with the lining in mauve colour.
- (25) For Bachelor in Music/Bachelor in Fine Art**
Black gown and black hood with tile lining in green colour.
Provided that the Vice-Chancellor may authorise relaxation of the Statute regarding wearing of the academic dress at the Convocation.

Convocation Procedure

12. The candidates for degrees must, seven clear days before the date fixed for the University Convocation, inform the Registrar in writing of their intention to be present alongwith application fee of Rs. 150/-⁶.

No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases, the Vice-Chancellor may permit candidates, who have not sent in their names to the Registrar, within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than twenty-four hours before the time of the Convocation and are accompanied by a late fee of Rs.100/-⁶ in each case. No candidate whose application and requisite fee are received later than twenty-four hours before the time of the Convocation will be allowed to take his degree at the Convocation.

13. Men candidates shall wear turbuzi turbans and Women candidates shall wear turbuzi coloured dupattas or saries at the Convocation. They may also wear the gowns and hoods appropriate to their respective degrees.
14. The Chancellor, the Pro-chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Controller of examinations shall wear their special robes. Members of the University Council, the Syndicate and the Academic Council shall wear the proper academic costumes of the University of which they are graduates or that prescribed by the University of Jammu.
15. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and members of the University Council, the Syndicate and the Academic Council shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Shamiana :—

The Registrar;
The Controller of Examinations;
The Pro-Vice-Chancellor;
The Vice-Chancellor;
The Pro-Chancellor;
The Chancellor;
The Chief Guest;
Members of the University Council;
Members of the Syndicate;
Members of the Academic Council.
16. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and members of the University Council, the Syndicate and the Academic Council shall take their seats on the dais in places reserved for them.
17. On the procession entering the Shamiana, the candidates and audience shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and the members of the University Council, the Syndicate and the Academic Council have taken their seats.
18. The Registrar having obtained the consent of the Chancellor or, in his absence, of the Pro-Chancellor or, in his absence, of the Vice-Chancellor, shall declare the Convocation open.

19. The Chancellor, or in his absence, the Pro-Chancellor, or in his absence, the Vice-Chancellor, shall then say;

“Let the Candidates be presented”

20. “The candidates for each degree shall then be presented by the Deans of the various Faculties and the Principals of affiliated/ constituent colleges, or in their absence by their accredited representatives, as the case may be, and private candidates shall be presented by the Controller of Examinations at one and the same time in the following forms :–

Sir, I present to you _____ candidates for the degree of _____ whose names have been set forth in the list of candidates attending the Convocation and who have been examined and found qualified for the degree of _____ to which I pray that they may be admitted.”³

21. When candidates for the degrees have been presented, the Chancellor, or the Pro-Chancellor, or the Vice-chancellor, as the case may be, will admit the candidates in following order :–

1. Doctor of Science;
2. Doctor of Literature;
3. Doctor of Philosophy;
4. M.D. and M.S.;
5. Master of Science;
6. Master of Social Sciences;
7. Master of Arts;
8. Master of Commerce;
9. Master of Education;
10. Bachelor of Laws (Professional)
11. Bachelor of Laws;
12. Diploma holders in Business Management/Office Management and Secretarial Practice;
13. Diploma Course in Applied Electronics;
14. Diploma Courses in Faculty of Medicine;
15. Bachelor of Medicine and Bachelor of Surgery;
16. Bachelor of Ayurvedic Medicine & Surgery;
17. Bachelor of Education;
18. Bachelor of Science;
19. Bachelor of Arts;
20. Bachelor of Commerce;
21. Bachelor of Music;
22. Bachelor of Fine Arts.

The Chancellor, or, in his absence. the Pro-Chancellor or in the absence of both, the

Vice-Chancellor, shall then admit the candidates to the degrees in the following words :-

“By virtue of the authority vested in me as the Chancellor/Pro-Chancellor/Vice-Chancellor of the University of Jammu, I admit you to the degree of in this University and charge you throughout your life to prove worthy of the same”.

22. After the degrees have been conferred, recipients of the University Certificates of merit, medals and prizes shall be called out individually by the Registrar and shall stand before the Chancellor/Pro-Chancellor/Vice-Chancellor, who shall present the certificates, medals or prizes.
23. When all the candidates have been admitted to their degrees and the certificates, medals and prizes have been presented, the Vice-Chancellor will read a report reviewing the work of the University during the previous year.

“However, the printed report may be distributed among the audience in the Convocation Pandal and be taken as read. The Vice-Chancellor may, however, highlight the salient feature of the report:”⁴
24. After the report is read out by the Vice-Chancellor, the Pro-Chancellor, or in his absence, the Vice-Chancellor will introduce the Chief guest and request him to address the Convocation.
25. The Convocation address will then be delivered.
26. The Chancellor/Pro-Chancellor/Vice-Chancellor will thank the Chief Guest for delivering the Convocation address.
27. After this, the Registrar shall, with the permission of the Chancellor, or in his absence, the Pro-Chancellor, or in his absence, the Vice-Chancellor, declare the Convocation closed.
28. The procession will then leave the Convocation Shamiana in the same order in which it entered, the graduate and the audience standing.
29. Notwithstanding anything contained in these Statutes, a separate Convocation may be held at any affiliated/constituent College on the recommendation of the Principal concerned after the University Convocation for conferring degrees in respect of the 1st degree examinations for which teaching is provided in the Colleges viz. B.A./B.Sc./ B.Com., B.Ed., B.A.M. & S., M.B.B.S., B.Mus., and B.F.A. provided intimation to this respect is received by the Registrar before one month of the date of commencement of the University Convocation.

Procedure for the College Convocation

30. Candidates mentioned in Statute 29 wishing to attend the College Convocation must inform the Principal of the College concerned in writing of their intention to be present in the College Convocation atleast 10 days before the date of College Convocation and the list of such candidates must reach the University office 5 clear days before the date of College Convocation.

31. Degrees shall be supplied by the University only for those candidates whose names have been intimated to the Controller of Examinations by the College in accordance with paragraph 30 above.
32. The degrees shall be conferred by the Principal of the College, unless the Vice-Chancellor/ Pro-Vice-Chancellor is present.
33. The procedure laid down for the University Convocation shall be observed at the College Convocation as far as possible.

References

1. University Council Resolution No. 20 dated 23.3.1977
2. University Council Resolution No. 20 dated 23.5.1998
3. University Council Resolution No. 24 dated 18.1.1978
4. University Council Resolution No. 4 dated 28.2.1978
5. University Council Resolution No. 18 dated 26-04-2000
6. University Council Resolution No. 98 dated 21-06-2004

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THE KASHMIR & JAMMU

UNIVERSITIES ACT, 1969

ACT NO. XXIV OF 1969

*[Received the assent of the Governor on 30th October, 1969
and published in Government Gazette dated 10th November, 1969, (Ext.)]*

AN ACT to provide for the establishment of the University of Kashmir and the University of Jammu in the State.

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

Short Title

1. This Act may be called the Kashmir and Jammu Universities Act, 1969.

Definitions

2. In this Act and in all Statutes made hereunder, unless there is anything repugnant in the subject or context-
 - (a) "Academic Council". means the Academic Council of the University;
 - (b) "affiliated college" means an institution imparting instruction upto the Bachelor's degree excluding integrated Honours, Post-graduate and professional degree courses recognised by the University concerned in accordance with the provisions of this Act and the Statutes;
 - (c) "college" means an institution maintained or admitted to its privileges by the University concerned and includes a constituent college;
 - (d) "constituent college" means an institution recognised as such by the Syndicate of the University concerned in accordance with the provisions of this Act and the Statutes;
 - (e) "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 University;
 - (f) "Head of the Department" means the head of a University Teaching Department who has the status of a Professor or a Reader in the University and where any University has no teaching department in a subject the senior most Professor in that subject in an affiliated or a constituent college;
 - (g) "Principal" means the head of a college;
 - (h) "Statutes" and "Regulations" mean respectively the Statutes and Regulations of a University made or continued under this Act;
 - (i) "Syndicate" means the Syndicate of a University;

- (j) “teacher” means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal, Professor, Reader, Lecturer, Demonstrator, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers’ Training College, and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher;
- (k) “University” means the University of Kashmir or the University of Jammu, as the case may be;
- (l) “University Council” means the University Council of a University.

UNIVERSITIES

- 3. (1) There shall be two Universities in the State, one in the Kashmir Division and the other in the Jammu Division, each having jurisdiction extending to its respective Division of the territories of the State.
- (2) The University in the Kashmir Division shall be known as the “University of Kashmir” and the University in the Jammu Division shall be known as the “University of Jammu”

INCORPORATION

- 4. The University of Kashmir and the University of Jammu shall be corporate bodies known by the names of the “University of Kashmir” and the “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.

POWERS AND FUNCTIONS OF A UNIVERSITY

- 5. A University shall have the following powers and functions, namely :-
 - (1) to provide for instruction in such branches of learning as the University may think 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 the University or in a constituent or affiliated college or in any educational institution approved for the purpose, unless exempted therefrom, as a very special case, by a decision of the University Council on the recommendation of the Academic Council under conditions laid down in the Statutes and Regulations; or
 - b) are teachers in educational institutions under conditions laid down in the Statutes and Regulations, and have passed the examinations of the University under like conditions; or
 - c) have carried on independent research under conditions laid down in the Statutes; or
 - d) are women who have carried on private studies 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 members of the University as the University may determine;
- (5) to co-operate with other Universities and authorities in such a manner and for such purposes as the University may determine;
- (6) to institute professorships, readerships, lecturerships and any other teaching posts required by the University;
- (7) to admit and maintain colleges, to recognise colleges and other institutions not maintained by the University and to withdraw such recognition;
- (8) to inspect constituent and affiliated colleges and other institutions and places approved by the University for the residence of students;
- (9) to demand and receive payments of such fees and other charges as may be authorised by the Statutes and Regulations;
- (10) to obtain loans in furtherance of the objects of the University;
- (11) to supervise and control the residence and discipline of students of the 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 do such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching, affiliating or examining body, and to cultivate and promote arts, science and other branches of learning.

RE-ORGANISATION OF EDUCATION

6. Notwithstanding anything in the foregoing section, any re-organisation or alteration in structure, pattern or medium of education at the University stage shall require the previous approval of the Government.

UNIVERSITY OPEN TO ALL CLASSES AND CREEDS

7. Each University shall be open to all persons of either sex and of whatever race, creed or class, and it shall not be lawful for a 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 University, or to serve as a teacher or to hold any office in the 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 University, where such test is made a condition thereof by any testamentary or other instrument creating such benefaction.

ADMISSION RESTRICTED TO EDUCATIONAL INSTITUTIONS IN THE STATE

8. Notwithstanding anything in any law for the time being in force, no educational institution outside the State territories shall be associated with or admitted to any privileges of a University under this Act nor shall any educational institution within the State be associated in any way with or be admitted to any privileges of any other University incorporated by law outside the State :

Provided that the Chancellor may by order in writing direct that the provisions of this Section shall not apply in the case of any institution specified in the order.

OFFICERS OF THE UNIVERSITY

9. The following shall be the officers of each University :
- (1) the Chancellor;
 - (2) the Pro-Chancellor;
 - (3) the Vice-Chancellor;
 - (4) the Pro-Vice-Chancellor, if any;
 - (5) the Financial Advisor;
 - (6) the Registrar;
 - (7) the Controller of Examinations;
 - (8) the Joint Registrar, if any; and .
 - (9) such other officers as the Statutes may declare to be the officers of a University.

THE CHANCELLOR

10. (1) The Governor shall be the Chancellor of both the Universities. He shall be the head of both the Universities and shall, when present, preside at the meetings of the University Council and at the Convocations of both the 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.

THE PRO-CHANCELLOR

11. (1) The Chief Minister of the Jammu and Kashmir State shall be the ex-officio Pro-Chancellor of both the 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 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 University, its buildings, laboratories,

equipment, and of any institutions associated with the University and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the University. The Pro-Chancellor shall in every case give notice to a University of his intention to cause an inspection or inquiry to be made and the 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 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 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.

THE VICE-CHANCELLOR

12. (1) The Vice-Chancellor shall either be a whole-time paid or a part-time honorary officer of a 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 University or any constituent or affiliated college of that University to be nominated by the University Council;
 - (b) a third person not connected with the University or any constituent or affiliated college of that 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 University shall hold office for three 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 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 University shall, in case he is a whole-time paid officer, receive such salary not exceeding two thousand and five hundred rupees per mensem 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 in the office 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.

POWERS AND DUTIES OF THE VICE-CHANCELLOR

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

* Sub Section 5 Substituted by Act XXVI of 1973, S.2

soon as may be thereafter, report his action to the officer, authority or other body of the 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 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 University concerned regarding the appointment, dismissal and suspension of persons in the employment of the University and shall exercise general control over the affairs of the University. He shall be responsible for the discipline of the 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 thereunder to the Pro-Vice-Chancellor or any other officer or body of the University concerned.

THE PRO-VICE-CHANCELLOR

14. (1) There may be a Pro-Vice-Chancellor for a University who shall be whole-time officer of the University and shall be appointed by the Chancellor in consultation with the Pro-Chancellor in the manner provided for the appointment of the Vice-Chancellor. The term of office of the Pro-Vice-Chancellor shall ordinarily be the same as that of the Vice-Chancellor and he shall receive such monthly salary not exceeding Rs. 2,000/- and other facilities as the Chancellor may determine:

[Provided that on the expiry of the term of his office, the Pro-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 Pro-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 misbehaviour or incapacity or if it appears to the Chancellor that the continuance of the Pro-Vice-Chancellor in office is detrimental to the interests of the University, after due inquiry 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 Pro-Vice-Chancellor shall have an opportunity of making his representation against such removal]*

- (2) Where any temporary vacancy in the office of The Pro-Vice-Chancellor occurs by reason of resignation, illness, leave or other cause, the Vice-Chancellor shall report the same to the Chancellor through the Pro-Chancellor alongwith his recommendations

* Substituted by Act XXVI of 1973, S.3

and the Chancellor may make such arrangements for carrying on the duties of the Pro-Vice-Chancellor as he may consider fit.

POWERS AND DUTIES OF THE PRO-VICE-CHANCELLOR

15. (1) Subject to the control of the Vice-Chancellor, the Pro- Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
- (2) The Pro-Vice-Chancellor of a University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations.

FINANCIAL ADVISOR

16. (1) The 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 both the Universities.
- (2) The Financial Advisor shall exercise general supervision over the funds of each 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 both the 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.

REGISTRAR

17. (1) The Registrar of a 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 36(1). The terms and conditions of service and the emoluments of the Registrar shall be such as the University Council concerned may from time to time prescribe.
- (2) The Registrar of a University shall act as the Secretary of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection, the Boards of Research Studies and other bodies of the University concerned and keep the minutes thereof.
- (3) The Registrar of a 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 University concerned.
- (4) The Registrar of a University shall be the custodian of the records, the common seal and such other property of the University concerned as the University Council or Syndicate may commit to his charge.
- (5) The Registrar of a University shall have power to realise and receive all moneys due to the University and sign and grant receipts for the same, to make all

disbursements on account of the 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 University shall issue over his signatures notice convening meetings of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection and the Boards of Research Studies of the 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 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 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 thereunder to any other officer of the University.

CONTROLLER OF EXAMINATIONS

18. (1) The Controller of Examinations of a University shall be a whole-time officer of the 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 36(1) 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 University to make arrangements connected with the setting and printing of question papers for all the examinations held by the 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 University shall make all arrangements for the conduct of examinations of the University concerned.
- (4) Subject to directions of the Syndicate, the Controller of Examinations of a University shall arrange all items of the examination work such as despatch and transit of answer-books 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 of results and other related matters.
- (5) The Controller of Examinations of a 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 University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor

of the University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

OTHER OFFICERS

19. Save as otherwise expressly provided in this Act, the procedure for appointment and the powers of the officers of the University other than the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Financial Advisor, the Registrar and the Controller of Examinations shall be prescribed by the statutes.
20. The following shall be the authorities of each 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 University.

UNIVERSITY COUNCIL

21. (1) There shall be a University Council in a University consisting of the following members, namely :
 - (i) the Chancellor;
 - (ii) the Pro-Chancellor;
 - * (ii-a) the Education Minister;
 - (iii) the Vice-Chancellor of the University concerned;
 - (iv) the Vice-Chancellor of the other University established under the provisions of this act;
 - (v) the Pro-Vice-Chancellor of the University, if any;
 - (vi) the Financial Advisor;
 - (vii) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (viii) two Deans of the Faculties of the University concerned nominated by the Chancellor by rotation;
 - (ix) one Principal of an affiliated constituent college of the University concerned nominated by the Chancellor, by rotation;
 - ** (ix-a) two members of the teaching staff belonging either to the University or the constituent/affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and
 - x) two nominees of the Chancellor.

* Item(ii-a) to Sub Section 21 inserted by Act X of 1973

** Clause(ix-a) inserted **ibid**

- (2) The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, shall be prescribed by Statutes in this behalf.
- (3) The meetings of the University Council of a 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 University concerned shall preside.
- * (4) For purposes of electing a member for the Medical Council of India under sub-section (1) of section 3 of the Indian Medical Council Act, 1956, the University Council shall be deemed to be the Senate or the court of a University.

POWERS AND FUNCTIONS OF THE UNIVERSITY COUNCIL

22. The University Council of a University shall be the supreme authority of the 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 University;
 - (d) to approve plans of development and expansion of the University;
 - (e) to consider and pass resolutions on the annual reports; and
 - (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 Readers 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 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 University Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of Section 36 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;

* Sub Section (4) Inserted by Act XXVI of 1974, S.2

- (i) to delegate such of its powers to any officer or authority of the 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 University as are not otherwise provided for in this Act and the Statutes and Regulations made thereunder.
- *22. (A) Notwithstanding anything contained in this Act or the Statutes made thereunder where the Chancellor is of the opinion that it is in the interest of the University necessary to do so, he may after consulting the Pro-Chancellor appoint any eminent and qualified scholar as Professor or as Reader in the University on contract basis for such period and on such terms and conditions as he may determine.

SYNDICATE

23. (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 Pro-Vice-Chancellor, if any;
 - (iii) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (iv) the Financial Advisor;
 - (v) two Deans of the Faculties of the University by rotation to be nominated by the Vice-Chancellor;
 - (vi) two Deans of Faculties of the other University by rotation to be nominated by the Chancellor;
 - (vii) two principals of affiliated or constituent colleges by rotation to be nominated by the Vice-Chancellor [with the approval of the Pro-Chancellor;]*
 - (viii) one member of the Academic Council of the University concerned elected by the Council from amongst its members;
 - (ix) two members of the Syndicate of the other University elected by that body; and
 - (x) three nominees of the Chancellor at least one of whom shall be a woman connected with academic life.
- (2) The terms and conditions of the office of members of a Syndicate other than ex- officio member/s shall be such as may be prescribed by the Statutes in this behalf.

* Section 22-A Inserted by Act X of 1973, S.3

POWERS AND FUNCTIONS OF THE SYNDICATE

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

- (a) to frame the budget estimates of the 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 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 Reader) 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 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 36 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 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 recognise teachers of the constituent colleges for purpose of integrated Honours and Post-graduate teaching on the recommendations of the Selection Committee to be constituted by the Syndicate for this purpose;
- (f) to admit new colleges to the privileges of affiliated or constituent colleges of the University subject to the conditions to be laid down in the Statutes;
- (g) to arrange for and direct the periodical and special inspection of the colleges and other institutions and hostels; .
- (h) to award scholarships, prizes, fellowships, exhibitions, bursaries and other such awards in accordance with the procedure prescribed in this behalf;

- (i) to control and manage the Libraries of the University concerned;
 - (j) to provide buildings, premises, furniture, apparatus, equipment and other means and facilities needed for carrying on the work of the University concerned;
 - (k) to invest any moneys belonging to the University concerned including any unapplied income in any of the approved securities, or to place on fixed deposit in any bank, approved by the Government in this behalf, any portion of such moneys not required immediately for expenditure;
 - (l) to demand and receive such fees as may from time to time be prescribed by Statutes and Regulations;
 - (m) to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;
 - (n) to recommend to the University Council the plans for development and expansion of the University;
 - (o) to appoint paper setters and examiners for all the examinations held by the University in accordance with the procedure prescribed in the Statutes;
 - (p) to give directions for holding of examinations compilation and publication of results;
 - (q) to give directions for the editing, printing and publishing of such text-books for various examinations of the University as may be considered necessary for this purpose;
 - (r) to maintain proper standards of teaching and examination in consultation with the Academic Council of the University concerned;
 - (s) to enter into, vary, carry out and cancel contracts on behalf of the University;
 - (t) to direct the form, custody and use of the common seal of the University;
 - (u) to accept donations, bequests or transfer of any movable or immovable property on behalf of the University concerned;
 - (v) 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
 - (w) to delegate, whenever necessary, appropriate financial and administrative powers to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Heads of the Post-graduate Departments, the Controller of Examinations or any other officer of the 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.

ACADEMIC COUNCIL

25. (1) The Academic Council of a University shall consist of the following persons, all of whom shall be members *ex-officio* :
- (i) the Vice-Chancellor of the University concerned;
 - (ii) the Pro-Vice-Chancellor of the University concerned, if any;
 - (iii) the Deans of Faculties of the University concerned;
 - (iv) the Heads of Departments of the University concerned having the status of Professors or Readers;
 - (v) six Principals from the constituent and affiliated colleges of the University concerned by rotation, nominated by the Vice-Chancellor;
 - (vi) four Professors from colleges of the University concerned representing subjects other than those represented by the Principals, nominated by the Vice-Chancellor; and
 - (vii) Deans of the faculties of the other University established under the provision of this Act.
- (2) The Academic Council of a University shall have the powers to co-opt not more than five persons possessing special knowledge of subjects not otherwise adequately represented on the Academic Council.
- (3) The terms and conditions of the office of the co-opted members of the Academic Council shall be such as may be prescribed by the Statutes in this behalf.

POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

26. (1) The Academic Council of a University shall have the following powers and functions :
- (a) to control and regulate the standards of teaching and examinations in the University;
 - (b) to prescribe the syllabi and the courses of study for all the examinations held by the University except such text books as may be got edited, printed and published by the Syndicate direct in accordance with the procedure laid down in the Regulations;
 - (c) to make proposals to the Syndicate and the University Council for the institution of Professorships, Readerships, Lecturerships, or other teaching posts and in regard to the duties and emoluments thereof in accordance with the provisions of this Act.
 - (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 University and to require 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 University for supplementing the teaching provided in the constituent and affiliated colleges.
- (2) The Academic Council shall not take any decision on any academic matter falling within its competence which involves financial and administrative implications, without obtaining the previous approval of the Syndicate or the University Council, as the case may be.
- (3) The Academic Council of a 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 University Professors, Readers, Principals, or teachers of affiliated and constituent colleges not lower in rank than that of a 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.

FACULTIES

27. (1) The University of Kashmir [shall have the Faculties one each for]* Arts, Science, Social Sciences, Commerce, Education, Engineering, Medicine, Agriculture, Unani Medicine, Oriental Learning and such other Faculties as may be prescribed .by the Statutes of the University from time to time.
- (2) The University of Jammu [shall have the Faculties one each for]* Arts, Science, Social Sciences, Commerce, Education, [X**], Ayurvedic Medicine, Oriental Learning, Law and such other Faculties as may be prescribed by the Statutes of the University from time to time.
- (3) (a) [Each of the Faculties of Arts***], Science, Social Sciences, Education and Commerce shall consist of :-
- (i) The Professors and Readers of the University Departments comprised in the Faculty;
 - (ii) such Principals of constituent and affiliated colleges of the University concerned as are qualified to teach any subject comprised in the Faculty;
 - (iii) Heads of the Departments of the constituent colleges, if any, not lower in rank than that of Professors representing each subject [comprising the each Faculty;]****
 - (iv) Heads of the Departments of the affiliated colleges, if any, not lower in rank than that of Professors representing each subject [comprising the each Faculty;]****

* Substituted by Act VIII of 1970.

** The word 'agriculture' omitted by Act VIII of 1970.

*** Substituted by Act VIII of 1970.

**** Substituted by Act VIII of 1970 for the words "comprised in the Faculty" and "knowledge in the subject" wherever occurring.

- (v) two persons other than teachers nominated to the Faculty by the Academic Council possessing expert [knowledge of the subject]* [comprising of the Faculty.]*
- (b) The Faculty of Engineering shall consist of :-
 - (i) Principals of the colleges concerned;
 - (ii) Heads of the Departments of the subjects [comprising the Faculty;]*
 - (iii) Professors of the subjects [comprising the Faculty;]*
 - (iv) three persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of the subject]* or subjects [comprising the Faculty.]*
 - (c) The Faculty of Medicine shall consist of :-
 - (i) Principals of the colleges concerned;
 - (ii) Heads of the Departments in each subject comprised in the Faculty;
 - (iii) Professors and Associate Professors in each subject [comprising the Faculty;]*
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject]* or subjects [comprising the Faculty.]*
 - (d) The Faculty of Oriental Learning shall consist of :-
 - (i) such Heads of the Oriental Institutions representing different subjects as are nominated by the Vice-Chancellor;
 - (ii) eight persons nominated to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects comprised in the Faculty at least half of whom will be University Professors, Readers and Principals of affiliated and constituent colleges; and
 - (iii) three persons possessing special knowledge of subjects not otherwise adequately represented on the Faculty to be co-opted by the Faculty.
 - (e) The Faculty of Unani Medicine shall consist of :-
 - (i) Principals of the colleges imparting instruction in the Faculty;
 - (ii) Professors teaching the subjects comprised in the Faculty;
 - (iii) six teachers of the constituent and affiliated colleges imparting instruction in the Faculty, to be nominated by the Vice-Chancellor; and
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of a subject]* or subjects [comprising the Faculty.]*

* Substituted by Act VIII of 1970 for the words “comprised in the Faculty” and ‘knowledge in the subject’ wherever occurring.

- (f) The Faculty of Ayurvedic Medicine shall consist of :-
 - (i) Principals of the colleges imparting instruction in the Faculty;
 - (ii) Professors teaching the subjects [comprising the Faculty;]*
 - (iii) six teachers of the constituent and affiliated colleges imparting instruction in the Faculty, to be nominated by the Vice-Chancellor;
 - (iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert [knowledge of subject]* or subjects [comprising the Faculty.]*
- (g) The Faculty of Law shall consist of :-
 - (i) Professors of the University Department of Law;
 - (ii) one Reader and one Lecturer of the University, Department of Law nominated by the Vice-Chancellor by rotation according to seniority;
 - (iii) five persons elected by the Academic Council for their special knowledge of the subject taught in the Faculty; and
 - (iv) three persons not connected with the University, having expert knowledge of Law, co-opted by the Faculty.
- (4) Notwithstanding the constitution of the Faculties given in this section, the Vice-Chancellor of a University shall have the power to nominate the remaining members whenever the total number of members of a Faculty is less than ten.
- (5) The composition of the Faculties not prescribed in this Act shall be prescribed by the Statutes.
- (6) The terms and conditions of the office of the members of a Faculty shall be such as may be prescribed by the Statutes in this behalf.

POWERS OF EACH FACULTY

28. Each Faculty of a University shall have the following powers :-
- (a) subject to the control of the Academic Council to organise the teaching work of the University in the subjects assigned to the Faculty;
 - (b) to suggest to the Academic Council the syllabi and courses of studies for the different examinations after consulting the Boards of Studies, except such text-books as may be got edited, printed and published in the manner prescribed under the Regulations;
 - (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;

* Substituted by Act VIII of 1970 for the words "comprised in the Faculty" and "knowledge in the subject" wherever occurring.

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

THE DEANS

- [29. (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 University Professor in a subject comprised in the Faculty and in case there is no University Professor in any subject comprised in a Faculty, it may be held by a member of the Faculty who is the Principal of a College or Head of an Institution :

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.

BOARDS OF STUDIES

30. (1) In a 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 except in the case of Boards assigned to the Faculties of Medicine, Engineering, Agriculture, Law, .Ayurvedic Medicine and Unani Medicine shall consist of the following members namely :-

- (a) the Professors of the University Department in the subject assigned to the Board, if there are any;
- (b) the Readers of the University Department in the subject assigned to the Board, if there are any;
- (c) the Head of the Department in the subject concerned from each constituent college, not lower in rank than that of a Professor;
- (d) the Head of the Department in the subject concerned from each affiliated college, not lower in rank than that of a Professor;
- (e) one person who is not a teacher in any affiliated or constituent college of the University or a Department of the University, nominated by the Faculty:
[XXX]**

Provided that where in a particular subject there is no teacher of the status of a Professor, the teacher incharge of the Department in the subject concerned from an affiliated or constituent college shall be the member of the Board:

* Sub-Section (i) of Section 29 substituted by Act XXI of 1988. S.2.

** Words omitted by Act X of 1973, S.5

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

- (3) The Professor of the University Department senior to all other Professors in the Department shall be the Convener and in case there is no Professor of the 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) The Board of Studies for each subject assigned to the Faculties of Medicine, Engineering, Agriculture, Law, Ayurvedic Medicine and Unani Medicine shall be constituted by the Dean of the Faculty concerned in consultation with the Vice-Chancellor. Each Board for a subject or subjects shall consist of not more than seven members and the teacher senior to all other teachers shall act as the Convener of the Board.
- (7) [Notwithstanding anything contained in this section or any Statute or Regulation made thereunder, each University may have a Board of Post-graduate Studies for each subject in which Post-graduate instruction is imparted, and a Board of Under-graduate Studies for the subject or subjects in which under-graduate instruction is imparted. The composition of these Boards shall be such as may be determined by the Chancellor in consultation with the Vice-Chancellor of the University concerned.]*

FUNCTIONS AND POWERS OF THE BOARD OF STUDIES

31. (1) It shall be the duty of each 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) new courses of study except such text books as may be got edited, printed and published by the Syndicate of the University concerned in accordance with the Regulations prescribed in this behalf;
 - (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.

* Sub-Section (7) added by Act III of 1979.

- (2) The Boards of Studies shall also discharge such other functions as may be prescribed by the Statutes or the Regulations.

BOARDS OF RESEARCH STUDIES

32. (1) There shall be Boards of Research Studies, one each for Arts, Science, Social Studies and such other fields of study as may be specified by the Syndicate concerned after having consulted the Academic Council of the University concerned. Each Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Dean and the Heads of the 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.

- (2) Each Board shall organise research studies under the guidance of the Academic Council and in accordance with the Statutes and Regulations prescribed in this behalf.

POWERS AND FUNCTIONS OF THE BOARDS OF RESEARCH STUDIES

33. 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 the maximum number of research scholars to be guided by an approved supervisor;
 - (d) to submit to the Academic Council suggestions and proposals for organising or improvement of the research studies in the University; and
 - (e) to consider any other matter referred to it by the Academic Council, the Syndicate and the University Council.

BOARD OF INSPECTION

34. (1) There shall be a Board of Inspection in a University consisting of the following members, namely :-
- (a) the Vice-Chancellor of the University;
 - (b) the Pro-Vice-Chancellor of the University, if any;
 - (c) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (d) two Deans of Faculties of the University concerned by rotation, nominated by the Vice-Chancellor;

- (e) two Principals from colleges nominated by the Vice-Chancellor by rotation; and
 - (f) the Registrar.
- (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.

FUNCTIONS OF THE BOARD OF INSPECTION

35. (1) Subject to the provisions of this Act and the Statutes and Regulations made thereunder 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 atleast within a period of three years after the grant to it 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 University Departments concerned, if there are any in the subjects; and
 - (c) the Dean of the Faculty concerned.

SELECTION COMMITTEES

36. (1) Save as otherwise provided in this Act, there shall be Selection Committees in a University comprising the following members for selection of teachers and officers for appointment in the University concerned :-
- “(a) Committees for appointment of teachers
- A) for Lecturer or equivalent post:-
 - (i) Vice-Chancellor(Chairman);
 - (ii) Chairman; Public Service Commission or a member of the Public Service Commission nominated by him;
 - (iii) three experts having special knowledge of the subject concerned in which the appointment is to be made, nominated by the Vice-Chancellor from the panel of experts recommended by the Vice-Chancellor and approved by the University Council ; provided the panel shall be reviewed after every two years;

*Substituted by Act X of 1973 S.6

- (iv) Head of Department concerned; provided that he is not lower than the status of a Reader; and
 - (v) an academician nominated by the chancellor;
- B) for Reader or equivalent post :-
- (i) Vice-Chancellor (Chairman);
 - (ii) Chairman, Public Service Commission or a member of the Public Service Commission nominated by him ;
 - (iii) an academician to be nominated by the Chancellor ;
 - (iv) three experts in the concerned subject/field, out of the panel recommended by the Vice-Chancellor and approved by the University Council; provided the panel shall be reviewed after every two years;
 - (v) Dean of the faculty concerned , if he is or the status of a University Professor; and
 - (vi) Head of the Department concerned; provided that he is not lower in status than that of a Reader and is not a candidate for the said post
Provided further that the bio-data and reprints of three major publications of the applicant have been got assessed by the same three external experts who are to be invited to interview the candidates; and
- (C) for Professor or equivalent post - The composition of the Selection Committee shall be the same as that for the post of a Reader under sub clause (B); provided that the Head of the Department is not lower in status than that of a Professor :
- Provided further that the bio-data and reprints of the three major publications of the applicant of which one should be a book or research report have been got assessed by the same three external experts who are to be invited to interview the candidates and the assessment report shall be placed before the Selection Committee”*
- (b) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above :
 - i/ Vice-Chancellor (Chairman);
 - ii/ Pro-Vice-Chancellor, if any;
 - iii/ Financial Advisor; and
 - iv/ a member of the University Council concerned, nominated by the Chancellor.
 - (c) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian :
 - i/ Vice-Chancellor (Chairman);

* Substituted by Ordinance No. 1 of 2000

- ii/ Pro-Vice-Chancellor, if any;
 - iii/ Financial Advisor;
 - iv/ A member of the Syndicate concerned, nominated by the Vice-Chancellor.
 - v/ the Registrar.
- (2) The quorum of the Selection Committee for appointment of teachers under Clause (a) of subsection (1) shall be four including atleast two external experts. In respect of the selection to the post referred to in clauses (b) and (c) of said subsection(1), the majority of members shall form the quorum.” *
- (3) The terms and conditions of the office of the members of the Selection Committee shall be such as may be prescribed by the Statutes in this behalf.

OTHER AUTHORITIES

37. The constitution, powers and duties of such other authorities as may be decided by the Statutes to be authorities of the University shall be provided for in the manner prescribed by Statutes.

AUDIT OF ACCOUNTS

38. The Accounts of a 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.

ALTERATION IN THE DESIGNATION OF A GOVERNMENT OFFICER

39. 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.

STATUTES AND REGULATIONS

STATUTES

40. 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 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 University;
 - (e) the designation and powers of the officers of the University;

* Substituted by Ordinance No. 1 of 2000

- (f) the constitution, powers and duties of the authorities of the University;
- (g) the conditions for recognition and affiliation of colleges and other institutions to the University;
- (h) the classification of teachers employed by the University;
- (i) the constitution of pension or general provident fund or contributory provident fund for the benefit of the officers, teachers and other servants employed by the University;
- (j) the conditions under which students shall be admitted, to the examinations conducted by the 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 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 University; and
- (p) all matters which by this Act are to be or may be prescribed by the Statutes.

STATUTES HOW MADE

41. (1) Subject to the provisions of Section 48 and 51 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 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.

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 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 and affiliated colleges to the University concerned after consultation with the Academic Council concerned.

REGULATIONS

42. The authorities and the bodies of the University may recommend to the 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 thereat, 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 University;
- (h) the periodical inspection of constituent or affiliated colleges and other institutions.

REGULATIONS HOW MADE

43. (1) The University Council of a University shall make Regulations in consultation with the Syndicate after receiving drafts from the authorities and bodies of the 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 40 of this Act may be provided for by the Statutes.

SUPPLEMENTARY PROVISIONS

ANNUAL REPORT

44. The Annual Report of a 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 University Council.

DISPUTES AS TO CONSTITUTION OF UNIVERSITY AUTHORITIES OR BODIES

45. 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 University, or whether any decision of the 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.

FILLING OF CASUAL VACANCIES

46. (1) All casual vacancies among the members (other than ex-officio members) of any authority or other body of a 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 University as a representative of another body whether of the University or outside, shall retain his seat on the 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.

PROCEEDINGS OF UNIVERSITY AUTHORITIES AND BODIES NOT INVALIDATED BY VACANCIES

47. No act or proceedings of any authority or other body or committee of a University shall be invalidated 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..

APPOINTMENT OF SPECIAL OFFICER UNTIL UNIVERSITY AUTHORITIES DULY CONSTITUTED

48. (1) At any time after the passing of this Act and until such time as the two 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 University.

- (2) Subject to the superintendence of the Vice-Chancellor, the Special Officer shall examine the Statutes and Regulations continued under Section 51 of this Act and propose such modifications, alterations and additions therein as may be necessary to bring such 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.

AFFILIATION OF STATE EDUCATIONAL INSTITUTIONS WITH THE UNIVERSITY OF KASHMIR AND UNIVERSITY OF JAMMU

49. (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, all colleges and educational institutions, affiliated to or recognized by the University of Jammu and Kashmir under the provisions of the Jammu and Kashmir University Act, 1965 shall, immediately after the commencement of this Act, become affiliated to or recognized by the University of Kashmir or the University of Jammu in the territorial jurisdiction of which such college or educational institution is situated in the same subjects, upto the same standard and on the same conditions as these were affiliated or recognised before the commencement of this Act.
- (2) Notwithstanding anything contained in this Act or the Statutes or Regulations, any student in a college or any other educational institution affiliated to or recognised by the University of Jammu and Kashmir, who immediately before this Act comes into force was studying or was eligible for any examination under the provisions of the Jammu and Kashmir University Act, 1965 shall be permitted to complete his course in preparation therefor in either of the two Universities and each of the University shall provide for the instruction and examination of such student in accordance with the prospectus of studies of the Jammu and Kashmir University Act, 1965 unless otherwise decided by the respective University Council.

REMOVAL OF DIFFICULTIES

50. If any difficulty arises as to the first constitution of any authority of a 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.

CONTINUANCE OF THE EXISTING STATUTES AND REGULATIONS

51. All the Statutes and Regulations made under the Jammu and Kashmir University Act, 1965 and in force immediately before the commencement of this Act, shall so far as may be consistent with the provisions of this Act continue to be in force in each University after the commencement of this Act.

CONTINUANCE OF SERVICE OF THE EXISTING EMPLOYEES AND THEIR ALLOCATION

52. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder or in any other law for the time being in force.

- (1) all employees of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965 (other than those serving on contract or on deputation in the University or those serving in the Publication Bureau of the University) who, immediately before the commencement of this Act, were holding or discharging the duties of any post or office in connection with the affairs of the said University shall, subject to the provisions of sub-section (2), continue in service on the same terms and conditions as regulated their service before such commencement;
- (2) the Chancellor may in consultation with the Pro-Chancellor by order allocate the employees of the University of Jammu and Kashmir (other than those serving on contract or deputation in the University or those serving in the Publication Bureau of the University) between the University of Kashmir and the University of Jammu constituted under this Act in such manner as he may consider necessary and every such allocation shall be deemed to be an appointment, transfer or promotion as the case may be, to the post or office by the competent authority under this Act :

Provided that in making such allocations the conditions of service of employment of such employees. shall not be varied to their disadvantage;

- (3) the employees of the Publication Bureau of the University of Jammu and Kashmir alongwith the assets and liabilities of the said Bureau shall stand transferred to the Jammu and Kashmir Board of Secondary Education constituted under the Jammu and Kashmir Secondary Education Act, 1965, with effect from such date after the commencement of this Act as the Chancellor may specify :

Provided that the conditions of service of such employees shall not be varied to their disadvantage on account of such transfer; and

- (4) all persons who immediately before the commencement of this Act were holding or discharging the duties of any post or office in connection with the affairs of the University of Jammu and Kashmir, on contract basis or by virtue of their deputation to such posts or offices from other services in the State, unless otherwise ordered by the Chancellor after consulting the Pro-Chancellor, shall cease to hold such posts or to discharge such duties after 60 days from the commencement of this Act and all such contracts with or deputations to the University of Jammu and Kashmir shall stand terminated with effect from the expiry of the said period of 60 days.

INTER-UNIVERSITY TRANSFERS

53. The Chancellor or the Pro-Chancellor may, after consulting the Vice-Chancellors of the two Universities, transfer any employee from one University to another University if such transfer is considered by him necessary in the interest of administration of the Universities constituted under this Act.

GULMARG RESEARCH OBSERVATORY

54. The Gulmarg Research Observatory shall, after the commencement of this Act, be under the administrative control of the University of Kashmir. The Chancellor in consultation with the Pro-Chancellor may, for purposes of its efficient administration and representation

of the two Universities on its Board of Management, issue such directions as he may deem fit.

TRANSITIONAL ARRANGEMENTS

55. Notwithstanding anything contained in this Act or any Statute or Regulation made thereunder -

- (1) the appointment of the first Vice-Chancellors, the first Pro-Vice-Chancellors, the first Registrars and the first Controllers of Examinations of both the 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 the Chancellor may direct;
- (2) the Syndicate of the two Divisions of the University of Jammu and Kashmir constituted under the provisions of the Jammu and Kashmir University Act, 1965, shall, until such time as the authorities of a University be constituted under the provisions of this Act, perform such duties and exercise such powers in respect of the University concerned as have been conferred upon the Syndicates, the Academic Councils, the Faculties, the Boards of Studies, the Boards of Inspection and the Boards of Research Studies in accordance with the provision of this Act, the Statutes and Regulations made thereunder; and
- (3) all degrees, diplomas and certificates shall continue to be granted and issued by each University constituted under this Act in the name of "University of Jammu and Kashmir" until such date as the Chancellor may determine and all such degrees, diplomas and certificates shall be as good and valid as if granted or issued by the concerned University under this Act.

ASSETS AND LIABILITIES

56. (1) The assets and liabilities of the Jammu Division and the Kashmir Division of the University of Jammu and Kashmir existing immediately before the commencement of the Act shall form the assets and liabilities of the University of Jammu and the University of Kashmir respectively.
- (2) The assets and liabilities of the Central Unit of the University of Jammu and Kashmir existing immediately before the commencement of this Act, shall be apportioned between the University of Jammu and the University of Kashmir in such manner as the Chancellor in consultation with the Pro-Chancellor may determine.

LEGAL PROCEEDINGS

57. Where immediately before the commencement of this Act, the University of Jammu and Kashmir was a party to any legal proceedings with respect to any property, rights, or liabilities, the University of Kashmir or the University of Jammu which succeeds to acquire a share in that property or those rights or liabilities by virtue of this Act shall be deemed to be substituted for the University of Jammu and Kashmir as a party to those proceedings and the proceedings may continue accordingly.

REPEAL AND SAVING

58. (1) The Kashmir and Jammu Universities Ordinance, 1969 (X of 1969) is hereby repealed.
- (2) Notwithstanding the repeal of the said Ordinance or the repeal of the Jammu and Kashmir University Act, 1965 under the said ordinance -
- (a) all degrees conferred, and diplomas, certificates and privileges granted by the University of Jammu and Kashmir under the Jammu and Kashmir University Act, 1965 shall be as good and valid as if conferred and granted by the University concerned under this Act;
 - (b) the Syndicates of the Divisions of the University of Jammu and Kashmir constituted under the Jammu and Kashmir University Act, 1965, shall continue for purposes of sub-section (2) of Section 55 of this Act for the period mentioned in the said sub-section;
 - (c) anything done, any action taken, any appointment made or order issued under the said Ordinance or under the Jammu and Kashmir University Act, 1965, shall be deemed to have been done, taken, made or issued under this Act :
- Provided that if any appointment was made [under the said Ordinance or under the Jammu and Kashmir University Act, 1965,]* subject to any condition, such appointment shall continue subject to that condition under this Act.

VALIDATION

- [59. The Statutes passed by the University Council of Jammu at its meeting held on 30th March, 1973 and assented to by the Chancellor on 1st April, 1973 shall be and shall always be deemed to be valid notwithstanding that the assent of the Chancellor to the said Statutes was not published in Government Gazette as was required under clause (c) of Sub-section (4) of Section 41 of the Kashmir and Jammu Universities Act, 1969 and accordingly —
- (a) the Statutes aforesaid shall –
 - i) continue to be in force unless and until altered or superseded under this Act ;
 - ii) not be called in questions on the ground that assent of the Chancellor thereto was not published in the Government Gazette; and
 - (b) anything done, any action taken or order made in pursuance of the said Statutes shall be and shall always be deemed to have been validly done, taken or made]**

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* Words substituted by Act X of 1973, S.8

** Section 59 added by Act IX of 1977, S.2.

STATUTES AND REGULATIONS

DEFINITIONS

In the Statutes and Regulations, unless there is anything repugnant in the subject or context :-

- (i) 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 examination held for that class;
- (ii) The “Act” means the Kashmir and Jammu Universities Act, 1969;
- (iii) “Affiliated Colleges” shall be the colleges and institutions imparting instruction upto Bachelor’s Degree excluding a Degree in a Professional course;
- (iv) “An Indian University” means an Indian University incorporated by any law for the time being in force;
- (v) “Casual Student” means one whose name is not enrolled as a regular student in a Department, college or any educational institution recognised by the University, but who, with the consent of the Head of the Department/College/Institution, attends lectures or laboratory work in a subject. A casual student will not lose his right to appear as a private candidate if he/she is otherwise eligible to do so;
- (vi) “Constituent Colleges” mean the colleges and institutions imparting instruction atleast upto Honours (integrated course) standard in the Bachelor’s Degree Course or for a Bachelor’s Degree in a Professional Course, recognised as such by the University;
- (vii) “Department” means a Department of teaching established and maintained by the University;
- (viii) “Late-College Student” means one who has completed the prescribed course for a particular examination in a University Department or constituent/affiliated college or any other recognised institution and has either failed or not appeared in that examination;
- (ix) “Officers”, “Authorities”, “Professors”, “Readers”, “Lecturers”, “Fellows”, “Demonstrators”, and “Subordinate Staff” mean respectively, “Officers”, “Authorities”, “Professors”, “Readers”, “Lecturers”, “Fellows”, “Demonstrators”, and the “Ministerial, technical and inferior staff” of the University;
- (x) “Oriental Institutions” which prepare students for various non-degree examinations in the Faculty of Oriental learning, viz., Proficiency, High Proficiency and Honours in the Oriental Classical and Modern Indian Languages, shall be treated as affiliated colleges for purposes of the constitution of the concerned Faculty and the Board of Studies only.

Only such Oriental Institutions as prepare students for degree examinations in the Faculty of Oriental Learning, namely, B.O.L. or M.O.L. (when these are organised by the University) shall be treated as affiliated colleges for all purposes;

- (xi) “Private candidate” means one who is eligible and has been granted permission to appear in a University examination without having attended a regular course of instruction in a University Department or constituent/affiliated college or any other recognised institution in accordance with the provisions relating to the Statutes governing admission of private candidates to University examinations;
- (xii) 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.

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CHAPTER I

OFFICERS

STATUTES:

1. In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers :-
 - (1) Librarian;
 - (2) Deputy Librarian;
 - (3) Deputy Registrar;
 - (4) Dean Student's Welfare;¹
 - (5) Director, Physical Education;
 - (6) Officer, Employment Information Bureau;
 - (7) Assistant Registrar/Private Secretary to Vice-Chancellor;²
 - (8) Senior Assistant Librarian;
 - (9) Assistant Librarian;
 - (10) Assistant Engineer;
 - (11) Assistant Director Physical Education;²
 - (12) Medical Officer;
 - (13) Executive Engineer;³
 - (14) Special Assistant to Vice-Chancellor;³
 - (15) Director, College Development Council;⁴
 - (16) Instructor in Drama/Performing Art;¹¹ and
 - (17) Chief security Officer ¹⁰

VICE-CHANCELLOR

2. 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) to depute officers, teachers and other employees of the University on University work;
 - (2) to permit the teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
 - (3) "to treat on duty for a period of 15 days extendable to 20 days in exceptional cases in a year i.e. from January to December, 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 recognised bodies and to conduct viva or practical examination outside the jurisdiction of the University”⁵ or “any other academic programme beneficial to the teachers/ officers of the University as may be decided by the Vice-Chancellor”;⁶

- (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;
- (5) to recommend and forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University teaching Departments, constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes;
- (6) to select candidates and/or recommend them to the State Ministry of Education, University Grants Commission, Union Ministry of Education, the Council of Scientific and Industrial Research and other institutions, for the award of scholarships, fellowships, travel grants, financial assistance, subject to the conditions, if any, laid down in this behalf;
- (7) to call upon the Heads of the Departments concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
- (8) to grant late admission of students to various courses in the University teaching Departments, affiliated/ constituent colleges and other institutions, in genuine cases, in accordance with the provisions of relevant statutes;
- (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 has not been guilty of negligence or fraud;
- (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, provided always that he has not been guilty of negligence or fraud;
- (11) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations above Rs.50/- but upto Rs.200/- per centre of examination;
- (12) to sanction casual leave to the officers and Heads of Departments of the University;
- (13) to sanction leave of all kinds other than casual, to the employees of the University;
- (14) to sanction crossing of efficiency bar in favour of the employees of the University;
- (15) to sanction honorarium to the subordinate staff;
- (16) to suspend, when he deems necessary, an officer or a teacher on grounds of misconduct according to the procedure laid down in the Statutes/Regulations and when he takes such an action he shall report it to the Syndicate/ University Council at its next meeting;

- (17) to sanction special advances out of G.P. Fund/C.P.Fund in favour of the University employees upto the extent permissible under Statutes/Regulations;
- (18) to sanction House Building advances to the University employees under rules;
- (19) to sanction write-off of loss in any individual case not exceeding Rs.200/- subject to a limit of Rs. 5,000/- book value in a year;
- (20) to sanction all scholarships and fellowships of the University to the students under Regulations;
- (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;
- (22) to sanction advances upto Rs.10,000/- in individual cases against the budgeted provisions;
- (23) to authorise free supply of University publications costing upto Rs. 25/- in each individual case;
- (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;
- (25) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit exceeding Rs.2,500/- in each case;
- (26) to accord sanction to the execution of the approved works by the University Works Department after the estimates are technically approved by such person/ agency as may be appointed by the Syndicate/University Council;
- (27) to sanction expenditure to the extent of 5% over the estimates in the original technical sanction, within the budget provision;
- (28) to approve the various items of works under the grant provided for repair and maintenance of buildings and premises;
- (29) to sanction the temporary establishment on daily wages from time to time for maintenance and development of the University Campus;
- (30) to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Heads of University teaching Departments and Principals of Colleges, if necessary, provided that the notice to this effect is given by a notification atleast 10 days before the respective dates fixed by the Statutes for commencement of these examinations;
- (31) to authorise all purchases to be made for the University within the budget grant, save as otherwise provided in the Statutes;
- (32) to sanction admission of eligible students to degrees-in-absentia;
- (33) to sign the certificates of degrees awarded by the University;
- (34) 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;

- (35) to authorise amendment in the result of a candidate when affected by an error;
- (36) to authorise the publication of results of the Bi-annual/Supplementary examinations;
- (37) to sign cheques in the absence of Registrar;
- (38) to sanction re-appropriation from one major or minor head to another in the approved budget, to the extent of Rs. 20,000/- subject to the restrictions laid down in Accounts and Finance Regulations; and
- (39) to sanction advances to the University employees for purchase of Motor Cars and Motor Cycle/ Scooters in accordance with the Regulations laid down for the purpose.

PRO-VICE-CHANCELLOR

3. The Pro-Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice-Chancellor under Section 15(1) of the Act :-
 - (1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and
 - (2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned by the University Council.

REGISTRAR

4. The Registrar shall have the following powers and functions in addition to those provided under Section 17 of the Act :-
 - (1) to make all disbursements on account of the University, and sign all cheques;
 - (2) to sanction temporary appointments in leave arrangements of the subordinate staff;
 - (3) to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
 - (4) to impose fines on subordinate staff;
 - (5) to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of the University;
 - (6) to authorise purchases of all kinds for the office upto and including Rs. 2,500/- in individual cases;
 - (7) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit upto and including Rs. 2,500/-;
 - (8) to accord sanction to the execution of approved works upto and including Rs. 2,500/- by the Engineering Unit after the estimates are technically approved;
 - (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;

- (10) to sanction extra-ordinary expenditure not covered under Regulations on refreshment to the subordinate staff;
- (11) to sanction re-appropriation from one major or minor head to another in the approved budget to the extent of Rs. 2,500/- subject to the restrictions laid down in Accounts and Finance Regulations;
- (12) to operate upon and maintain the account of imprest of Rs. 1,000/- to meet emergent expenses in accordance with the provisions laid down for this purpose;
- (13) to declare the seniority list of the University employees;
- (14) to sanction advances to the University employees out of their G.P./C.P. Fund deposits in accordance with the relevant Regulations;
- (15) to keep the custody of Service Books and Character Rolls of the University employees;
- (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;
- (17) to sanction write off of loss in any individual case not exceeding Rs.25/- subject to a limit of Rs.1,000/- book value in a year;
- (18) to sanction festival advances to the University employees in accordance with the Regulations laid down for the purpose;
- (19) to sanction advances to the University employees for purchase of bi-cycles in accordance with the provisions of the Regulations prescribed for the purpose.

CONTROLLER OF EXAMINATIONS

5. The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act :-
 - (1) to frame and issue date sheets (theory and practical) for various examinations;
 - (2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Statutes;
 - (3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
 - (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;
 - (5) to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Confidential and Examination Branches who may have to

- sit for work outside office hours;
- (6) to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Regulations;
 - (7) to grant permission to private candidates for appearing in various examinations conducted by the University;
 - (8) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations upto a maximum of Rs. 50/- per centre of examination;
 - (9) to make payment of remuneration to printers of question papers, paper-setters, examiners, checking assistants, code officers, tabulators and collators and to sign cheques in that connection;
 - (10) to authorise incurring of normal contingent expenditure in regard to the work relating to the examinations;
 - (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 kilometers. This advance shall not, however, be made earlier than five days before the actual date of business;
 - (12) to sanction casual leave to the subordinate staff of the Examination, Certificate & Confidential Branches or delegate the powers to any officer of the University; and
 - (13) to inspect the examination centres (Theory & Practical).

JOINT REGISTRAR

6. The Joint Registrar, if any, shall perform the following duties :-

- (1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other bodies unless otherwise provided by the Statutes;
- (2) to perform such other duties of the Registrar as may be assigned to him by the University Council;
- (3) the Joint Registrar will function under the general superintendence and control of the Registrar;
- (4) the Joint Registrar will be overall incharge of all financial, budget and accounting operations of the University;
- (5) the Joint Registrar will supervise the work of the Deputy Registrar/Assistant Registrars incharge of Finance, Budget and Accounts Section of the University Office. He will dispose of all matters at his level and submit to the Registrar and the Vice-Chancellor only important policy matters for decisions;
- (6) the Joint Registrar will exercise all the financial powers including passing of bills and signing of cheques which are vested in the Registrar under the University Act and the Statutes and Regulations made thereunder;
- (7) "any other work that may be assigned to him from time to time by the Registrar/

Vice-Chancellor.”7

DEAN STUDENTS' WELFARE

7. The Dean Students' Welfare, shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall perform the duties and exercise powers as under :-

- (1) to plan, organise and conduct students' welfare programmes including cultural and literary activities, festivals, extension and special lectures, youth clubs, societies etc.;
- (2) to co-ordinate the work of student services and agencies in the University and motivate faculty involvement in the students' welfare programmes;
- (3) to prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated/constituent colleges;
- (4) to provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Syndicate in regard to Youth Welfare activities;
- (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;
- (6) to devise ways and means for promoting the well-being of the University students social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth;
- (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.
- (8) to prepare reviews and reports of the activities pursued during a year; and
- (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 Youth Welfare and maintenance of discipline among students.

LIBRARIAN

8. The Librarian of the University shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall be a whole-time officer of the University;

Provided that, in the absence of whole-time Librarian, a University Professor nominated by the University Council shall function as the Honorary Librarian and receive such honorarium as the University Council may decide. The Librarian will perform the duties and exercise powers as under :-

- (1) to act as Member Secretary of the Library Committee;

- (2) to conduct all official correspondence for the Library;
- (3) to sanction casual leave to the subordinate staff of the Library;
- (4) to scrutinize lists of books recommended by the Heads of the teaching Departments of the University;
- (5) to place orders for books, journals and all other library requirements within the limits of sanctioned budget allotments and in accordance with Regulations;
- (6) to select reference books, books of general interest and books on Library Science and such other subjects as the Library Committee may determine from time to time;
- (7) to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
- (8) to authorise purchase of serial publications in order to complete the volumes;
- (9) to remit over-due charges from borrowers according to Regulations;
- (10) to dispose of or write off books lost or damaged in the Library upto Rs. 25/- at a time and Rs.150/- in a year;
- (11) to operate upon and maintain the account of the imprest of Rs. 250/- to meet emergent expenses in accordance with the procedure laid down for this purpose;
- (12) to control the staff of the Library;
- (13) to perform such other duties as may be prescribed by the Library Committee, the University Council and the Syndicate;
- (14) to delegate, subject to approval of the Vice-Chancellor, any of his powers and duties to any other officers of the Library; and
- (15) in the discharge of his duties the Librarian shall be under the direct control of the Vice-Chancellor.

DEPUTY LIBRARIAN

9. The Deputy Librarian shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Library Committee or by the Vice-Chancellor or the Librarian. In case there is no Librarian, the Deputy Librarian shall perform all the duties and exercise all the powers assigned or delegated to the Librarian under Statute 8. In the discharge of his duties, the Deputy Librarian shall be under the direct control of the Vice-Chancellor when there is no Librarian.

SENIOR ASSISTANT LIBRARIAN

10. The Senior Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (c) of Section

36 of the Act. He shall be a whole-time officer of the University and under the control of the Librarian or Deputy Librarian, whoever is incharge of the Library, exercise such powers and perform such duties as may be assigned to him by the Syndicate, the Library Committee or by the Vice-Chancellor or the Librarian/Deputy Librarian. In case there is no Librarian or Deputy Librarian, the Senior Assistant Librarian shall exercise such powers and perform such duties as are assigned to the Librarian under Statute 8 subject to the Superintendence of the Registrar.

ASSISTANT LIBRARIAN

11. The Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (c) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such functions as may be assigned to him by the Library Committee or the Syndicate or the Vice-Chancellor or the Librarian/Deputy Librarian. In the execution of his duties he shall be under the immediate control of the Librarian or any other officer performing the duties of the Librarian.

DEPUTY REGISTRAR & ASSISTANT REGISTRAR

12. The Deputy Registrar and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (c) of Section 36 of the Act. Besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrars and the Assistant Registrars incharge of Sections other than the Accounts, Examinations and Secrecy shall, subject to the control of the Registrar, perform the duties and exercise the powers as under :-

- (1) to be incharge of work relating to -
 - (a) Convocation;
 - (b) issue of forms and stationery;
 - (c) registration of the students of the University;
 - (d) preparation of budget estimates;
- (2) to conduct routine correspondence;
- (3) to sanction and issue inter-college and inter-University migration certificates and eligibility certificates;
- (4) to maintain the stock of all kinds of forms, publications and stationery, save as otherwise provided in the Statutes;
- (5) to maintain up-to-date seniority list of the employees of the University;
- (6) to complete service books and maintain personal files of all the teachers, officers and other employees of the University;
- (7) to take care of the University property;
- (8) to maintain stores, stock accounts etc.

DEPUTY REGISTRAR/ASSISTANT REGISTRAR

INCHARGE ACCOUNTS/EXAMINATIONS/SECRECY

13. The Deputy/Assistant Registrar incharge (Accounts) shall be responsible for supervising and maintaining all the accounts of the University, in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar:

- (1) he shall be incharge of the Accounts Branch including the cash section;
- (2) he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities, if any, noticed by him;
- (3) he shall suggest ways and means for maintaining proper accounts of the University;
- (4) he shall regularly check up the cash balances with the respective accounts of the Bank;
- (5) he shall see that all payments are supported by proper vouchers and covered by proper sanctions;
- (6) he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his own custody;
- (7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;
- (8) he shall get pension cases prepared whenever required and see that pension payment orders are issued in time;
- (9) he shall be responsible to exercise thorough check of the accounts and shall submit a monthly report to the Vice-Chancellor and Financial Advisor through the Registrar; and
- (10) he shall conduct physical stock verification of dead stock articles, blank certificates and diploma forms and other forms and stationery and publications of the University, atleast once a year and submit a report to the Vice-Chancellor through the Registrar.

Besides performing such duties and exercising such powers as may be assigned to them by the Vice-Chancellor or the Controller of Examinations, the Deputy Registrar and the Assistant Registrar incharge of Examinations and Secrecy Section shall, subject to the control of the Controller of Examinations, perform the duties and exercise the powers as under :-

- (1) to conduct routine correspondence regarding examinations;
- (2) to keep the safe custody of blank certificates and diploma forms;
- (3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates appearing in various examinations of the University; and

- (4) save as otherwise provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University Examinations.

PRIVATE SECRETARY TO VICE-CHANCELLOR

14. The Private Secretary to Vice-Chancellor shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (c) of Section 36 of the Act. The post shall belong to the cadre of Assistant Registrars and he shall perform such duties as may be assigned to him by the Vice-Chancellor.

DIRECTOR PHYSICAL EDUCATION

15. The Director, Physical Education will be appointed by the Syndicate on the recommendation of the Selection Committee constituted for this purpose under sub-section (1) (c) of Section 36 of the Act and will function subject to the control of the Vice-Chancellor and the Registrar. He shall perform the duties and exercise powers as given below :-

- (1) to assist the colleges in working out schemes of Physical Education;
- (2) to organise, conduct and control the University Sports, tournaments and Athletics and to organise various University Sports Clubs and Inter-University level coaching camps;
- (3) to organise Hikes, Trekking, Mountaineering Camps etc.
- (4) to be incharge of the gymnasium, swimming-pools, play fields, stadium and Physical Education equipments;
- (5) to advise students regarding the Physical development;
- (6) to regulate the functioning of N.C.C., N.S.O. and N.S.C. schemes in the colleges and the University Campus;
- (7) to pursue and implement decisions taken by the Syndicate or the Board of Sports and Youth Welfare in regard to programmes relating to Sports and Physical Education programmes;
- (8) to conduct tournaments in various games for the teaching staff of the University and the affiliated colleges;
- (9) to organise Inter-Departmental Sports and Tournaments for the University teaching Departments; and
- (10) such other functions as the Syndicate or the Vice-Chancellor may direct.

ASSISTANT DIRECTOR PHYSICAL EDUCATION²

16. The Assistant Director Physical Education will be appointed by the Syndicate on the recommendation of the Selection Committee constituted for this purpose under sub-section (1) (c) of Section 36 of the Act. He shall perform such duties as may be assigned to him by the Vice-Chancellor or the Registrar or the Director of Physical Education.

OFFICER EMPLOYMENT INFORMATION-CUM-ADVISORY BUREAU

17. The Employment Information Officer, will be appointed by the Syndicate on the

recommendation of the Selection Committee appointed for this purpose under sub-section (1) (c) of Section 36 of the Act. He will be incharge of the Bureau and shall give information and guidance to the students of the University in regard to academic matters, career selection and employment opportunities. The Bureau will function under the overall charge of the Head of the Department of Education.

ASSISTANT ENGINEER

18. The Assistant Engineer will be appointed by the Syndicate on the recommendation of the Selection Committee appointed for this purpose under sub-section (1) (c) of Section 36 of the Act. Besides exercising such powers and discharging such duties as may be assigned to him by the Vice-Chancellor or the Registrar, his powers and functions shall be as under:-

- (1) he will be incharge of the Works Department of the University and control the subordinate staff of that unit;
- (2) he will prepare estimates of all the approved works assigned to the Works Department and execute these works after the estimates have been approved as provided in the Statutes and the formalities regarding tenders completed in accordance with the Accounts and Finance Regulations;
- (3) he will be responsible to exercise cent percent check of the bills of contractors;
- (4) he will discharge the technical work in accordance with the procedure obtaining in the State P.W.D. and also maintain all the registers as will be required in accordance with P.W.D. Accounts Code;
- (5) he will supervise the works executed by the Jammu and Kashmir Project Construction Corporation and the State P.W.D. or any other agency engaged by the University, record measurements and make a report of his findings and observations to the Vice-Chancellor through the Registrar;
- (6) he will conduct the routine correspondence in respect of the Engineering Unit; and
- (7) in the discharge of his duties, the Assistant Engineer shall be under the direct control of the Registrar.

MEDICAL OFFICER

19. The Medical Officer will be appointed by the Syndicate on the recommendation of the Selection Committee appointed for this purpose, under sub-section (1) (c) of Section 36 of the Act. Besides discharging such duties as may be assigned to him by the Vice-Chancellor or the Registrar, he shall be incharge of the Health Centre and provide medical assistance/care to the students and employees of the University.

AGE OF SUPERANNUATION

20. "The age of retirement from service on superannuation for the non-teaching employees of the University shall be sixty years, i.e. the same age as stood prescribed for the

Assistant Professor of the University.”⁸

DIRECTOR COLLEGE DEVELOPMENT COUNCIL

POWERS AND DUTIES⁹

21. The Director 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) (b) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or by the Vice-Chancellor:-
- (1) to act as a Member Secretary of the College Development Council;
 - (2) to conduct all official correspondence of the College Development Council;
 - (3) to visit all the affiliated colleges atleast twice in a year to assess the developmental needs of the Colleges;
 - (4) to hold regular meetings with the Principals of the affiliated colleges with a view to apprising them of the ways in which the College Development Council can function effectively for the development of colleges;
 - (5) to scrutinize development proposals of the colleges and recommend them to the UGC for approval;
 - (6) to act as the Convener of all Inspection Committees appointed by the University for inspection of colleges;
 - (7) to act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University;
 - (8) to obtain from the colleges and furnish to the Commission utilization certificates and other documents in respect of UGC grants released/dispensed to the colleges;
 - (9) to help in monitoring the UGC programmes implemented by the affiliated colleges;
 - (10) to review the inspection reports of the colleges and to suggest remedies for removing the defects and irregularities reported;
 - (11) 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;
 - (12) to control the staff working in his office;
 - (13) to sanction casual leave of the secretarial staff working in his office;
 - (14) to organize workshops, seminars and conferences of Principals/college teachers for advancing the cause of collegiate education;
 - (15) to countersign TA/DA claims of Principals/college teachers who are asked to participate in the various seminars/workshops and conferences;
 - (16) to perform such other duties as may be assigned to him by the College

Development Council and the Vice-Chancellor from time to time.

22. **System Analyst**¹²

MCA/B.E. (Computers) or M.Sc. (Electronics) with at least one year Diploma in computers.

Experience- At least 3 years experience. Two years in Computer networks and one year in Managing Internet facilities at a recognised organization institution.

References :

1. University Council Resolution No.26 dated 17.3.1980.
2. University Council Resolution No.17 dated 16.4.1987.
3. University Council Resolution No.15 dated 26.4.1979.
4. University Council Resolution No.19 dated 15.12.1988.
5. University Council Resolution No.12 dated 17.10.1978.
6. University Council Resolution No.17 dated 10.6.1981.
7. University Council Resolution No.9 dated 25.8.1987.
8. University Council Resolution No.37 dated 11.9.1984.
9. University Council Resolution No.19 dated 15.12.1988.
10. University Council Resolution No. 39 dated 05-04-1999
11. University Council Resolution No. 32 dated 21-06-2004
12. University Council Resolution No. 6 dated 21-06-2004

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CHAPTER II

AUTHORITIES AND COMMITTEES

1. UNIVERSITY COUNCIL

STATUTES

1. The members of University Council nominated by the Chancellor under Section 21 (viii-x) shall hold office for a period of three years.

POWERS

2. In addition to the provisions of the Act, the University Council shall have the following powers :-
 - (1) to institute such Professorships, Readerships, Lecturerships or other teaching posts as may be proposed by the Academic Council in this regard;
 - (2) to abolish or suspend any Professorships, Readerships and Lecturerships or other teaching posts on the report of the Academic Council in this regard;
 - (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 think fit; and
 - (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 on an offence which, in the opinion of the University Council, involves moral turpitude or upon the ground that he has been guilty of scandalous conduct.¹

REGULATIONS

HOLDING OF MEETINGS

1. The meetings of the University Council shall be held at such times as the Vice-Chancellor may direct 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.

NOTICE OF THE MEETING

2. 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.

SECRETARY

3. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar the person performing his duties shall act as Secretary.

QUORUM

4. Five members inclusive of the Chairman shall form the quorum.

NOTICE OF RESOLUTION AND AMENDMENT

5. (1) 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 Chairman whose decision on the subject shall be final.
 - (2) 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 at least seven clear days before the date of the meeting.
 - (3) 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 Chairman.

PROCEDURE

6. (1) Every motion shall be in the form of a resolution which must be seconded.
 - (2) When a motion has been duly proposed and seconded, the Chairman 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.
 - (3) Any member present may propose an amendment to a motion. When two or more amendments are proposed the Chairman 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).
 - (4) It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.
 - (5) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.
 - (6) An amendment must be duly seconded.
 - (7) Every question shall be decided by a majority of the votes of the members present. The Chairman 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 Chairman shall have the casting vote in addition to his vote as member.
 - (8) 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.
 - (9) No speech other than that of the Chairman shall exceed five minutes in

duration.

- (10) The Chairman shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairman has called for a vote.
- (11) 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.
- (12) 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 thereto, as the case may be, shall immediately be put to the vote.
- (13) 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.
- (14) No discussion shall be allowed on a motion mentioned in Regulation 11.
- (15) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairman of the meeting.
- (16) Any member may, by way of personal explanation, with the permission of the Chairman, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
- (17) Any member may, at any time in the course of a discussion, rise and call the attention of the Chairman to a point of order.
- (18) 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 Chairman has decided it.
- (19) If the Chairman 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 shall so declare and it shall be deemed a breach of order and the speaker shall resume his seat.
- (20) The Chairman shall be the sole judge of any point and his decision shall be final. He may, at his 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 call, the Chairman 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.

- (21) A member suspended for the rest of the sitting shall not take part in any discussion.
- (22) 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 there-upon, he shall do so.
- (23) 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.

BUSINESS BY CORRESPONDENCE

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

MINUTES

8. The Proceedings of the meeting of the University Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures.
9. The Registrar shall, within fifteen days after the meeting of the University Council send a copy of the proceedings to each member of the University Council and the Syndicate.

2. SYNDICATE

STATUTES

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

POWERS

4. In addition to the provisions of the Act, the Syndicate shall have the powers to appoint the following Committees to transact such business of the Syndicate as may be provided by the Statutes or Regulations or assigned by the Syndicate :-
 - i/ Standing Finance Committee;
 - ii/ Campus Development and Works Committee;
 - iii/ Board of Sports & Youth Welfare to –
 - (a) organize, conduct and supervise Youth Welfare activities; and
 - (b) organize, conduct and supervise sports and related activities;
 - iv/ Library Committee to manage affairs of the Library;
 - v/ Publication Board to organize publication of books, journals, research papers and theses and other publications of the University;
 - vi/ Committee for appointment of paper-setters and examiners;

- vii/ Committee for general supervision of University examinations and appointment of Inspectors, Superintendents and other supervisory staff for examination centres;
- viii/ Committee for scrutiny of unfairmeans cases in examinations;
- ix/ Committee for scrutiny of complaints against question-papers/publication of results/scrutiny of marks and re-checking of results; and
- x/ any other Committee which the Syndicate may deem necessary.

REGULATIONS

MEETINGS

10. The meetings of the Syndicate shall be held at such times as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, 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.

NOTICE OF THE MEETING

11. 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 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 or in his absence the Pro-Vice-Chancellor, if any, may suspend or modify the operation of this Regulation.

CHAIRMAN

12. The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence, the Pro-Vice-Chancellor, if any, shall be the Chairman and in the absence of both, the members present shall elect a Chairman for the meeting.

SECRETARY

13. The Registrar shall be the ex-officio Secretary. In his absence the person performing his duties shall act as Secretary.

QUORUM

14. Six members inclusive of the Chairman shall form the quorum.

BUSINESS

15. All Regulations relating to the conduct of business at the meetings of the University

Council, mutatis mutandis, shall apply to the meetings of the Syndicate.

BUSINESS BY CORRESPONDENCE

16. Any emergent item of business for the Syndicate may, at the discretion of the Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, if any, be disposed of by correspondence. Such item shall, however, be placed before the next meeting of the Syndicate.

MINUTES

17. The proceedings of the meeting of the Syndicate shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures. The Registrar shall, within fifteen days after the meeting of the Syndicate, send a copy of the proceedings to each member of the Syndicate and the University Council.

3. ACADEMIC COUNCIL

STATUTES

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

POWERS

6. The Academic Council may appoint a Standing Committee to
 - (i) grant equivalence to the courses and examinations of other Universities with the corresponding courses and examinations.
 - (ii) consider any other Academic matter referred to it by the Vice-Chancellor as the may deem fit for approval/endorsement on behalf of the Academic Council.¹⁷

REGULATIONS

MEETINGS

18. The meetings of the Academic Council shall be convened as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, 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.

NOTICE OF THE MEETING

19. 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 alongwith the agenda paper :

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

CHAIRMAN

20. The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Pro-Vice-Chancellor, if any, shall be the Chairman, and in the absence of both, the Council shall elect one of the Deans of Faculties of the University present as the Chairman for the meeting.

SECRETARY

21. 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.

QUORUM

22. At all meetings of the Academic Council fifteen members inclusive of the Chairman shall form a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

PROCEDURE

23. (1) 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 Chairman shall have the casting vote. The Chairman may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.
- (2) 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 five days before the meeting.
- (3) 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 atleast three clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.
- (4) Notwithstanding anything contained in Regulation 23(2) and(3) the Chairman may allow a motion or an amendment of which the notice required thereby has not been given.
- (5) It shall be open to the Chairman to put to the vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairman may also take vote on two or more amendments in the alternative.
- (6) All Regulations relating to conduct of business at meetings of the University Council not inconsistent with those Regulations shall, mutatis mutandis, apply to all meetings of the Academic Council.

MINUTES

24. The proceedings of the meeting of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval

and signatures. The Registrar shall within fifteen days after the meeting, send a copy of the proceedings to each member of the Academic Council.

4. FACULTIES

STATUTES

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

REGULATIONS

25. 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 :-

(1) Faculty of Arts

1. English;
2. Sanskrit;
3. Persian;
4. Arabic;
5. Hindi;
6. Urdu;
7. Punjabi;
8. Music;
9. Dogri;
10. Mathematics;
11. Geography.
12. Buddhist Studies¹²
13. Functional English¹²
14. Media Studies¹⁶

(2) Faculty of Science

1. Physics;
2. Chemistry;
3. Home Science;
4. Statistics;
5. Bio-Chemistry;
6. Electronics;
7. Computer Applications¹²; and
8. Food Science and Quality Control¹²

(3) Faculty of Social Sciences

1. Economics;

2. History;
3. Political Science;
4. Library Science;³
5. Public Administration;
6. Psychology;
7. Anthropology;
8. Home Science;
9. Rural Industries;³ and
10. Interior Decoration.³
11. Strategic and Regional Studies¹³

(4) Faculty of Oriental Learning

1. Sanskrit;
2. Hindi;
3. Punjabi;
4. Arabic;
5. Persian;
6. Urdu;
7. Dogri; and
8. Kashmiri.

(5) Faculty of Education⁹

1. Education.

(6) Faculty of Ayurvedic Medicine

1. Medicine;
2. Midwifery and Gynaecology;
3. Social and preventive Medicine (Kaya Chikitsa, Charak, Prasuti Stri Rog, Swasthvir);
4. Anatomy and Surgery, Eye and E.N.T. (Sharira, Shalya Shalakaya);
5. Physiology and Pathology (D.D.M. V. & Nidan);
6. Pharmacy and Pharmacology, Medical Jurisprudence and Toxicology (Ras Shastra, Dravya Guna and Agad Tantra); and
7. Basic Sciences and Languages (Padarth Vigyan, Basic Sciences and Sanskrit).

(7) Faculty of Medicine

1. Anatomy;
2. Physiology including Bio-Physics;
3. Pathology and Bacteriology;
4. Pharmacology;
5. Forensic Medicine;

6. Surgery;
7. Medicine;
8. Preventive and Social Medicine;
9. Obstetrics and Gynaecology;
10. Ophthalmology & E.N.T.;
11. Radiology;
12. Psychiatry;
13. Pediatrics;
14. Anaesthesia;
15. Orthopaedics;
16. Dermatology;
17. Bio-Chemistry; and
18. Micro-Biology.
19. Physiotherapy;¹⁴ and
20. Dental Surgery¹⁸

(8) Faculty of Commerce

1. Commerce; and
2. Tax Procedure and Practice¹²

(8-A) Faculty of Management Studies⁴

1. Business Management;
2. Marketing Management.;
3. Business Administration;¹² and
4. Tourism Management;¹²

(9) Faculty of Music and Fine Arts

1. **Music**
 - (a) Vocal;
 - (b) Instrumental; and
 - (c) Dancing.
2. **Fine Arts**
 - (a) Painting;
 - (b) Sculpture;
 - (c) Applied Art; and
 - (d) Graphic Art.

(10) Faculty of Law

1. Law.

(11) Faculty of Engineering ⁵

1. Civil Engineering;
2. Electrical Engineering;
3. Mechanical Engineering;
4. Electronics/Communication/Computer Engineering;
5. Physics;
6. Chemistry; and
7. Mathematics

(12) Faculty of Life Sciences ²

1. Zoology;
2. Environmental Sciences;
3. Botany;
4. Bio-Technology.
5. Sericulture ¹²
6. Industrial Fish and Fisheries ¹²
7. Biological Techniques and Specimen Preparation¹²

(13) Faculty of Behavioural Sciences ²

1. [Deleted] ¹⁹
2. Sociology;
3. Psychology;
4. Philosophy.
5. Physical Education; ¹⁵
6. Teacher Education; ⁹

MEETINGS

26. Meetings of each Faculty shall be convened by the Registrar 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.

NOTICE OF THE MEETING

27. The Registrar 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 alongwith 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.

QUORUM

28. Not less than one-third of the members of a Faculty, including the Chairman, shall constitute a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

PROCEDURE

29. (1) Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Registrar so as to reach his office not less than five clear days before the date of the meeting. The Registrar shall include such proposals in the supplementary agenda and circulate it among the members.
- (2) Amendments to motions can be moved at the meeting of the Faculty with the permission of the Chairman.
- (3) 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 Chairman of the meeting.
- (4) All matters shall be determined in accordance with the vote of the majority of members present, and when the votes are equal. the Chairman shall have the casting vote.
- (5) The Chairman shall regulate the order of speaking and conduct of business at meetings, at his discretion. in accordance with the Regulations prescribed for discussion of matters at meetings of the Academic Council.

MINUTES

- 30 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.

DEANS OF FACULTIES

STATUTES

8. "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 University Professor in a subject comprising the Faculty and in case there is no University Professor in any subject comprising the Faculty, it may be held by a member of the Faculty who is the Principal of a College or Head of an Institution.

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.

Provided also that when in a particular Faculty only one member is eligible for the office of the Dean, he shall be nominated by the Vice-Chancellor or in his absence by the Pro-Vice-Chancellor, if any, to be the Dean of the Faculty.

9. If a vacancy in the office of the Dean occurs at any time, the Vice-Chancellor may nominate the Professor in a subject comprising the Faculty according to the seniority for the remaining triennial period.”¹⁰
10. 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 Chairman. The Dean shall hold office for three years:

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.
11. He 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.

5. BOARDS OF STUDIES

STATUTES

12. 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.
13. There shall be a Board of Studies in each subject or group of subjects comprised in a Faculty.

REGULATIONS

31. The Boards of Studies shall prepare panels of names of paper-setters and examiners in their respective subjects in accordance with the Statutes.
32. Discussions in the Boards of Studies on the merits of examiners and of text-books shall be treated as confidential.

MEETINGS

33. 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. At the annual meeting the Board shall draw up syllabi and courses of study except otherwise prescribed by the Academic Council for the various examinations with which it is concerned. 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, or in his absence the Pro-Vice-Chancellor, if any, shall be previously obtained by the Convener of the Board concerned through the Dean.

NOTICE OF THE MEETING

34. The Registrar shall issue to each member a notice stating the time, date and place of the meeting alongwith the agenda paper.

CHAIRMAN

35. The Convener shall be the Chairman of the Board.

SECRETARY

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

QUORUM

37. 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.

38. 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 province.

6. BOARD OF INSPECTION

STATUTES

14. The members of the Board of Inspection who are to be nominated by the Vice-Chancellor by rotation shall hold office for a period of three years.

15. The Board shall appoint a panel of Inspectors consisting of ten persons for conducting periodical inspection of the constituent and affiliated 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.

16. Periodical inspection of the constituent and affiliated colleges and of other educational institutions shall be conducted by not less than two inspectors in accordance with the procedure laid down in the Statutes.

REGULATIONS

MEETINGS

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

CHAIRMAN

40. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings of the Board and, in the absence of both, the members present shall elect a Chairman for the meeting.

QUORUM

41. The majority of the members of the Board shall form a quorum.

42. All questions 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.

7. SELECTION COMMITTEES

STATUTES

17. The members of the Selection Committees nominated under Section 36 of the Act shall hold office for a period of three years.

REGULATIONS

HOLDING OF MEETINGS

43. The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct.

NOTICE OF THE MEETING

44. 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.

SECRETARY

45. 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 Chairman and all the members of the Committee present at the meeting. The proceedings shall remain confidential and in the personal custody of the Secretary.

7(A). COLLEGE DEVELOPMENT COUNCIL

CONSTITUTION & FUNCTIONS

STATUTES

- 18.A. There shall be College Development Council in the University comprising the following:
1. Vice-Chancellor (Chairman)
 2. Commissioner/Secretary
Higher Education Department
J&K Government:
 3. Chairman
J&K State Board of School Education;
 - 4-10. Deans of Faculties of Arts, Science, Commerce, Social Sciences, Behavioural Sciences, Life Sciences and Dean Academic Affairs;
 - 11-15. Five Professors of the University to be nominated by the Vice-Chancellor by rotation;
 16. Director/Dean College Development Council, University of Kashmir, Srinagar;
 - 17-22. Six Principals of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;

- 23-28. Six Teachers of the affiliated colleges to be nominated by the Vice-Chancellor by rotation;
29. Director College Development Council;
30. Registrar; and
31. Controller of Examinations.

The members of the College Development Council other than ex-officio members shall hold office for a period of three years.

B. The functions of the College Development Council shall be as follows :-

B.1 The College Development Council shall serve as an academic guide to the college system on the one hand and on the other hand to ensure availability and use of facilities in the University Departments to the teachers in the colleges.

B.2 The College Development Council will take all steps as it may think fit for the promotion, coordination and raising the standard of education in colleges. For the purposes of performance of its functions it will -

1. function as a policy making body in regard to proper planning and integrated development of colleges;
2. get surveys conducted of all affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college affiliated to the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled up for the development of colleges and make such information available to the UGC and other concerned bodies;
3. advise the University on all matters relating to development of affiliated colleges such as provision of adequate facilities-academic and physical-for raising thereof learning, teaching and research standard and its periodical evaluation for enabling the University to maintain reasonable continuity of policy in regard to the development of colleges;
4. prepare perspective plan for the development and opening of new colleges to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;
5. advise the University in regard to rationalization and implementation of University policy on affiliation of colleges;
6. help the University in the implementation of the regulations framed by the UGC regarding minimum standard of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;
7. help in the selective development of colleges, to remove regional imbalances and also assist the colleges to realize their potential and in identification of colleges for autonomous status;
8. evaluate and assess the impact of UGC grants utilized by the colleges for the improvement of various development projects;

9. ensure close and continued contact and other interactions between the academic faculties at the University teaching departments and at the colleges and to perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education.

7(B) STUDENT PLACEMENT²⁰

- (1) Appointment of Dean Student placement shall be made by Vice-Chancellor out of the University Professors/Officers with an honorarium @Rs. 2000/-per month.

8. COMMITTEES OF THE SYNDICATE COMPOSITION, POWERS AND FUNCTIONS

REGULATIONS

1. FINANCE COMMITTEE

46. The Syndicate shall have its Standing Finance Committee for regulating and controlling its finances. It shall consist of the following :-
 - (1) the Vice-Chancellor;
 - (2) the Pro-Vice-Chancellor, if any;
 - (3) the Financial Advisor;
 - (4) the Educational Advisor to the Government or the officer designated by the Government to be incharge of Higher Education;
 - (5) two members of the Syndicate nominated by the Syndicate; and
 - (6) the Registrar.

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

POWERS & FUNCTIONS

47. The functions and powers of this Committee shall be as under :-
 - (1) to examine the annual budget consolidated by the Registrar and endorsed by the Financial Advisor and to advise the Syndicate thereon;
 - (2) to review the financial position periodically;
 - (3) to devise means for the improvement of the financial position of the University;
 - (4) to examine every proposal of new expenditure not provided for in the budget: and
 - (5) to perform such other functions as the Syndicate may, from time to time, determine.

MEETINGS

48. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

49. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings and in the absence of both, the members present shall elect their own Chairman.

SECRETARY

50. The Registrar 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 Chairman for his signatures.

QUORUM

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

2. PLANNING BOARD⁷

REGULATIONS

52. 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 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 :-

1. Vice-Chancellor; (Chairman)
2. Pro-Vice-Chancellor, if any;
3. Financial Advisor;
4. Deans of Faculties;
5. Registrar; and
6. Controller of Examinations.

With powers to co-opt.

The Development Officer will be the Secretary to the Board.

MEETINGS

53. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

54. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at all meetings.

SECRETARY

55. The Development Officer shall be the Secretary of the Committee. He shall maintain

proceedings of the Committee in writing and shall submit the same to the Chairman for his approval.

QUORUM

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

3. LIBRARY COMMITTEE

57. The Library Committee shall consist of the following :-

- (1) the Vice-Chancellor;
- (2) the Pro-Vice-Chancellor, if any;
- (3) the Deans of Faculties;
- (4) three Heads of the University teaching Departments nominated by rotation by the Vice-Chancellor;
- (5) three principals of constituent/affiliated colleges nominated by rotation by the Vice-Chancellor;
- (6) the Registrar;
- (7) two persons not being employees of the University or colleges nominated by the Syndicate; and
- (8) the Librarian
(ex-officio member and Secretary).

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

POWERS & FUNCTIONS

58. The functions and powers of the Library Committee shall be -

- (1) 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;
- (2) to frame the annual budget for the Library;
- (3) to enforce Library Regulations;
- (4) to dispose of and write off such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless, provided the value of such books does not exceed Rs.300/- in a year;
- (5) to write off books lost in the Library on the recommendation of the Librarian, save as otherwise provided, the amount of loss does not exceed Rs.300/- in a year;
- (6) 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;

- (7) 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;
- (8) to delegate any of its powers to the Librarian; and
- (9) to fix up the working hours of the Library.

MEETINGS

59. The Committee shall meet atleast twice in a year and at other times when convened by the Chairman.

CHAIRMAN

60. The Vice-chancellor or in his absence the Pro-Vice-Chancellor, if any, shall be the Chairman of the Committee.

SECRETARY

61. 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 Chairman of the Committee for signatures.

QUORUM

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

4. PUBLICATION BOARD

63. There shall be a Publication Board composed of the following :-

1. the Vice-Chancellor;
2. the Pro-Vice-Chancellor, if any;
3. the Deans of Faculties;
4. the Librarian; and
5. the Registrar.

With powers to co-opt experts, whenever considered necessary.

POWERS AND FUNCTIONS

64. The functions of the Board shall be as follows :-

- (1) to undertake subject to the approval of the Syndicate, the publication of -
 - (a) text books prescribed by the Syndicate in accordance with the procedure laid down in the Regulations;
 - (b) such of the research work done under the auspices of the University as the Syndicate may approve for publication;

- (c) research journals;
 - (d) University extension lectures; and
 - (e) any other work, literary or scientific, considered suitable for the Board;
- (2) to advise the Syndicate on all matters connected with the University publications; and
- (3) to authorise reprinting of publications already approved by the Syndicate.
65. The Syndicate may, from time to time, delegate to the Board such powers as may be considered necessary for the proper discharge by it of the duties assigned to it by these Regulations.

MEETINGS

66. The Board shall meet at any time as the Vice-Chancellor may direct.

CHAIRMAN

67. The Vice-Chancellor shall preside at the meetings of the Board. In his absence the Pro-Vice-Chancellor, if any, shall preside and in the absence of both, the members present shall elect their Chairman.

SECRETARY

68. The Registrar shall be the ex-officio Secretary of the Board and shall keep a record of the proceedings of the meeting of the Board. In his absence the person performing the duties of the Registrar shall act as Secretary.

QUORUM

69. Four members shall form the quorum for a meeting of the Board.
70. All questions shall be decided by a majority of votes of the members present. The Chairman, in the event of equality of votes, shall have the casting vote.

5. BOARD OF SPORTS AND YOUTH WELFARE

71. The Board of Sports and Youth Welfare (hereinafter called the Board) shall be composed of :-
- (a) the Vice-Chancellor;
 - (b) the Pro-Vice-Chancellor, if any;
 - (c) the Educational Advisor to the Government or officer designated by the Government to be incharge of Higher Education;
 - (d) four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;
 - (e) four persons, atleast one of whom shall be a woman, not connected with the University and the colleges, interested in Sports and Youth Welfare activities, nominated by the Syndicate;

- (f) the Registrar;
- (g) the Controller of Examinations;
- (h) the Director Youth Welfare; and
- (i) the Director, Physical Education.

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

AIMS AND OBJECTS

72. (a) to promote true spirit of sportsmanship and comanaderie among students;
- (b) to advise the Syndicate in formulation of policies in regard to Sports and Youth Welfare activities and to organise, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate Sports and Tournaments and programme and activities relating to Students' Welfare and to foster, undertake and conduct Inter-College and Inter-University competitions, festivals and cultural and literary activities; and
- (c) to authorise the conduct of tournaments and other Youth Welfare activities in various events as prescribed under the Regulations.

MEETINGS

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

CHAIRMAN

74. The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the members present shall elect a Chairman from among themselves.

SECRETARY

75. The Director Youth Welfare shall be the ex-officio Secretary and the Director Physical Education shall be the Joint Secretary of the Board.

QUORUM

76. Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.

POWERS AND FUNCTIONS

77. The Board of Sports and Youth Welfare shall perform the following functions and duties:-
- (i) To plan, organise and regulate students welfare programmes and activities including hikes, camps, cultural and literary programmes, festivals, extension lectures, Youth clubs and societies, etc.

- (ii) To organise, conduct and control tournaments In various sports events and competitions for students at Inter-College level.
 - (iii) To undertake and implement National Sports Organisation, National Service Corps, National Cadet Corps and National Integration Samiti and similar programmes.
 - (iv) To promote Inter-University fellowship by organising or taking part in Inter-University contests.
 - (v) To select University teams and to appoint instructors of various games and clubs and officials to accompany the University teams for Inter-University Competitions.
 - (vi) To propose Regulations for the organisation, conduct and control of the University Sports and tournaments and Youth Welfare Programmes.
 - (vii) To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.
 - (viii) 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.
 - (ix) To appoint Committees as and when necessary, and fix their terms of reference.
 - (x) To condone delay in the submission of entry by colleges for the tournaments and other competitions conducted by the University.
 - (xi) To prepare reviews and reports of the activities pursued during the Year.
 - (xii) To recommend to the Syndicate budget estimates for Sports and Youth Welfare activities annually.
 - (xiii) To raise and spend funds for Sports and Youth Welfare activities in accordance with the budget estimates sanctioned by the University Council.
 - (xiv) To perform such other functions as the Syndicate may direct or as may be deemed necessary to promote Sports and Youth Welfare programmes.
78. There will be following Departments to provide secretarial assistance to the Board:-
- i. Department of Youth Welfare.
 - ii. Department of Sports and Physical Education.

I. Functions of the Department of Youth Welfare

- (a) To plan, organise and conduct students' welfare programmes including cultural and literary activities, festivals, extension and special lectures, Youth clubs, societies etc.
- (b) To co-ordinate the work of student services, agencies in the University and motivate faculty involvement in students' welfare programmes.

- (c) To prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated/constituent colleges.
- (d) To provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Syndicate in regard to youth 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 regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.
- (g) To organise and supervise the working of canteens, co-operative stores, hobby centres, students 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 youth welfare and maintenance of discipline among students.

II. Functions of the Department of Sports and Physical Education

- (a) To assist the colleges in working out schemes of physical education.
- (b) To organise, conduct and control the University sports, tournaments and athletics and to organise various University sports clubs and Inter-University level coaching camps.
- (c) To organise hikes, trekking, mountaineering camps etc.
- (d) To be incharge of the gymnasium, swimming-pools, play fields, stadium and physical education equipments.
- (e) To advise students regarding the physical development.
- (f) To regulate the functioning of N.C.C., N.S.O. and N.S.C. schemes in the colleges and the University Campus.
- (g) To pursue and implement decisions taken by the Syndicate or the Board of Sports and Youth Welfare in regard to programmes relating to sports and physical education.
- (h) To conduct tournaments in various games for the teaching staff of the University and the affiliated colleges.
- (i) To organise Inter-Departmental Sports and Tournaments for the University teaching Departments.
- (j) Such other functions as the Syndicate or the Vice-Chancellor may direct.

6. COMMITTEE FOR APPOINTMENT OF PAPER SETTERS/EXAMINERS

79. There shall be a Committee of the Syndicate to appoint paper setters and examiners in accordance with the procedure laid down in the Statutes. It shall consist of the following :-

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) two members of the Syndicate nominated by the Syndicate; and
- (iv) the Controller of Examinations.

80. The Dean of a Faculty shall be associated with the meetings of the Committee as a member, whether he may or may not be a member of the Syndicate, whenever appointment of paper-setters and examiners pertaining to that Faculty is to be made.

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

MEETINGS

82. The Committee shall meet whenever the Vice-Chancellor directs.

CHAIRMAN

83. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings.

SECRETARY

84. The Controller of Examinations 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 Chairman for his signatures. These proceedings shall remain confidential and in the personal custody of the Secretary.

QUORUM

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

7. EXAMINATIONS SUPERVISORY COMMITTEE

86. The Syndicate shall have a Committee to exercise general supervision for the conduct of University Examinations and for the appointment of Inspectors, Superintendents, Deputy Superintendents and other Supervisory staff for the conduct of theory examinations of the University in accordance with the procedure laid down by the Statutes and/or Regulations. It shall consist of the following :-

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor, if any;

- (iii) two members of the Syndicate nominated by the Syndicate;
- (iv) two Heads of University teaching Departments nominated by the Vice-Chancellor;
- (v) two Principals of constituent/affiliated colleges nominated by the Vice-Chancellor; and
- (vi) the Controller of Examinations; with powers to co-opt.

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

87. The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor.

MEETINGS

88. The Committee shall meet whenever the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, directs.

CHAIRMAN

89. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings.

SECRETARY

90. The Controller of Examinations shall be the Member 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

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

8. COMMITTEE FOR MISCONDUCT/UNFAIR MEANS CASES

92. 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;

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor; if any
- (iii) Dean Academic Affairs;
- (iv) Three persons nominated by the Syndicate out of which atleast one will be from the Principals of the Govt. Degree Colleges;
- (v) Dean, Faculty of Law;
- (vi) the Controller of Examinations. (Member secretary)

The members constituting the "Competent Authority" other than the ex-officio members shall hold office for a period of three years.

MEETINGS

93. The "Committee Authority" shall meet whenever the Vice Chancellor, or in his absence, Pro-Vice-Chancellor, if any, or Dean, Academic Affairs, may direct.¹¹

CHAIRMAN

94. The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, (if any)/ Dean Academic Affairs, shall preside at all the meetings of the "Competent Authority".

SECRETARY

95. The Controller of Examinations shall be the Member Secretary of the "Competent Authority". The proceedings of the meetings 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.¹¹

QUORUM

96. 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.¹¹

9. COMMITTEE FOR SCRUTINY OF COMPLAINTS AGAINST QUESTION PAPERS/ PUBLICATION OF RESULTS/SCRUTINY OF MARKS AND RE-CHECKING OF RESULTS

97. There shall be a Committee of the Syndicate for the scrutiny and disposal of complaints against question papers, publication of results of the examinations conducted by the University and scrutiny of marks and re-checking of results in accordance with the relevant Statutes. It shall consist of the following :-

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor, if any;
- (iii) three members of the Syndicate nominated by the Syndicate;
- (iv) the Dean of the Faculty concerned;
- (v) the Registrar; and
- (vi) 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.

MEETINGS

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

CHAIRMAN

99. The Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall preside at the meetings of the Committee.

SECRETARY

100. 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

101. 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.

10. UNIVERSITY WORKS COMMITTEE⁸

REGULATIONS

102. There shall be a Works Committee in the University to assist the Syndicate and the University Council in formulation of plans for setting up and development of the campuses of the University including site development, construction of buildings selection of agencies for execution and supervision of works and tender advice on technical matters relating to construction works of the University. The Committee shall consist of:-

- i. Vice-Chancellor; (Chairman)
- ii. Pro-Vice-Chancellor, if any;
- iii. Secretary to Government.
Public Works Department;
- iv. Financial Advisor;
- v. Education Commissioner,
Jammu and Kashmir Govt.;
- vi. Secretary to Government,
Education Department;
- vii. Chief Engineer,
P.W.D. (R&B), Jammu:
- viii. One teacher of Civil Engineering in the Regional Engineering College Srinagar;
and
- ix. Registrar.

Executive/Assistant Engineer Incharge, University Works Department will function as Secretary of the Committee.

103. The Committee will meet whenever the Vice-Chancellor directs.

104. The Vice-Chancellor, or in his absence, the Pro-Vice-Chancellor, if any, will preside at all meetings.

105. The Executive/Assistant Engineer Incharge, University Works Department will maintain the record of proceedings of the Committee in writing and will submit the same to the Chairman for his approval.

106. The majority of members will form the quorum.

107. All matters will be decided by a majority of votes.

108. The Chairman, in the event of equality of votes, will have a casting vote.

References:

1. University Council Resolution No. 22 dated 27.1.1975
2. University Council Resolution No. 43 dated 26-04-2000
3. University Council Resolution No. 18 dated 18-01-1978
4. University Council Resolution No. 12 dated 6.10.1994
5. Notification No.F.Acd/VI/158/96/9724-49 dated 27.12.1996
6. University Council Resolution No. 19 dated 15.12,1988
7. University Council Resolution No. 9 dated 11.4.1975
8. University Council Resolution No. 9 dated 17.12.1975
9. University Council Resolution No. 51 dated 04-12-2001
10. University Council Resolution No. 26 dated 04-12-2001
11. University Council Resolution No. 67.41 dated 25-02-2008
12. University Council Resolution No. 76 of 2004
13. University Council Resolution No. 77 of 2004
14. University Council Resolution No. 55 of 2004
15. University Council Resolution No. 52 of 2004
16. University Council Resolution No. 96 of 2004
17. University Council Resolution No. 66.25 dated 21-04-2006
18. University Council Resolution No. 66.85 dated 21-04-2006
19. University Council Resolution No. 67.173 dated 25-02-2008
20. University Council Resolution No. 68.61 dated 27-03-2009

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CHAPTER III

UNIVERSITY TEACHERS/OFFICERS & OTHERS

STATUTES

CLASSES OF TEACHERS

1. Teachers of the University shall be of two classes, namely -
 - i/ Appointed teachers; and
 - ii/ Recognised teachers.

APPOINTED TEACHERS

2. Appointed teachers of the University shall be either -
 - i/ Servants of the University paid by the University and appointed by the University Council/Syndicate as Professors/ Director, Distance Education, Associate Professors**,³⁸ /Co-ordinator in Law, or Assistant Professors*,³⁸ or otherwise as teachers of the University;¹ or
 - ii/ Persons appointed by the University Council/ Syndicate as Honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.

QUALIFICATIONS

3. The qualifications of salaried teachers appointed by the University shall be as under:-

“DIRECT RECRUITMENT

(Humanities, Social Sciences, Science, Commerce, Education, Physical Education, Foreign Languages and Law)

1) PROFESSOR/DIRECTOR DISTANCE EDUCATION

An eminent scholar with published work of high quality, actively engaged in research, with-

10 years of experience in post-graduate teaching and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

“Text Deleted”³

*Assistant Professor includes a Fellow appointed in the pay scale prescribed for the post of Assistant Professor or a lower scale (but excludes Research Fellow even if assigned teaching work).

**Associate Professor includes a Senior Fellow appointed in the scale prescribed for the post of Associate Professor.

NOTE :-

- i) “The degree of LL.B. (3-years course) be treated as equivalent to Master’s Degree for the purpose of selection to the administrative posts in the University system”⁴²
- ii) “The minimum requirement of 55% of Marks at Master’s level shall not be insisted upon in respect of Senior Teachers/Administrative Officers who are already serving in the University System. However, the minimum requirement in their case shall be at least 50% marks at Master’s level”.⁴³

2) ASSOCIATE PROFESSOR³⁸/COORDINATOR IN LAW

Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also have secured atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

2a/ The post of Coordinator (Law) in the Directorate of Distance Education is interchangeable with the post of Associate Professor in Law.

3) ASSISTANT PROFESSOR ³⁸

“Good academic record with atleast 55% (50% in case of SC/ST category) marks or an equivalent grade of ‘B’ in the seven point scale with the letter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have passed the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR or similar test accredited by the UGC.

NET shall remain the compulsory requirement for appointment as Assistant Professor for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil degree in the concerned subject are exempted from NET for UG level teaching only.” ⁴

NOTE:

B in the 7 point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE

GRADE	GRADE POINT	%AGE EQUIVALENT
O = Outstanding	5.50-6.00	75-100
A = Very Good	4.50-5.49	65-74
B = Good	3.50-4.49	55-64
C = Average	2.50-3.49	45-54
D = Below Average	1.50-2.49	35-44
E = Poor	0.50-1.49	25-34
F = Fail	0.0 - 0.49	0 -24

Relaxations:

- i/ A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for the SC/ST category.
 - ii/ A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th September, 1991.
 - iii/ A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only prior to 1989, when the minimum marks required to appear for JRF examination were 50%.”²
4. i) “Whenever there is a vacancy in the post of a University Professor, or of a University Associate Professor, or of a University Assistant Professor, the post shall be advertised and applications invited before the vacancy is filled:
- Provided that the Vice-Chancellor shall have power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisement, but such persons shall not be amongst those in the service of the University or those who have retired from its service.
- Provided that reservation for Scheduled Caste/Scheduled Tribe candidates shall be granted in the case of recruitment of University Assistant Professors in accordance with the guidelines of the University Grants Commission subject to the condition that the reservation percentage shall remain the same as may be prescribed by the J&K State Government. However, the Scheduled Caste/Scheduled Tribe candidates belonging to parts of the Country other than the J&K State shall also be entitled to apply.
- ii) Notwithstanding anything contained in the statute 4(i) teachers may also be appointed under a career advancement scheme by whatever name it might be indicated and approved by the University council.
 - iii) The University shall maintain one seniority list in each cadre of teachers.”⁵

PROCEDURE OF SELECTION

- 5. All applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select candidates for being invited to appear before the Selection Committee for interview.
 - 6. Candidates selected for interview shall be entitled to receive the travelling expenses at the rates given below :-
 - i/ return second class railway fare from the candidate's nearest rail head to Jammu. In exceptional cases the Vice-Chancellor may authorise T.A. according to the incumbent's entitlement; and
 - ii/ return bus fare from his station to the place of interview for candidates residing within the State.
- Note :** No other allowance shall be admissible to the candidates.
- 7. The Selection Committee shall after interviewing the candidates, submit its recommendations to the University Council/ Syndicate.

EXPLANATION

That the panel of names as recommended for appointment as teachers in the University by a Selection Committee will hold good for a period of one year to be counted from the date the panel of names recommended for appointment by a Selection Committee is approved by the Syndicate in the case of Assistant Professors and by the University Council in the case of Associate Professors and Professors and will be valid only for the post(s) which was/were advertised and for which candidates were interviewed by the Selection Committee.⁷

8. A suitable higher start may be recommended by the Committee for candidates with higher qualifications.
- 8-A. Notwithstanding anything contained in these Statutes, the University Council in the case of Associate Professors and Professors and the Syndicate in the case of Assistant Professors shall be competent to fill up any vacancy in the 'Directorate of Distance Education'⁸ on the recommendation of the Selection Committee, by borrowing the services on deputation of teachers of the colleges affiliated to or constituent of the University for such periods as it may specify.⁹

CONDITIONS OF SERVICES

9. (1) There shall be the following classes of teachers appointed by the University, namely :-
 - i/ Professors;
 - ii/ Associate Professors; and
 - iii/ Assistant Professors.

- (2) 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 a separate order and the terms and conditions embodied in the Statutes shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post :

Provided further that no increments shall be withheld or postponed save by a Resolution of the University Council/Syndicate on a reference by the Vice- Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

- (3) A teacher shall be entitled to the following :

- i/ Leave as may be prescribed by the Regulations.
- ii/ Pension-cum-Gratuity or C.P. Fund-cum-Gratuity as may be opted by a teacher in accordance with the terms and conditions of service approved by the University Council from time to time.

Provided that teachers who opt for pension shall be required to subscribe to G.P. Fund in accordance with the Statutes approved by the University Council."¹⁰

- iii/ The Family Pension-cum-Gratuity Rules prescribed by the State Government for its employees, mutatis mutandis, for such teachers of the University as opt

for G.P. Fund-cum-Pension-cum-Gratuity scheme (operative from the date the triple benefit scheme was introduced in the University i.e. 18th February, 1980).¹¹

9-A. CAREER ADVANCEMENT SCHEME(CAS)³²

- I. Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior Scale) should be four years for those with Ph.D., five years for those with M.Phil., and six years for others at the level of Assistant Professor and for eligibility to move into the grade of Assistant Professor (Selection Grade)/ Associate Professor, the minimum length of service as Assistant Professor (Senior Scale) shall be uniformly five years.
- II. For movement into grades of Associate Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Assistant Professor (Selection Grade).
- III. A Associate Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment through promotion as a Professor.
- IV. The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

V. Assistant Professor (Senior Scale)

A Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if she/he has;

Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.

Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission.(Those with Ph.D. degree would be exempted from one refresher course).

Consistently satisfactory performance appraisal reports.

VI. Assistant Professor (Selection Grade)

Assistant Professor in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria for the post of Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. They will be designated as Assistant Professors in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Associate Professor and, if found suitable, could be given the designation of Associate Professor.

VI. Associate Professor (Promotion)

A Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if she/he has:

Complete 5 years of service in the Senior Scale;

Obtained a Ph.D. degree or has equivalent published work;

Made some mark in the areas of Scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.

After placement in the Senior Scale participated in two refresher Courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission; and

Possesses consistently good performance appraisal reports.

VIII. Promotion to the post of Associate Professor will be through a process of selection by a Selection Committee constituted under the provisions of Kashmir and Jammu Universities, Act.

IX. Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Associate Professor to that of Professor under CAS as:

- i) that a minimum of 8 years experience as a Associate Professor be an eligibility;
- ii) that the Professor already appointed under direct recruitment be not eligible;
- iii) that self-appraisal report for the period including five years before the date of eligibility be submitted;
- iv) that minimum of five research publications out of which two could be the books be submitted for evaluation/assessment before the interviews;
- v) that the assessment of the research publications, including books, be done by three eminent experts in the subject which shall be different than those called for interview to be conducted later on;
- vi) that all the recommendations be positive from the three experts. In case the recommendation of one out of the three is negative, the research publications be sent to the fourth expert for evaluation and assessment. In all, there has to be a minimum of three recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to one negative report out of the initially three experts involved in evaluation;
- vii) that there be a separate column in the evaluation report of the expert saying whether the research publications and books are recommended or not recommended;
- viii) that the University be permitted to hold the interview for promotion under CAS only for those candidates who have cleared by obtaining minimum of three positive recommendations from the experts on their research publications/books;
- ix) that then after the interview be conducted inviting three of the concerned subject making sure that these experts be different than those who had assessed and evaluated the research publications;

- x) that repeat process of promotion/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/interview in which the candidate was rejected;
 - xi) that the promotion from Associate Professor to Professor under CAS being a personal position and not against a sanctioned post, the teaching work-load of the Associate Professor be carried forward with him/her and be undertaken by the promotee even in the capacity of the CAS Professor;
 - xii) that the aforesaid communication be communicated to all the Universities for immediate compliance with effect from March 1, 2002;
- X. The Selection Committee for promotion to the post of professor should be the same as that for direct recruitment. For the promotion from Associate Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

Self-appraisal reports(required)

Research contribution/ books/ articles published.

Any other academic contributions.

The best five written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

Seminars/Conferences attended.

Contribution to teaching/ academic environment/institutional corporate life.

Extension and field outreach activities.

- XI. The requirements of participation in orientation/ refresher courses/summer institutes, each of atleast 3 to 4 weeks duration and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Assistant Professor to Assistant Professor (senior scale) and from Assistant Professor (senior scale) and from Assistant Professor (senior scale) to Assistant Professor (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows.

- (i) For Assistant Professor to Assistant Professor(Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Assistant Professor(Senior Scale to Assistant Professor (Selection Grade)
- (iii) The senior teachers like Associate Professor/Assistant Professors (Selection Grade) and Professors may opt to attend two Seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher

level or attend refresher courses to be offered by ASCs for this level.

- XII. If the number of years required in a Associate Professor cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

Provided that 8 years of service as Associate Professor in the scale of Rs.3700-5700 (revised Rs.12000-18300) must remain the minimum eligibility for consideration of promotion from Associate Professor to the post of Professor under Career Advancement Scheme.

XIII. 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 and as a UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale/Selection Grade provided that:

The post was in an equivalent grade/scale of pay as post of a Assistant Professor;

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

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

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

The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations;

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-

The adhoc service was of more than one year duration;

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.

10. 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, Statutes 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.

The duties of Heads of Departments and Professors shall also include the guidance and co-ordination of studies in their subjects.

“CODE OF CONDUCT FOR THE UNIVERSITY TEACHERS

- 10-A. A teacher shall -

- i/ perform his academic duties such as lectures, demonstrations, assessment, guidance and invigilation conscientiously and with devotion;
 - ii/ be impartial in the assessment of students;
 - iii/ refrain from exploiting official facilities and staff for personal ends and misuse of privileges;
 - iv/ refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;
 - v/ 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;
 - vi/ 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 and place and in a dignified manner); and
 - vii/ not divulge any confidential information relating to the affairs of the University to any person not authorised in respect thereof.”¹²
11. The teacher shall devote his whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement 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.
12. 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.

RE-EMPLOYMENT/EXTENSION OF UNIVERSITY TEACHERS

13. “Subject to other conditions provided in these Statutes, a teacher shall continue in the service of the University until he or she attains the age of 60 years beyond which no extension be granted:

Provided that, on the recommendation of the Vice-Chancellor, the University Council/Syndicate may re-employ a University teacher beyond the age of 60 years 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:”¹³

“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, upto the end of the academic session provided the total period of re-employment does not exceed five months.”¹⁴

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

14. Notwithstanding any provision contained in the leave Regulations, a teacher shall not be entitled to leave of any kind during the period of notice of termination of service.
15. 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 three calendar months' notice in writing.
16. (1) The University Council/Syndicate of the University shall be entitled summarily to determine the engagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.
(2) 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.
(3) 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.
(4) 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.
17. The appointment shall not be determined by the University Council/Syndicate under Statute 16 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.

18. 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 atleast 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 three months salary in addition to any sum due to him/her by way of arrears of salary and Provident Fund.
19. 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.
20. 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 Contributory 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.
21. 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 eighteen periods of fifty minutes each, or for more than fifteen hours in all, during each week:

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.

HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS

22. The Vice-Chancellor shall nominate a teacher of a Department of Studies 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 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.

PART-TIME TEACHERS

23. The University Council/Syndicate may appoint a part-time teacher to teach a particular subject or a part thereof whenever considered necessary.
24. The proportion of part-time teachers shall not exceed at a time, one fourth of the strength of the whole-time teaching staff :

Provided that this will not apply to the Department of Law in the University.
25. Unless otherwise authorised by the Syndicate no part-time teacher shall be appointed for a period exceeding one year, but he shall not be ineligible for re-appointment.

26. A part-time teacher shall not be required to work for more than nine hours a week.
27. The monthly salary of a part-time teacher shall not be less than Rs.100/- per month.
28. A part-time teacher shall be subject to such other conditions of service, as may be prescribed by the University Council/ Syndicate.

RECOGNISED TEACHERS

29. Recognised teachers of the University shall be members of the staff of a constituent college of the University, which provides teaching in Integrated Honours and Post-graduate Courses of Study approved by the University:

Provided that no such member of the staff of the college shall be deemed to be a recognised teacher unless he is recognised by the Syndicate as a Professor, Associate Professor or in any other capacity as a teacher of the University for teaching in his own college relating to Integrated Honours and Post-graduate Courses.

30. The qualifications of recognised teachers of the University shall be the same as prescribed for the appointed teachers of the University.
31. All applications for the recognition of teachers of the 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.
32. No person shall be recognised by the Syndicate as a teacher of the University except on the recommendation of the Selection Committee constituted by the Syndicate for the purpose.
33. The meeting of the Selection Committee shall be convened by the Vice-Chancellor as and when necessary.
34. The period of recognition of a teacher of a constituent college as Professor or Associate Professor or Assistant Professor shall be determined by the Syndicate.
35. The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a 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.

PROFESSOR EMERITUS

36. 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.

VISITING PROFESSOR OR ASSISTANT PROFESSORS

37. 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.
38. 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.
39. Persons invited as Visiting Professors or Assistant Professors may be paid such salary, honorarium, traveling expenses, hospitality, etc. as may be decided by the University Council/ Syndicate.
- 39.A "Adoption of a "Uniform Policy" for grant of honorarium for delivering Guest Faculty Lecturers, to read as under:

Any faculty from outside the Jammu University shall be paid @ Rs. 1000/- per day.

Local faculty shall be paid @ Rs. 500/- per day subject to a maximum of Rs. 10,000/- in an academic year."⁴⁴
40. To the extent possible, the University shall make arrangements for accommodating such Visiting Professors or Assistant Professors within the Campus so that fruitful contacts could be established between them and the teachers and students of the University.
41. Subject to the above, the University Council/ Syndicate shall prescribe such other terms and conditions as may be required in the case of any Visiting Professor or Assistant Professor, including the duration of the appointment.

"HONORARY PROFESSORS"¹⁵

42. 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.
43. 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.
44. An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.
45. 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.

APPOINTMENT OF ADMINISTRATIVE OFFICERS

I REGISTRAR/CONTROLLER OF EXAMINATIONS/DIRECTOR COLLEGES DEVELOPMENT AND EQUIVALENT POSTS⁶

- i) The posts shall be filled up through open advertisement and selection shall be made for a tenure of 5 years which may be renewed for similar terms.⁶
- ii) The minimum educational qualification shall be as under :-
 - a) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
 - b) Atleast 15 years of experience as Assistant Professor (Sr. Scale)/Assistant Professor with eight years in Associate Professor's grade alongwith experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- iii) "The posts of Registrar, Controller of Examinations and Director, Colleges Development Council shall belong to the same cadre and the Vice-Chancellor shall be empowered to interchange the incumbents of these posts in the interest of administration"¹⁸

II JOINT REGISTRAR/ADDITIONAL CONTROLLER³⁴

- i/ The post of "Joint Registrar/Additional Controller"³⁴ shall be filled up through open advertisement and selection.
- ii/ "The minimum qualifications shall be as under :-
 - 1) Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC Seven Point Scale.
 - 2) Atleast 12 years of experience as Assistant Professor (Sr. Scale)/Associate Professor with five years in Associate Professor's grade alongwith experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institution of higher education.

OR

12 years of administrative experience of which 5 years as Deputy Registrar or an equivalent post.

Note : The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers/Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level."¹⁷

The posts of Joint Registrar and Additional Controller of Examinations, shall be Inter-transferable.³⁴

Duties and Powers of Additional Controller of Examinations³⁶

1. To function under the general superintendence and control of the Controller of Examinations.
2. To act as secretary, in the absence of the Controller of Examinations, of complaints committee, competent Authority and all other bodies unless otherwise provided by the statutes or directed by the Vice Chancellor.
3. To assist the Controller of Examinations in the performance of duties.
4. To supervise the work of the Deputy Registrars/Assistant Registrars(if any) working under his direct control.
5. To sanction casual leave to the subordinate staff working under his control.
6. To submit his papers through the Controller of Examinations.
7. To issue all provisional certificates.
8. To control the Examinations Stationary section independently.
9. To have direct control on the following sections in the Controller's Wing.
 - a) Examination of Non-professional and professional courses
 - b) Registration and Certificate section.

The Additional Controller of Examinations will look after the following jobs also: ³⁶

- i) To arrange and supervise stipulations/directions issued by the Centre for Quality Assurance from time to time for Examination Wing.
- ii) To supervise central services created in the Examination Wing.
- iii) To supervise maintenance, stores and estate of Examinations Wing.
- iv) To plan and supervise security arrangements inside and outside Examination Wing
- v) To plan and supervise the work connected with the Convocation.
- vi) To supervise the upkeep of the examination wing.
- vii) To supervise disposal of day to day complaints of students.
- viii) To coordinate the purchase system in the Examination Wing.
- ix) To maintain liaison with Legal Counsel on cases relating to Examination Wing.

Any other work that may be assigned to him from time to time by the University Authorities.

III DEPUTY REGISTRAR AND EQUIVALENT POSTS

The posts shall be filled up-

- a) to the extent of 75% by direct recruitment; and
- b) to the extent of 25% by promotion on the basis of merit-cum-seniority from amongst the eligible Assistant registrar who have completed 8 years of service in the senior scale.

The minimum educational qualifications shall be- ⁶

- a) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- b) Five years of experience as Assistant Professor in a college or a University with experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

IV ASSISTANT REGISTRARS AND EQUIVALENT POSTS

The posts shall be filled up-

- a) to the extent of 50% by direct recruitment; and
 - b) to the extent of 50% by promotion on the basis of merit-cum-seniority from amongst the eligible Selection Officers and P.A. –cum- Stenos in the ratio of 2:1 respectively.²¹
- ii) "Good academic record plus Master's degree with atleast 55% (50% in the case of SC/ST category) of the marks or its equivalent grade of B in the UGC seven point scale."⁶

NOTE to III & IV

1. The Assistant Registrars and their equivalents will have a senior scale as may be prescribed from time to time, placement in which shall be made after completing eight years of service in the University in accordance with the procedure as may be laid down for the purpose, provided they have participated in training programme(s) in Educational Administration, University Management, Accounts and Finance etc. for a total duration of approximately eight weeks and subject to their performance appraisal reports being consistently satisfactory; however, the condition of their participation in training programmes shall be relaxed upto December, 1990.
2. In service employees of the University holding Bachelor's Degree in any discipline and fulfilling other prescribed conditions shall be eligible for promotion to the posts of Assistant Registrar, Deputy Registrar and equivalent posts. Such employees shall also be eligible to compete against direct quota posts of these positions.²²

"Provided that reservation shall be granted to the candidates belonging to Scheduled

Caste/Scheduled Tribe categories in respect of open selection posts of Assistant Registrars and other equivalent posts in accordance with the guidelines of the University Grants Commission subject to the condition that percentage of reservation shall be the same as may be prescribed by the J&K Govt. from time to time".²²

APPOINTMENT OF LIBRARY OFFICERS

I LIBRARIAN⁶

- i/ Master's Degree in Library Science/ Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- ii/ Atleast 13 years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
- iii/ Evidence of innovative Library Service and organisation of published work.

Desirable

- i/ M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation / Archives and Manuscript Keeping.

II DEPUTY LIBRARIAN ⁶

- i/ Master's Degree in Library Science/ Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- ii/ 5 years experience as an Assistant University Librarian/College Librarian;
- iii/ Evidence of innovative library service, published work and professional commitments, computerization of library

Desirable

- i/ M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping, computerization of library.

III ASSISTANT LIBRARIAN ⁶

- i/ Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- ii/ Master's Degree in Library Science/ Information Science/Documentation or an equivalent Professional degree with atleast 55%(50% in the case of SC/ST category) of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of Library.

APPOINTMENT OF OFFICERS OF PHYSICAL EDUCATION

I DIRECTOR PHYSICAL EDUCATION ⁶

- i/ Ph.D in Physical Education.

- ii/ Experience of at least ten years as University Dy. DPEs or 15 years as University Assistant DPEs/College DPEs (Selection Grade)
- iii/ Participation in atleast two National/International seminars/conferences.
- iv/ Consistently good appraisal reports.
- v/ Evidence of organizing competitions and conducting coaching camps of atleast two weeks duration.
- vi/ Evidence of having produced good performances teams/athletes for competitions like State/National/Inter-University/Combined University etc.

II DEPUTY DIRECTOR PHYSICAL EDUCATION (ASSOCIATE PROFESSORS' SCALE)⁶

Ph.D in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.

5 years Experience as University Assistant DPEs with a benefit of two years and one year for Ph.D and M.Phil degree holders.

Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.

Evidence of having produced good performance teams/athletes for competitions like State/National/Inter-University/Combined University etc.

Passed the physical fitness test.

- vi) Consistently good appraisal reports.

III ASSISTANT DIRECTOR PHYSICAL EDUCATION (ASSISTANT PROFESSOR SCALE)⁶

- i) Master's degree in Physical education (2 years course) or Master's degree in Sports or an equivalent degree with at least 55% (50% in the case of SC/ST category) of the marks or an equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.

- ii) Record of having represented the University /College at the Inter-University /Inter-Collegiate competitions or the State in National Championships.

Passed the physical fitness test.

- iv) Qualifying in the National Test Conducted for the purpose by the UGC or any other agency approved by the UGC.

IV ASSISTANT DIRECTOR PHYSICAL EDUCATION (SENIOR SCALE) ⁶

- i) Should have completed six years of service as University Assistant DPEs with a benefit of two years for Ph.D. and one year for M.Phil Degree holders.
- ii) Passed the Physical Fitness Test.
- iii) Consistently good appraisal report.

Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well defined evaluation procedure (exemption

from the refresher course is granted to Ph.D. degree holders).

V ASSISTANT DIRECTOR PHYSICAL EDUCATION (SELECTION GRADE) ⁶

Completed five years of service as University Assistant DPEs in the Senior Scale.

- ii) Has attended atleast two refresher courses of about three-four weeks duration with proper and well defined evaluation procedure after placement in the scale of Rs.3000-5000.
- iii) Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two weeks duration.
- iv) Passed the Physical Fitness Test.

Consistently good appraisal report.

NOTE:⁶

The minimum requirement of 55% should not be insisted for the post of Registrars, Deputy Registrars, Librarians, Dy. Librarians, Director of Physical Education, Deputy Director of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar, Assistant Librarian, Assistant Director of Physical Education.

QUALIFICATIONS FOR THE POST OF DIRECTOR, ASSISTANT DIRECTOR/COORDINATOR AND PROJECT OFFICER/PROGRAMME OFFICER IN THE CENTRE OF ADULT, CONTINUING EDUCATION AND EXTENSION:¹⁹

I DIRECTOR

An eminent scholar with published work of high quality, actively engaged in Research with 10 years of experience in Post-graduate teaching in the subjects of Adult/Continuing/Community/ Extension Education/Social Sciences/Social Work/Education and/or experience in research/extension work at the University/National Level Institutions, including experience of guiding Research at doctoral level/supervising and monitoring of extension work at field level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge and its extension.

II ASSISTANT DIRECTOR/CO-ORDINATOR

Good academic record with a doctoral degree or equivalent published work in the subject of Adult/Continuing/Education/Community Development/ Extension Education/Social Sciences/Social work/Education. In addition to these, candidates who join from outside the University system, shall also possess atleast 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B,C,D,E,F at the Masters degree level.

Five years of experience of teaching and/or research/extension work excluding the period spent for obtaining the Research Degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation,

design of new courses and curricula.

III PROJECT OFFICERS/PROGRAMME OFFICERS

Good academic record with atleast 55% of the marks in the subject of Adult/Continuing Education/Community Development/Extension Education/Social Sciences/Social work/Education/Humanities/Home Science/Commerce or an equivalent grade of B in the 7 point scale with letter grades O,A, B, C, D, E and F at the Masters degree level in the said subjects from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, the candidates should have cleared the eligibility test(NET) for Lecturer conducted by the UGC/CSIR or similar test accredited by the UGC in the above mentioned subjects.

NOTE:-

NET shall remain the compulsory requirement for appointment of Project Officer/ Programme Officer even for candidates having Ph.D. Degree. However, the candidates who have completed M.Phil. Degree or have submitted Ph.D. thesis in the above said subjects upto 31st December, 1993, are exempted from appearing in the NET examination.⁴

RELAXATIONS:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
2. A relaxation of 5% marks may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September 1991.
3. A relaxation of the minimum marks at the P.G. level from 55% to 50% for appointment as Project/Programme Officer may be provided to the candidates who have cleared the J.R.F. examination conducted by the UGC/CSIR only, prior to 1989, when the minimum marks required to appear for J.R.F. Examination were 50%.
4. The minimum requirement of 55% shall not be insisted upon Director, Assistant Director/ Coordinator for the existing incumbents who are already in the University system. However, the marks should be insisted upon those entering the system from outside and those at the entry point of Project Officer/Programme Officer.

RECRUITMENT/PROMOTION OF NON-TEACHING ADMINISTRATIVE/ SECRETARIAL STAFF (EIGHT CATEGORIES)²⁴

S. No.	Designation	Qualification	Mode of Recruitment/Promotion
1.	Class-IV Posts	Middle Pass	On the basis of fitness, suitability and interview. Note :- 33% of the permanent vacancies in the category of Class-IV employees be filled up out of the category of persons working temporarily or on daily wages or as work charge staff or on contractual basis etc. subject to the condition that their work

2.	Jr.Asst.-cum-Typist	Graduation with a type speed of 40 w.p.m.	<p>and conduct have been satisfactory during their employment as such.</p> <p>“On the basis of written test, type test and Interview. Proficiency in Computer usage will be an additional qualification.</p> <p>Note :- 33% of the vacancies of Junior Assistants-cum-Typists shall be reserved for matriculate Class-IV employees who hold substantive appointment and have put in atleast five years service in the University. Such an employee 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.”²⁵</p>
3.	Senior Assistant	-	<p>By selection on the basis of seniority-cum-fitness out of the cadre of Junior Assistants-cum-Typists who have put in atleast three years service as such.</p>
4.	Head Assistant/ Accountants/Cashier	-	<p>By selection on the basis of seniority-cum-fitness out of the cadre of Senior Assistants who have put in atleast five years service as such.</p>
5.	Section Officer	-	<p>By selection on the basis of seniority-cum fitness out of the cadre of Head Assistants/Accountants/ Cashiers who have put in atleast five years service as such.</p>
6.	Steno-Typist	-	<p>100% by selection from amongst the Junior Assistants-cum-Typist/ Senior Assistants having a minimum speed of 60 w.p.m. in shorthand and 40 w.p.m. in typing.</p> <p>Note :-</p> <p>In case inservice candidates with the requisite speed in shorthand and typing are not available selection will be made through direct recruitment from amongst the graduates having a minimum speed of 60 w.p.m. in shorthand and 40 w.p.m. in typing.</p>
7.	Jr. Stenographer	-	<p>By selection on the basis of seniority-cum-fitness out of the Steno-Typists who have put in at least three years service as such and have maintained a minimum speed of 65 words per minute in shorthand and 40 words per minute in typing.</p> <p>Note :-</p> <p>In case inservice candidates with the requisite speed in shorthand and typing are not available selection will be made through direct recruitment from amongst</p>

8. P.A.-cum-Steno - the graduates having a minimum speed of 80 w.p.m. in shorthand and 40 words per minute in typing."²⁶.
By selection on the basis of seniority-cum-fitness out of the Junior Stenographers who have put in at least three years service as such:²⁴

General Note :

1. The above Statutes governing recruitment/ promotion shall remain in force till such time the UGC prescribes qualifications and other conditions for the purpose. Thereafter, such qualifications and other conditions for recruitment and promotions as may be prescribed by the UGC for Central Universities employees shall be applicable to the above categories of employees of this University.
2. Selection to the posts already advertised will, however, be made in accordance with the qualifications as mentioned in the respective advertisement notices.

OTHERS

1. QUALIFICATIONS FOR RECRUITMENT OF ELECTRONICS ENGINEER IN THE DEPARTMENT OF PHYSICS

- i/ "B.E./B. Tech./M.Sc. in Electronics or M.Sc. Physics with specialization in Electronics, in First or IInd Division from a recognised Institute/University of India or abroad or equivalent qualifications.
- ii/ At least about 2 years experience in designing and fabricating digital electronics circuits using the most modern techniques.
- iii/ Acquaintance with Micro processor based electronics technology will be considered as preferential qualifications."²⁷

2. QUALIFICATIONS FOR THE POST OF EXTENSION SCIENTISTS IN ENVIRONMENTAL STUDIES AND ECOLOGY IN ENVIRONMENT SCIENCES

Extension Scientist - Environmental Sciences

- i/ The candidate should possess at least 2nd division Master's Degree in Environmental Sciences or Ph.D. in Environmental Sciences.
- ii/ Should have minimum three years experience of Extension work related to the subject for the benefit of community/society.

Extension Scientist - Ecology

- i/ The candidate should possess atleast 2nd division Master's Degree in Botany or Zoology with Ecology as special subject or Ph.D. on any ecological problem related to plants/ animals. Candidates with M.Sc. Ecology are also eligible.
- ii/ Should have minimum three years experience in community and extension service in the field of Ecology and Environment."²⁸

3. QUALIFICATIONS FOR THE POST OF SERVICING AND DEVELOPMENT ENGINEER IN ELECTRONICS IN THE DEPARTMENT OF PHYSICS

"B.E. / B. Tech. in Electronics / Computer Science /Instrumentation.

OR

M.Sc. Electronics with hardware experience.

Experience

Two year experience in Instrumentation/Computer Hardware/ Microprocessors.

Desired Qualifications

M.E./M.Tech. in the respective fields."²⁹

4. QUALIFICATIONS FOR THE POST OF COMPUTER SCIENTIST 'B' UNDER INFLIBNET PROGRAMME IN THE CENTRAL LIBRARY. ³⁰

a/ B.E. (Computer)

OR

b/ Master's Degree in Computer Applications (MCA)

OR

c/ Master's Degree in Library and Information Science (M.Lib. or M.Lib.I.Sc.) and Post-graduate Diploma in Computer Applications (PGDCA).

OR

d/ Bachelor's Degree in Library and Information Science (B.Lib. or B.Lib.I.Sc.) with three years experience in the field and Post-graduate Diploma in Computer Applications (PGDCA). All degrees/diplomas shall be from recognized University/ institution with minimum 55% marks.

5. QUALIFICATIONS FOR THE POST OF COMPUTER PROGRAMMER ³⁵

MCA/M.Tech/B.E./B.Tech. in Computer Science/ B.E.(IT)/M.Sc. Computer Science ³⁷ with atleast 55% of aggregate marks(50% for inservice candidate) from any recognized University.

The candidate should preferably have at least two years experience in software development in educational or any other reputed organization.

6. QUALIFICATIONS FOR THE POST OF LABORATORY ASSISTANT IN THE DEPARTMENT OF BIO-TECHNOLOGY ³¹

M.Sc. in Bio-Technology / M.Sc. in Bio-Chemistry / M.Sc. in Chemistry / M.Sc. in Botany/ M.Sc. in Zoology / M.Sc. in Agriculture Chemistry / M.Sc. in Micro-Biology / M.Sc. in

Chemical Engineering.

7. “QUALIFICATION FOR THE POSITION OF DY. DIRECTOR/PLACEMENT OFFICER IN THE DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, AS UNDER :

1. MCA/M.Tech. (Computer Science), B.Tech./B.E. (Computer Science) from any recognized University with minimum of 55% marks aggregate.
2. Minimum of 05 years teaching/administrative experience in the pay scale of Rs. 8000-13500.
3. Preference will be given to the candidate having experience in placement related activities.”³⁹

8. “PRESCRIPTION OF PAY SCALE OF RS. 8000-275-13500 FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER IN THE DHANVANTRI LIBRARY WITH THE FOLLOWING QUALIFICATIONS :

Master’s Degree in a subject with minimum 55% marks”⁴⁰

9. “PRESCRIPTION OF THE PAY SCALE OF RS. 8000-13500 FOR THE POST OF PATENT OFFICER WITH THE PRESCRIBED QUALIFICATIONS AS UNDER :

- Graduation in Law (3 years or 5 years integrated course) with minimum of 50% marks or equivalent CGPA.
- 03 years experience after enrolment with Bar Council, as a practicing advocate or as a Law Officer in a University/Public Sector Organisation/High Court/ Autonomous Bodies/Organisation of repute.

Preferable Qualifications/experience :

- Experience in Intellectual Property (IP) Law with specialization in filing, prosecution registration etc of patents.”⁴¹

10. QUALIFICATIONS FOR THE POST OF ASSISTANT PROGRAMMAR³⁷

B.E.(IT) and M.SC (Computer Science) software.

11. “ACADEMIC COORDINATOR

Post/s of Academic Coordinator in Bhaderwah and other Compuses of the University be and shall be treated as part of the teaching faculty and such rules and regulations, as are applicable to the teachers, shall also apply to such post/s.”⁴⁵

TEACHERS WELFARE FUND

REGULATIONS GOVERNING TEACHERS’ WELFARE FUND FOR THE TEACHERS OF THE UNIVERSITY AND ALL ITS NON PROFESSIONAL AND NON-TECHNICAL GOVERNMENT DEGREE COLLEGES.

I. “CREATION OF FUND:”¹⁶

A Teachers Welfare Fund (hereinafter called the Fund) shall be created in the University out of deduction of 7% to be made from the bills of remuneration of teachers for the

following assignments provided the amount of the Bill is to the tune of Rs.100/- and above :-

1. Paper setting;
2. Evaluation of Answer scripts;
3. Tabulation of results;
4. Conduct and supervision of Examinations;
5. Practical Examinations;
6. Coding;
7. Remuneration payable to the teachers for the above assignments which is surrendered by them;
8. Donations from other sources;
9. Such other assignments as may be added from time to time.

Note :- Fraction of 50 paise will be rounded to the next whole rupee and fraction of less than 50 paise will be ignored.

II. PURPOSES OF THE FUND :

The Fund shall be used for :-

1. Providing financial relief to the dependents of a deceased teacher leaving behind dependents in need of pecuniary help. Such a relief may be sanctioned by the Vice-Chancellor on the recommendations of Teachers' Welfare Fund Committee.
 - a) Providing assistance to a teacher in the event of accident or serious illness to himself/herself, spouse, children or dependent parents.³³
 - b) In case of superannuated teacher, such assistance shall be applicable in the event of accident or serious illness to himself/ herself and the spouse only. ³³

Providing assistance to teachers in indigent circumstances which, in the opinion of the Teachers' Welfare Fund Committee, deserve compassion, consideration and help.

III. OPERATIONAL CONDITIONS:

- (a) Financial Assistance out of Teachers' Welfare Fund shall be provided to the regular teachers of the University and the Non-Professional and Non-technical Degree Colleges of the J&K State Govt. affiliated to the University of Jammu.
- (b) The financial assistance shall be provided to a claimant if expenditure on his/her ailment and/or that of his/her dependent exceeds Rs. 10,000/- a month and/or Rs. 50,000/- in a year.
- (c) At a given time the expenditure statement for claiming financial assistance should not accumulate for a period beyond one year preceding the date of preferring the claim.
- (d) In case of long ailment where claimant is confined to bed and has exhausted all

his/her Earned Leave/ Half Pay Leave, the Teachers' Welfare Fund Committee may consider the case for suitable financial assistance.

- (e) The financial assistance to be granted at a time shall be 50% of the total expenditure which is not to be reimbursed by the employer. However, it should not exceed Rs. 50,000/-.³³
- (f) The maximum financial assistance in all to be allowed to an employee out of the fund shall not exceed Rs. 70,000/-.³³
- (g) A sum of Rs. 30,000/-³³ is to be provided to the dependents of the deceased who is covered under the financial assistance Regulations at the time of his/her death provided he/she was in service at the time of his/her death. This amount shall be over and above the limit of Rs. 70,000/-.³³
- (h) Under exceptional circumstances the financial assistance in the cases not covered under these Regulations may be considered by the Teachers' Welfare Fund Committee depending upon the merits of each case. The amount to be disbursed may be decided by the Committee subject to the above mentioned ceiling criteria.

In an emergency the Vice-Chancellor may, on the recommendations of President JUTA and the President J&K College Teachers' Association, Jammu Division authorize disbursement of the amount to the claimant in anticipation of the approval of the Teachers' Welfare Fund Committee.

A teacher who has been given financial assistance will be at liberty to make suitable donation for credit to the Fund when his financial position improves.

IV. ADMINISTRATION OF FUND :

The Fund shall be administered by a Disbursing Committee consisting of :-

- i/ the Vice-Chancellor; (Chairman)
- ii/ the President and the Secretary of the Jammu University Teachers Association;
- iii/ the President and the Secretary of the J&K College Teachers Association of Jammu Division;
- iv/ two senior teachers to be nominated by the Vice-Chancellor;
- v/ the Registrar; and
- vi/ the Deputy Registrar (Finance).

Nominated members shall hold office for a period of two calendar years.

- V The assistant registrar (Finance) shall be the Secretary of the committee and shall keep account of the Fund.
- VI By debit of the Fund, remuneration @ Rs. 50/- p.m. each shall be paid to three Assistants to be engaged for the maintenance of accounts.

Reference:

1. University Council Resolution No. 2 dated 10.06.1985

2. University Council Resolution No. 37 dated 26.04.2000
3. University Council Resolution No. 12 dated 21.02.2003
4. University Council Resolution No. 67.78 dated 25.02.2008
5. University Council Resolution No. 7 dated 15.01.2001
6. University Council Resolution No. 9 dated 15.01.2001
7. University Council Resolution No. 19 dated 16.04.1987
8. University Council Resolution No. 11 dated 27.07.1996
9. Notified vide F.Acd/Statutes/75-76 dated June 1976
10. University Council Resolution No. 11 dated 31.05.1982
11. University Council Resolution No. 26 dated 11.09.1984
12. University Council Resolution No. 12 dated 28.04.1976
13. University Council Resolution No. 6 dated 10.06.1985
14. University Council Resolution No. 8 dated 08.10.1993
15. University Council Resolution No. 10 dated 04.06.1977
16. University Council Resolution No.22 dated 21.02.2003
17. University Council Resolution No. 7 dated 04.12.2001
18. University Council Resolution No. 46 dated 21.06.2004
19. University Council Resolution No. 5 dated 15.01.2001
21. University Council Resolution No. 5 dated 05.11.1982
22. University Council Resolution No. 4 dated 27.07.1996
24. University Council Resolution No. 58 dated 06.10.1989
25. University Council Resolution No. 60 dated 23.05.1998
26. University Council Resolution No. 47 dated 14.10.1992
27. University Council Resolution No. 7 dated 25.07.1996
28. University Council Resolution No. 9 dated 25.07 1996
29. University Council Resolution No. 51 dated 23.05.1998
30. University Council Resolution No. 41 dted 05.04.1999
31. University Council Resolution No. 35 dated 26.04.2000
32. University Council Resolution No. 9 dated 26.04.2000
33. University Council Resolution No. 66.08 dated 21.04.2006
34. University Council Resolution No. 66.133 dated 21.04.2006
35. University Council Resolution No. 67.139 dated 25.02.2008
36. University Council Resolution No. 67.136 dated 25.02.2008
37. University Council Resolution No. 67.17 dated 25.02.2008
38. University Council Resolution No. 67.123 dated 25.02.2008
39. University Council Resolution No. 68.68 dated 27.03.2009
40. University Council Resolution No. 68.72 dated 27.03.2009
41. University Council Resolution No. 68.87 dated 27.03.2009
42. University Council Resolution No. 67.91 dated 25.02.2008

43. University Council Resolution No. 13 dated 21.02.2003
44. University Council Resolution No. 67.54 dated 25.02.2008
45. University Council Resolution No. 16 dated 25.02.2008

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CHAPTER IV

STATUTES GOVERNING AFFILIATION AND RECOGNITION OF COLLEGES AND OTHER INSTITUTIONS.

1. Colleges shall be of two types namely :-
 - i) Constituent: and
 - ii) Affiliated

General conditions for Affiliation and Recognition.

2. Subject to the provisions of Section 49 of the Act, a college or institution applying for admission to the privileges of the University in any Faculty shall be required to satisfy the following conditions :-

i/ that it is managed by a duly constituted and Registered Society, a Trust or Local Body :

ii/ that the institution has undisputed possession of land as per norms indicated below :-

- | | |
|--|--|
| <p>(a) Affiliated College offering B.A.,B.Sc., or B.Com. Course(s) with total roll of 400 students or less in all classes.</p> <p style="text-align: center;">OR</p> <p>(b) "Constituent College offering B.Ed or LL.B. 3 year and 5/ years course/ courses with roll of 400 students less."</p> <p style="text-align: center;">OR</p> <p>(c) Affiliated Oriental institution with total 400 students or less.</p> | <p>Atleast eight Kanals, preferably as one piece In case the College/Institution it difficult to procure one piece of land measuring eight Kanals, it may have one piece measuring at least six Kanals for Instructional area i.e. class rooms.</p> <p>Library. Laboratories, workshop (s), Computer or room, etc. Administrative area i.e. offices. staff room. stores, conference room. etc.and Students' Amenities area i.e. common room for students. Canteen, offices for NCC and / or N.S.S., dispensary, roll of Students activities centre, play grounds. Multipurpose/Examination Hall, etc. and the other piece measuring atleast two kanals for Residential area (i.e. Students' Hostel, Staff quarters. etc.).</p> |
|--|--|

Provided that the College, intending to have enrolment higher than that mentioned above. shall acquire more area of land in appropriate proportion;

- iii/ that it guarantees a satisfactory standard of educational efficiency for the purpose for which recognition or affiliation is sought, and that it is established on permanent basis;
- iv/ that it is situated within the territorial jurisdiction of the University;
- v/ that it is not imparting education for private gain or profit;
- vi/ that its financial resources are such as to make provision for its continued maintenance;
- vii/ that it satisfies a demand for higher education in a particular locality;

- viii/ that the college/institution not maintained by the Government. is prepared to adopt the scales of pay prescribed by the State Govt. from time to time;
- ix/ that the play ground is suitable and sufficient;
- In case the institution finds itself deficient in this regard, it will arrange the facilities of play grounds and allied equipment from the University/public institutions on payment of such charges as may be mutually decided.
- x/ that the furniture and equipment are adequate;
- xi/ that facilities for the residence of students are satisfactory;
- xii/ that due provision is available for the health and recreation of students;
- xiii/ that it is prepared to furnish such reports, returns and other information as provided by the Statutes or as the University/State Govt. may require from time to time.
- xiv/ that provision has been made for a suitable library;
- xv/ when affiliation is sought in any branch of experimental sciences, that arrangements have been made for imparting instruction in that branch of science in a properly equipped laboratory or museum;
- xvi/ that the institution is in undisputed possession of a suitable building for meeting all its requirements;
- xvii/ that the institution is prepared to place at the disposal of the University accommodation, furniture, etc. for the conduct of various examinations and other activities free of cost;
- xviii/ that except for fees and other charges as may be approved by the University, the institution shall not collect any capitation fee or donation from any of its students;
- xix/ that the college shall have its accounts audited at the end of each financial year by a Chartered Accountant and copy of the audit report alongwith a statement of audited annual accounts shall be made available to the University;
- xx/ that the college/institution, not maintained by the Government, has a separate Endowment Fund, as given below, that cannot be alienated so long as the college/ institution continues to exist² :-
- | | | |
|----|---|---|
| a/ | Affiliated College imparting instruction in B.A.,B.Sc., or B.Com. course. | Atleast Rs.five lacs. Rs.One lac upto the date of first inspection; to be raised by another amount of Rs. one lac within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by a minimum amount of Rs.50,000/- p.a. till the target of Rs.five lacs or such other amount, as may be fixed by the University, from time to time, is achieved. |
| OR | | |
| b/ | Constituent College imparting instruction in B.Ed. course. | |
| c/ | Affiliated Oriental Institution | Atleast Rs.25,000/-.
Rs.5,000/- upto the date of first inspection; |

to be raised by another amount of Rs.5,000/- within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by a minimum amount of Rs. 2500/- per annum till the target of Rs. 25,000/- or such other amount, as may be fixed by the University, from time to time, is achieved.

d/ Constituent Medical College

Atleast Rs. 25 lacs.

Rs.5 lacs upto the date of first inspection; to be raised by another amount of Rs.5 lacs within six months from the last date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by a minimum amount of Rs. 2.5 lacs per annum till the target of Rs. 25 lacs or such other amount, as may be fixed by the University, from time to time, is achieved.

e/ Constituent Dental College
OR

Atleast 20 lacs.

Rs.4 lacs upto the date of first inspection; to be raised by another amount of Rs. 4 lacs within six months from the date of admission during the first year of affiliation.

f/ Constituent College of Engineering

Subsequently the Endowment Fund is to be raised by a minimum amount of Rs.2 lacs per annum till the target of Rs.20 lacs or such other amount, as may be fixed by the University, from time to time, is achieved.

g/ Constituent Law College
imparting instruction in LL.B.
(3 years or 5 years Courses).

Rs. Ten lakhs , Rs. 4 lakhs upto the date of first inspection; to be raised by another amount of Rs. 1.5 lakhs within six months from the last date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by an amount of Rs. 1.5 lakhs per annum till the target of Rs. 10 lakhs or such other amount , as may be fixed by the University , from time to time, is achieved.”³

h/ “Constituent Law Colleges
imparting instruction in LL.B.

Rs.13 lac. Rs. 5 lacs upto the date of first inspection; to be raised by another amount

(3 years and 5 years) Courses. of Rs. 2 lac with in six months from the date of admission during the first year of affiliation.

Subsequently the Endowment Fund is to be raised by an amount of Rs. 2.0 lakhs per annum till the target of Rs. 13 lakhs or such other amount , as may be fixed by the University , from time to time, is achieved.”³

xxi) that the college/institution not maintained by the Govt. is properly managed by a Managing Committee comprising the Chairman and eight members.

A) Chairman 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 or a Local Body.

B) of the eight members referred to above -

- a) two should be prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairman;
- b) one member of the Syndicate, to be nominated by the Vice-Chancellor;
- c) one Teacher of the college, by rotation, to be nominated by the Chairman, on the basis of seniority;
- d) one person experienced in Educational Administration, to be nominated by the Vice-Chancellor;
- e) Director Colleges Development;
- f) nominee of the State Education Department;
- g) Principal of the College -Member-Secretary.

The tenure of the members at serial (B) (a), (b), (c), (d) and (f) shall be two years (viz. 24 months) from the date of notification of constitution of Managing Committee. However, except S.No. B(c), they shall be eligible for re-nomination upto two consecutive terms only.

Majority of the members shall form the quorum for meetings.

3. 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 constituent colleges offering Bachelor's Degree/Master's Degree Programme in Medical, Dental, Technical, Management, Agricultural, Nursing, Pharmacy education etc., as the case may be, in respect of the following:-

- a/ Land and building
- b/ Laboratory equipment
- c/ Computing facilities
- d/ Furniture and fittings
- e/ Books and journals
- f/ Recurring and non-recurring expenditure

- g/ Staff— Teaching, Technical, Non-technical, Library, their qualification, pay scales and service conditions, etc.
- h/ Work load of teachers and students, and
- i/ Other connected matters.

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 atleast 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.

The norms laid down in these Statutes shall be applicable to such Constituent Colleges, so far as may be consistent with those prescribed by the concerned All India Statutory Body.

4. The minimal requirements (in terms of faculty, Building, Library, Laboratory, etc.) for establishment of a College to impart instruction in B.Ed. and L.L.B² Courses have been worked out and are listed in Appendix-I and Appendix-II² respectively.

Library

5. The normal expenditure on books and periodicals in libraries in the Constituent Affiliated Colleges/ Oriental Institutions shall be as under :—

- a) For an Affiliated College imparting instruction in B.A., B.Sc., B.Com. course with an intake of 120 or less per annum, per class, per course.
 - i/ Initial Block grant : Rs.60,000/- per Course (i.e. B.A.,B.Sc., or B.Com., as the case may be) which may be spread over two years.
 - ii/ Annual grant : Rs.15,000/. per Course (i.e. B.A., B.Sc., or B.Com., as the case may be,) to be enhanced @ 5% every year.
- b) For Constituent College imparting instruction in B.Ed course with intake of 120 or less per annum.
 - i/ Initial Block grant : Rs.30,000/-
 - ii/ Annual grant : Rs.10,000/- to be enhanced @ 5% every year.
- c) For Affiliated Oriental Institution with intake of 120 or less per language per annum.
 - i/ Initial Block grant : Rs. 5,000/- per language
 - ii/ Annual grant : Rs. 2,000/- per language to be enhanced @ 5% every year.

Provided that in the case of college/institution with intake higher than that mentioned above, the recurring library grant shall be increased proportionately.

- d) "For constituent college imparting instruction in LL.B.(3 years or 5 years) course with intake 160 or less.
 - i/ Initial Block grant : Rs. 2.00 Lac
 - ii/ First year : Rs. 0.50 Lac
 - iii/ Second year : Rs. 0.50 Lac
 - iv/ Third year : Rs. 0.50 Lac
 - v/ Subsequent years : Rs. 0.25 Lac

Law College must also subscribe to the following Law journals for its Library:

1. All India Reporter.
2. Supreme Court Cases.

3. State High Court Reports.
 4. Local Journals.
 5. Indian Bar Review.”³
- e) “For constituent College imparting instruction in LL.B. (3 years or 5 years) Courses with intake 160 or less.
- | | | |
|------|---------------------|----------------|
| i/ | Initial Block grant | : Rs. 4.00 Lac |
| ii/ | First year | : Rs. 1.00 Lac |
| iii/ | Second year | : Rs. 1.00 Lac |
| iv/ | Third year | : Rs. 1.00 Lac |
| v/ | Subsequent years | : Rs. 0.50 Lac |
- Law College must also subscribe to the following Law journals for its Library:
1. All India Reporter.
 2. Supreme Court Cases.
 3. State High Court Reports.
 4. Local Journals.
 5. Indian Bar Review.”³

Laboratory

6. Separate laboratory equipped with sufficient and suitable material and apparatus shall be provided for each Science subject.

Teaching staff

7. 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.
8. 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 extra curricular 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.

Provided that no teacher shall be expected to lecture for more than 4 periods per day in case the institution observes at least 180 actual working days in an academic year.

The weekly work-load of a teacher shall not normally exceed 30 clock hours in order to enable him to undertake some study and prepare for tutorials, seminars, etc.

9. The length of a period may be 45 minutes, but in no case more than one hour.

Number of students in a class

10. “The maximum number of students in a class or section shall not, except with the previous permission of the Vice-Chancellor, exceed 80, subject to the availability of adequate accommodation in the case of Affiliated Colleges offering B.A., B.Sc., or B.Com. Course, 60 in the case of Constituent Colleges offering B.Ed.and 80 in LL.B. courses and 60 in case of Institutions offering language courses. The maximum number of students in any class (LL.B. I, II, III, IV, V, VI, VII, VIII, IX, X as the case may be) shall not exceed 320 in any Law College.”³

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) timetable for the new section and the accommodation available should immediately be sent to the Director 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.

In the case of a non-Government Affiliated/ Constituent College, a new section can be started only with the prior approval of the Vice-Chancellor.

Admission of students

11. Each Constituent, Affiliated College or any other Recognized institution 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 a non-Government College shall be made by the Admission Committee in accordance with the Statutes, Regulations, norms and procedure prescribed, from time to time, by the University. Admission Committee shall comprise the following :-

- i) Dean of the Faculty concerned or his nominee who will in no case be below the rank of Reader in any subject of the concerned faculty;
 - ii) Principal of the College concerned. He will also act as Convenor of the Committee;
 - iii) One teacher nominee of the Vice-Chancellor;
 - iv) One senior teacher of the college concerned, to be nominated by the Principal;
- Two members shall form the quorum for meetings.

In case of tie between two applicants for admission, the Vice-Chancellor shall have the casting vote.

Periodical Staff Statements

12. Each Constituent, Affiliated College or Recognized Institution shall send to the Director 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.
13. Any subsequent change in the staff structure of the College/ Institution shall be communicated to the Director Colleges Development within a month, alongwith details of substitute arrangement(s).

Maintenance of Record.

14. Each Constituent, Affiliated College or Recognized Institution shall maintain the following records :-
 - i) a) Admission and withdrawals :

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.
- ii) Endowment Fund
 - iii) Stock and issue
 - iv) Accessioning, cataloguing, Issue and Return of books, etc.

This record shall be submitted whenever required by the University Registry, members of the Board of Inspection and Inspection Committee.

Procedure for grant of Affiliation and Recognition to new Colleges/Institutions.

15. (i)(a) No application for the grant of affiliation which does not have the concurrence 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 co-ordinated 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 Statutes, 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.²

- (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.
- (ii) Application for grant of affiliation shall be made in the case of a Government College/Institution 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.
16. Application for grant of affiliation to new college/institution shall reach the Director Colleges Development by October 1st of the year preceding the one in which it is proposed to hold admissions and start the class work.
17. The application shall 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/Courses it must be accompanied by an answered questionnaire as prescribed by the Bar Council of India."³
- 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 complete plan of the existing buildings and play grounds, and future plan of the proposed building(s) and play ground(s).
- iv) 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.
18. 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 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.
 19. An Application Form for Affiliation or Recognition may be withdrawn at any time before Affiliation/Recognition is granted.
 20. Affiliation / Recognition shall, in no case, be granted with retrospective effect.
 21.
 - i) An Institution applying for affiliation to the University shall remit Rs. 2,000/- as non-refundable application fee, payable at time of issue of the application Form.
 - ii) Oriental Institutions and Colleges imparting instruction in B.A./B.Sc./B.Com. or B.Ed. shall remit inspection fee of Rs. 3,000 when asked to do so, before the inspection of the Institution/College is conducted.
 - iii) Engineering/Medical/Agricultural Institution offering courses of the duration of 4 years and above shall remit inspection fee of Rs. 18,000/-, when asked to do so before the inspection of the Institution is conducted.
 - iv) "Application fee shall not be refunded even if the Application Form is withdrawn or rejected.
 Institution offering LL.B Course/Courses of 3 years or 5 years shall remit inspection fee of Rs. 50,000/- when asked to do so before the inspection of the Institution is conducted.
 Provided that Institution offering LL.B. Courses of 3 years and 5 years shall remit inspection fee of Rs. 75,000/- when asked to do so before the inspection of the Institution is conducted."³
 - v) Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.
 22. No College or Institution shall conduct classes for any subject unless it has obtained specific recognition from the University, for such subject.
 23. In case the College/Institution, to which affiliation had been granted, does not provide instruction in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.

24. The College shall be granted permanent affiliation after it has completed atleast five years of satisfactory performance and fulfilled all the conditions of affiliation and attained the academic and administrative standards as prescribed by the University from time to time.

Recognition in New Subject(s)

25. Each institution applying for recognition in new subject(s) shall remit non-refundable application fee of Rs.500/- at the time of issue of Application Form. Thereafter, the institution shall remit inspection fee of Rs.1,000/- 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 Director Colleges Development 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, authorise entertainment of an Application Form submitted after October 1st but in any case before the commencement of the academic session in which the subject(s) is/ are proposed to be introduced:

Provided further that, no institution shall start teaching new subject(s) without prior permission of the University.”³

26. Each such Application Form shall be placed by the Director Colleges Development before the Board of Inspection. The Board shall refer it to the Committee of Inspection for conducting the inspection of the College. The report of the Committee with the recommendations of the Board of Inspection shall be placed before the Syndicate for final orders.
27. The Committee of Inspection shall pay special attention to the following points while inspecting the College/ Institution applying for introducing new subject(s) :-
- i) Demand for the subject:
 - a) in relation to other subjects already taught; and
 - b) in relation to the existing provision for teaching that subject in local institutions.
 - 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.
 - vi) Equipment and apparatus needed (in case of Science subjects).

Recognition of Honours Classes

28. (i) Application for permission to start Honours class side by side with pass course B.A./B.Sc./B.Com. classes in an affiliated College should be made so as to reach the Director Colleges Development by October 1st of the year preceding the one in which the class is proposed to be started alongwith non-refundable application fee of Rs.500/- payable at the time of issue of Application Form.

- (ii) The Institution / College shall remit an inspection fee of Rs.1,500/- per subject, when asked to do so, before the inspection of the institution/college is conducted.
 - (iii) Inspection fee may be refunded only in case the Application Form is withdrawn or rejected before an inspection has been conducted.
29. Each such Application Form shall be placed by the Director Colleges Development 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 alongwith the recommendation(s) of the Board of Inspection shall be placed before the Syndicate for final orders.
30. For teaching Honours classes in any subject not less than six periods a week shall be devoted for instruction during Part I and Part II of the B.A./B.Sc./B.Com. Course.
31. Honours teaching should not be entrusted to teachers who have passed Master's Degree examination in Third Division, unless they have more than 10 years' teaching experience in a college.
32. 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.
33. There should be atleast two teachers in the subject for which permission for Honours classes is sought.

Recognition of Research Institutions.

34. Subject to the provisions of the Statutes 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.
35. An institution applying for approval under this Statute shall submit an application to the Director Colleges Development 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.
36. Each Research Institute seeking recognition as a Centre of Research for the Ph.D. Degree shall remit non-refundable inspection fee of Rs. 75,000/-⁷ alongwith the application for the purpose. Subsequently, application for recognition in additional subject(s)/area(s) shall be accompanied by non-refundable inspection fee of Rs. 75,000/-⁷ per subject/area.

37. Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.
38. 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.
39. When the application is granted, the Syndicate shall define the status of the institution and specify the subject(s)/area(s) for which the institution is approved for conducting research work leading to Ph.D.
40. (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 or 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 atleast two-third members present at the meeting, such majority comprising not less than one-half of the total membership of the Syndicate.

Inspection Report

41. The Inspection Committee while conducting inspection of a new college/institution seeking affiliation/recognition shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Statutes are satisfied. The Inspection report shall cover the following information :-
- (i) Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.
- (ii) 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.

- (iii) Is there sufficient demand for the existence/ opening of the institution in the locality?
- (iv) Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales.
- (v) In the case of Non-Government colleges/ institutions. the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.
- (vi) 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.

- (vii) Site, building(s), etc.
 - a) Area available.
 - b) Number and dimensions of halls, class-rooms. library, laboratories.
 - c) Hostels, with number and size of rooms. common-rooms, etc.
 - d) Play-fields and grounds, gymnasium, etc.
 - e) Furniture and fittings in the lecture theatres, laboratories and library.
 - f) Scientific equipment.
 - g) Library.
 - h) Botanical garden.
 - i) Museum.
 - j) Herbarium.

Periodical Inspection

- 42. The Board of Inspection shall arrange periodical inspection of each affiliated /constituent college or other recognised institution once within a period of three years after grant of privileges of affiliation / recognition 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.
- 43. The Vice-Chancellor shall fix the date for inspection of a college/institution well in advance, so that intimation is sent to the institution atleast two weeks prior the date fixed for inspection.
- 44. The duty of the Inspectors is to satisfy themselves fully that the students of the college/ institution live, work and receive instruction under congenial conditions and in accordance with the academic standard prescribed by the University.
- 45. 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/recognition was originally granted. There should be no attempt at interference 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.
- 46. Before proceeding to the institution, the Inspectors should obtain from the Director Colleges Development copies of the previous inspection reports of the college/institution together with any remarks made or action taken upon them by the authorities.

47. 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. 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.
48. 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 Statutes.
49. 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. 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.
50. 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.

51. 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 and recognition 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.²
 - (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 Statutes?
 - (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., 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) Building(s) :
 - a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated.
 - 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?
 - 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, 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) Messing 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.

52. The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Director Colleges Development 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.

53. 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 :-

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	...	one year
Improvement of service conditions of staff.	...	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 or recognition, as the case may be, are to be fulfilled by the institution.

Remuneration of Inspectors.

54. 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.
55. T.A. and D.A. as permissible under rules shall be paid to the Inspectors.

General conditions of service of the teaching staff, Librarians & Physical Instructors of Colleges & Institutions

56. Save as otherwise provided in the Statutes, 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.

Provided that, while making appointments, the Vice-Chancellor or his nominee preferably an expert in the subject in which the appointment is proposed to be made shall be represented on the Public Service Commission or any other body appointed by the Government to make such appointments.

Assistant Professor/ Physical Instructor/Librarian ²

57.
 - i. Chairperson of the Governing body of the college or his/her nominee to be the Chairperson of the Selection Committee.
 - ii. The Principal of the concerned college.
 - iii. One senior teacher Head of the Department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
 - iv. Two nominees of the Vice-Chancellor of the affiliating 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.

For the post of Principal ²

Chairperson of the Governing Board as Chairperson.

One member of the Governing Board to be nominated by the Chairperson.

Two Vice-Chancellor's nominees, out of whom one should be an expert.

Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two experts, should constitute the quorum for the posts of Assistant Professor/physical instructor/librarian and Principal.

Note :- 1. Payment of TA & DA to all concerned, as admissible under University norms, shall be made by the college concerned.

2. In case of a tie, final decision shall be taken by the Vice-Chancellor.

“Notwithstanding anything contained in this Statute, if the Chairman of the Managing Committee 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 inservice/retiring, or retired eminent teacher in the Institution on contract basis on such terms and conditions as may be mutually agreed upon.”²

Qualifications of teachers.²

58. The teachers in Affiliated and Constituent Colleges (offering B.A., B.Sc., B.Com. or B.Ed. or LL.B. course(s)) shall possess the qualifications as prescribed by the University from time to time.

Service agreement :

59. The Management in the case of Non-Government Colleges, shall enter into a written contract of permanent/ contractual service (on the proformas given at Appendix-II & III) with each employee in accordance with these Statutes which shall embody the following points :-

Salary and pay scales

- i) The pay scale shall be the same as prescribed by the State Government, from time to time, for Govt. Colleges.
- ii) The age of superannuation shall be the same as prescribed by the State Government for Govt. colleges provided the college/institution extends the benefit of pension as in the case of Govt. employees. In case the Institution/College provides the benefit of Contributory Provident Fund in lieu of pension, the age of superannuation shall be sixty years. Provided that, the Management may engage superannuated employees on contractual basis upto the age of sixty five years only. However, the number of such superannuated teachers shall, in no case, exceed 30% of total Teaching Staff strength of the College.
- iii) The period of initial probation shall normally be of two years, extendable in very special cases upto a maximum of five years.
- iv) 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.
- v) The services of an employee can be terminated only on one or more of the following grounds :-

- a) wilful neglect of duty;
 - b) mis-conduct including disobedience of orders of the Principal;
 - c) breach of any of the terms of contract;
 - d) physical or mental unfitness; and .
 - e) abolition of the post.
- vi) Except when termination of services has taken place under Statute 59(v)(a), (b) or (c), 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.
- vii) a) The 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.
- b) Leave in the case of teachers and other employees of such colleges/ institutions shall be regulated by the Service Regulations of the State Government.
- viii) 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.
- ix) In all other disputes, the decision of the Managing Committee shall be final.
60. 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.

Temporary appointment

61. Temporary appointment of a teacher may be made by the Principal for a period not exceeding one academic session.

Dismissal of a teacher

62. Every decision by the Management of an Affiliated/ Constituent College, other than a College maintained by the Government, to dismiss or remove from service a teacher shall be subject to the following provisions :-
- i) 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 :-

- a) submitting a written statement in his/her defence;
- b) being heard in person if he/she so chooses; and
- c) 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.
- ii) 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 its regulations, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:
 - a) wilful neglect of duty;
 - b) mis-conduct, including disobedience to the orders of the Principal in the case of the teachers; and
 - c) breach of any of the terms of contract.
- iii) 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.
- iv) 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.
- v) a) 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.

- b) During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the State Govt. Service Regulations/ Rules.
 - c) 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.
- vi) 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.
- a) Physical or mental unfitness.
 - b) Abolition of the post.
- vii) 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.
- viii) 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.
- ix) 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.

- x) Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, alongwith 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.
- xi) In case of any dispute not covered by the Statutes or the agreement between the College and the teacher, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

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I “SOME OF THE MINIMUM REQUIREMENTS FOR ESTABLISHING A COLLEGE TO IMPART TEACHING IN B.ED and LL.B. COURSE (3 years and/or 5 years)”³

	MINIMUM	DESIRABLE
1. Land	Undisputed possession of eight Kanals of land preferably as one piece. In case the College finds it difficult to procure a piece of land measuring eight kanals, it may have one piece measuring six kanals for use as Instructional area, Administrative area and Students' Amenities area and the other piece measuring two kanals for Residential area.	40 Kanals
2. Endowment Fund	Rs. Five lakhs. Rs. one lakh upto the date of first inspection; to be raised by another amount of Rs. one lakh within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs.50,000/- per annum till the target of Rs. five lakhs or such other amount, as may be fixed by the University, from time to time, is achieved.	
(a) “Endowment Fund for L.L.B(3 years or 5 years) course	As prescribed in the statute	
(b) Endowment Fund for L.L.B(3 years and 5 years) course	Rs. 13 Lac. Rs. 5 Lac upto the date of first inspection; to be raised by another amount of Rs. 2 Lac within six months from the last date of admission during first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs. 2 Lac per annum be made till the target of Rs. 13 Lac or such other amount, as may be fixed by the University from time to time is achieved.” ³	
3. Built up accommodation- i/ Class rooms	600 Sft. floor area in case the Section consists of 60 students. If the Section consists of lesser number of students, the floor area of the class room could be reduced proportionately,	720 Sft.

		but in no case, shall the floor area of any class room be less than 400 Sft.	
ii/	“One staff room with toilet upto 10 teachers and for more than 10 teachers, there shall be two staff rooms with attached toilets” ³	300 Sft. floor area plus toilet	500 Sft.
iii/	Multipurpose Hall	*1400 Sft. plus toilet.	*2000 Sft.
iv/	Principal’s Room with attached toilet	200 Sft. floor area plus toilet.	400 Sft.
v/	Office Room	300 Sft. floor area	350 Sft.
vi/	Audio-visual Room	200 Sft. Floor area	300 Sft.
vii/	General Science Laboratory	400 Sft. Floor area	600 Sft.
viii/	Music room (optional)	400 Sft. Floor area	600 Sft.
ix/	Home Science Room and Lab. (optional)	700 Sft. Floor area	850 Sft.
x/	Art and Craft (optional) .	400 Sft. Floor area	
xi/	“One Computer Room for 3 years course and two computer rooms if a Law College runs five years course.	400 Sft. Floor area	AC fitted.
xii/	Library Accommodation for L.L.B	750 Sft. Floor area	1000 Sft.
xiii/	Common room	300 Sft.	400 Sft.

	for girl students		Separate for Boys & Girls ³
xiv/	Toilets	One set of two toilets for every One for Boys & one for Girls.	120 students.
xv/	Moot court		40x60 Sft.

- Note :
- i) "In case, Law College runs three years and five years courses, there shall be two common rooms each for boys and girls."³
 - ii) All rooms should be well ventilated.
 - iii) "The building of a college shall be available for its exclusive use during the working hours of the college."

4. Number of class rooms:

a) For B.Ed Course

- i/ Upto two sections - Five rooms
- ii/ For three to four sections - Six rooms

b) For L.L.B Course/s

i/ Number of class rooms for LLB (3 years or 5 years) courses

For every section of 3 years course there shall be atleast 3 class rooms and for 5 years course, there shall be atleast 5 class rooms.

ii/ Number of class rooms for LL.B. (5 years course)

For every section of 5 years course there shall be 5 class rooms to be constructed within a period of 3 years.

5. Student Enrolment: The number of students admitted should in no case exceed the maximum number of seats sanctioned to the college.

6. Number of teachers

to be appointed for -

a) B.Ed Course

i/ One or two Eight -in case only the following

Sections five teaching subjects are introduced: General Science, Social Studies, English, Mathematics and one of the vernacular languages i.e. Hindi, Urdu or Punjabi are introduced. Out of the complement of eight teachers, at least three should be Assistant Professors In Education.

NOTE:

- a. The number of teachers to be appointed shall depend upon the number of teaching subjects introduced in the college out of the groups specified in the approved

* If the intake of students is upto 120 only per annum. In case intake is above 120 per annum, one more Hall of atleast 1000 Sft and one toilet be added.

syllabus. In case all the teaching subjects are introduced then seven Assistant Professors in the concerned teaching subjects shall be appointed.

- b. In case a person possessing qualifications prescribed for Assistant Professor In Education and also Assistant Professor in teaching subject (introduced in the College) is appointed as such, then the total number of Assistant Professors could suitably be reduced as per requirements of the college:

Provided that no teacher shall be expected to lecture for more than four periods per day.

- | | | |
|------|--|---|
| ii/ | Three Sections | Two additional Assistant Professors in Education over and above the number mentioned against S.No. 6(i). |
| iii/ | Four Sections | Two additional Assistant Professors in Education over and above the number mentioned against S.No. 6(i) and (ii). |
| iv/ | Qualifications of Lecturers in Education | a/ M.Ed. with 55% of the aggregate marks or an *equivalent grade |

OR

M.A. in Education (with practicum as an essential component) with 55% of the aggregate marks or an *equivalent grade.

- b/ Pass in the National Eligibility Test (NET) conducted by the UGC, CSIR or any other test accredited by the UGC.

However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil Degree upto 31st December, 1993 or have been declared qualified for Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).

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|----|-------------------------------|---|
| v/ | Lecturers in teaching subject | a/ Master's Degree in the concerned subject with 55% of the aggregate marks or an *equivalent grade and B.Ed. |
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OR

Master's Degree in the teaching subject concerned and M.Ed. with 55% of the aggregate marks or an *equivalent grade either in M.A./M.Sc. or M.Ed.

- b/ Pass in the National Eligibility Test (NET) conducted by the UGC, CSIR or any other test accredited by

the UGC.

However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil. Degree upto 31st December, 1993 or have been declared qualified for Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).

In case the College introduces Computer Education as an option in Paper V, an additional Assistant Professor over and above the number of Assistant Professors mentioned against serial 6(i), 6(ii) or 6(iii) (as the case may be) possessing following qualifications shall be appointed.

LECTURER IN COMPUTER SCIENCE

M.C.A. with 55% of the aggregate marks or an *equivalent grade. In case candidates possessing this qualification are not available, those possessing Master's degree in Science/Humanities/Social Sciences/ Engineering will also be considered provided they have passed the National Education Test or any other test accredited by the UGC for Assistant Professor-ship in Computer Science and have at least 2 years experience in teaching Computer Science in any recognized University/I. I.T./ Engineering College.

However, such candidates who have secured atleast 55% marks at Master's Degree level and have also been declared qualified for M.Phil Degree upto 31st December, 1993 or have been declared qualified for Ph.D. Degree upto 31st December, 1993 or have submitted Ph.D. thesis upto 31st December, 1993 shall be considered even without having passed National Education Test (NET).

b)	For LL.B. Course	Number of teachers to be appointed for 3 yrs and 5 yrs. LL.B. Courses upto two sections
	Ist year	A whole-time principal and at least two other whole-time teachers.
	IIInd year	-do-
	IIIrd years	Two more whole time teachers.

However, for the teaching of non-law subject in LLB (5 yrs) course, the Law College shall appoint teachers teaching non-law subjects as per qualifications prescribed by the UGC and the norms of the university from time to time.

7. i/ Principal: One
ii/ Qualifications: As prescribed for Assistant Professor in

* Equivalent grade shall be such as will start from 55% and above of the aggregate marks.

	Education/	Assistant Professor in a Teaching subject with at least 10 years experience of teaching Degree or Post-graduate classes.	
8.	i/ Librarian ii/ Qualifications	One As prescribed by the State Government for fresh recruits in Government Colleges.	
9.	i/ Physical Instructor ii/ Qualifications	One, at least a part timer As prescribed by the State Government for fresh recruits in Government Colleges.	Permanent
10.	Pay scales of Principal, Lecturers Librarian, and P.T.I. if appointed on whole time basis.	As prescribed by the State Government for Govt. Colleges.	All other allowances as prescribed by the State Govt. from time to time.
11.	Mode of appointment of Principal, Teaching staff, Librarian, and P.T.I in case his appointment is to be made on whole time basis.	To be appointed by the Managing Committee on the recommendations of the Selection Committee to be constituted in terms of relevant Statutes.	
12.	Selection of students for admission to the Course.	Admission of students to the Course in Government Colleges shall be made in accordance with the relevant Statutes/ Regulations prescribed by the University from time to time. Selection of students for admission to the Course in Non-Govt. Colleges shall be made by the Admission Committee in accordance with Statutes, Regulations, procedure and norms prescribed by the University from time to time.	
13.	Fees and/other charges	As approved by the University. Note: The College shall neither enhance the rates of fees and charges payable by the students nor shall charge any other amount over and above the approved charges, without prior permission of the University.	
14.	Number of Books, for an intake of 120 students p.a.	100 for each Compulsory paper and also for each optional paper offered by students above 60.Number of copies of any title of same author(s) should not exceed ten. 50 for each optional paper offered by students not	

**Equivalent grade shall be such as will start from 55% and above of the aggregate marks.*

- exceeding 60 but not less than 30 in number.
Number of copies of any title of same author(s) should not exceed ten.
25 for each optional paper offered by students less than 30 in number.
Number of copies of any title of same author(s) should not exceed five.
15. Audio-visual Aids V.C.R., T.V., Overhead Projector, Tape Recorder, Computer and other teaching aids i.e. Maps, Charts, Models, etc.
16. Sports facilities
i/ Indoor games Table Tennis, Carrom Board/Chess.
ii/ Outdoor games. Badminton, Volley ball, Hockey and Football
17. Medical facilities First-Aid facilities and Part-time
qualified Doctor. Setting up Dispensary with a qualified Doctor on staff.
18. Hostel Owned or hired separate for Boys and Girls each with Sufficient capacity to accommodate accomodate atleast outstation students on rolls of the College. Owned separately for Boys and Girls, each with capacity to accommodate one and half times the number of outstation students on rolls.
19. Establishment of - Subject to allotment -
a/ N.S.S.
b/ Adult Continuing Education & Extension
c/ Population Club
- Note: One teacher be appointed as incharge of each activity.
20. Extra curricular activities
a/ should celebrate all important days including the Annual Day of the College to create awakening among the students.
b/ Seminars, Tutorials, Debates, Quiz, varied Cultural activities, picnics, etc. be held regularly.
21. Canteen/Cafeteria Must be available on the premises.
22. Electricity All Booms should be fitted with electric fans and lights. Electric points for other purposes be also provided.

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|-----|--|-------------------------|---|
| 23. | i/ | Water | Provision of storing water in hygienically maintained tank(s). |
| | ii/ | Drinking water facility | Provision of fresh water in hygienically maintained tank(s) during winter months. |
| | iii/ | Water Cooler/ Ice Box | Water cooler(s)/ice Boxes having sufficient capacity to meet the requirements of all concerned during summer months. |
| 24. | Number of actual teaching days to be observed. | | 180 days at least |
| 25. | List of Holidays | | As approved by the Govt. in the case of Govt. Colleges. As approved by the Managing Committee, in case of Non-government Institution, in consultation with Director Colleges Development. |
| 26. | Magazine | | The College should publish a magazine to enlighten the public about the working trend and potential of the college, besides, providing an opportunity to the students for airing their views on various academic matters. |

II “Minimum norms in terms of faculty, supporting staff and Physical infrastructure required for imparting instructions in the Post graduate Diploma in Computer Applications (PGDCA) for a section upto 30 students for a non-Government colleges”⁴

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|----|--|-----------------------------|
| 1. | Assistant Professor
(To be appointed as per
UGC/ University norms) | Three |
| 2. | Asstt.
Programmer | Two |
| 3. | Computer
Systems | Fifteen |
| 4. | Class rooms | 1(400 Sq. Ft. area atleast) |

PROFORMA OF AGREEMENT WITH PRINCIPAL

Agreement made this _____ day of _____ 199_____ 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 witnesseth 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 _____ 19_____ 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 five 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 Provident Fund and leave in accordance with the provisions of the Statutes of the University.
5. That the age of superannuation will be sixty years. The date of birth of the Principal is _____ as is evident from the High School Certificate produced by him/her.

That the Principal shall perform all such duties as appertain to the office of the Principal of an affiliated/ constituent/recognised 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 _____ 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 Regulations /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 of the Selection Committee in case of selection of Assistant Professors only.
9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with previous 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:
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 _____ 199_____.

On behalf of the Managing Committee by _____

By the Principal _____

In the presence of :

Witness.(1) _____

Address: _____

Witness (2) . _____

Address: _____

PROFORMA OF AGREEMENT WITH TEACHERS

Agreement made this _____ day of _____ 199 _____ 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 witnesseth 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 five 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 sixty 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, (of the set of Statutes governing affiliation and recognition 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;

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 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.
 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 _____ 199 _____.

On behalf of the Managing Committee by _____

The party of the first part _____ in the presence of:

Witness (1) _____

Address _____

Witness (2) _____

Address _____

THE FOLLOWING INFORMATION/DOCUMENTS SHOULD ALSO BE SUBMITTED ALONGWITH THE DULY FILLED IN APPLICATION FORM:

- i) Constitution of the Managing Committee and the names of its members, if already constituted.
- ii) In case the Teaching Staff has been appointed, a statement indicating the number of teachers including the Principal, their names, qualifications, pay scales, teaching experience, if any, the paper to be taught and other conditions of their service.
- iii)
 - a) A complete plan of the existing buildings and grounds.
 - b) A complete plan of the buildings and grounds, the college proposes to have.
- iv) In the case of a College already established, a statement showing -
 - a) Total number of students on rolls of the college
 - b) Class-wise enrolment
 - c) Section-wise enrolment of each class
 - d) Subject-wise enrolment of entire College.
- v) A list of apparatus and equipment subject-wise available with the College or proposed to be procured by the College.
- vi) A list of audio-visual equipment available with the College or proposed to be procured by the College.
- vii) In case the College provides or proposes to provide Co-education, a statement showing the facilities made available or proposed to be made available for girl students.
- viii) A write-up on the justification for opening of the College in the locality and starting the proposed Course.
- ix) A write-up on the foundation and history of the Institution including the history of the Course(s) in which the College has been imparting instruction.
- x) In the case of non-Government College/an undertaking (on the Proforma attached with the Application Form) duly registered with the competent authority.

APPLICATION FORM FOR AFFILIATION/RECOGNITION OF A COLLEGE

1. NAME AND ADDRESS:

- a) Name of the college
- b)
 - i) Already established
 - ii) Proposed to be established
- c) Postal address
- d) Telegraphic Address, if any
- e) Telephone No:
- f) Telex/Fax No:

1.1 STATUS OF THE COLLEGE:

- a) Government (Central)
- b) Government (State)
- c) Non-Government...Grant-in-aid

d) Non-Government...No grant

1.2 TYPE OF THE COLLEGE:

a) Affiliated

b) Constituent

1.3 YEAR OF ESTABLISHMENT

(Attach documentary proof)

1.4 a) Name of the Head of the College

b) Designation of the Head of the College

c) Residential Telephone No :

1.5 REFERENCE CONTAINING THE CONCURRENCE OF THE STATE GOVERNMENT FOR THE ESTABLISHMENT OF THE COLLEGE:

(Attach photo copy of Government approval)

2) IN THE CASE OF NON-GOVERNMENT COLLEGE:

a) Name of the Registered Society/ Trust / Local Body (as the case may be) running the College.

(Attach documentary proof).

b) Constitution and membership of the Registered Society / Trust/ Local Body, as the case may be.

3) LAND AVAILABILITY:

(Attach photo copy of documentary proof of UNDISPUTED POSSESSION OF THE LAND BY THE COLLEGE).

3.1 DIMENSION OF THE LAND IN KANALS

a)	Instructional area	Administrative area	Students' Amenities area	Residential area	Total area
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

b) Please indicate if the entire land is in UNDISPUTED POSSESSION of the College comprises one piece or more.

c) In case the land consists of two or more pieces, indicate the area of each piece of land with specific location.

3.2 REFERENCE UNDER WHICH THE COMPETENT AUTHORITY HAS AUTHORIZED THE USE OF LAND AND BUILDINGS FOR INSTITUTIONAL PURPOSE.

(Attach photo copy of the approval of the competent authority).

4. BUILDINGS

4.1. BUILT-UP ACCOMMODATION AVAILABLE (IN SFT)

Type of construction	Instructional area	Administrative area	Students Amenities area	Residential area	Total built up accommodation
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

a) R.C.C.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Shed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Any other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Specify)

4.2 ACCOMMODATION PROPOSED TO BE CONSTRUCTED (IN SFT)

Type of construction area	Instructional area	Administrative area	Students Amenities	Residential area	Total built up accommodation proposed to be raised.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

a) R.C.C.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Shed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Any other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Specify)

5. ENDOWMENT

- a) Amount of non-transferable Endowment Fund, as on date:
- b) Additional amount of Endowment Fund proposed to be created during the first year of Affiliation/Recognition of the College.
- c) Amount of Endowment Fund pledged to the University of Jammu. (Attach photocopy of the F.D.R pledged to the Registrar, University of Jammu).

6. FINANCES

6-1 DETAILS OF INVESTIBLE FUNDS IN HAND FOR ESTABLISHING THE PROPOSED COLLEGE (Attach photo copies of latest Bank statement (s), FDR (s), etc.)

6-2 INDICATE THE SOURCES PROPOSED TO BE MOBILISED TO RAISE ADDITIONAL FUND FOR INVESTMENT IN BUILDING (S), EQUIPMENT, FURNITUE ETC. OVER THE NEXT 3 OR 4 YEARS.

6-3 ANTICIPATED ANNUAL RECURRING EXPENDITURE ON THE FOLLOWING:-

- a) Salaries, allowances, etc. of teaching staff:
- b) Salaries, allowances, etc. of other staff:
- c) Maintenance of building (s), equipment, etc. :
- d) Books and journals:
- e) Miscellaneous Contingencies:

6-4 SOURCES OF RECURRING FINANCIAL SUPPORT:

- a) Trust
- b) Donation

- c) Students fees and/or charges
 - d) Internal revenue generation
 - e) Other source
(Specify)
Total:
7. LIBRARY
- 7-1 CATEGORY TOTAL NUMBER OF TOTAL NUMBER OF
OF BOOKS BOOKS AVAILABLE, AS BOOKS TO BE PURCHASED
ON DATE DURING THE FIRST TWO
YEARS OF AFFILIATION
RECOGNITION.
- a) Text books
 - b) Reference books
 - c) Encyclopedia
 - d) Others.
- 7-2 NO. OF PERIODICALS NO. OF PERIODICALS PROPOSED PRESENTLY SUBSCRIBED
TO BE SUBSCRIBED
8. TEACHING STAFF:
- 8-1 TYPE OF FACULTY SANCTIONED NUMBER IN POSITION
STRENGTH
- Full-time
Part-time
Visiting Faculty
- 8-2 PHASED PLAN FOR RECRUITMENT OF TEACHING STAFF:
- 8-3 PAY SCALES OF TEACHERS:
- 8-4 TOTAL WORK LOAD (IN HOURS) PER WEEK PROPOSED TO BE ENTRUSTED TO A
TEACHER
- 8-5 BREAK-UP OF WORK LOAD OF A TEACHER PER WEEK (in percentage of total duty hours
in a week) FOR THE FOLLOWING ACTIVITIES:
- a) Teaching
 - b) Tutorials
 - C) Seminars
 - d) Extension
 - e) Administration
 - f) Institutional support
 - g) Students' Welfare
 - h) Any other activity (specify)
9. LABORATORY
- 9-1 IN CASE THE COLLEGE IS SEEKING AFILIATION /RECOGNITION IN ANY COURSE OF
INSTRUCTION IN EXPERIMENTAL SCIENCES, DOES IT PROVIDE/PROPOSE TO PROVIDE:-

- a) A separate teacher for a group of every 15-20 students in the degree Classes, performing practical work simultaneously (in a Science subject). Yes/No
- b) Separate laboratories in each branch of science. Yes/No
- c) Museum, garden and herbarium, where necessary. Yes/No
- d) Sufficient and suitable apparatus and materials for conducting experimental work prescribed in the syllabus. Yes/No
10. COMPUTER
- 10.1 FACILITIES AVAILABLE :-
- a) Hardware
(Indicate number & make)
- b) Software
- 10.2 FACILITIES PROPOSED TO BE ACQUIRED:-
- a) Hardware
- b) Software
- 10.3 COMPUTER STAFF:
- a) Available
(with qualifications)
- b) Proposed to be recruited
(with qualifications)
11. NUMBER OF STUDENTS PROPOSED TO BE ADMITTED TO THE COURSE IN AN ACADEMIC YEAR.
- 11-1 FEES AND OTHER CHARGES
- a) Total amount of fees, etc. proposed to be charged from each student at the time of first admission to the course.
- b) Detailed break-up of the fees and charges mentioned at (a) above.
- c) Annual tuition fees, etc. proposed to be charged from each student on rolls of the college for each subsequent year.
12. NUMBER OF ACTUAL WORKING DAYS PROPOSED TO BE OBSERVED IN AN ACADEMIC YEAR:
(Attach a copy of Academic Calendar)
13. SPORTS
- 13-1 NAME THE GAMES AGAINST (a) & (b) FOR WHICH FACILITIES ARE AVAILABLE OR LIKELY TO BE MADE AVAILABLE.
- a) Indoor
- b) Outdoor
14. HOSTEL FACILITIES:
- 14-1 AVAILABLE:
- a) Covered area:
- b) Type of construction:
- c) Location:
- d) Number of rooms with floor area (in sft).
- e) Number of students for whom accommodation is available:

- f) Owned or hired:
- 14-2 PROPOSED TO BE MADE AVAILABLE
 - a) Covered area:
 - b) Type of construction:
 - c) Location:
 - d) Number of rooms with floor area (in sft).
 - e) Number of students for whom accommodation will be made available:
 - f) Owned or hired:

15. MEDICAL FACILITIES:

15-1 TYPE OF MEDICAL FACILITIES AVAILABLE:

- a) First-aid:
- b) Dispensary with Medical Assistant on staff
- c) Dispensary with qualified Doctor on staff:

15-2 MEDICAL FACILITIES PROPOSED TO BE MADE AVAILABLE

16. APPLICATION FEE DEPOSITED : Amount

(Attach photocopy of the cash receipt)

Cash Receipt. No.

Date

Full signature of the Principal with designation stamp in case of Government College already established/proposed to be established.

Full signature of the Principal with designation stamp in case of Non-Government College already established.

Full Signature of the Chairman/ Designate Chairman with designation stamp in case of Non-Government College Proposed to be established.

Recommended and forwarded
Full signature of the Head of
The Administrative Department,
J&K Government with designation stamp

Full signature of the Chairman
Managing Committee with
designation stamp in case of
Non-Government College Already
Established.

NOTE: The information/documents mentioned in application form should also be submitted alongwith the duly filled in Application Form.

UNDERTAKING ON NON-JUDICIAL PAPER OF PROPER VALUE (REGISTERED WITH SUB-REGISTRAR OR ANY OTHER COMPETENT AUTHORITY) REQUIRED TO BE SUBMITTED BY A NON-GOVERNMENT COLLEGE/INSTITUTION.¹

I _____(name of the Chairman of the Managing Committee of the College), on behalf of the Managing Committee of _____ (name of the College) and _____(name of the Trust/Registered Society/ Local Body),do hereby solemnly declare and undertake to comply with the following in connection with our application for establishment of the college from the academic session _____and starting (name of the Course proposed to be introduced) from the academic session

- 1) That before filling the Application Form. I have carefully gone through the Statutes governing Affiliation/ Recognition of Colleges and other Institutions, Application Form, its Annexure and also General Instructions.
- 2) That the information given in the Application Form and its enclosures is correct to the best of my knowledge and belief and nothing relevant thereto has either been concealed or suppressed.
- 3) That the college is neither imparting education nor it proposes to impart education for private gain or benefit.
- 4) That the Managing Committee will be constituted in accordance with the University Statutes.
- 5) That the infrastructural, instructional and other facilities will be provided as per norms prescribed from time to time by the University of Jammu.
- 6) (a) That the admission will be made in accordance with the Statutes, Regulations and norms prescribed by the University of Jammu from time to time.
b) That the admission of students will be made only after the minimum prescribed facilities are created and the University of Jammu has granted written permission to start the Course.
- 7) That the Teaching Staff, Librarian and Physical Instructor will be recruited in accordance with the statutory provisions of the University and with qualifications that shall be prescribed from time to time by the University of Jammu or _____ (name of the All India Statutory Body concerned viz. UGC, Medical Council of India, Dental Council of India, All India Council for Technical Education etc.).
- 8) That the tuition and other fees will be charged as approved by the University of Jammu.
- 9) That the accounts of the College will be audited at the end of each financial year by a Chartered Accountant and will be open for inspection by the University of Jammu.
- 10) That the Management will strictly follow any other conditions as may be laid down from time to time by the University/ State Government/ _____ (name of the concerned All India Statutory Body viz. UGC, Medical Council of India. Dental Council of India, All India Council for Technical Education, etc.).
- 11) In the event of non-compliance by the _____(name of the College) with regard to the Statutes, Regulations, guidelines, norms and conditions prescribed from time to time, the University of Jammu will be free to take measures for withdrawal of Affiliation/Recognition without consideration of any related issues and that all liabilities arising out of such withdrawal would solely be that of the Chairman of the Managing Committee, Registered Society/Trust and the College/Institution.
- 12) The College by virtue of the affiliation/recognition granted by the University of Jammu shall not automatically become entitled to any financial grant/assistance from the Central, State Government or the University of Jammu.

Name of the Chairman of the
Managing Committee.
Name of the Trust/Registered Society/
Local body (as the case may be) running
the College
Name of the Institution with seal.

Place:
Dated:

Note: Matter within the brackets relevant to the College/Institution should be filled up in the space provided for.

GENERAL INSTRUCTIONS

- 1) Application Form for seeking Affiliation/Recognition of a College with the University of Jammu should be submitted in accordance with the procedure prescribed in the University Statutes governing Affiliation and Recognition of Colleges and other Institutions.
 - 2) Application alongwith relevant documents (4 copies of each document) must reach the University office by October 1st of the year preceding the one In which the College proposes to start imparting instruction in the course(s)/subject(s).
 - 3) Before submitting the Application Form for Affiliation/ Recognition, the applicant must read the Statutes governing Affiliation and Recognition of Colleges and other Institutions, and ensure compliance with the conditions laid therein for the purpose. The undertaking (on the proforma attached with the Application Form) duly registered with the competent authority should be submitted alongwith the Application Form.
 - 4) Please attach separate sheet if space provided for furnishing information on the Application Form is inadequate against any column.
 - 5) Colleges are of two types, namely :-
 - a) 'Affiliated College' which means an institution imparting instruction upto Bachelor's degree examination excluding Integrated Honours, Post-graduate and Professional Degree Courses recognised by the University in accordance with the provisions of the Act and the Statutes.
 - b) 'Constituent College' which means an institution recognised as such by the Syndicate of the University in accordance with the provisions of this Act and the Statutes.
 - 6) Please put tick (v) mark in the square (provided against the column in the Application Form) relevant to your college. The square not relevant to your college should be left untouched.
Like-wise tick (v) the word 'Yes' or 'No' (whichever is relevant to your College) mentioned against the columns on the Application Form.
 - 7) The following expressions, wherever occurring in this Application Form, be construed to mean as under:
 - a) 'College' means an institution maintained or admitted to its privileges by the University of Jammu.
 - b) 'Course' means any Course leading to a Degree or Post-graduate Diploma of the University of Jammu viz B.A., B.Sc., B, Com., M.B.B.S., B.Ed. or PGDCA, etc.
 - c) 'Subject' means any subject taught/proposed to be taught at the Degree or Post-graduate Diploma level, as the case may be.
- Note:
1. Application Form will be processed only if it is found complete in all respects.
 2. Submission of Application Form complete in all respects does not mean approval of the application for grant of Affiliation/Recognition.

NORMS FOR M.ED COURSE IN THE EXISTING B.ED COLLEGES ⁵

- A. Staff** : In addition in the existing B.Ed College Staff
1. Professor/Principal : One No.
 Status of Professor who will be over all in charge of B.Ed and M.Ed Course with Separate independent fully equipped office with attach bathroom etc.
 a) Qualification : As per the UGC Norms
 b) Pay Scale : As per the UGC Pay Scale for the post of Professor/Principal alongwith DA allowances permissible to Jammu University Professor / State Govt. respectively.
 c) Age : As per the norms of the University
 2. Reader : One No.
 a) Qualification : As per the UGC Norms.
 b) Pay Scale : As per the UGC pay scale with DA allowances and other benefits
 c) Age : As per the norms of the University
 3. Lecturers : Three Nos.
 a) Qualification : As per the UGC Qualification
 b) Pay Scale : As per the UGC pay scale with DA and all Allowances as permissible to the Jammu University
 c) Age : As per the norms of the University
 4. Guest Faculty : Special provision of Guest faculty to the limit of one guest faculty for special subject will be made by the institution until the institution is able to acquire level of competency for handling M.Ed students for guiding dissertation research/practicum work and M.Ed papers of different specializations.
 5. Computer Asstt. : One No.
 For banding information Educational Technology Lab.
 a) Qualification : As per the University qualification.
 b) Pay Scale : As per the UGC pay scale with DA and all Allowances as permissible to the Jammu University.
 c) Age : As per the norms of the University.
 6. Librarian/Asstt. Librarian : One No.
 a) Qualification : As per the UGC qualification
 b) Pay Scale : As per the UGC pay scale with DA and all allowances as permissible to the Jammu University.
 c) Age : As per the norms of the University
 7. Office Clerk : One No.
 a) Qualification : As per the University qualification
 b) Pay Scale : As per University/State Govt. scale.
 c) Age : As per the norms of the University
 8. Peon/Lab Attendant : Two Nos.
 a) Qualification : As per the University qualification.
 b) Pay Scale : As per the University/State Govt. Scale.
 c) Age : As per the norms of the University.

INFRASTRUCTURE SEPARATE INDEPENDENT PG WING/M.ED WING IN THE CAMPUS OF B.Ed. COLLEGES

1. Class Rooms : Minimum 3-4 class rooms of each with an area of 400-600 sq. ft. with adequate ventilation, lighting facility
 2. Staff room : One room with attached bathroom.
 3. Girls Common Room : One room with attached bathroom.
 4. Toilets : Additional toilets for boys, girls and for the staff.
 5. Laboratory : Provision to cater to the needs of students for Practicum, Information/ Educations cum Communication Technology, Psychological Testing. Guidance Test Lab with suitable size of 600 sq. ft. and Lab. Furniture.
 6. Library : the institution must have separate library for M.Ed named by an independent librarian. The library must have standard textbooks for compulsory and optional papers, Encyclopedia of Educations Research, complete set of volumes of Survey of Educational Research and atleast five Journals of National and international repute. An amount of atleast 1lac should be utilized for the purchase of books of M.Ed course. Additional books worth Rs. 50,000/- every year for M.Ed course.
 7. Teaching : Course will be of two semesters. The number of papers and teaching hours, the duration of lecture, teaching inputs will be the same as per the Norms and practices followed by the PG Department of Education. University of Jammu, for M.Ed. course.
 8. Board of Study : Board of such will be one comprising of teachers from PG Department of Education. DDE, Govt. College of Education, Private Colleges running M.Ed. course with the representation to each institution as per the existing statues of the University of Jammu.
 9. Practicum : As per the existing University statutes. Same procedure will be followed as per the procedure followed in PG Department of Education for M.Ed. Practicum.
 10. Tutorials : Provision of weekly tutorials in each paper during both the semesters.
 11. Dissertation : Dissertation will be compulsory for each student each Assistant Professor shall be allowed to guide two dissertations to begin with the rest of the students will be shared by Associate Professor and Professor/Principal.
 12. Endowment Fund : Rs. 5,00,000/- Mode of payment will as per the rules followed increase of B.Ed. Course.
 13. Internal Assessment : Same procedure will be followed as the procedure is being followed in PG Department of Education, University of Jammu.
 14. Examinations : As per the statutes of the University of Jammu.
 15. Educational Tour : Same procedure will be followed as the procedure is being followed in PG Department of Education, University of Jammu
 16. Equipments : Computer 5 (Pentium IV), Printers 3, and Scanner, LAN, Internet Connection, LCD Projector, OHP, Video Camera, PA system, Photocopy machine, Fax and phone line, Audio recorder, transparencies.
 17. Provision of Seminars : Monthly seminars to be organized in each semester by the college.
 18. Conferences : Teachers of M.Ed course will be encouraged and financed by the college to attend the national seminars, national conference on education and teacher education etc. per year.
- NOTE
1. M.Ed course in existing B.Ed college will be run during the regular office/teaching hours and not on shift basis.
 2. All the Norms/Statues governing the Regular M.Ed course of the Dept. of Education , University of Jammu will be applicable to M.Ed Course run by the Govt. and Non-Govt. Colleges.
 3. Girls Hostel as per existing B.Ed norms

GUIDELINES FOR ESTABLISHING A COLLEGE TO IMPART INSTRUCTION IN BBA COURSE ⁶

	MINIMUM	DESIRABLE
1. Land	Undisputed possession of eight Kanals of land preferably as one piece. In case the College finds it difficult to procure a piece of land measuring eight Kanals, it may have one piece measuring six kanals for use as instructional area. Administrative area and Students Amenities area and the other piece measuring two kanals for Residential area	40 kanals
2. Endowment Fund	Rs. Five lakhs. Rs. One lakh upto the date of first inspection: to be raised by another amount of Rs. One lakh within six months from the last date of admission during the first year of affiliation. Subsequently, the Endowment Fund is to be raised by an amount of Rs. 50,000 per annum till the target of Rs. five lakh or such other amount as may be fixed by the University, from time to time is achieved.	
3. Built up accommodation:		
i) Classrooms	6000 Sft. floor area in case the section consists of 60 students. If the Section consists of lesser number of students the floor area of the class room could be reduced proportionately, but in no case, shall the floor area of any class room be less than 400 Sft.	720 Sft.
ii) Staff room with toilet	300 Sft. floor area plus toilet	500 Sft.
iii) Multipurpose hall	-1400 Sft. plus toilet	2000 Sft.
iv) Principal's Room with attached toilet.	200 Sft. floor area plus toilet	400 Sft.
v) Office Room	300 Sft. floor area	350 Sft.
vi) Audio-visual	200 Sft.	300 Sft.

Room		
vii) Computer Lab	1000 Sft (with AC fitted)	1500 Sft.
viii) Library accommodation	750 Sft.	1000 Sft.
ix) Common room for girl student	300 Sft.	400 Sft Separate for Boys & Girls
x) Toilets	One set of two toilets for every 120 students One for Boys & one for girls. If the intake of students is 80-100 per annum. In case intake is above 80-100 per annum. One more hall of atleast 1000 Sft. and one toilet be added.	

Note :- All Rooms should be well ventilated.

4. Number of Class rooms:
 - i) Upto one/two sections : Five rooms
 - ii) For three to four sections: Six rooms
5. Student Enrollment

The number of students admitted should in no case exceed the maximum number of seats sanctioned to the college.
6. Number of teachers to be appointed for ; (excluding Principal/ Director)
 - i) One section of 40 Students

Principal/ Director -01
Lecturers -04
 - ii) Two sections of 80 students.
 - a) In the beginning of the academic session, the college shall recruit six regular Lecturers.
 - b) At the end of 1st year and beginning of 2nd year, the college shall recruit three Lecturers.
 - c) At the end of 3rd year the college, shall recruit two Lecturers, one senior faculty member of rank of Reader in BBA

Qualifications:

 - i). Reader : As per UGC norms
 - ii). Lecturer : As per UGC norms
7.
 - i) Principal/ Director/

One
 - ii) Qualifications/

as laid down by the UGC
 - iii) Librarian/

As prescribed by the State Government for fresh recruits in Government

		Colleges.	
8.	i) Physical Instructor	One at least a part timer	Permanent
	ii) Qualifications	As prescribed by the State Government for fresh recruits in Government Colleges.	
9.	Pay Scales of Principal, Lecturers Librarian and P.T.I If appointed on regular basis	As prescribed by the State Government for Government Colleges and all other allowances as prescribed by the State Govt. from time to time	
10.	Mode of appointment of Principal, Teaching Staff, Librarian, and P.T.I in case his appointment is to be made on whole time basis	To be appointed by the Managing Committee on the recommendations of the Selection Committee to be constituted in terms of relevant Statues.	
11.	Non Teaching Staff	Head Assistant : 1 Junior Assistant : 1 Semi Prof. Asstt : 1 Lab Attendant : 1 Attendant : 2	
12.	Eligibility	As per University statues. Provided that only those candidates will be admitted to BBA class who have passed the Entrance Test to be conducted by the University as per procedure laid down in the regulations. The admission shall however be made strictly in order of rank in the merit list.	
13.	Mode Of Admission		
	13.1	As followed by the Govt. Colleges where BBA course is already in existence.	
	13.2	No individual college shall admit an student at its own.	
	13.3	A candidate admitted to the course shall not take up any employment or engaged himself/herself in any business or attend any other course of instruction or appear in any examination of any university so long as he/she is on the rolls of the BBA course.	

14.	Fees and/other charges	As approved by the University from time to time	
		Note: The college shall neither enhance the rates of fee and other charges payable by the students nor shall charge any other over and above the approved charges without prior permission of the University.	
15.	Number of Books	i) Initial investment Rs. 3.0 Lacs ii) 4% of the fee shall be spent on library books for the subsequent years iii) Five Titles of each book in of one section and 10 titles case of two sections	
16.	Audio-Visual Aids	V.C.R., T.V , Overhead Projector, Tape Recorder, Computer and other teaching aids, i.e Maps, Charts, Models etc.	
17.	Sports facilities		
	i) Indoor games	Table Tennis, Carrom Board/ Chess	
	ii) Outdoor games	Badminton, Volley ball, Hockey and Football	
18.	Medical facilities	First-Aid facilities and Part-time qualified Doctor	setting up Dispensary with a qualified Doctor on staff.
19.	Hostel	Owned or hired separate for Boys and Girls, each with capacity to accommodate at least outstation students on rolls of the College	Owned one and half times the number of out-station students on rolls.
20.	Establishment of	Subject to allotment	
		a) N.S.S	
		b) Adult Continuing Education & Extension	
		c) Population Club	
		Note: One teacher be appointed as incharge of each activity.	

- | | | |
|-----|--|---|
| 21. | Extra curricular | <p>i) Should celebrate all important days including the Annual day of the college to create awakening among the students.</p> <p>ii) Seminars, Tutorials, Debates, Quiz varied cultural activities, picnics etc. be held regularly.</p> |
| 22. | Canteen/Cafeteria | Must be available on the premises |
| 23 | Electricity | All rooms should be fitted with electric fans and lights. Electric points for each purpose be also provided. |
| 24. | i) Water | Provision of storing water in hygienically maintained tank(s) |
| | ii) Drinking water facility | Provision of fresh water in hygienically maintained tank(s) during winter months. |
| | iii) Water Cooler/ Ice Box | Water cooler(s)Ice Boxes having sufficient capacity to meet the requirements of all concerned during summer months. |
| 25. | Number of actual teaching days to observed | 180 days at least |
| 26. | List of Holidays | As approved by the Managing Committee in consultation with Director Colleges Development |
| 27. | Magazine | The College should publish a magazine to enlight the public about the working trend and potential of the college, besides, providing an opportunity to the students for airing their views on various academic matters. |

References:

1. University Council Resolution No. 22 dated 25-07-1995
2. University Council Resolution No. 29 dated 26-04-2000
3. University Council Resolution No. 51 dated 21-06-2004
4. University Council Resolution No. 42 dated 21-06-2004
5. University Council Resolution No. 67.51 dated 25-02-2008
6. University Council Resolution No. 67.52 dated 25-02-2008
7. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER V

1. ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY TEACHING DEPARTMENTS AND OTHER RECOGNISED INSTITUTIONS.

STATUTES

GENERAL

No candidate who wishes to enter upon a course of study prescribed by the University shall be admitted to an affiliated or a constituent 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 Statutes.

A student shall be recognized as a member of a college/institution 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 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/institution 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 or institution 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 Department, college or institution.

Production of conduct certificates on admission

A student, when applying for admission to a University Post-graduate Department, constituent college, affiliated college or a recognized institution, 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 Department, college or other recognized institution.

Provided that a student who has not previously attended any college or institution as a regular student shall, in lieu thereof furnish to the Head of the College/Institution/Department in which he/she desires to prosecute his/her studies, a certificate of conduct signed by a Magistrate First Class, Principal of an affiliated or constituent college or the Head of the Post-graduate Department of the University.

3-A. "The Principal of an affiliated or constituent college shall be competent to cancel admission of a student enrolled for a course of study in the college if-

- (a) a student remains absent without permission of the Principal concerned for a period of one month continuously; or
- (b) 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."¹

Dates of admission of students

4. (i) The admission of students to B.A./B.Sc./B.Com. Part-I, Part-II and Part-III in the colleges shall start 16 days preceding the reopening of the colleges after summer/winter vacation and shall end on the 7th day to be counted from the date of commencement of admission. The Principal of a College may grant late admission to the students who fail to seek admission within the above statutory period on payment of late fee as under :-
- | | | | |
|----|--|-----------|------------------------------|
| a/ | “For first count of seven day after the last date prescribed for admission | Rs.120/- | Provided seats are available |
| b/ | For another count of seven days delay after the expiry of last date as (a) above | Rs. 230/- | |
| c/ | The Vice-Chancellor may consider grant of late admission for one month only after the expiry of last date as per (b) above on payment of Rs.1350/- subject to the condition that wherever the monthly income of a candidate’s parents is below Rs.3000/-, she/he be exempted from payment of Rs. 1350/-. However, late fee shall be charged in such cases as prescribed at (b) above” ² | | |

In case the result of the lower examination, on the basis of which admission is made to B.A./B.Sc./B.Com Part-I, Part-II and Part-III, is not declared till 15 days before the last day of the summer/winter vacation, the admission shall start from 3rd day after the declaration of the result and will close on 7th day to be counted from the date of commencement of admission:

Provided that the Vice-Chancellor may authorise provisional admission to B.A./B.Sc./B.Com, Part-II and/or Part-III classes before the declaration of the result of the preceding class in order to have 180 days teaching programme in the affiliated colleges.

- ii) “If as a result of re-evaluation, a candidate passes in the lower examination on the basis of which admission is made to B.A./B.Sc./B.Com. Part-I, Part-II and Part-III, the admission will be made upto 10th day after the declaration of the re-evaluation result of the lower examination, provided that the seat/s is/are available and merit of the candidate is higher than that of the candidate who is at the top of the waiting list of the concerned college.

The attendance and internal assessment of a candidate who is granted admission under Statute 4(ii) shall be counted from the date of his/her admission”.³

PROVISO

- (1)(A) “Applications on prescribed forms from the students applying for admission to various programme of study (except M.Phil Programme) in the teaching Departments of the University shall be received in the department concerned by 31 July and the list of students selected for admission shall be finalised and notified by the Head of the Department concerned by 10 August.

Late admission on valid grounds and availability of vacancies including transfer cases from one discipline to another, if so opted for by students according to the existing rules, shall be finalised by the Head of the Department concerned upto 31 August, provided the applications for late admission have been received by 10 August.

Notwithstanding anything contained above, in case the result of the B.A./ B.Sc./ B.Com. examinations for the concerned qualifying examinations are declared later than 15 July, applications for admission shall be received within 14 days from the date of declaration of results of the qualifying examination and admission shall be finalised by giving above proportionate margin of time in every case".⁴

- (B) "Enrolment in the II, III and IV Semester courses where semester system is in operation shall be received on the prescribed forms to be made by every student seeking continuation of admission to the concerned semester. Enrolment for the II & IV semesters shall be completed by the Head of the Department concerned within 15 days from the date of termination of the I/III semester examination and to the IIIrd semester within 15 days from the date the class work of III semester starts".

Provided that a late fee of Rs. 50/- shall be paid by each student seeking admission after the last prescribed date, upto 3 days maximum delay and thereafter no admission shall be made. ²

"Notwithstanding anything contained above the Vice-Chancellor shall be competent to alter the above schedule of continued enrolment".⁵

- (2) Deleted vide U.C.R. 39 dt. 6.10.1989.
- (3) "The admission of students to the B.Ed. course shall begin on August 16 and close on September 30 every year.

The admission of students to the M.Ed. course shall be made on the same dates as are prescribed for admission of students to other courses in the teaching Departments of the University each year".⁶

- (4) "The dates of admission to the M.B.B.S. course shall be fixed by the Vice-Chancellor on the recommendation of the Principal, Government Medical College, Jammu".⁷
- (5) The admission of students to the Oriental Classical and Modern Indian Languages classes in the Faculty of Oriental Learning shall be completed by July 31st every year.
- (6) The admission to various courses shall be conducted irrespective of the holidays or vacations that might follow the date of declaration of results or intervene the date of commencement of admission of students and the last date of admission to the courses.
- (7) A candidate who either fails in a University examination or, having completed the course for the University examination does not appear in that examination, may be admitted to the same class in which he/she was reading before the commencement of the examination, unless otherwise provided in the respective Statutes governing the University examination, within the period specified in the Statutes for other students.

(8) Lectures and practicals shall be counted upto the date the class is dispersed for preparatory holidays, preceding the examination according to the statutory provisions.

(9) "The regular teaching work of the class shall begin-

a/ immediately after opening of the institution if admission without late fee is completed during the summer/winter vacation.

b/ within a week after the close of admission without late fee in case the admission is not completed during the summer/winter vacation." ⁸

c) "If as a result of re-evaluation, a candidate passes in the B.A./B.Sc./ B.Com. Part-III(Final examination) he/she shall be considered for admission in a Teaching Department only if seat/s is/are available and the merit of such a candidate is higher than that of the candidate who is at the top of the waiting list of the concerned teaching department.

Provided further that no admission shall be made in the teaching department(working on Semester Pattern) of the University after 15 working days of the commencement of the teaching programme in the department concerned or 20 calendar days after the meeting of the Appellate Committee whichever happens to be later.

The attendance and internal assessment of a candidate who is granted admission under Statute 4(i)(c) above shall be counted from the date of his/her admission". ³

Admission of students disqualified for using unfairmeans in examinations

5. A candidate who has been disqualified for any specific period in any examination of the University for having used unfairmeans in the examination shall not be permitted to appear in any examination before the expiry of that period. He will also not be permitted to join any college/institution/department at any time during the period of his punishment.

Late Admission

Para 1 deleted vide U.C.R. No.39 dt. 6.10.1989

6. "(1) In the University teaching Departments no admission form shall be entertained for admission to a course/programme of study after the expiry of 10 days from the last date prescribed under Statute 4 (1) (A) for admission provided that the Admission Committee of the department concerned may authorise late entertainment of an application for admission to a course on payment of late fee of Rs.15/- or as may be prescribed from time to time by the applicant upto 10 days delay after the last date (without late fee) prescribed for receipt of application forms.

No credit shall be given for any holidays either at the end or in the intervening period.

(2) The students who have applied/intend to apply for admission to a professional/technical institution shall also simultaneously seek/apply for admission in the affiliated college/teaching departments of the University to the courses to which

they are eligible for admission so that in the event of their not being taken/selected to the professional/technical institution, they do not waste one precious year of their life and are able to secure admission to the next higher course of study".⁸

- (3) "A candidate whose result of the annual examination is published late by the University or the J&K Board of School Education and does not seek provisional admission shall be admitted, without payment of late fee, within fifteen working days of the date on which his/her result is published irrespective of the limit of time prescribed under Statute 4".⁹

Para 4 deleted vide U.C.R. No.39 dt. 6.10.1989

7. 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 :-
- i/ 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;
 - ii/ 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;
- iii/ who is not admitted to a professional course and is granted late admission in a course in an affiliated college or a Teaching Department of the University under the existing Statutes shall be counted from the date he is required to attend the classes.
8. All the admissions made under the Statutes relating to late admission must be reported separately to the Registrar within a week from the date of such admissions.
9. The Principal of an 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 Statutes relating to the admission of private candidates to University examinations:

Provided that the full particulars of each such student are supplied to the Registrar within a week of his/her admission as casual student.

One Course at a time

10. "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."¹¹

11. 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 the Head of the College/Institution to which he/she is seeking admission, for a certificate of eligibility and shall at the same time pay a fee of "Rs.280/-"², 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 Statutes 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 alongwith reasons of migration:²

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 alongwith 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 and the information regarding the subjects is essential for determination of eligibility the candidate be required to produce the marks 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 be required to produce the marks certificate of the qualifying examination issued by the University/Board. But if the marks certificate does not indicate the parentage, the candidate be required to produce alongwith the marks 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 department, college or 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.

Production of migration certificate

12. 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:

Provided that -

- (i) in the case of students who have passed an examination of Punjab University (India and Pakistan) before 1948 migration certificates may not be demanded.
- (ii) in the case of a candidate coming from a Pakistan University/Board, the production of a migration certificate may not be insisted upon but the candidate shall produce the original certificate of having passed an examination from such a University or Board.

An affidavit attested by a First Class Magistrate shall be produced by both the categories of candidates to the effect that prior to the student's enrolment in this University and after his discharge from an institution affiliated to a University in Pakistan or Punjab (India) he did not join any affiliated or residential institution of any other Indian University in case the intervening period is more than one academic year.

Registration Returns

13. "The Principal of a College or recognised Institution shall forward to the Registrar every year within sixty days after the last date of admission, if the number of students exceeds 200, and in other cases within forty days, the name and other particulars of every student admitted or re-admitted or for a particular course to that college or recognised institution, on the prescribed proforma together with the Registration fee and Sports fee required by these Statutes.

If any student struck off the rolls of the college or institution or migrates to another college or institution, such fact shall immediately be reported to the Registrar.

Late fee submission of Registrartion return

For first count of 15 days after the last date prescribed i.e. after 40 days (incase where the number of students is upto 200), and 60 days (where the number of students

exceeds 200), as the case may be, after last date of admission: Rs. 90/- per candidate.

For another count of 15 days delay after the expiry of last date with a late fee of Rs. 90/-: Rs. 30/- per day per candidate.

An additional late fee per day after the expiry last date with late fee of Rs.150/-: Rs.30/- per day per candidate.

(Subject to the maximum of Rs. 750/- per candidate upto 45 days before the commencement of the examination in case of annual pattern and 30 days in case semester pattern and thereafter the Vice Chancellor shall be authorized to accept the R/R, 10 days before the commencement of examination with a late fee of Rs. 3000/- per candidate. Thereafter, no R/R shall be entertained and the sole responsibility for non-determination of eligibility of such candidate shall lie on the part of the concerned college/department)."¹⁰

- 13-A. The Head of the University Department shall forward to the Controller of Examinations of the University within a maximum period of one month from the date of admission full particulars of the students admitted to the 1st and 3rd semesters and 5th semesters (LL.B. only) programme of study every year on the proforma prescribed by the University for the purpose alongwith the requisite fee. Documents of students coming from other universities and requiring first registration in the University must be sent to the office of the Registrar as early as possible after admission. If any student is struck off the rolls of a Department or migrates to another department, such fact shall immediately be reported to the Registrar.

Registration fee

14. The Registration fee shall be "Rs.135/-"² and 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 an affiliated/ constituent college or the department maintained by the University or any recognised institution, or as a private candidate.
15. No further fee for registration shall be charged, unless a student's name is, for any reasons other than legitimate migration, struck off the rolls of a University Department, College or a recognised Institution, in which case he/she shall pay Re.1/- to have his/her name re-entered in the Register of Students.

University Sports Fee

16. Every student who joins a University Department, college or a recognised institution, shall, besides the registration fee prescribed above, pay an extra sum of "Rs.45/-"² per year of tuition in a Department, college or recognised institution, on account of University Sports Fee.

Register of Students

17. The Registrar shall maintain a register of all students registered in the University. In this register shall be recorded, under the name of each registered student, his parentage, permanent address, date of birth based on the certificate of the Matriculation/Higher Secondary Elective or any other recognised examination passed by the student, the dates of admission or re-admission to, and/or leaving any University Department, college or a recognised institution, 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.

Each entry in the Register of Students shall be attested by an officer of the University authorised in this behalf.

18. No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.

Registration Card

19. On registration, every student shall receive from the Registrar a registration card showing the registration number under which his/her name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University. A duplicate copy of the registration card may be granted on payment of "Rs.40/-" ²

Copy of entries in the Register of Students

20. Any registered student may, at any time, receive a certified copy/copies of all the entries relating to him/her in the Register of Students on payment of a fee of Rs.140/- for each copy.

Scrutiny of admission applications to examinations

21. All applications for admission to University examinations shall be scrutinized by comparison with the Register of Students and the Controller of Examinations may refuse any application of any candidate about whom complete particulars have not been reported, and require him/her to forward through the officer who has attested his/her application for admission, a complete statement of the particulars which have not been properly reported, together with an additional registration fee of Rs.3/- .

References

1. University Council Resolution No. 33 dated 17.10.1978
2. University Council Resolution No. 98 dated 21-06-2004
3. University Council Resolution No. 28 dated 21-02-2003
4. University Council Resolution No. 55 dated 11.9.1984
5. University Council Resolution No. 54 dated 16.4.1987
6. University Council Resolution No. 11 dated 15.9.1975
7. University Council Resolution No. 26 dated 31.5.1982
8. University Council Resolution No. 39 dated 6.10.1989
9. University Council Resolution No. 21 dated 17.3.1980
10. University Council Resolution No. 67.04 dated 25-02-2008
11. University Council Resolution No. 68.15 dated 27-03-2009

CHAPTER V-A

I. STATUTES GOVERNING B.ED. COURSE THROUGH DISTANCE EDUCATION MODE¹

“Students of the B.Ed. course through Distance Education Mode shall be governed by the same examination statutes as are applicable to the students of colleges of Education affiliated to the University of Jammu. Admission and other statutes are as under :—

1. There shall be a course through distance education mode in the Directorate of Distance Education leading to the Degree of Bachelor of Education (hereafter referred to as the B.Ed. course through distance education mode).
2. B.Ed. course through distance education mode shall be of the duration of two academic years.
3. The syllabi and courses of study for the B.Ed. course through distance education mode shall be the same (except in case of Practice of Teaching) as may be prescribed from time to time for the students enrolled with colleges of Education affiliated to the University of Jammu.
4. Admission to the B.Ed course through distance education mode shall be open to the candidates :—
 - (i) who have passed Bachelor’s Degree Examination in the Faculty of Arts, Science, Social Sciences, Commerce, Agriculture or Faculty of Music and Fine Arts, conducted by the University of Jammu or an examination of any other University recognised as equivalent thereto;
 - (ii) serving as full time teachers in recognized schools (Primary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.²
 - (iii) having minimum of 2 years teaching experience at the time of submission of application form for admission.
5. The number of seats in the B.Ed. course in a given academic session shall be 500.
6. The distribution of seats for admission shall be as under :—
 - a) 100 seats shall be reserved for the Government deputees ;
 - b) out of the remaining seats, 80% of seats shall be filled in from the open merit list of candidates and 20% of seats shall be filled in from the categories according to the percentage mentioned against each in Statute 12 on the basis of comparative merit list of candidates in their respective categories to be determined in accordance with Statute 11.

Note : In case, the number of Govt. deputees is less than the number of seats available, the unfilled seats shall be filled from the eligible candidates of the open merit list.

7. The notification inviting applications for admission to the B.Ed. course through distance education mode shall be issued by the Director, Directorate of Distance Education, normally in the 1st week of April.

8. Application forms prescribed by the Directorate of Distance Education, complete in all respects, accompanied by the requisite fee, relevant documents and attested photocopies of the certificates specified in the prospectus must reach the Directorate of Distance Education within the last date prescribed for the purpose.

Provided that blind and permanently disabled persons seeking admission to the B.Ed. course through distance education mode, shall be exempted from payment of tuition and other fees except enrolment fee.

Note : Mere acceptance of the application form and fee in the office shall not amount to selection of the candidate for admission to the course.

9. An applicant seeking admission under a reserved category must attach with the application form an attested photocopy of the appropriate certificate issued by the competent authority, failing which his candidature under the reserved category shall not be considered.

The certificate of being beneficiary under the categories reserved for Scheduled Castes, Defence Personnel including Ex-Servicemen and their children who are permanent residents of the State, area adjoining the Actual Line of Control, Backward Area, Weak and Under-privileged classes, shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K State Government.

No certificate/document or its attested photocopy shall be accepted after the expiry of the last date prescribed for submission of application forms for admission to the course.

Note : A candidate seeking admission under a reserved category must submit an affidavit to the effect that the category certificate enclosed by him is genuine and in the event of its having been proved otherwise his admission shall be cancelled besides any other action that may be taken against him under law for his civil or criminal liability.

10. The admission to the B.Ed. course through distance education mode shall be recommended by the admission committee to the Dean Academic Affairs for approval. The Admission Committee shall consist of the following :-

a) Coordinator B.Ed Course, Directorate of Distance Eductaion shall act as Convener;

b) Two teachers of the B.Ed. Faculty of the Directorate to be nominated by the Director, Directorate of Distance Education;

c) Assistant Registrar (B. Ed.), Directorate of Distance Education will act as Member Secretary.

11. Admission shall be made on the basis of academic merit of the candidate to be determined out of 100 points in the following manner :

- i) In the case of candidates having passed B.A./B.Sc./B.Com. examination under 10+1+3 or 10+2+2 pattern of education; - **80 points**
- ii) In the case of candidates having passed B.A./B.Sc./B.Com. under 10+2+3 pattern or 10+2+2 and 10+1+3 pattern plus Bridge Course; - **90 points**
- iii) In the case of candidates having passed M.A./M.Sc./M.Com. after Bachelor's Degree as mentioned at (i) or (ii) above. - **10 points**

Aggregate marks obtained by a candidate in the examinations mentioned at i, ii & iii above, as the case may be, shall be reduced to the base of the number of points mentioned against each.

Illustration : If a candidate has obtained 400 marks out of 550 marks, he will have secured 58.18 points out of 80 points (as per formula $400/550 \times 80 = 58.18$), likewise 65.45 out of 90 points and 7.27 out of 10 points.

Explanation : Credit for Master's Degree examination shall be given to a candidate in one subject only to his best advantage.

Note : Interse order of priority for admission of students who have equal merit in terms of the above criteria shall be determined on the basis of higher percentage of marks in the Matriculation examination or any other examination recognised as equivalent thereto.

12. Break-up of 20% seats reserved for different categories as referred to in Statute 6 shall be as under :-

- i) Scheduled Castes **8%**
- ii) Defence Service Personnel including Ex-Servicemen children who are permanent residents of the state and have had a satisfactory service record. **2%**
- iii) Candidates belonging to the Areas adjoining the Actual Line of Control **2%**
- iv) a) Candidates belonging to Backward Area including Scheduled Tribes of Leh and Kargil (atleast one seat in a Course/Programme of study will be provided out of this category for candidates belonging to Leh/Kargil). **3%**
 b) Candidates belonging to Scheduled Tribes (Gujjar, Bakerwal, Gaddi and Sippi). **3%**
- v) Candidates belonging to the following weak and under privileged classes : **2%**
 - a) Village Potters
 - b) Bhangies, Khakrobs (Sweepers)
 - c) Village Barbers
 - d) Bhands
 - e) Mirasis

- f) Madaries/Bazigars
- g) Jheewars
- h) Telies (Rural only)
- i) Graties.

Note to 1 :

1. For determining the number of seats under any Reserved category mentioned in Statute 12, 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 over all marginal increase in seats.
 2. In the event of number of seats available in the Directorate being such that representation to all reserved categories is not possible, the University will still provide atleast one seat to each reserved category even if it means marginal increase in number of seats.
13. The Vice-Chancellor shall be empowered, at his discretion, to authorize admission of either one totally blind or one orthopaedically handicapped student. Only such orthopaedically handicapped students shall be considered for admission under the discretionary power who suffer disability of 45% and above.

- Note :**
1. Admission granted to students under discretionary power of the Vice-Chancellor shall be considered as a seat in addition to the normal number of seats available in the B.Ed course through distance education mode.
 2. Certificate of an orthopaedic handicap or blindness will be considered only if it is issued by the Head of the Department of Orthopaedic or the Head of Department of Ophthalmology of a recognised Medical Institution, as the case may be.
 3. The Vice-Chancellor may, if he so desires, seek advice in the matter of a Committee to be appointed by him.

14. Subject to the fulfilment of eligibility conditions, the Vice-Chancellor may at his discretion :
- (i) authorise admission of children of police personnel engaged in security of the State as per relevant S.R.O. issued by the State Govt. from time to time. The number of seats allotted under this category shall not exceed one in an academic session.
 - (ii) authroise admission of a candidate in an exceptional case if it is justified that such a case merits special consideration.

Note : Admission of students authorised by the Vice-Chancellor shall be considered as a supernumerary seat.

15. The Schedule of admission process normally shall be as under :—
- | | |
|---|---------------------------|
| a) Issue of lists of all selected candidates | 15th June |
| b) Despatch of call letters to individual selected candidates through registered post | On or before 25th of June |
| c) Completion of admission formalities as indicated | on or before |

on the call letter.

5th July

Note : If any of the above mentioned dates happen to be Sunday or any other holiday, the next working day shall be deemed as the last date.

16. There shall be a committee consisting of the following officers to interpret the admission statutes :²
- i/ Dean, Faculty of Education (Chairman)
 - ii/ Director Colleges Development
 - iii/ Registrar
 - iv/ Director, Directorate of Distance Education
 - v/ Majority of the members shall form the quorum.
17. A candidate, who has any grievance regarding application of Statutes governing admission, shall have the right to file an appeal on the prescribed proforma (enclosed with the admission application form) on payment of fee prescribed for the purpose upto 30th of June. The candidate may, if he so desires, appear in person before the Appellate Committee. Such cases shall be decided by the Appellate Committee latest by 10th of July. The Appellate Committee shall consist of the following :²
- a/ Vice-Chancellor (Chairman)
 - b/ Dean Academic Affairs
 - c/ Dean, Faculty of Law
 - d/ Director, Directorate of Distance Education
- Majority of the members shall form the quorum. In case the Vice-Chancellor is no available, Dean Academic Affairs shall chair the meeting. The decision of the Appellate Committee shall be final and binding on the applicant.²
18. Subject to the availability of seats, the Vice-Chancellor on the recommendations of the Director, Directorate of Distance Education, may authorize :
- a/ late admission of candidates who having been selected but failed to comply with any of the instructions issued by the Director, Directorate of Distance Education;
 - b/ late entertainment of application forms for admission upto 1st June.
- Candidates falling under (a) above shall receive preference over the candidates falling under (b) above. However, all such late admission shall be made only upto 10th of July on payment of late fee as prescribed (non-refundable) per student. No admission shall be made thereafter. In the case of selection of such candidates for admission, their names will be displayed on the notice board of the Directorate of Distance Education and no individual call letter will be sent to them to avoid delay.
19. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations.
20. A person, so long as he is a student of the B.Ed. course through distance education

mode, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either of the University of Jammu or any other University.

Provided that a candidate, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private candidate before the commencement of first contact programme of the B.Ed. course through Distance Education Mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. course through distance education mode.

21. A candidate enrolled for the B.Ed. course through distance education mode shall be required to -

- i/ attend 2 contact programmes of 25 days each, with not less than six hours per working day;
- ii/ write 2 assignments in each subject; and
- iii/ undergo practice of teaching (internship) for four weeks.

Note : During the period of Practice of Teaching each student shall deliver 30 lessons under the supervision of a qualified teacher educator.

22. A student of the B.Ed. course through distance education mode shall be eligible to appear in the theory and practice of teaching examinations, if he has —

- i/ obtained 80% of attendance in the contact programmes;
provided. that the Director, Directorate of Distance Education shall have the authority to condone shortage upto 7 lectures in the concerned academic session, to the best advantage of the student.
- ii/ undergone practice of teaching as mentioned at Statute 21 (iii) ;
- iii/ submitted two written assignments in each subject
- iv/ obtained 36% of the maximum marks allotted to internal assessment separately in each theory paper and 45% of the maximum marks allotted to internal assessment in practice of teaching;
- v/ taken internal test in Paper VIII i.e. elementary Hindi/Urdu and has secured atleast 33% of the maximum marks allotted to the paper.

23. A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the course during the year of enrolment, may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the B.Ed. course through distance education mode continues. Such a candidate shall complete the course within the maximum period of 5 years from the year of enrolment.

In order to earn eligibility to appear in the B.Ed. examination such a candidate shall be required to :

- i/ attend the number of lectures at the contact programme (s) by which he fell short of in each paper during the academic year of his earlier enrolment;

- ii/ undergo the whole programme of practice of teaching afresh in case he failed to complete requirement of practice of teaching as per Statute 21 (iii).
24. The Admission Committee with the approval of the Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who —
- i/ fails to produce any requisite certificate in original within the time prescribed by the Director, Directorate of Distance Education, suppresses/conceals any relevant information, provides information in his application form which is found to be incorrect or produces a certificate which is not genuine, or
 - ii/ fails to pay the fee and/or charges within the time prescribed by the Directorate; or
 - iii/ violates provisions of statute 20.²
25. A candidate shall maintain good behaviour and conduct during the course of his enrolment for the B.Ed course through distance education mode. Any candidate who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes during the personal contact programme shall be dealt with in accordance with the Regulations governing discipline of students of the teaching departments of the University.
26. The candidates undergoing B.Ed course through distance education mode shall have to appear in the B.Ed. examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations. No centre of examination for the B.Ed course through distance education mode shall be constituted outside the territorial jurisdiction of the University of Jammu.
27. There shall be an Advisory Committee comprising the following to deliberate and render advice in respect of any matter, relating to the B.Ed. course through distance education mode :
- a/ Vice-Chancellor (Convener)
 - b/ Dean Academic Affairs
 - c/ Director Colleges Development
 - d/ Dean, Faculty of Education
 - e/ Convener, Board of Studies in Education
 - f/ Registrar
 - g/ Controller of Examinations
 - h/ Director, Directorate of Distance Education
 - i/ Coordinator, B.Ed. Course (DDE)
 - j/ A senior teacher of B.Ed. programme in the Directorate of Distance Education.
 - k/ Two members to be coopted by the Vice-Chancellor from time to time.
28. The examination of the students of B.Ed. course through distance education mode shall be conducted on such dates as may be decided by the Controller of examinations.
29. The Statutes governing the examination of the. Degree of Bachelor of Education as

applicable to the students of B.Ed. course enrolled with other affiliated colleges of Education shall, so far as may be consistent with these statutes shall, also apply to the students of B.Ed. course through distance education mode. Accordingly, the successful candidates of the B.Ed course through distance education mode shall be awarded the same degree as is awarded to the successful candidates of the B.Ed. course enrolled with other affiliated colleges of Education.

30. All legal disputes relating to the B.Ed course through Distance Education Mode shall be subject to the jurisdiction of Jammu Courts only.

References

1. Notification No. F. Acd/II/B.Ed./98/5015-5214 dt. 5.12.98.
2. University Council Resolution No. 53 dated 05-04-1999.

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CHAPTER V-B¹

1. DURATION OF BACHELOR'S DEGREE COURSE IN EDUCATION (B.Ed. COURSE)

- 1.1 B.Ed. Course is a whole time course of the duration of one academic year. The class work in Non-Government colleges shall commence from September 23, 2002.
- 1.2 A person, so long as he/she is a student of B.Ed course, shall not be eligible to attend any other course of instruction or appear in any other examination of the University: Provided that a candidate who has been placed under reappear category in one course/paper of an examination, other than the qualifying examination, or was scheduled to appear in the examination (other than the qualifying examination) either as a regular or private (candidate before the commencement of class work of B.Ed. course but could not do so on account of delay in the conduct of said examination, for reasons beyond his control, shall be eligible to appear in the examination, even though he/she has been duly admitted to B.Ed. course.
- 1.3 Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to B.Ed. course in Non- Government colleges. Such a person may, however, be considered for admission, provided-
 - (i) he/she produces a certificate from his/her employer that the employer has no objection to his/her employee pursuing whole time B.Ed course and that the employee is on authorised leave for the purpose;
 - (ii) in the case of self-employed-person or a person engaged in business or a profession, the person concerned gives an undertaking in writing that he/she will devote his/her whole time for studies as a student during the period he/she remains on roll of the College for the course and shall not engage in any business or profession or avocation during this; period or engage in any other activity which is likely to interfere with his/her studies in the College.

2. MEDIUM OF INSTRUCTION AND EXAMINATION

- 2.1 English shall be the medium of instruction and examination in all papers except in Modern Indian Languages, where the medium of instruction and examination shall be the language concerned.

3. DEFINITIONS

- 3.1 "Course" means B.Ed. Course.
- 3.2 "Bachelor's Degree" means Bachelor's Degree in the faculties of Arts, Science, Social Sciences or Commerce (under 10+2+3 or 10+2+2/10+1+3 pattern) of the University of Jammu or Bachelor's Degree in the Faculty of Music & Fine arts of the University of Jammu or a Degree of any other university recognised as equivalent thereto or Bachelor's Degree of 4-year duration in the Faculty of Agriculture of a recognised University
- 3.3 "Qualifying Examination" means Bachelor's Degree Examination (on the basis of which the candidate becomes eligible for admission to B.Ed. course in terms of statute 6.1) in the faculties of Arts, Science, Social Sciences, Commerce or Music

and Fine Arts of the University of Jammu or any other examination recognised as equivalent thereto or, Bachelor's Degree of 4-year duration in the Faculty of Agriculture.

- 3.4 "Merit" means percentage of marks obtained by the candidate in the qualifying examination.
- 3.5 "Open Merit Category" means consideration under Non-Reserved Category on the basis of inter-se merit.
- 3.6 "The University" means the University of Jammu.
- 3.7 "Incomplete Form" means the Application Form which is wrongly filled in, gives incomplete/wrong/false information, has not been attested by the prescribed authority, is not accompanied by the requisite late fee in full (if applicable) or is deficient in respect of one or more requisite certificate(s)/documents(s)
- 3.8 "Late Receipt" means the Application Form not received in the University even by post during working hours on or before the last date notified for the purpose.
- 3.9 "College" means a Non-Government College of Education affiliated to the University for imparting instruction in the B.Ed. course.
- 3.10 "Authority to attest the Application Form and Photograph" is either the Principal of the Institution from where the candidate passed the qualifying examination or where he is studying at present or a gazetted officer.
- 3.11 "Candidate" means the person seeking admission to B.Ed. course.

4. CENTRALISED ADMISSION

- 4.1 No Non-Government College of Education other than M.C. Khalsa College of Education shall make admission of the candidates to the B.Ed. course on its own. Selection of candidates for all seats in B.Ed course in each Non-Government affiliated college of education shall be made by the University. Upto 20% of the sanctioned seats in each college shall be free seats and the remaining 80% seats shall be payment seats.
- 4.2 "Deleted"
- 4.3 "Deleted"

5. INFORMATION BROCHURE-CUM-APPLICATION FORM

The Information Brochure-cum-Application Form for admission to B.Ed course can be obtained only from the following branches of the J&K Bank Ltd:-

Jammu

1. New University Campus, Bahu Road.
2. Shalamar Road.

Punjab

3. Ludhiana, Chaura Bazar.
4. Jalandhar, G.T. Road, Adda Basti.
5. Amritsar, Shastri Market.
6. Pathankot, Ware House.
7. Batala, Ramgariher Road.

Haryana

8. Ambala Cantt. Sadar Bazar.

New Delhi

9. Cannaught Place, G-40, First Floor.

Rajasthan

10. Jaipur, Panch Bati, M.I. Road.

Himachal Pradesh

11. Shimla, 15, The Mall

Chandigarh

12. Chandigarh, S.C.O. 129-130, Sector 17C.

On payment of Rs. 500/- on all working days and hours of the J&K Bank Ltd. on one to one basis. The bank shall charge Rs.25/- as commission on the sale of each form from the candidate. This shall be in addition to the cost of the Information Brochure-cum-Application Form.

NOTE :-

1. No agency other than the J&K Bank Ltd. (branches mentioned at S. No. 5) has been authorised to sell the Information Brochure-cum-Application Form.
2. No request for sale of forms shall be entertained by POST.

6. ELIGIBILITY

- 6.1. Admission to B.Ed. course in Non-Government Colleges of Education shall be open to those candidates who have passed Bachelor's Degree Examination in the Faculties of Arts, Science, Social Sciences, Commerce or Faculty of Music and Fine Arts, conducted by the University of Jammu or an examination of any other University recognized as equivalent thereto or Bachelor's Degree examination of 4-year duration in the Faculty of Agriculture of a recognised University.
- 6.2. "Deleted"

7. SUBMISSION OF APPLICATION FORM

- 7.1 Before submitting the Application Forms to the University, candidates shall read the statutes carefully to ensure that they fulfil all the eligibility conditions laid down for admission to B.Ed. course. In case, it is detected at any stage that a candidate does

not fulfil the eligibility criteria and/or has furnished incorrect information concealed/suppressed information, concealed/suppressed material facts, his/her candidature will be cancelled, even if already admitted. The University will, in no way, be responsible for the consequences emanating there from.

8. CERTIFICATES AND OTHER DOCUMENTS TO BE ATTACHED

8.1 The Application Form, duly filled in, should be accompanied by photo copies (signed by the candidate and attested by the authority mentioned in Statute 3.10) of the following certificates/documents

- (i) Matriculation or equivalent examination certificate.
- (ii) Marks Certificate of 12th Class examination.
- (iii) Bachelor's Degree/Provisional Certificate issued by the institution/University.
- (iv) Marks Certificate of each part of Bachelor's Degree examination.
- (v) Certificate of good conduct from the Principal of the college last attended or Head of Institution where the candidate is studying at present or Gazetted Officer.
- (vi) Category certificate issued by the competent authority as per latest SRO issued by the J&K State Government (by those candidates who claim consideration under Reserved Categories).
- (vii) Certificate of being Permanent Resident of Jammu province of the Jammu and Kashmir State issued by the Competent Authority by those candidates who-
 - (a) passed the qualifying examination from University other than the University of Jammu but belong to the areas falling, within the territorial jurisdiction of the University of Jammu and claim consideration for admission to the course under Statute 9.1 (a) (ii)
 - (b) claim consideration for admission under any of the reserved categories.
- (viii) An affidavit as per specimen given at Annexure-I duly attested by First Class Magistrate or a Notary Public (by such candidates as claim consideration under Reserved Category in terms of Statute 8.2).
- (ix) A certificate or an undertaking, as the case may be, by such candidates as are in employment or may be self-employed or are engaged in business or profession in terms of Statute 8.3.
- (x) Certificate (on the prescribed form attached with the Brochure Annexure III) for candidates seeking admission under 9.1 (a)(iii).
- (xi) An affidavit as per specimen given at Annexure IV duly attested by First Class Magistrate or a Notary Public (by such candidates as claim admission under 9.1 (a)(iii)).

IMPORTANT NOTE : Candidates seeking admission to the course under any reserved category must attach with the Application Form an attested copy of the certificate on the form prescribed and issued for the purpose by the competent authority under law

in force. **Failure to attach the attested copy of such certificate with the Application Form will render the candidate ineligible for admission under reserved category.** Certificate on plain paper will not be entertained. The certificates of candidates belonging to category of S.C., S.T., Defence Service Personnel, Resident of area adjoining the Actual Line of Control, Backward area or weak and under-privilege classes shall not be entertained if these do not conform to the latest SRO/Order issued by the J&K Government for the purpose. In case, a candidate claims admission under reserved category but does not attach the requisite certificate in support of his claim with the Application Form, and if found otherwise eligible, will be considered under Open Merit Category. **NO CERTIFICATE OR ATTESTED COPY THEREOF WILL BE ENTERTAINED AFTER THE LAST DATE NOTIFIED FOR THE SUBMISSION OF APPLICATION FORMS. THE CLAIM OF THE CANDIDATE FOR CONSIDERATION UNDER ANY RESERVED CATEGORY WITH "UNDER PROCESS CERTIFICATE" OF CATEGORY WILL NOT BE ENTERTAINED.**

- 8.2 A candidate seeking admission under reserved category must submit along with the Application Form an AFFIDAVIT as per specimen given at Annexure-I duly attested by First Class Magistrate or a Notary Public to the effect that category certificate and other certificates/documents (attested copies of which are attached with the Application Form) are genuine and in the event of their getting proved otherwise, his admission shall be cancelled besides any other action that may be taken against him under law for his civil or criminal liability.
- 8.3 In case the candidate is in employment or is self-employed or is engaged in business or profession, he shall also furnish the requisite certificate or undertaking, as the case may be, with the Application Form in accordance with Statute 1.3.

9. DISTRIBUTION OF SEATS

- 9.1 (a) 75% of the sanctioned seats available in Non-Government colleges of Education shall be filled from amongst eligible candidates who are :-
- (i) Graduates of the University of Jammu
 - OR
 - (ii) belong to areas falling within the territorial jurisdiction of the University of Jammu but have passed the qualifying examination from a University other than the University of Jammu;
 - OR
 - (iii) such employees of the Central/State Govt./Public Undertaking or any other Organisation recognised by the Syndicate as are posted within the territorial jurisdiction of the University or sons, daughters, spouses of such employees.

NOTE : Candidates applying under 9.1 (a) (iii) category must attach certificate and affidavit as per the specimen given at Annexure III & IV. Non-compliance shall lead to rejection of the candidature under the category and candidate shall be considered under 9.1(b), if otherwise eligible.

- (b) Remaining 25% seats shall be filled from amongst eligible candidates who neither belong to the territorial jurisdiction of the University of Jammu nor have passed the qualifying examination from the University of Jammu.

- (c) In case, the number of eligible candidates is less than the number of seats available under (b) above, the unfilled seats may be filled from amongst the eligible candidates falling under (a) above and vice-versa.
- 9.2 (a) 67% of seats available under Statute 9.1 (a) in all the Non-Government affiliated Colleges of Education shall be filled from amongst eligible candidates belonging to open merit category strictly on the basis of merit i.e. %age of marks obtained in the qualifying examination.
- (b) 33% of seats under reserved category shall be filled in accordance with Statute (10).

NOTE : Candidates belonging to Jammu province and holding State Subject Certificate shall alone be eligible under reserved category.

- (c) Seats available under Statute 9.1 (b) shall also be filled from amongst eligible candidates on the basis of merit.

NOTE : The admission committee shall prepare a category-wise and merit-wise list of the candidates eligible under reserved category. If a candidate falling under reserved category figures in the open category list then he/she shall not be considered for admission under the reserved category and candidate in the next order of merit shall be given the benefit of reservation.

9.3 "Deleted"

10. RESERVATIONS/DISCRETIONARY QUOTA

The statutes and procedure relating to the admission of the students under Reserved Categories/Discretionary quota will be the for same as may be applicable in the case of P.G. Courses of University of Jammu for the session 2002 -2003 and the benefit of it shall be available to the candidates holding certificate of being permanent resident of the J&K State issued by the competent authority and residing in the territorial jurisdiction of Jammu University.

11. PROCEDURE AND MODE OF SELECTION

- 11.1 Admission of all eligible candidates to B.Ed. Course shall be made by the Central Admission Committee (to be constituted by the Vice-Chancellor) in accordance with the Statutes.
- 11.2 Merit lists of eligible candidates mentioned in Statute 9.1 (b) 9.2 (a) and those belonging to reserved categories shall be prepared separately on the basis of merit i.e. percentage of marks obtained in the qualifying examination. Admission of the candidates falling under 9.1 (b) and 9.2 (a) shall be made on the basis of comparative merit in the respective lists. Likewise, admission of candidates under reserved categories shall be made on the basis of comparative merit in the respective reserved category.
- 11.3 (a) In case two or more candidates falling under open merit category or reserved category have equal merit, the inter-se order of priority for admission of such candidates shall be determined in the order formulated as under:-
- (i) Candidate obtaining higher percentage of marks in Higher Secondary Part-

II or an examination recognized as equivalent thereto;

(ii) Candidate obtaining higher percentage of marks in the Matriculation examination or any other examination recognized as equivalent thereto, if percentage of marks at serial (i) is equal.

(iii) Candidate older in age, if the percentage of marks at serial (ii) is also equal.

11.4 In case any seat in the reserved category falls vacant, the same will be filled from amongst candidates of that particular category, strictly in accordance with the prescribed procedure and names. In the event of non-availability of eligible candidate in the concerned reserved category, the resultant vacancy shall be offered to the candidates specified in Statute 9.2(a) (Open Merit) in order of merit. In the event of non-availability of a candidate mentioned in Statute 9.2(a), the seat will be offered to the candidate mentioned in Statute 9.1 (b) in order of merit.

NOTE: If a candidate who has applied under reserved category falls in the open merit, he/she shall not be considered under reserved category and candidate next to him/her shall be offered seat under reserved category.

13. FREE SEATS AND PAYMENT SEATS

13.1 "Upto 20% of the sanctioned seats in each college shall be free seats and selection shall be made in order of merit. The candidates under statute 9.1 (a) shall be eligible for free seats amongst the local candidates and 9.1 (b) shall be eligible amongst the Non-Local candidates.

Such candidates shall not be required to pay tuition fee.

NOTE: Suppose if a college has sanctioned intake of 100 seats, then

Free seats shall be - 20

Payment seats shall be - 80

Further free seats shall be

a) For Local candidates under (i.e. 9.1 (a) (i), (ii) 7 (iii) 75% of sanctioned Strength)

b) Non-Local candidates -5 (i.e. 25% of under 9.1 (b) the sanctioned strength)

13.2 A candidate admitted to B.Ed. course against Free Seat in a Non- Govt. College of Education shall pay only Rs. 11,000/- (eleven thousand) for the entire duration of the course, whereas a candidate against payment seat, shall pay Rs. 23,000/- (Twenty three thousand) for the entire duration of the Course. This will be in addition to the other charges as determined from time to time.

13.3 The fee and/or other charges payable by the selected candidates for admission to B.Ed. Course shall be deposited against proper receipt during Counselling/admission in the form of a Crossed Bank Draft drawn in favour of Director Colleges Development, University of Jammu payable at Jammu.

13.4 The fee and/or charges once deposited by the selected candidate may be refunded/ adjusted upto the last date notified for admission. Thereafter, no refund of fee and/

or charges shall be allowed under any circumstances whatsoever and no complaint shall be entertained by the University in this regard.

13.5 In addition to the above fee and/or other charges, every candidate (whether admitted against Free Seat or Payment Seat) shall be required to pay other normal fees prescribed by the University, i.e., examination fee, sports fee, NSS fee, Registration fee, eligibility fee (if applicable), and Development Fund and cost of Information Brochure.

NOTE : No college shall charge more than the above prescribed-specified fee on the admission slip. Complaint, if any, may be submitted to Director Colleges Development.

14. DISPLAY OF LISTS OF SELECTED CANDIDATES

14.1 The list of candidates drawn strictly in order of merit for admission to B.Ed. Course shall be displayed on the Notice Board(s).

14.2 No separate intimation to individual candidates regarding selection shall be despatched. Counselling schedule based on merit in the qualifying examination shall be notified in the Newspapers (Both Locals & National papers).

15. ALL ADMISSIONS- PROVISIONAL

15.1 All admissions to B.Ed. Course in Non-Govt. colleges shall be provisional and subject to confirmation by the University.

16. VERIFICATION OF CERTIFICATES

16.1 All the candidates selected provisionally for admission to B.Ed. Course, shall submit all the original certificates/documents at the time of Counselling/Admission for verification of their eligibility conditions, failing which, shall forfeit the right of admission, no complaint shall be entertained in this regard. The selected candidates except those belonging to reserved Categories, shall also submit an Affidavit as per specimen given at Annexure-II, duly attested by a First Class Magistrate or a Notary Public, along with the original certificates/ documents.

The candidates seeking admission under 9.1.(a) (iii) must attach certificate on the prescribed form (Annexure III) and an Affidavit (Annexure IV) otherwise their claim for admission to 9.1(a)(iii) clause shall not be considered.

17. APPEALS

17.1 In case the candidate, who had submitted his Application Form on due date, has any grievance and feels that the norms governing the admission have not been adhered to, he shall have the option to make an appeal to the Convenor, Admission Committee (B.Ed.) on the prescribed form on payment of Rs. 100/- in the form of Demand Draft in favour of the Director Colleges Development payable at Jammu. The form duly filled in shall be submitted to the Convenor (B.Ed. Admissions) during working hours. Such appeals shall be considered by the Appellate Committee comprising the following:

1. Vice-Chancellor (Chairman)
2. Dean, Academic Affairs

3. Registrar
4. Director College Development (Convenor, B.Ed Admission Committee)
5. Dean, Faculty of Education
6. Liason Officer Legal matters, Jammu University.
7. One Principal of a Non-Government College of Education to be nominated by the Vice-Chancellor.
8. Officer dealing with the B.Ed Admissions.

Majority of the members shall form the quorum.

17.2 It shall be obligatory on the part of the appellant to remain present on the scheduled date and time at the venue of the meeting of the Appellate Committee. He will ascertain the schedule time, date and venue of the meeting from the Convenor (B.Ed Admission). He shall appear before the Appellate Committee if called upon to do so. The decision of the Appellate Committee shall be final and binding on the appellant.

18. REMOVAL OF DIFFICULTIES

18.1 If any difficulty arises in giving effect to these statutes or in dealing with a situation not envisaged in the statutes, the matter shall be referred to the Vice-Chancellor who shall issue such order as he may deem fit under the circumstances.

19. LEGAL DISPUTES

19.1 All legal disputes relating to the admission of candidates to B.Ed. Course in Non-Govt. Colleges shall be subject to the jurisdiction of Jammu Courts only.

Note: Appendices to be enclosed.

Reference:

____1.____ University Council Resolution No. 62 dated 21.06.2004.

CHAPTER VI

CHANGE IN NAME/PARENTAGE/DATE OF BIRTH¹

STATUTES

1. A registered candidate applying for change in his name or in the name of his father is required to pay a fee of Rs.650/-² and the following procedure shall be followed in this behalf :
 - i/ An affidavit, duly sworn in before a Magistrate 1st Class or an Oath Commissioner or a Public Notary by the father (in case father is not alive by the guardian) of the candidate (in case he is a minor) and by the candidate himself (in case he is a major) and advertisement in atleast one newspaper giving not less than one month's notice for filling the objections, if any, to the proposed change in name in the office of the Registrar shall be necessary in all cases for purpose of proving identity.
 - ii/ Besides advertising the proposed change in anyone newspaper by the applicant, it is obligatory to advertise the proposed change by the Registrar in the Government Gazette giving atleast three weeks notice for filling the objections to the proposed change. The applicant shall pay the advertisement charges, if any, of the notification published in the Government Gazette.
 - iii/ Candidates applying for change in name/ parentage to the University on the basis of change in name authorised by the High School/Higher Secondary Board should be required to pay the fee prescribed under Statutes but be not required to fulfil other statutory requirements in respect of advertisement in newspaper or Government Gazette.
 - iv/ When change in name of the candidate or in the name of his father is permitted, the name of the candidate/father shall be shown as 'new name alias old name' in the University record.
 - v/ Academic titles and ranks like 'Dr' and 'Captain' etc. shall not form a part of the name.
 - vi/ Change in caste/sub-caste is not permissible unless there is any link between the proposed and the one already shown against the name. But in the case of a candidate whose caste/sub-caste is not mentioned with his name he must conclusively prove that he belongs to the caste/sub-caste which he proposes to add to his name. This will not, however, apply to a women candidate who may change her name after her marriage.
 - vii/ When a women candidate applies for change in name after her marriage and her marriage is not solemnized in a Court of Law, she shall have to submit her affidavit in support of the marriage to her spouse. But in the case of women candidate whose marriage has been solemnized in a Court of Law, she shall be required to produce a marriage certificate issued by the Court concerned. In both the cases she shall be required to remit the requisite fee. If the change in name is permitted word 'nee' shall be added in between the name and old name.
 - viii/ A candidate whose request for change in his name or in the name of his father is granted by the competent authorities, he shall be required to submit all the qualification

certificates of the examinations passed by him from this University alongwith the fee prescribed for each duplicate certificate to carry out the change. In case he fails to return the qualification certificates for necessary change in his name or in the name of his father, as the case may be, within a period of three calendar months from the date of despatch of the communication to this effect, the approval for change in his name or in the name of his father, shall be cancelled.

Notwithstanding anything contained above, when change in name by a citizen of India is governed by any other Act or rule framed by the Central or State Legislature/ Government, the candidate shall be required to fulfil the conditions laid down therein. Thereafter the candidate shall —

- (a) make an application on a prescribed form for change in his name or in the name of his father to the Registrar;
- (b) submit some documentary evidence of his having conformed with the provisions of Law; and
- (c) remit the requisite fee for change in his name or in the name of his father.

The Registrar may allow change in his name or in the name of his father after the candidate has fulfilled all the requirements and after having satisfied himself or the genuineness of the claim.

Change in date of birth

2. Date of birth as entered in the University Register of Students shall not be altered except :—
 - (1) on the Registrar being satisfied that there has been a clerical error in either a college office or the University Department office; or
 - (2) on the Registrar 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 or Higher Secondary Elective Examination to the effect that the University/ Board/Body has ordered an alteration in the date of birth of the candidate concerned.

A fee at the rate of Rs.20/-² shall be charged for correction in the date of birth as per original or provisional Matric/Higher Secondary Certificate after 20 days of the receipt of the Registration Card.²

References

1. University Council Resolution No. 25 dated 15.9.1975
2. University Council Resolution No. 98 dated 21-06-2004

CHAPTER VII

INTER-COLLEGE & INTER-UNIVERSITY MIGRATION

STATUTES

Inter-College Migration

1. 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.

2. 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 -
 - (1) apply for migration on the prescribed form;
 - (2) make payment of all college fees, if any, due upto date;
 - (3) 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.
3. Every application for inter-college migration must be accompanied with a fee of Rs.150/-¹ which shall not be refunded even if the application is rejected.
4. Migration shall not be sanctioned unless the Principals of both the colleges/institutions agree and fee of Rs.150/- has been paid.
5. 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.
6. 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.
7. No migration certificate can be issued unless the student has been registered already.
8. Inter-college migration shall be allowed only once in an academic year.
9. 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.

10. When migration has been sanctioned by the University and student has made all payments required by these statutes, the Principal shall grant a transfer certificate in the form prescribed.
11. A student who, owing to his/her failure at the terminal examination of a college or recognized institution has not been allowed promotion, shall not be admitted into a higher class in another college or recognised institution.
12. No student once admitted to a particular University Department for Post-graduate study shall be allowed transfer to another Department.

Migration to other Universities

13. If a student wishes to join another University or Educational Institute outside the territorial jurisdiction of the University, he/she may be granted a migration certificate on his/her applying on the prescribed form and paying a fee of Rs.320/-. 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 of the receipt of the application and the fee, provided that the form is complete in all details.

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 Registrar may, in exceptional circumstances, authorise personal delivery of the certificate to the student or his/her guardian.

Duplicate Inter-University Migration Certificate

14. Duplicate copy of the Inter-University Migration Certificate shall be granted on payment of Rs. 650/-.¹

Provided that duplicate copy of Inter-University Migration Certificate shall not be granted except in cases in which the Registrar 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 Registrar 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.

Lapse of Membership

15. 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.

Refund of migration fee

16. In case a candidate, who has paid the migration fee and has not filled the migration form, gives up the idea of migration, half the fee/full fee paid may be refunded on submission of proper refund application within three months of the date of payment of the fee.

Reference:

1. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER VIII

UNIVERSITY CREST & SEAL

1. University Common Seal

(i) University Motto

The English translation of the Motto is
“from darkness to light”.

(ii) University Crest

The University Crest shall be as under :-



“The University Crest a circle, the wheel of life is a composite of symbols representing the spiritual and material elements in life and the aspiration for knowledge and virtue.

It has -

- 1/ inscription on the left and right in Sanskrit and Arabic respectively both of which express man’s longing to be led from darkness to enlightenment;
- 2/ the electron orbital on top which represents the potentialities of the mighty atom and of the physical sciences and technology of our age;
- 3/ inside the circle are the Trikuta, the lotus and the book, of which
 - (a) the Trikuta or the three Holy Peaks to the north of Jammu represent the natural and spiritual symbol and inspiration of the Jammu region;
 - (b) the lotus stands for virtue unsullied by world’s lure and the ideal life that is lived in the world without being of the world; and
 - (c) the book as a symbol of man’s quest for knowledge of Truth which survives the flux of time”.

2. Colour of Faculties

The colours of the various Faculties shall be as follows :-

- | | | | |
|-------|----------------------|-----|-------------|
| i) | Arts | ... | Red |
| ii) | Science | ... | Blue |
| iii) | Oriental Learning | ... | Purple |
| iv) | Behavioural Sciences | ... | Brown |
| v) | Commerce | ... | Yellow |
| vi) | Social Sciences | ... | Orange |
| vii) | Medicine | ... | Dark Blue |
| viii) | Agriculture | ... | Green |
| ix) | Music & Fine Arts | ... | Basanti |
| x) | Ayurvedic Medicine | ... | Silver Grey |
| xi) | Law | ... | Pink |
| xii) | Engineering | ... | |
| xiii) | Management Studies | ... | |
| xiv) | Life Sciences | ... | |
| xv) | Education | ... | |

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CHAPTER IX

UNIVERSITY TERMS. VACATIONS AND HOLIDAYS

STATUTES

1. (i) The terms and vacations in an academic year in the teaching Departments of the University shall be as follows:-

Summer Vacation	- June 9 to July 31
i/ The University reopens after summer vacation.	- August 1
ii/ Admission process starts (assuming that the results of B.A./B.Sc./B.Com. Illrd Year are declared by the end of July).	
Commencement of the Examinations of IInd Semester.	- August 1 to August 7
Examinations of IVth Semester outgoing students start.	- August 16 to August 20
Teaching of 1st and Illrd Semester courses starts.	- August 25 (within 3 days of this date).
Admission process ends.	- September 15
1st Internal Assessment tests/assignments	- October 1 to October 10 (Departments may adjust these dates a little bit).
Diwali Break.	- Three days before and three days after Diwali
IInd Internal assessment tests/ assignments	- November 15 to November 22 (Departments may adjust these dates).
Teaching of 1st and Illrd Semester courses ends.	- December 17
i) Winter vacation.	- December 18 to December 31
ii) Preparatory holidays for students.	
Commencement of 1st Semester examinations.	- January 1 to January 5
Commencement of Illrd Semester examinations.	- January 15 to January 20
All Semester examinations end	- January 31 (within two days of this date).

Teaching of IInd and IVth Semester courses starts	- February 1 (within 5 days of this date).
1st Internal Assessment tests/ assignments	- March 9 to March 16 (The Departments may adjust these dates).
Holi Break for one week (The week in which Holi would be falling).	- March, (One week)
IInd Internal Assessment Tests/assignment.	- April 12 to April 20 (The Departments may adjust these dates).
Teaching of IInd and IVth Semester ends and courses are completed.	- May 16
Preparatory Holidays for students.	- May 18 to May 28
Commencement of examinations of IInd and IVth Semesters.	- May 29 to June 3
Summer Vacation starts.	- June 9

NOTES:

- i/ This Calendar should be applicable to all the Departments.
- ii/ Students and faculty members of the Post-graduate Departments should be given a copy of the schedule in the beginning of the academic year.
- iii/ As far as possible, meetings of the various Committees in the University should be fixed in the afternoons so that teaching is not disrupted.
- iv/ Periodic meetings of Heads of the Departments should be held to review progress of the academic work in light of the schedule.
- v/ The examinations centres should be pooled at one or two places. The gap between two papers in the examination should not exceed 3 days in case of 4 credit courses and 2 days in case of two credit courses.¹

NOTE:

The University Council vide Resolution No.33 dated 23.5. 1998 Resolved that the Academic Calendar be approved and efforts be made to ensure its implementation in future also.

ACADEMIC CALENDAR OF ENGINEERING FACULTY

	FROM	TO
"Date of re-opening of College after Summer break Class work for 1st, 3rd, 5th and 7th Semester	1st of August each year	15 November
	1st August	(Based on 90 working days as per A.I.C.T.E. Norms)
Study break for all students	16th Nov.	25th Nov.
Semester Examinations		
a/ Regular (1st, 3rd, 5th and 7th)	26th Nov.	15th Dec.
b/ Practical Examinations	16th Dec.	20th Dec.
c/ Supplementary Examinations (2nd, 4th, 6th and 8th)	21st Dec.	8th Jan.
Winter Break	21st Dec.	10th Jan.
Class work for 2nd, 4th, 6th and 8th Semester	11th Jan.	May 1st
		(Based on 90 working days, as per AICTE Norms).
Study Break	1st May	10th May
Semester Examinations		
a/ Regular (2nd, 4th, 6th and 8th)	11th May	26th May
b/ Practical Examinations	27th May	31st May
c/ Supplementary Examinations (1st, 3rd, 5th and 7th)	1st June	16th June
Summer Break		
a/ For students	1st June	31st July
b/ For Staff	1st June.	31st July
Project Examination (8th Semester)	1st Week of June	
Practical Training of students (6th Semester)	1st June onwards	
College re-opens for next Academic session." ²	1st August	

NOTE : The exact date for commencement of class-work or examinations may slightly differ from year to year depending on the list of holidays etc.

Terms and Vacations of Constituent/Affiliated Colleges

- (ii) The terms and vacations in an academic year in the constituent/affiliated colleges and recognised institutions except colleges/institutions in Doda District shall be as follows:-
- | | | |
|--------------|-----|--------------------------|
| 1st term | ... | August 1 to December 19 |
| Winter break | ... | December 20 to January 5 |
| 2nd term | ... | January 6 to May 23 |
| Summer break | ... | May 24 to July 31 |
2. The terms and vacations for the college/ institution in the Doda District shall be as under:-
- | | | |
|--------------|-----|--------------------------------|
| 1st term | ... | August 1 to December 19 |
| Winter break | ... | December 20 to end of February |
| 2nd term | ... | March 1 to July 16 |
| Summer break | ... | July 17 to July 31 |
3. The terms and vacations for the B.Ed. Course shall be as under :-
- | | | |
|--------------|-----|--------------------------|
| 1st term | ... | August 25 to December 25 |
| Winter break | ... | December 26 to January 9 |
| 2nd term | ... | January 10 to June 15 |
| Summer break | ... | June 16 to August 24 |
4. The terms for classes in the Faculties of Medicine and Ayurvedic Medicine shall be fixed from time to time by the Vice-Chancellor after taking into consideration the recommendations of the Dean of the Faculty concerned.
5. Notwithstanding anything contained above, in the case of all the Teaching Departments and affiliated/ constituent colleges/recognised institutions, the dates for the opening and closing shall be subject to any changes which may be authorised by the Vice-chancellor when considered necessary.
6. During the terms, all teachers of University classes, whether they are maintained by the University or by their respective colleges/ institutions, shall be available for instruction, unless they have obtained leave of absence from the competent authority.
7. Students enrolled in University classes shall be required to attend classes throughout the University terms, whether their classes are working or not, except on approved holidays.
8. The University shall observe the same holidays as are observed by the Jammu and Kashmir Government, unless otherwise specified by an order of the Vice-Chancellor.
9. The preparatory holidays in the University Departments, affiliated/constituent colleges and recognised institutions shall be as under:-
- not exceeding 20 days preceding the date of commencement of examination in a course where there is no semester system;
 - not exceeding ten days preceding the date of commencement of examination in a course where there is a semester system; to be determined by the Head of the University Department or the Principal of the college/institution concerned.

References :

- University Council Resolution No. 33 dated 23.5.1998
- Notification No.F.Acd/V/158/98/1540-66 dt. 19.6.98

CHAPTER X

“CONVOCATION”¹

STATUTES

Date & Venue

1. Convocation for conferring the various degrees shall be held by the University at Jammu on such date as may be fixed by the Chancellor in consultation with the Pro-Chancellor.

A special Convocation may also be held as may be found necessary and convenient by the University Council.

2. The Convocation shall consist of the body corporate of the University.

Notice of Convocation

3. Not less than one month's notice shall be given by the Registrar of all meetings of the University Convocation.
4. The Registrar shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed thereat.
5. “Candidates who pass their examinations in the year for which the Convocation is held as regular students of a University Teaching Department or a College and are placed in 1st Division (in case of B.Ed. Examination 1st Division should be in Theory part of the examination) shall be eligible to be admitted to their Degrees at the University Convocation, or the College Convocation, as the case may be.

Provided that the Vice-Chancellor, on the recommendation of the Head of a University Teaching Department or the Principal of a College, may permit an ex-student of that department or College to be admitted to his Degree at the University or the College Convocation, as the case may be.”²

6. Candidates other than those mentioned in Statute 5 shall be deemed to have been admitted to their degrees in absentia at the University Convocation and the degrees shall be sent to them by registered post free of charge after the Convocation.
7. Medals, prizes and certificates of merit of the University shall be awarded to the persons entitled thereto at the University Convocation.
8. If a candidate, eligible to attend the University Convocation, fails to present himself for admission to degree, in the manner provided in the Statutes, he may be deemed to have been admitted to the degree in absentia at the University Convocation and his degree shall be issued free of charge after the Convocation.⁵
9. In case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in that year to their respective degrees in absentia and issue the degrees free of cost.
10. Notwithstanding anything contained in the foregoing Statutes, a student who is proceeding abroad for further studies or requires the degree urgently for reasons to be recorded may

be admitted to his degree by the Vice-Chancellor before the University Convocation or the College Convocation on payment of a fee of Rs.300/-⁶.

11. The academic dress of the University shall be as follows :-

(1) For Chancellor

Silk robe of black colour cut after the Oxford style of Chancellor's robe with four inches wide border of gold-thread work and with gold-thread tufts, down fronts, back silk and on sleeves.

(2) For Pro-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work and with gold-tufts, down fronts, back silk and on sleeves.

(3) For Vice-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(4) For Pro-Vice-Chancellor

Silk robe of black colour cut after the style of Chancellor's robe with four inches wide border of gold-thread work.

(5) For Registrar

Silk gown of black colour of Oxford style with four inches wide border of silver-thread work

(6) For Controller of Examinations

Silk gown of black colour of Oxford style with four inches wide border of silver-thread work.

(7) For Members of the University Authorities

Academic dress with appropriate hood in conformity with the Academic qualifications of those members who are entitled to wear them; and for others, black coloured silk gown. Oxford style, with four inches wide border of red-coloured silk, turbans in the case of men members and dupattas in the case of women members, of turbuzi colour to be used as head-dress.

(8) For Doctor of Literature/Science

(9) For Doctors of Philosophy

Black gown and black hood of silk with the lining in red colour.

(10) For Masters of Science

Black gown and black hood with the lining in blue colour.

(11) For Bachelor of Science

Black gown and black hood with the lining in light badami colour.

(12) For Masters of Arts and Social Sciences

Black gown and black hood with the lining in crimson colour.

(13) For Bachelors of Arts and Social Sciences

Black gown and black hood with the lining in light yellow colour.

(14) For Masters of Education

Black gown and black hood with the lining in maroon colour.

(15) For Bachelors of Education

Black gown and black hood with the lining in orange colour.

(16) For Masters of Commerce

Black gown and black hood with the lining in fawn colour.

(17) For Bachelors of Commerce

Black gown and black hood with the lining in claret colour.

(18) For Bachelors of Science in Agriculture

Black gown and black hood with the lining in saffron colour.

(19) For Bachelors of Ayurvedic Medicine & Surgery

Black gown and black hood with the lining in mauve colour.

(20) For Diploma Holders in Business Management/Office Management and Secretarial Practice/Electronics

Black gown and black hood with the lining in brown colour.

(21) For Bachelor of Laws

Black gown and black hood with the lining of pink colour.

(22) For Bachelors of Medicine and Surgery

Black gown and black hood with the lining in mauve colour.

(23) For Diploma Holder in the Faculty of Medicine

Black gown and black hood with the lining in mauve colour.

(24) For M.D. and M.S. (Medical Science)

Black gown and black hood with the lining in mauve colour.

(25) For Bachelor in Music/Bachelor in Fine Art

Black gown and black hood with tile lining in green colour.

Provided that the Vice-Chancellor may authorise relaxation of the Statute regarding wearing of the academic dress at the Convocation.

Convocation Procedure

12. The candidates for degrees must, seven clear days before the date fixed for the University Convocation, inform the Registrar in writing of their intention to be present alongwith application fee of Rs. 150/-⁶.

No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases, the Vice-Chancellor may permit candidates, who have not sent in their names to the Registrar, within the prescribed time, to be admitted to the Convocation, provided their applications are received by the Registrar not later than twenty-four hours before the time of the Convocation and are accompanied by a late fee of Rs.100/-⁶ in each case. No candidate whose application and requisite fee are received later than twenty-four hours before the time of the Convocation will be allowed to take his degree at the Convocation.

13. Men candidates shall wear turbuzi turbans and Women candidates shall wear turbuzi coloured dupattas or saries at the Convocation. They may also wear the gowns and hoods appropriate to their respective degrees.
14. The Chancellor, the Pro-chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Controller of examinations shall wear their special robes. Members of the University Council, the Syndicate and the Academic Council shall wear the proper academic costumes of the University of which they are graduates or that prescribed by the University of Jammu.
15. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and members of the University Council, the Syndicate and the Academic Council shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Shamiana :-

The Registrar;
The Controller of Examinations;
The Pro-Vice-Chancellor;
The Vice-Chancellor;
The Pro-Chancellor;
The Chancellor;
The Chief Guest;
Members of the University Council;
Members of the Syndicate;
Members of the Academic Council.
16. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and members of the University Council, the Syndicate and the Academic Council shall take their seats on the dais in places reserved for them.
17. On the procession entering the Shamiana, the candidates and audience shall rise and remain standing until the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and the members of the University Council, the Syndicate and the Academic Council have taken their seats.
18. The Registrar having obtained the consent of the Chancellor or, in his absence, of the Pro-Chancellor or, in his absence, of the Vice-Chancellor, shall declare the Convocation open.

19. The Chancellor, or in his absence, the Pro-Chancellor, or in his absence, the Vice-Chancellor, shall then say;

“Let the Candidates be presented”

20. “The candidates for each degree shall then be presented by the Deans of the various Faculties and the Principals of affiliated/ constituent colleges, or in their absence by their accredited representatives, as the case may be, and private candidates shall be presented by the Controller of Examinations at one and the same time in the following forms :-

Sir, I present to you _____ candidates for the degree of _____ whose names have been set forth in the list of candidates attending the Convocation and who have been examined and found qualified for the degree of _____ to which I pray that they may be admitted.”³

21. When candidates for the degrees have been presented, the Chancellor, or the Pro-Chancellor, or the Vice-chancellor, as the case may be, will admit the candidates in following order :-

1. Doctor of Science;
2. Doctor of Literature;
3. Doctor of Philosophy;
4. M.D. and M.S.;
5. Master of Science;
6. Master of Social Sciences;
7. Master of Arts;
8. Master of Commerce;
9. Master of Education;
10. Bachelor of Laws (Professional)
11. Bachelor of Laws;
12. Diploma holders in Business Management/Office Management and Secretarial Practice;
13. Diploma Course in Applied Electronics;
14. Diploma Courses in Faculty of Medicine;
15. Bachelor of Medicine and Bachelor of Surgery;
16. Bachelor of Ayurvedic Medicine & Surgery;
17. Bachelor of Education;
18. Bachelor of Science;
19. Bachelor of Arts;
20. Bachelor of Commerce;
21. Bachelor of Music;
22. Bachelor of Fine Arts.

The Chancellor, or, in his absence. the Pro-Chancellor or in the absence of both, the

Vice-Chancellor, shall then admit the candidates to the degrees in the following words :-

“By virtue of the authority vested in me as the Chancellor/Pro-Chancellor/Vice-Chancellor of the University of Jammu, I admit you to the degree of in this University and charge you throughout your life to prove worthy of the same”.

22. After the degrees have been conferred, recipients of the University Certificates of merit, medals and prizes shall be called out individually by the Registrar and shall stand before the Chancellor/Pro-Chancellor/Vice-Chancellor, who shall present the certificates, medals or prizes.
23. When all the candidates have been admitted to their degrees and the certificates, medals and prizes have been presented, the Vice-Chancellor will read a report reviewing the work of the University during the previous year.

“However, the printed report may be distributed among the audience in the Convocation Pandal and be taken as read. The Vice-Chancellor may, however, highlight the salient feature of the report:”⁴
24. After the report is read out by the Vice-Chancellor, the Pro-Chancellor, or in his absence, the Vice-Chancellor will introduce the Chief guest and request him to address the Convocation.
25. The Convocation address will then be delivered.
26. The Chancellor/Pro-Chancellor/Vice-Chancellor will thank the Chief Guest for delivering the Convocation address.
27. After this, the Registrar shall, with the permission of the Chancellor, or in his absence, the Pro-Chancellor, or in his absence, the Vice-Chancellor, declare the Convocation closed.
28. The procession will then leave the Convocation Shamiana in the same order in which it entered, the graduate and the audience standing.
29. Notwithstanding anything contained in these Statutes, a separate Convocation may be held at any affiliated/constituent College on the recommendation of the Principal concerned after the University Convocation for conferring degrees in respect of the 1st degree examinations for which teaching is provided in the Colleges viz. B.A./B.Sc./ B.Com., B.Ed., B.A.M. & S., M.B.B.S., B.Mus., and B.F.A. provided intimation to this respect is received by the Registrar before one month of the date of commencement of the University Convocation.

Procedure for the College Convocation

30. Candidates mentioned in Statute 29 wishing to attend the College Convocation must inform the Principal of the College concerned in writing of their intention to be present in the College Convocation atleast 10 days before the date of College Convocation and the list of such candidates must reach the University office 5 clear days before the date of College Convocation.

31. Degrees shall be supplied by the University only for those candidates whose names have been intimated to the Controller of Examinations by the College in accordance with paragraph 30 above.
32. The degrees shall be conferred by the Principal of the College, unless the Vice-Chancellor/ Pro-Vice-Chancellor is present.
33. The procedure laid down for the University Convocation shall be observed at the College Convocation as far as possible.

References

1. University Council Resolution No. 20 dated 23.3.1977
2. University Council Resolution No. 20 dated 23.5.1998
3. University Council Resolution No. 24 dated 18.1.1978
4. University Council Resolution No. 4 dated 28.2.1978
5. University Council Resolution No. 18 dated 26-04-2000
6. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER XI

I. MEDALS AND PRIZES ¹

Gold medals shall be awarded by the University each year in accordance with the Regulations made thereunder at the time of Convocation to the candidates securing first class first positions in order of merit in the following examinations, apart from the prizes and the medals created out of the endowments/trusts received from various persons :—

- | | | |
|-----|---|---|
| 1. | Dr. S.Radhakrishnan Gold Medal. | To the best graduate of the University be selected in accordance with the Regulations ² |
| 2. | Preparatory/Degree Course in Music and Fine Arts. | One Gold Medal in each of the -
a) Bachelor's Degree in Music.
b) Bachelor's Degree in Fine Arts
c) Preparatory Course in Music
d) Preparatory Course in Fine Arts. ³ |
| 3. | B.A./B.Sc./B.Com. Final. | One Gold Medal in each of the -
a) Humanities & Social Sciences group;
b) Science group;
c) Commerce group;
d) Bachelor of Engineering(B.E.); ⁴³ and
e) Bachelor of Business Administration (B.B.A) ⁴³ |
| 4. | Master's Degree Examinations. | One Gold Medal in each of the Master's Degree Programme separately. ⁴ |
| 5. | LL.B. | One Gold Medal. |
| 6. | LL.B. (Academic) ⁵ | One Gold Medal. |
| 7. | LL.B. (Professional) | One Gold Medal. |
| 8. | B.Ed. | One Gold Medal. |
| 9. | M.B.B.S. | One Gold Medal. |
| 10. | B.A.M & S. | One Gold Medal. |

Explanation

- i/ In the case of B.Ed. the Gold Medal shall be awarded provided first class is secured separately in both the theory and the practice of teaching examinations. In order to determine first class first position, marks secured both in theory and practice of teaching shall be taken into account.
- ii/ In the case of M.B.B.S. and B.A.M & S. examinations first class would mean 60% or above marks.

- iii/ Comparative merit for the award of University Gold Medal for the M.B.B.S. examination in the Faculty of Medicine, be determined on the basis of combined marks of all the parts of the M.B.B.S. examination.⁶

The following prizes and medals shall also be awarded to the position holders by the University of Jammu each year in accordance with the Regulations prescribed in this behalf :-

Endowments/Trusts

- | | |
|---|---|
| 1. Yashorajya Lakshmi Gold Medal | To the best woman graduate of the University of the year to be selected in accordance with the Regulations framed for the award. |
| 2. Principal Panna Lal Memorial Gold Medal | To the candidate who has obtained the highest percentage of marks at the M.A. (Final) Economics Annual Examination of the year. |
| 3. Dr. N. Dasarathi Memorial Prize | To the candidate who has obtained the highest percentage of marks at the M.Sc. Geology Annual Examination of the year. |
| 4. Shrimati Sansar Chand Magotra Memorial Cash Prizes of Rs.150/- and Rs. 100/- | To the women candidates securing first and second positions, in order of merit, in the M.A. Sanskrit (Final) examination. |
| 5. Verinder Goel Memorial Gold Medal | To the candidate who passes the M.B.B.S. (Final) Professional examination in the first attempt and secures highest marks in "EYE AND E.N.T." |
| 6. The Jammu & Kashmir Bank Ltd. Gold Medal | To the candidate having secured first position in order of merit in the B.Com. (Final) examination. |
| 7. The Jammu & Kashmir Bank Ltd. Silver Medal | To the candidate having secured second position in order of merit in the B. Com. (Final) examination. |
| 8. Mahimavati Anil Jain Gold Medal | To the candidate having secured highest percentage of marks in the first professional M.B.B.S.examination. ⁷ |
| 9. M.E.T. University Foundation Baba Ghulam Shah Gold Medal | To the candidate having secured first position with first division in the M.A. Urdu (Final) examination. |
| 10. Institute of Chartered Accountants of India Prize | To the candidate who obtains the highest marks in Accountancy paper/s at B.Com. (Honours) Examination. In case Honours course is not offered at the University it will be for the B.Com. (Pass) course. |

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| 11. Rajeev Naaz memorial Gold Medal | To the candidate securing highest percentage of marks in order of merit in the M.A. English (Final) Examination. ⁸ |
| 12. Dr. L.C. Khullar Memorial Cash Prizes of Rs.1500/- and Rs.1000/- | To be awarded to the candidates having secured First position and Second position, with first division in each case, in order of merit, respectively in the M. Com. Examination. ⁹ |
| 13. Dr. J.R. Sethi Memorial Gold Medal | To be awarded to the candidate who passes all the professional examinations leading to the Degree of M.B.B.S. in the first attempt and secures highest marks in Ophthalmology as an independent subject or Ophthalmology in the Section of EYE and ENT. ¹⁰ |
| 14. Dr. Sarla Devi Sawhney Memorial Gold Medal | To be awarded to the female candidate who passes all the M.B.B.S. examinations in first attempt securing maximum marks taken together in all the Professional Examinations. ¹¹ |
| 15. Dr. Nanak Chand Memorial Gold Medal | To be awarded to the candidate who passes all the M.B.B.S. Examinations in first attempt securing highest percentage of marks taken together in all the Professional Examinations. ¹² |
| 16. a) His Holiness Shankaracharya Swami Swanandashram Scholarships | Two scholarships of the value of Rs.50/- p.m. each to be paid one each to the best student, on rolls pursuing studies in I and III Semester of M.A. Sanskrit, best in character, discipline, obedience, attendance, extramural activities and holding 1st class as well. |
| b) His Holiness Shankaracharya Swami Swanandashram Gold Medal | To the candidate each year who passes M.A. Sanskrit, best in character, discipline, obedience, attendance, extramural activities and holding First Position as well. ¹³ |
| 17. Chander Paul Memorial Scholarships | Four Merit-cum-Means Scholarships one each to be awarded to the candidates pursuing MDP Commerce I Semester, MDP Commerce III Semester, LL.B. I Semester and LL.B. III Semester respectively as per Regulations. ¹⁴ |
| 18. Dr S.M. Iqbal Memorial Scholarships | Two merit scholarships one each to Ist/IInd Semester candidate and IIIrd/IVth Semester candidate of Master Degree Programme in Chemistry who have secured the highest percentage of marks in the Degree examination and Ist and IInd Semester taken |

- together, amongst the applicants respectively.¹⁵
19. Shri Rajan Puri Memorial Scholarships To be awarded to the students pursuing their Master's Degree Programme in Commerce in accordance with the Regulations governing the award of these scholarships.¹⁶
 20. Smt. Sushila Khajuria Memorial Scholarships Two merit-cum-means scholarships to be awarded every year, one each to the female students in the B.A. (Previous) and B.A. (Final) classes of the colleges affiliated to the University of Jammu.¹⁷
 21. Dr. Krishna Mohan Memorial Gold Medal To the candidate who has obtained highest percentage of marks in M.A. History examinations and is placed in the 1st Division.¹⁸
 22. Lakshmi Shivanath Memorial Scholarship Two scholarships to be awarded to the students on rolls in the 1st and IIIrd semester of M.A. Dogri as per regulations.¹⁹
 23. Pt. Udho Ram Rampal Scholarships
 - i/ Six Merit-cum-Means Scholarships each of Scholarships the value of Rs.80/- per mensem, two each to be payable to -
 - a/ B.A/B.Sc/B.Com Part-I
 - b/ B.A/B.Sc/B.Com Part-II
 - c/ B.A/B.Sc/B.Com Part-III ²⁰
 - ii/ Two merit-cum-means scholarships each of the value of Rs.100/- p.m. payable to the girl students on rolls in the B.A/B.Sc/B.Com Part-III class in the Colleges of Jammu city affiliated to the University of Jammu who emerge 1st & 2nd in the inter-se-merit of College-wise highest scorers (applicants) of all the city colleges as per Regulations.²¹
 24. Nihkil Baru Memorial Gold Medals³⁵ Two Medals to be awarded to the students who
 - i) has/have passed all the professional M.B.B.S. examinations in the first attempt and has/have obtained highest percentage of marks in the subject of medicine; and
 - ii) has/have passed all the professional M.B.B.S. examinations in the first attempt and has/have secured highest percentage of marks in the subject of Surgery.

25. Dr. Shakti Bala Memorial Gold Medal³⁷ To the female candidate
- a) who has passed M.A./M.Sc. examination in Mathematics in full in first attempt in consecutive regular session; and
 - b) who secured highest percentage of aggregate marks amongst female candidates declared successful in M.A./M.Sc. Final Degree examination in Mathematics.
26. Prof. Badri Nath Memorial Gold Medal.^{38, 49} To the candidate who is a graduate of Jammu University with highest marks in Chemistry.
27. Justice Bodh Raj Sawhny Memorial Gold Medal.³⁹ To a student who secures the highest percentage of marks in the LL.B. (Professional) Examination in the Faculty of Law.
28. Lakshmi Shivanath Memorial Gold Medal⁴⁰ To the candidate who passed B.A.(Final) Examination securing highest marks in the subjects of English and Dogri taken together.
29. Dr. Rukmani Devi Mirpuri Gold Medal⁴¹ To the candidate who secured 1st position in M.B.B.S. examination of Jammu University
30. Mrs. Ishwinder Mahajan Memorial Gold medals⁴²
 - i) MBA topper (Male) Gold Medal;
 - ii) MBA topper (Female) Gold Medal
31. Advocate Ram Nath Balgotra cash Prize⁴⁴ To a candidate who secures first position with first division in the first attempt in LLB Professional.
32. Professor A.C. Jain Scholarships⁴⁴ Two Merit Scholarships to be awarded to:
 - a) To a student of M.Sc. 1st & 2nd semester of chemistry department who has secured highest marks in the B.Sc. part I,II,III taken together in the subject of chemistry.
 - b) To a student of M.Sc. 3rd and 4th semester having passed all courses of 1st and 2nd semester in first attempt and have secured highest marks in organic chemistry.
33. Smt. Raj Dulari Sahinee Kochar Memorial Fellowship⁴⁶
34. Dr. S.N. Khosla Memorial Scholarship⁴⁷

REGULATIONS GOVERNING THE AWARD OF -

I. “DR. S. RADHAKRISHNAN GOLD MEDAL”

1. “Every Principal of the affiliated College shall be requested to send the name of the best candidate of his College out of pass list of B.A./B.Sc./ B.Com. for the year under reference to the University keeping in view the following criteria:-

Total Marks = 100

Distribution of marks -

- i/ Matric = 5 marks
- Hr.Sec.Part-II = 10 marks
- B.A./B.Sc./B.Com. = 70 marks

(Illustration of calculation of marks examination-wise) :

Marks secured in the respective exam.		Marks as allocated above to the concerned exam.
	X	

Maximum marks allotted to the concerned exam. by the conducting body.

- ii/ Extra curricular activities = 15

(to be calculated on pro-rata basis with the marks awardable to the concerned candidate for extra-curricular activities as per norms governing admission of the candidates to the Master Degree Programme of the University)

These lists shall be consolidated in the University office and then placed before a Committee which shall be nominated by the Syndicate for adjudging the best graduate of the year out of the lists supplied by the Principals.²²

II. “YASHORAJYA LAKSHMI GOLD MEDAL”

1. “Every Principal of the affiliated College shall be requested to send the name of the best women candidate of his College out of the pass list of B.A./ B.Sc./ B.Com. for the year under reference to the University keeping in view the following criteria :-

Total Marks = 100

Distribution of marks -

- i/ Matric = 5 marks
- Hr.Sec. Part-II = 10 marks
- B.A./B.Sc./B.Com. = 70 marks

(Illustration of calculation of marks examination-wise) :-

Marks secured in the respective exam.		Marks as allocated above to the concerned exam.
	X	

Maximum marks allotted to the concerned exam. by the conducting body.

- ii/ Extra curricular activities = 15

(to be calculated on pro-rata basis with the marks awardable to the concerned candidate for extra curricular activities as per norms governing admission of the candidates to the Master Degree Programme of the University)

These lists shall be consolidated in the University office and then placed before a Committee which shall be nominated by the Syndicate for adjudging the best women graduate of the year out of the lists supplied by the Principals.

NOTE : The award of the said Gold Medal shall continue to be operative till the Donor Her Highness Maharani Yashorajya Lakshmi or her legal heir/ representative, continued to bear the time to time cost of the Gold Medal.”²³

III. “PRINCIPAL PANNA LAL MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal known as “Principal Panna Lal Memorial Gold Medal.”
2. The Medal will be awarded. out of the annual income accruing from the endowment of Rs.10,000/- made by Shri Satinder Kumar Gupta C/o Bharat Flour Mills, Pathankot, each year to the candidate who obtains the highest percentage of marks among the successful candidates of M.A. (Final) Economics Examination.
3. If more than one candidate are bracketted for first position all will be awarded gold medals of equal amount within the annual accrued income of the endowment.
4. The intimation as to the award of the Gold Medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Shri Satinder Kumar Gupta or his legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri Satinder Kumar Gupta or his legal representative.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University.
7. In case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

IV. “DR N. DASARATHI MEMORIAL PRIZE”

1. There shall be a prize either in the form of a suitable medal or books known as the “Dr N. Dasarathi Memorial Prize”.
2. The Prize will be awarded, out of the annual income accruing from the endowment of Rs.3,000/- made by Shri N. V. Narayanaswami, 10, Vincent Colony, R.S. Puram, Coimbatore-2 (Tamil Nadu), father of late Dr N. Dasarathi and Rs. 7,000/- deposited by the Head of the Department of Geology, each year to the candidate who obtains the highest percentage of marks among the successful candidates of M.Sc. Geology Examination.
3. If more than one candidate are bracketted for first position, all such candidates will be awarded prize of equal amount within the annual accrued income of the endowment.
4. The Intimation as to the award of the prize with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Shri N. V. Narayanaswami or his legal representative.

5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri N. V. Narayanswami or his legal representative.
6. The Prize shall be awarded to the candidate at the annual Convocation of the University.
7. In case the Annual Convocation is not held, the prize shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

V. “SMT. SANSAR CHAND MAGOTRA MEMORIAL PRIZES”

1. “There shall be two cash prizes of the value of Rs. 150/- and Rs.100/- known as the “Shrimati Sansar Devi Magotra Memorial Prizes”.
2. The Prizes will be awarded out of the annual income accruing from the endowment of Rs.2,500/- made by Shri Sansar Chand Magotra, Daya Bhavan, Old Hospital Road, Jammu, each year to the women candidates securing 1st and 2nd Positions, in order of merit in the M.A. Sanskrit Examination securing not less than 60% marks.
3. If more than one candidates are bracketed for the 1st position each candidate shall be awarded cash prize of equal amount out of the income accruing from the endowment. In that case there will be no prize for the 2nd position.”³⁶
4. “The intimation as to the award of the Prizes with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Shri S.C. Magotra or his legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri S.C. Magotra or his legal representative.
6. The Prizes shall be awarded to the candidate at the annual Convocation of the University.
7. In case the annual Convocation is not held, the prizes shall be awarded to the candidate by the Vice-Chancellor of the University.”²⁴

VI. “VERINDER GOEL MEMORIAL GOLD MEDAL (SILVER MEDAL, GOLD PLATED)”

1. There shall be a Gold Medal known as “Verinder Goel Memorial Gold Medal (Silver Medal, Gold Plated)” and shall be got manufactured through Dr D.N. Goel or his legal representatives.
2. “The Medal shall be awarded, out of the annual income accruing from the endowment of Rs.3000/- made by Dr D.N. Goel. Rajinder Bazar, Jammu, each year to the candidate who passes the final Professional M.B.,B.S. Examination in the first attempt and secures highest marks in “EYE AND ENT.”²⁵
3. If more than one candidate are bracketted in the merit for award of the medal, all such candidates will be awarded medals of equal value within the annual accrued income of the endowment.
4. The intimation as to the award of the medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Dr D.N. Goel, or his legal representatives.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Dr D.N. Goel or his legal representatives.

6. The Medal shall be awarded to the candidate at the annual Convocation of the University and in case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

VII. “JAMMU & KASHMIR BANK LTD. GOLD AND SILVER MEDALS”

1. A Gold and a Silver Medal shall be awarded to the candidates who may have secured the first and the second positions with first division in each case in order of merit, respectively, in the B.Com. Degree Examination every year.
2. The Medals to be awarded shall be named as ‘The Jammu and Kashmir Bank Ltd. Gold Medal’ and ‘The Jammu and Kashmir Bank Ltd. Silver Medal’ and these names shall be inscribed on the respective medals.
3. The amount of the value of the each award shall be remitted to the University by the Jammu and Kashmir Bank Ltd. two months before the date of Convocation every year.
4. Only such candidates shall be entitled to the award of the medal as appear and pass the B.Com. Previous and B.Com. Final examination at the annual sessions as a whole at the first attempt and at one and the same sitting.
5. When two or more candidates are bracketted together in respect of first position the Gold Medal shall be awarded to the candidate who may have got highest marks in the final part of the examination. In such a situation the Silver Medal shall be awarded to the second bracketted candidate.

When two or more candidates are bracketted in the case of Silver Medal the Medal shall be awarded to the candidate who may have obtained higher marks in the Final examination.

6. The Medal shall be awarded to the candidates at the annual convocation of the University and in case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

VIII. “MAHIMAVATI ANIL JAIN GOLD MEDAL”

1. There shall be a Gold Medal to be known as “Mahimavati Anil Jain Gold Medal”.
2. The Medal will be awarded out of the annual income accruing from the endowment of Rs.5000/- made by Shri Arihant Kumar Jain, Union Bank of India, Raghunath Bazar, Jammu brother of Late Mr.Anil Jain, each year to the candidate who may secure the highest percentage of marks at the First Professional M.B.,B.S. Examination.
3. If more than one candidate are bracketted in the merit for award of the medal all such candidates will be awarded medals of equal value within the annual accrued income of the endowment.
4. The intimation as to the award of the medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Shri Arihant Kumar Jain or his legal representative.

5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri Arihent Kumar Jain or his legal representative.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.
7. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the trust/endowment with the University.

IX. “SAINT BABA GHULAM SHAH SAHIB OF SHAHDARA SHARIEF, RAJOURI GOLD MEDAL”

1. “There shall be a Gold Medal known as M.E.T. University Foundation Baba Ghulam Shah Gold Medal’.
2. The Medal will be awarded out of the annual income accruing from the endowment of Rs. 5000/- made by Prof. Ghulam Rasool Bacha, Muslim Education Trust, University Foundation. Sopore (Kashmir) each year to the candidate who may secure the first position with first division in the M.A. (Urdu) Final Examination of the University.
3. If more than one candidate are bracketted for first position, all such candidates will be awarded medals of equal amount within the annual accrued income of the endowment.
4. The intimation as to the award of the medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Prof. Ghulam Rasool Bacha, Chairman of M.E.T.U.F. or his legal representative of the Trust.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Prof. Ghulam Rasool Bacha or his legal representative of the Trust.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held. the medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.
7. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the trust with the University.”²⁶

X “INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA PRIZE”

1. There shall be a prize known as Institute of Chartered Accountants of India Prize (Books) for highest marks in Accountancy paper of B.Com. Examination.
2. The prize will be awarded out of the annual income accruing from the endowment of Rs.3000/- made by the Institute of Chartered Accountants of India, New Delhi, each year to the candidate who obtains the highest marks in Accountancy paper/s at B.Com. (Hons.) Examination. In case Honours Course is not offered at the University it will be for the B.Com. (Pass) Course.
3. If more than one candidate are bracketted in the merit for award of the prize, all such candidates will be awarded the prizes of equal value within the annual accrued income of the endowment.

4. The intimation as to the award of the prize with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to the Institute of Chartered Accountants of India.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of the Council of the Institute of Chartered Accountants of India, New Delhi.
6. The amount of the endowment shall be kept under fixed deposit account of the bank with which the University is having its other accounts.
7. The prize shall be awarded to the candidate at the Annual Convocation of the University.
8. In case the Annual Convocation is not held, the prize shall be awarded to the candidate by the Vice-Chancellor, in his Office Chambers or at any other function of the University.
9. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the endowment with the University.
10. If, for any reason, prize for a particular year is not awarded, the annual income of the endowment accrued for that year will also be added to the corpus of the endowment.”

XI “RAJEEV NAAZ MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal known as “Rajeev Naaz Memorial Gold Medal”.
2. The Medal will be awarded out of the annual income accruing from the endowment of Rs.6000/- made by Sh. Rajinder Lal father of Late Mr. Rajeev Naaz, each year of the candidate securing highest percentage of marks in order of merit in the M.A. English (Final) examination.
3. If more than one candidate are bracketted in the merit for award, all such candidates will be awarded Gold Medal of equal value within the annual accrued income of the endowment.
4. The intimation as to the award of the Gold Medal with the name of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to Sh. Rajinder Lal of his legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Sh. Rajinder Lal or his legal representative.
6. The amount of the endowment shall be kept under fixed deposit account of the Bank with which the University is having its other accounts.
7. The Medal shall be awarded to the candidate at the Annual Convocation of the University.
8. In case the Annual Convocation is not held, the Medal shall be awarded to the candidate by the Vice-Chancellor In his Office Chambers or at any other function of the University.
9. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the endowment with the University.
10. If, for any reason, Medal for a particular year is not awarded, the annual income of the endowment accrued for that year will also be added to the corpus of the endowment”.³³

XII “DR L.C. KHULLAR MEMORIAL CASH PRIZES”

1. There shall be two cash prizes of the value of Rs.1500/- and Rs.1000/- known as ‘Dr L.C. Khullar Memorial Cash Prizes’.
2. The prizes will be awarded out of the annual income accruing from the endowment of Rs.25,000/- made by MIS Vardhman Spinning and General Mills Ltd., Ludhiana, each year to the candidates who secure the first and the second positions with first Division in each case in order of merit. in the M.Com. Examination.
3. Only such candidates shall be entitled to the award of the cash prize as appear and pass the M. Com. Semester Examinations at the annual session as a whole at the first attempt and at one and the same sitting.
4. If more than one candidates are bracketted for first or second position, all such candidates will be awarded prize of equal amount within the annual accrued income of the endowment in each case.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of M/S Vardhman Spinning and General Mills Ltd., Ludhiana or its legal representative.
6. The amount of endowment shall be placed either in the Bank or with the suitable financial agency in which the University may be placing its own surplus money.
7. The intimation as to the award of prizes with name(s) of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to M/S Vardhman Spinning and General Mills Ltd., Ludhiana or its legal representative.
8. The prizes shall be awarded to the candidate at the Annual Convocation of the University.
9. In case the Annual Convocation is not held, the prizes shall be awarded to the candidates by the Vice-Chancellor in his Office Chambers or any other function of the University.

XIII “DR J.R. SETHI MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal, known as ‘Dr. J.R. Sethi Memorial Gold Medal’.
2. “The Medal will be awarded out of the annual income accruing from the endowment of Rs.25,000/- made by S/Shri Vijay Sethi and Virender Sethi, 10 Shalamar Road, Jammu each year to the candidate who passes all the Professional Examinations leading to the Degree of M.B..B.S. in the first attempt and secures highest marks in Ophthalmology as an independent subject or Ophthalmology in the section of EYE AND ENT.”²⁸
3. If more candidates than one are bracketted in the merit for award of the medal, all such candidates will be awarded medal of equal value within the annual accrued Income of the endowment.
4. The intimation as to the award of the Medal with the name(s) of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to S/Shri Vijay Sethi and Virender Sethi or their legal representative(s).
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of S/Shri Vijay Sethi and Virender Sethi or their legal representative(s).

6. The Medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held the Medal shall be awarded to the candidate(s) by the Vice-Chancellor in his Office Chambers or at any other function of the University.

XIV. “DR SARLA DEVI SAWHNEY MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal, known as ‘Dr Sarla Devi Sawhney Memorial Gold Medal’. (1924-1984)
2. The Medal shall be awarded out of the annual income accruing from the endowment of Rs.25,000/- made by Mrs. Dhan Devi Sawhney, mother of Dr Sarla Devi Sawhney C/o Dr Sushila Sawhney, 483 Mohalla Jullahka, Jammu, each year to the female candidate who passes all the M.B.,B.S. Examinations in first chance securing maximum marks taken together in all the Professional Examinations.
3. If more than one female candidates are bracketted in the merit for award of the Medal, all such candidates will be awarded Medal of equal value within the annual accrued income of the endowment.
4. The intimation as to the award of the Medal with the name(s) of the recipients with total number of marks obtained shall be sent every year by the Registrar to Mrs. Dhan Devi Sawhney or her legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Mrs. Dhan Devi Sawhney or her legal representative.
6. The Medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held, the Medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

XV. “DR NANAK CHAND MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal known as ‘Dr Nanak Chand Memorial Gold Medal’.
2. The Medal shall be awarded each year out of the annual income accruing from the endowment of Rs.25,000/- made by Smt. and Shri K.K.Gupta, daughter-in-law and son of Dr Nanak Chand, to the candidate who passes all the M.B.B.S. Examinations in first attempt securing highest percentage of marks taken together in all the Professional Examinations.
3. If more than one candidates are bracketed in the merit for award of the Medal, all such candidates will be awarded Medal of equal value within the annual income accrued on the endowment.
4. The intimation as to the award of Medal with the name(s) of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to Shri K.K. Gupta or his legal representative(s).
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri K.K. Gupta or his legal representative(s).

6. The Medal shall be awarded to the candidates at the Annual Convocation of the University and in case the Annual Convocation is not held, the Medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

XVI. “HIS HOLINESS SHANKARACHARYA SWAMI SWANANDASHRAM SCHOLARSHIPS”

1. There shall be two scholarships of the value of Rs.50/- p.m. each and shall be paid one each to the best student on rolls pursuing studies in Ist and Illrd Semesters of M.A Sanskrit who passed B.A.(Final)/IInd Semester of M.A. Examinations, best in character, discipline, obedience, attendance, extra mural activities and holding Ist class as well.
2. These scholarships will be awarded out of the income accruing on the endowment of Rs.10.000/- made by “His Holiness Shankaracharya Swami Swanandashram, U.S.A.”
3. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of “His Holiness Shankaracharya Swami Swanandashram or his legal representative(s)
4. At the beginning of each session the Committee to be constituted by the Vice-Chancellor shall recommend the names of the students who are eligible for the award of scholarship on the basis of conditions mentioned at para-1.
5. The scholarships shall be awarded taking into consideration the comparative merit of the applicants.

The duration of each scholarship shall be one academic year. The scholarship shall be awarded from the date of admission to a course upto the last date of examination conducted by the University. .

6. The scholarship shall stop forthwith when a student in receipt of the same gives up his studies or migrates to some other University/Board or if he receives any other scholarship/ stipend/ financial assistance from any other source or if the recipient of scholarship does not show satisfactory progress in his studies during the session or if his conduct is found to be unsatisfactory.
7. Every year the University will send a report regarding award of these scholarships to the endowment donors for information.
8. Any income out of the above endowment not utilized during the year shall be appropriated in a manner as may be decided by the Committee which may be appointed by the Vice-Chancellor to sanction these scholarships.

A student who may have passed his qualifying examination by parts i.e. under compartment, exemption, additional, English only and completion categories will not be eligible for this award.

XVII. “HIS HOLINESS SHANKARACHARYA SWAMI SWANANDASHRAM GOLD MEDAL”

1. There shall be a Gold Medal known as ‘His Holiness Shankaracharya Swami Swanandashram, Gold Medal.’

2. The Medal will be awarded out of the annual income accruing from the endowment of Rs.5,000/- made by His Holiness Shankaracharya Swami Swanandashram, USA, each year to the candidate who passes **M.A. Sanskrit**, best in Character, discipline, obedience, attendance, extra mural activities and holding first position as well.
3. The intimation as to the award of Gold Medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to His Holiness Shankaracharya Swami Swanandashram or his legal representative(s).
4. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of His Holiness Shankaracharya Swami Swanandashram or his legal representative(s).
5. The Medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held, the Medal shall be awarded to the candidate by the Vice-Chancellor in his Office Chambers or at any other function of the University.

XVIII. "CHANDER PAUL MEMORIAL SCHOLARSHIPS"

1. There shall be four Merit-cum-means Scholarships of the value of Rs.100/- known as 'Chander Paul Memorial Scholarships'. One scholarship shall be available to the eligible students enrolled for each of the following courses with the teaching Departments of Commerce and Law of the University:-
 - (i) 1st Semester of Master's Degree Programme in Commerce.
 - (ii) 3rd Semester of Master's Degree Programme in Commerce.
 - (iii) 1st term of LL.B. Course.
 - (iv) 3rd term of LL.B. Course.
2. A student shall be eligible for the award of Scholarship if-
 - (i) income of his family from all sources does not exceed Rs.3000/- per month; and
 - (ii) has passed B.A/B.Sc/B.Com. examination (10+2+3 pattern) with atleast 50% of the aggregate marks and is on the Rolls of 1st semester of Master's Degree programme in Commerce or 1st term of LL.B. course;

OR

has passed 1st & 2nd semester examinations of Master's Degree Programme In Commerce with atleast 50% of the aggregate marks taken together of both the semesters and is on the Rolls of 3rd semester of Master's Degree Programme in Commerce;

OR

has passed 1st & 2nd term examination of LL.B. course with atleast 50% of the aggregate marks taken together of both the terms and is on the Rolls of 3rd term of LL.B. course.
3. In case there are more than one eligible applicants in each of the above courses, the scholarship shall be awarded to the candidates securing highest percentage of

marks in the concerned examination(s). When more than one eligible candidates are bracketed in the merit for award of a scholarship, all such candidates shall be awarded scholarships of equal value within the total income of the endowment.

4. A student who has passed either part I, II or III examination of B.A/B.Sc/B.Com. Course under any of the following categories, shall not be eligible for the award of the scholarship :-
 - (a) Compartment;
 - (b) Re-appear;
 - (c) Additional;
 - (d) English only;
 - (e) Completion.
5. A candidate who has not passed 1st and IInd Semester examinations of Master's Degree Programme in Commerce or 1st & IInd Term of LLB Course in the first attempt under the Statutes, shall also not be eligible for award of these Scholarships.
6. These scholarships will be awarded out of the monthly income accruing on the endowment of Rs.42,000/- made by Sh. C.L. Gupta, Chemical Engineer, C-2, Kailash Colony, New Delhi.
7. At the beginning of each session, the Heads of the Department concerned shall invite applications from the eligible candidates out of which, names of the students fulfilling the provisions of these Regulations shall be recommended by a Committee to be constituted by the Vice-Chancellor for his approval. The Vice-Chancellor may either approve these names or issue such orders as he may deem fit to ensure that the Scholarships are awarded to the most deserving students in terms of the provisions of these regulations.
8. The duration of each Scholarship shall be one academic year. The scholarship shall be awarded from the date of admission to the first semester/first term & third semester/third term, as the case may be, and shall continue to be drawn by the awardees till the last date of second semester/term or fourth semester/term examination subject to the condition that the total duration of the scholarship shall not exceed ten months.
9. Every year, the University shall send an intimation regarding the names of the recipients of the scholarships and the total marks obtained by each of them to the donor or his legal representative(s).
10. The scholarship shall stop forthwith in case the student in receipt of the same gives up his studies, migrates to some other University or is sanctioned any other scholarship/ stipend/ financial assistance or the awardee does not show satisfactory progress at his studies during the session or if his conduct is found to be unsatisfactory.
11. If for any reason scholarship(s) in a particular year is / are not awarded, the value of unutilized scholarship(s) will be added to the corpus of the endowment.
12. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or Body without the written consent of Shrl C.L.Gupta or his legal representative(s).

XIX. “DR. S.M. IQBAL MEMORIAL SCHOLARSHIPS”

1. There shall be two merit scholarships known as ‘Dr S.M. Iqbal Memorial Scholarships’ each of the value of Rs.200/- p.m.
2. One of the Scholarships shall be awarded to the candidate of Ist/2nd Semester pursuing Masters Degree programme in Chemistry having secured the highest percentage of marks in the degree examination, amongst the applicants for the said scholarship. Whereas the 2nd Scholarship shall be awarded to the candidate of Masters’ Degree Programme in Chemistry 3rd/4th Semester who may have secured highest percentage of marks in the Ist and 2nd Semesters taken together amongst the applicants.
3. The scholarships shall be awarded every year out of the monthly income accruing on the endowment of Rs.50,000/- made by the students, well-wishers and family members of Late Dr. S.M. Iqbal through the President, Chemical Society. P.G. Department of Chemistry, University of Jammu, Jammu.
4. A student who has passed either of the three examinations leading to B.Sc. Degree by parts, i.e. under Re-appear, additional, English only or completion categories shall not be eligible for award of the scholarship. Likewise, a candidate who has not passed the first and second semester examinations of the Master’s Degree Programme in the first available chance in each examination under the Statutes shall not be eligible for award of the scholarship.
5. At the beginning of each session, the Departmental Affairs Committee of the Chemistry Department shall recommend the names of the students eligible for award of scholarships on the basis of the conditions mentioned in Regulation No’s. 2 & 4 above.
6. There shall be a committee consisting of the following to scrutinize the applications received for the award of the scholarships in the prescribed manner and finally recommend the names of the students for the award of the scholarships to the Dean Academic Affairs :–
 - i/ Dean, Faculty of Science;
 - ii/ Head of the Department of Chemistry;
 - iii/ Nominee of the family of Late Dr. Iqbal to be nominated by the Senior most member of the family;
 - iv/ Registrar.Majority of the members of the committee shall form the quorum.
7. The duration of each scholarship shall be one academic year. The scholarship shall be awarded from the date of admission of the candidate to first semester course or third semester course, as the case may be, upto the last date of examination subject to the condition that the total duration of the scholarships shall not exceed ten months. Necessary deduction will be made for the days or part of the days the scholarship holder remains absent from the class. This will be calculated on the basis of the value of the scholarships and the number of working days in a particular month.

8. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University.
9. If more than one candidates are bracketed for any of these scholarships, all such candidates will be awarded equal share of the prescribed amount of that scholarship.
10. The scholarship under this scheme shall not be admissible to a candidate who has already been granted scholarship under any other scheme.
11. In case for any reasons the scholarship is not granted to any candidate during a particular year, the unutilized amount on that account or any other surplus money out of Interest shall add to the Corpus Money of the fund.
12. On the basis of increased amount of the corpus or increase/decrease in the rate of interest the committee may recommend the change in the value of the scholarships from time to time.”³⁴

XX. “SHRI RAJAN PURI MEMORIAL SCHOLARSHIPS”²⁹

1. There shall be two Merit-cum-means Scholarships of the value of Rs.200/- p.m. One Scholarship shall be awarded to the candidate who is on the rolls of 1st semester class of Master’s Degree Programme in Commerce and has obtained highest percentage of marks in B.Com. examination of Three Years Degree(General) Course. The other Scholarship shall be awarded to a candidate who is on rolls of 3rd semester of Master’s Degree Programme in Commerce and has obtained the highest percentage of marks in the first and second semester examinations taken together in the manner provided in these Regulations.⁴⁸
2. These scholarships will be awarded out of the monthly income accruing on the endowment of Rs.25,000/- made by Professor M.R. Puri, President, Rajan Puri Charitable Dispensary, Vinaik Bazar, Below Gumat, Jammu.
3. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Professor M.R. Puri or his legal representative(s).
4. At the beginning of each session the Committee to be constituted by the Vice-Chancellor shall recommend the names of the students who are eligible for the award of scholarships on the basis of the conditions mentioned in Regulation-1.
5. The scholarships shall be awarded taking into consideration the comparative merit of the eligible applicants.
6. The duration of each scholarship shall be one academic year. The scholarship shall be awarded from the date of admission of the candidate to first semester course or third semester course. as the case may be, upto last date of examination subject to the condition that the total duration of the scholarship shall not exceed ten months.
7. The Scholarship shall not be admissible to a candidate who is already drawing scholarship under any other scheme.⁴⁸
8. A student who has passed either of the three examinations of B.Com. Degree Course by parts. i.e. under compartment, exemption. additional, English only or completion categories will not be eligible for award of the scholarship. Likewise, a candidate who has not passed the first and second semester examinations of the

Master's Degree Programme in Commerce in the first available chance under the Statutes shall not be eligible for award of the Scholarship.

NOTE :- Deleted⁴⁸

XXI. "SMT. SUSHILA KHAJURIA MEMORIAL SCHOLARSHIPS"

1. There shall be two merit-cum-means scholarships of the value of Rs. 50/- p.m. each and shall be awarded every year one each to the female students on rolls in the B.A. (Prev.) and B.A. (final) classes of the Colleges affiliated to the University of Jammu.
2. The scholarships shall be awarded out of the income accruing on the endowment of Rs.12,000/- made by Shri O.P. Khajuria, 18 B/B, Gandhi Nagar; Jammu.
3. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Sh. O.P. Khajuria or his legal representatives.
4. At the beginning of each session applications shall be invited from deserving candidates by giving due publicity to the scholarships amongst the students of the Colleges in the Jammu Division.
5. The scholarships shall be awarded taking into consideration the comparative merit and financial condition of applicants.
6. The duration of the scholarship shall be one academic year. The scholarship shall be awarded from the date of admission of the candidate to a class upto the last date of examination conducted by the University.
7. Only those students the monthly income of whose father (or guardian if father is dead) does not exceed Rs.2,500/- per mensem shall be eligible to apply.
8. No student shall be eligible unless he has obtained at least 50% marks in the last qualifying examination of the University/ Board.
9. The scholarship shall stop forthwith when a student in receipt of the same gives up his studies or migrates to some other University or if he receives any other scholarship/ stipend/ financial assistance from any other source or if the recipient of scholarship does not show satisfactory progress in his studies during the session or if his conduct is found to be unsatisfactory.
10. Every year the University will send a report regarding award of these scholarships to the endowment donors for their information.
11. Any income out of the above endowment not utilised during the year shall be added to the corpus of the endowment with the University.
12. The scholarships will be sanctioned by a Committee to be appointed every year by the Vice-Chancellor.
13. A student who may have passed his previous qualifying examination by parts i.e. under compartment, exemption, additional, English only and completion categories will not be eligible for this award.

XXII. “DR KRISHNA MOHAN MEMORIAL GOLD MEDAL”

1. There shall be a Gold Medal known as “Dr Krishna Mohan Memorial Gold Medal”.
2. The Medal shall be awarded each year out of the annual income accruing from the endowment of Rs.5000/- made by Sh. Hari Mohan, Vir Marg, Jammu, to the student securing highest percentage of marks in M.A. History Examination and is placed in the 1st Division.
3. If more than one students are bracketted in the merit for award, all such students will be awarded medals of equal value within the annual accrued income of the endowment.
4. The intimation as to the award of the Medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Shri Hari Mohan or his legal representatives.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri Hari Mohan or his legal representatives.
6. The amount of the endowment shall be kept under fixed deposit account in a Bank.
7. The Medal shall be awarded to the student eligible for the purpose at the Annual Convocation of the University. In case the Annual Convocation is not held, the Medal shall be awarded to the eligible student by the Vice-Chancellor in his Office Chambers or at any other function of the University.
8. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the endowment with the University.
9. If, for any reason, Medal for a particular year is not awarded, the annual income of the endowment accrued for that year will also be added to the corpus of the endowment.

XXIII. “LAKSHMI SHIVANATH MEMORIAL SCHOLARSHIPS”

1. There shall be two scholarships known as “Lakshmi Shivanath Memorial Scholarships” each of the value of Rs.125/- p.m. which may be revised from time to time depending upon the income from the Corpus of the endowment.
2. One of the scholarships shall be awarded to a student on rolls in the first semester of the Master’s Degree Programme (Dogri) having passed the B.A. Examination with not less than 50% marks in aggregate and has also secured highest marks taken together in English and Dogri subjects in the qualifying examination, amongst the applicants. The other scholarship shall be awarded to the student on rolls in the 3rd semester of the Master Degree Programme (Dogri), who has secured highest marks in the 1st semester and 2nd semester examinations taken together amongst the applicants provided that the aggregate of the marks secured by the applicant in the 1st and 2nd semester is atleast 50% of the maximum marks prescribed in the said Examinations.
3. These scholarships will be awarded each year out of the monthly income accruing from the endowment of Rs.25,000/- made by Shri Shivanath, President, Lavi Lakshmi Sudhl, B-505, Purvasha, Mayur Vihar-I, Delhi.

4. A student who has passed either of the three examinations of B.A. Degree by parts, i.e. under re-appear, additional, English only or completion categories will not be eligible for award of the scholarship. Similarly, a candidate who has not passed the 1st and 2nd semester examinations of the Master's Degree programme in Dogri in the first available chance in each examination under the Statutes shall not be eligible for award of the scholarship.
5. At the beginning of each session the Departmental Affairs Committee shall recommend the names of the students eligible for award of scholarships on the basis of the conditions mentioned in Regulation No's. 2 and 4 above.
6. The duration of each scholarship shall be one academic year. The scholarships shall be awarded from the date of admission of the candidate to 1st semester course or 3rd semester course, as the case may be, upto the last date of 2nd semester examination or 4th semester examination subject to the condition that the total duration of the scholarship shall not exceed ten months. Necessary deduction will be made for the days or part of the days the scholarship holder remains absent from the class. This will be calculated on the basis of the value of the scholarships and the number of working days in a particular month.
7. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University without the consent of the donor or his legal heir in his absence.
8. If more than one candidate are bracketed for any of these scholarships, all such candidates will be awarded equal share of the prescribed amount of that scholarship.
9. The scholarship under this scheme shall not be admissible to a candidate who has already been granted any scholarship under any other scheme.
10. In case, for any reasons, or non eligibility, the 'scholarship is not granted to any candidate, the unutilised amount shall be added to the Corpus money of the Fund.
11. In case of any dispute, the decision of the Vice-Chancellor shall be final.

XXIV. "PT. UDHO RAM RAMPAL SCHOLARSHIPS"

1. "There shall be six merit-cum-means scholarships each of the value of Rs.80/- per mensem. Two scholarships shall be payable to the students on roll in each of the following courses in colleges affiliated to the University of Jammu :-
 a/ B.A./B.Sc./B.Com. Part-I
 b/ B.A./B.Sc./B.Com. Part-II.
 c/ B.A./B.Sc./B.Com. Part-III."³¹
2. "These scholarships will be awarded out of the monthly income accruing on the endowments of Rs.22,704.29 and Rs.20,000/- made by Shri N.N. Rampal. A-1/28 Safdarjung Enclave. New Delhi and Shri S.N. Rampal. Sainik Farm Khanpur. New Delhi."³⁰
3. "Both the endowments shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Shri N.N. Rampal and Shri S.N. Rampal or their legal representatives."³⁰

4. "At the beginning of each session applications shall be invited from deserving candidates by giving due publicity to the scholarships in the colleges affiliated to the University."³¹
5. The scholarships shall be awarded taking into consideration the comparative merit and financial condition of the applicants.
6. "The duration of each scholarship shall be one academic year. The scholarships shall be awarded from the date of admission of the candidates to a course upto the last date of examination conducted by the University."³¹
7. "Such of the students whose family income from all sources does not exceed Rs.2500/- per mensem shall be eligible to apply for these scholarships."³⁰
8. No student shall be eligible for the scholarship unless he has obtained at least 50% marks in the last qualifying examination of the University/Board.
9. "The scholarships shall stop forthwith when a student in receipt of the same gives up his studies or migrates to some other University or if he receives any other scholarship/stipend/financial assistance from any other source or if the recipient of scholarship does not show satisfactory progress in his studies during the session or if his conduct is found to be unsatisfactory."³¹
10. "Every year the University will send a report regarding award of these scholarships to the endowment donors for their information."³¹
11. "Any income out of the above endowments not utilised during the year shall be appropriated in a manner as may be decided by the Committee which may be appointed by the Vice-Chancellor to sanction these scholarships."³⁰
12. A student who may have passed his previous examination by parts i.e. under compartment, exemption, additional, English only and completion categories will not be eligible for this award.

"PT. UDHO RAM RAMPAL SCHOLARSHIP"

NOTE:-

- a/ The candidate filling up this form will be assumed to have read the terms and conditions for the grant of scholarship.
- b/ This form must reach the Registry on or before the 31 December every year.
- c/ Items given below are to be filled in by the candidate in his own handwriting

1. Name In full (in block letters) _____
2. Father's Name _____
3. Present occupation of father/guardian _____
4. Monthly income of father/guardian (in case father is dead) (please enclose Monthly Income Certificate issued by a Magistrate 1st class or a Gazetted Revenue Officer)

5. Present address _____
6. Place of permanent residence _____
7. Name of the School/College as also the class to which the student has been admitted

8. Registration Number _____

9. Particulars of the last qualifying Examination passed and distinction obtained

- _____
- a/ Examination passed _____
- b/ University/Board _____
- c/ Class or Division _____
- d/ Year of passing _____
- e/ Subject in which passed _____
- f/ Roll No _____
- g/ Maximum marks fixed for the Exam. _____
- h/ Total marks obtained in the Exam. _____
- i/ Whether passed in 1st attempt _____
- j/ Percentage of marks obtained _____
- k/ Any other distinction secured in the last qualifying Examination

i/ Rank in the University/Board _____

NOTE: A certified copy of the marks certificate must be attached.

10. Date of admission in the class _____

11. Whether in receipt of any scholarship/stipend from Central Government/University Grants Commission or any other source. If so, name of source and its value.

12. I hereby declare :-

- a/ That I have read the Regulations regarding the award of Pt. Udho Ram Rampal Scholarships laid down by the University and that the particulars stated above are correct.
- b/ That I am not in receipt of any scholarship or stipend from any other source or that I shall surrender such scholarship or stipend if the scholarship applied for is granted to me hereafter during the remaining period of my course in the University/Board.

Signature of the candidate.

Dated: _____

Endorsement to be signed by the Principal.

Forwarded to the Registrar, Jammu University, Jammu for necessary action. It is certified that the above particulars filled in by the candidate are correct and that the candidate has been recommended for the award of the scholarship after due consideration.

It is further certified that the total income of father/guardian of the candidate does not exceed Rs. 2500/- per month and that the candidate has passed the last qualifying examination in 1st attempt i.e. not under Compartment/Exemption/Completion/English only and additional categories.

Date: _____

Signature of the Principal

XXV. "PT. UDHO RAM RAMPAL SCHOLARSHIPS TO GIRL STUDENTS"

1. "There shall be two merit-cum-means scholarships of the value of Rs.100/- p.m. and shall be payable to the girl students (applicants) on rolls in the B.A./B.Sc./B.Com. Part-III class in the Colleges of Jammu City affiliated to the University of Jammu who emerge 1st & 2nd in the inter-se-merit of college-wise highest scorers (applicants) of all the City Colleges."³²
2. These scholarships will be awarded out of the monthly income accruing on the endowment of Rs. 20.000/- made by Sh. S.N. Rampal, Sanik Farm Khanpur. New Delhi.

3. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Sh. S.N. Rampal or his legal representative(s).
4. "At the beginning of each session applications shall be invited from deserving candidates by giving due publicity to the scholarships in the Colleges in the Jammu City."³²
5. The scholarships shall be awarded taking into consideration the comparative merit and financial condition of the applicants.
6. The duration of each scholarship shall be one academic year. The scholarships shall be awarded from the date of admission of the candidate to the course upto the last date of examination conducted by the University.
7. "Only those students, whose family income from all sources does not exceed Rs. 2,500/- per mensem shall be eligible to apply."³²
8. No student shall be eligible for the scholarship unless she has obtained at least 50% marks in the last qualifying examination of the University.
9. The scholarship shall stop forthwith when a student in receipt of the same gives up her studies or migrates to some other University or if she receives any other scholarship/stipend/financial assistance from other source or if the recipient of scholarship does not show satisfactory progress in her studies during the session or if her conduct is found to be unsatisfactory.
10. Every year the University will send a report regarding award of these scholarships to the endowment donor for his information.
11. Any income out of the above endowment not utilized during the year shall be appropriated in a manner as may be decided by the Committee which may be appointed by the Vice-Chancellor to sanction these scholarships.
12. A student who may have passed her previous examination by parts i.e. under compartment, exemption. additional, English only and completion categories will not be eligible for this award.
13. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the corpus of the trust/endowment with the University.

XXVI. "NIKHIL BARU MEMORIAL GOLD MEDALS" ³⁵

1. There shall be two 22 caret Gold Medals, Known as "Nikhil Baru Memorial Gold Medals" one each in the subjects of Medicine/Surgery.
2. Two 22 caret Gold Medals of equal denominations shall be awarded out of the annual interest accruing from the fixed deposit of Rs. 2.00 lacs endowed by the Prof. O.P. Baru, 32- Rani Talab, Jammu in the memory of his grand child Master Nikhil Baru S/ o Dr Ajay Dogra, each year to the candidate/candidates-
 - i/ who has/have passed all the professional M.B.B.S. examinations in the first attempt and has/have obtained highest percentage of marks in the subject of medicine; and
 - ii/ who has/have passed all the professional M.B.B.S. examinations in the first attempt and has/have secured highest percentage of marks in the subject of Surgery.

3. If more than one candidate are bracketed in the merit for the award of aforesaid Medals, all such candidates will be awarded Medals of equal value within the annual income accrued on endowment.
4. The intimation as to the award of the Medals with the name(s) of the recipients with total number of marks obtained shall be sent every year by the Registrar to Prof. O.P. Baru or his legal representative(s)
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of the donor or his legal representative(s).
6. The Medals shall be awarded to the candidate at the Annual Convocation of the University.
7. In case the Convocation is not held in any year, these medals may be awarded to the recipients by the Vice-Chancellor in his Office Chambers or in any other function of the University.

XXVII. “DR. SHAKTI BALA MEMORIAL GOLD MEDAL” ³⁷

1. There shall be a Gold Medal, known as “Dr Shakti Bala Memorial Gold Medal”
2. The Medal shall be awarded out of the annual income accruing from the endowment of Rs. 50,000/- made by Dr. J.S. Gupta, husband of Dr. Shakti Bala , 115/2, Trikuta Nagar, Jammu, each year to the female candidate who-
 - a) passes M.A./M.Sc. examination in Mathematics in full in first attempt in consecutive regular sessions; and
 - b) secures highest percentage of aggregate marks amongst female candidates declared successful in M.A./M.Sc. Final Degree examination in Mathematics.
3. If more than one female candidate is bracketed in, the merit for award of the medal, all such candidates will be awarded medal of equal value within the annual income accrued from the endowment.
4. The intimation as to the award of the Gold Medal with the name(s) of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to Dr. J.S. Gupta or his legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Dr. J.S. Gupta or his legal representative.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his office Chamber/Committee Room or at any other function of the University.
7. If for any reason, medal for a particular year is not awarded, the annual income of the endowment accrued for that year shall be added to the corpus endowment.

XXVIII. “PROF. BADRI NATH MEMORIAL GOLD MEDAL” ^{38, 49}

1. There shall be a Gold Medal, known as “Dr Badri Nath Sharma Memorial Gold Medal” for Excellence in Chemistry
2. The Medal will be awarded out of the annual income accruing from the endowment of Rs. 50,000/- made by Dr. Champa Sharma, Sadbhavana, 65/2, Trikuta Nagar, Jammu, each year to the candidate who is a graduate of Jammu University with highest marks in Chemistry.
3. If more than one candidate is bracketed for the first position, all will be awarded Gold Medals of equal amount within the annual accrued income of the endowment.
4. The intimation as to the award of the Gold Medal with the name of the recipient with total number of marks obtained shall be sent every year by the Registrar to Dr. Champa Sharma, Rt. Prof. of Dogri widow of Late Dr. Badri Nath Sharma or her legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Dr. Champa Sharma widow of Late Dr. Badri Nath Sharma or her legal representative.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University.
7. In case the Annual Convocation is not held, the medal shall be awarded to the candidate by the Vice-Chancellor in his office Chambers or at any other function of the University.

XXIX “JUSTICE BODH RAJ SAWHNY MEMORIAL GOLD MEDAL” ³⁹

1. There shall be a Gold Medal known as “Justice Bodh Raj Sawhny Memorial Gold Medal”
2. The Medal will be awarded each year to a student who secures the highest percentage of marks in the LL.B. (Professional) Examination in the Faculty of Law, University of Jammu out of the annual income accruing from an endowment of Rs. 50,000/- (Fifty Thousand) made by Bodh Raj Sawhny Memorial Trust, C-1/4, Safdarjung Development Area, New Delhi-110016.
3. A student who passes the examination with a re-appear in any term shall not be eligible for the award of the medal.
4. If more than one candidate is bracketed in the merit for award of the Gold Medal the award should go to the student who contributed most to the corporate life of the University, College in Sports and other activities and/or belongs to Scheduled Caste/ Tribes or is from a backward region. Other things being equal preference should be given to a woman student.
5. The medal shall be awarded to a student eligible for the purpose at the Annual Convocation of the University. In case the Annual Convocation is not held, the medal shall be awarded to the eligible student by the Vice-Chancellor in his office chambers or at any other function of the University. However, in such an instance, notice of the award should be inserted in atleast one local paper and one National English Newspaper with a photograph of the recipient and a bold caption of Justice Bodh Raj Sawhny Award.

6. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or Body without the written consent of the Bodh Raj Sawhny Memorial Trust.
7. If for any reason, medal for a particular year is not awarded, the annual income of the endowment accrued for that year shall be added to the corpus of the endowment.
8. The amount of the endowment shall be kept under fixed deposit account in Bank.

XXX. “LAKSHMI SHIVANATH MEMORIAL GOLD MEDAL” ⁴⁰

1. There shall be a Gold Medal, known as “Lakshmi Shivanath Memorial Gold Medal”
2. The Medal shall be awarded out of the annual income accruing from the endowment made by Shri Shivanath, President, Lavi Lakshmi Sudhi, Delhi, each year, to the candidate who passes B.A. (Final) Examination securing highest marks in the subjects of English and Dogri taken together.
3. If more than one candidate are bracketed in the merit for award of the Medal, all such candidates will be awarded Medal of equal value within the annual income accrued on the endowment.
4. The intimation as to the award of the Medal with the name(s) of the recipient(s) with total number of marks obtained shall be sent every year by the Registrar to Shri Shivnath or his legal representative.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of the Donor or his legal representative.
6. The medal shall be awarded to the candidate at the Annual Convocation of the University and in case the Convocation is not held in any year, the medal shall be awarded to the candidate by the Vice-Chancellor in his office Chambers or in any other function of the University.

XXXI. “DR. RUKMANI DEVI MIRPURI GOLD MEDAL” ⁴¹

1. There shall be a Gold Medal known as “Rukhmani Devi Mirpuri Gold Medal” for excellence in M.B.B.S. Examination.
2. The Medal will be awarded out of the annual income accruing from the endowment of Rs. 50,000/- made by Dr. Vidya Bhushan, Dr. N.P. Gupta, Dr. R.P. Gupta and Dr. Subash Gupta each year to the candidate who secure 1st position in M.B.B.S. examination of Jammu University.
3. If more than one candidate is bracketted for first position, all will be awarded Gold Medals of equal amount within the annual income accrued of the endowment.
4. The intimation as to the award of the Gold Medal with the name of the recipient with the total number of marks obtained shall be sent every year by the Registrar to Dr. Vidya Bhushan, Prof. of Political Science, H.NO. 245, Bakshi Nagar, Jammu-180001 or his legal representatives.
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Dr. Vidya Bhushan or his Legal representative.

6. The Medal shall be awarded to the candidate at the Annual Convocation of the University.
7. In case the Annual Convocation is not held the Medal shall be awarded to the candidate by the Vice-Chancellor in his office Chambers or at any other function of the University.

XXXII. “MRS. ISHWINDER MAHAJAN MEMORIAL M.B.A. TOPPER (MALE AND FEMALE) GOLD MEDALS” ⁴²

1. There shall be two Gold Medals every year- One each for Male and One for the Female topper of the Department of Management Studies, University of Jammu in Master’s Degree in Business Administration (M.B.A) programme of the University.
2. The Medals are being instituted in memory of and as tribute to the valuable and selfless service rendered by Mrs. Ishwinder Mahajan, while working as lecturer in Department of Management Studies, University of Jammu and who died at an earlier age(1967-2002), in service, in the tragic Rajdhani Express accident near Kolkata on 09-Sept.-2002.
3. The Medals to be awarded shall be named as “
 - i. Mrs ISHWINDER MAHAJAN MEMORIAL M.B.A. TOPPER (MALE) GOLD MEDAL and
 - ii. Mrs. ISHWINDER MAHAJAN MEMORIAL M.B.A. TOPPER (FEMALE) GOLD MEDAL“

And these names shall be inscribed on the respective medals alongwith the year of award.

4. The Medals shall be awarded each year out of the annual income accruing from the endowment of Rs. 1,00,000/- made in her memory, by Sh. Sanjeev Mahajan, husband of Smt. Ishwinder Mahajan, residing at 33-E, C/C, (Behind P.N.B.), Gandhi Nagar, Jammu-4.
5. The Medals shall be awarded – one each to such Male student and to such Female student of the Department of Management Studies, University of Jammu who secures the highest percentage of marks amongst boys and girls students in the regular Two Year Course of the Master’s in Business Administration Programme of the University of Jammu.
6. If more than one students are bracketed in the merit for award, all such students will be awarded medals of equal value within the annual income of the endowment.
7. If for any particular year there happens to be no eligible female or male student in the Programme OR for any reason, medals are not awarded, the annual income of the endowment accrued for the year shall be added to the corpus of the endowment with the University.
8. The Gold Medals shall be presented alongwith a scroll of merit, for these medals, to be issued by the University, as per the draft consented to by Sh. Sanjeev Mahajan or his legal heirs.

9. The intimation of the award of the medal with the names of the recipient with total number of Marks obtained shall be sent every year by the Registrar to Sh. Sanjeev Mahajan or his legal heirs.
10. The endowment shall be kept under fixed deposit account in a Nationalized Bank and the endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Sh. Sanjeev Mahajan or his legal heirs.
11. The Medals shall be awarded to the Male and Female students eligible for the purpose at the Annual Convocation of the University. In case the Annual Convocation is not held for a particular year/years, the Medals for all such years shall be awarded at the Convocation held next.
12. The annual income of the endowment shall be subject to a deduction of 10% which would be added to the Corpus of the trust/endowment with the University.

XXXIII “ADVOCATE RAM NATH BHALGOTRA” CASH PRIZE⁴⁴

1. There shall be a Cash Prize of the value of Rs.5,000/- known as “Advocate Ram Nath Bhalgotra Cash Prize” to be awarded w.e.f. academic session 2004 onwards.
2. The Prize for the year 2004 shall be awarded out of an amount of Rs. 5,000/- received over and above an endowment of Rs. 1,00,000/-(Rs. one lac only) and thereafter will be awarded out of the income from the endowment of Rs. 1,00,000/- each year.
3. Only such candidate/s shall be entitled to the award of Cash Prize who passes all the term examination(I-IV) in the first attempt securing the first position with first division in the LL.B. Three Year(Professional) course.
4. If more than one candidates are bracketed then each candidate shall be awarded Cash Prize of equal amount within the maximum ceiling of Rs. 5,000/-
5. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Dr. Anita Arora or her legal representative/legal heirs.
6. The amount of endowment shall be placed in the Bank where the University is placing its own surplus money.
7. The annual income of the endowment over and above of Rs. 5,000/- shall be added to the corpus of the endowment with the University.
8. If for any reason, the prize for a particular year is not awarded, the annual income of the endowment accrued for that year will also be added to the corpus of the endowment.
9. The prize shall be awarded to the candidate at the Annual Convocation of the University. However, in case the Annual Convocation is not held, the prize shall be awarded to the candidate by the Vice-Chancellor of the University in his office Chambers or any other function of the University.

10. The intimation with regard to the award of Cash Prize with name(s) of the recipient(s) alongwith total number of marks obtained shall be sent/communicated every year by the Registrar to Dr. Anita Arora 103-A/D, Gandhi Nagar, Jammu.

XXXIV “PROF. A.C.JAIN SCHOLARSHIPS”⁴⁵

1. There shall be two merit Scholarships each of the value of Rs.250/-p.m. known as “Professor A.C. Jain Scholarships”. One Scholarships shall be awarded to the students who are on the rolls of the M.Sc. 1st and 2nd semester of the Chemistry department and have secured highest marks in B.Sc. Part-I, II and III examinations, taken together in the subject of Chemistry and the second Scholarship shall be awarded to the students who are on the rolls of the M.Sc. III and IV semester having passed all papers of 1st and 2nd semester in first attempt and secured highest marks in Organic Chemistry.
2. These Scholarships will be awarded out of the monthly income accruing on the endowment of Rs.1,00,000/- made by Prof. A.C. Jain, 209, Vaishali, Pitam Pura, New Delhi-110088.
3. The endowment shall continue to exist as long as the University exists and shall not be transferred to any other University or body without the written consent of Donor or his legal representative(s).
4. The duration of each scholarship shall be one academic year. The scholarship shall be awarded from the date of admission of the candidate to first semester examination. Simultaneously from the date of admission to the third semester class to the last date of IV semester examination as the case may be.
5. If more than two candidates are bracketed in the merit for award of scholarships, all such candidates will be awarded scholarships of equal value within the annual accrued income of the endowment.
6. The intimation as to the award of scholarships with the names of the recipient with total number of marks obtained by the candidates shall be sent every year by the Registrar to Sh. Vivek Jain, 209 Vaishali, Pitam Pura, new Delhi-110088.

XXXV “SHRIMATI RAJ DULARI SAHI MEMORIAL FELLOWSHIP”⁴⁶

1. There shall be a Fellowship to be known as Smt. Raj Dulari Sahi nee Kochhar Memorial Fellowship.
2. The Fellowship shall be awarded, out of the annual income accruing out of the endowment of rupees one lakh made by Shri P.S. Sahi, Retired Registrar of the University each year to the female candidate having secured highest marks in M.A. Urdu Final Annual Examination.
3. As and when two or more candidates are bracketed together, the Fellowship amount shall be equally divided and awarded to each candidate.
4. Information about the award of Fellowship with the name of the recipient shall be communicated by the Registrar to the Ex- Registrar or his legal representative.
5. The Fellowship shall be awarded at the annual Convocation of the University. In case it is not held, the fellowship may be awarded by the Vice Chancellor, in the manner she/he feels convenient.

6. The endowment shall continue to exist so long as the University exists and shall not be transferred to any other body without the consent of the donor or his legal heir.

XXXVI “DR. S.N. KHOLSA MEMORIAL SCHOLARSHIP”⁴⁷

1. There shall be two Scholarships (Merit-cum-means) on the value of Rs. 350/- known as “Dr. S.N. Kholsa Memorial Scholarships” out of the income accruing from the endowment of Rs. 1,20,000/- made by Prof. Chanchal Pandoh, Plot 263, Rehari Colony, Jammu each year to the candidate of M.Sc. (Physics).
2. One Scholarship shall be awarded to M.Sc. 1st and 2nd semester candidate on the basis of his/her having passed B.Sc. examination in 1st attempt in order of merit and the second scholarship shall be awarded to the candidate of Master Degree program in (Physics) 3rd and 4th semester on the basis of 55% marks in order of merit in M.Sc. 1st and 2nd semester in the 1st attempt (the percentage of marks is taken together). The scholarship shall be awarded to the candidate w.e.f the date(s) of their admission to M.Sc. 1st & 3rd semester to the last date of examination of M.Sc. 2nd and 4th semester subject to a maximum of one academic year.
3. Only those students will be eligible whose family income is less than Rs. 5000/- p.m.
4. The endowment shall continue to exist as long as the University exist and shall not be transferred to any other University or body without written consent of donor or her legal representative(s).
5. If more than one candidate are bracketed in the merit for award, the percentage of the particular subject i.e. (Physics) in which he/she is undergoing the course shall be taken into consideration.
6. The intimation to the award of scholarship with the name(s) of recipient(s) with total No. of marks obtained shall be sent every year by the Registrar to the Donor or her legal representative(s)
7. The scholarship shall be awarded to the candidate(s) at the Annual Convocation of the University.

Or

In case Convocation in not held in a particular year, the scholarship may be awarded to the candidate at a special function to be organised by the Vice-Chancellor

References

1. University Council Resolution No. 10 dated 7.10.1996 .
2. University Council Resolution No. 17 dated 10.02.1976
3. University Council Resolution No. 43 dated 17.03.1980
4. University Council Resolution No. 52 dated 24.07.1986
5. University Council Resolution No. 55 dated 16.04.1987
6. University Council Resolution No. 14 dated 17.03.1980
7. University Council Resolution No. 17 dated 2.01.1982
8. University Council Resolution No. 29 dated 4.08.1983
9. University Council Resolution No. 31 dated 6.10.1989
10. University Council Resolution No. 45 dated 4.10.1990

11. University Council Resolution No. 46 dated 4.10.1990
12. University Council Resolution No. 39 dated 14.10.1992
13. University Council Resolution No. 36 dated 3.04.1991
14. University Council Resolution No. 15 dated 25.7.1995
15. University Council Resolution No. 16 dated 25.7.1995
16. University Council Resolution No. 43 dated 8.10.1993
17. University Council Resolution No. 35 dated 10.06.1985
18. University Council Resolution No. 36 dated 10.06.1985
19. University Council Resolution No. 35 dated 23.05.1998
20. University Council Resolution No. 62 dated 17.10.1978
21. University Council Resolution No. 45 dated 3.9.1991
22. University Council Resolution No. 38 dated 23.05.1998
23. University Council Resolution No. 39 dated 23.05.1998
24. University Council Resolution No. 41 dated 23.03.1977
25. University Council Resolution No. 52 dated 14.10.1992
26. University Council Resolution No. 16 dated 02.01.1982
27. University Council Resolution No. 60 dated 4.08.1983
28. University Council Resolution No. 42 dated 02.02.1994
29. University Council Resolution No. 37 dated 23.5.1998
30. University Council Resolution No. 44 dated 3.9.1991
31. University Council Resolution No. 8 dated 25.7.1995
32. University Council Resolution No. 36 dated 23.5.1998
33. University Council Resolution No. 29 dated 4.8.1983
34. Notification No.Coord/Amd-Regu/97/199-300 dated 1.9.1997
35. University Council Resolution No. 52 dated 05-04-1999.
36. University Council Resolution No. 21 dated 26-04-2000
37. University Council Resolution No. 41 dated 04-12-2001
38. University Council Resolution No. 42 dated 04-12-2001
39. University Council Resolution No. 43 dated 04-12-2001
40. University Council Resolution No. 44 dated 04-12-2001
41. University Council Resolution No. 45 dated 04-12-2001
42. University Council Resolution No. 51 dated 21-02-2003
43. University Council Resolution No. 17 dated 29-04-2002
44. University Council Resolution No. 7 dated 21-06-2004
45. University Council Resolution No. 8 dated 21-06-2004
46. University Council Resolution No. 66.07 dated 21-04-2006
47. University Council Resolution No. 66.24 dated 21-04-2006
48. University Council Resolution No. 22 & 50 dated 26.04.2000
49. University Council Resolution No. 68.27 dated 27.03.2009

II. UNIVERSITY SCHOLARSHIPS & FELLOWSHIPS REGULATIONS

A) OC & MIL Scholarships

- 1 These scholarships shall be awarded to the students securing the first positions in the Oriental Classical and Modern Indian Languages examinations at the rates shown against each. provided that the conditions laid down in these Statutes are fulfilled by the candidates:-

Name of the qualifying examination on the basis of which scholarships are awarded	Name of the class/course in which scholarship will be payable	
a) Proficiency	High Proficiency	Rs.20 p.m.
b) High Proficiency	Honours	Rs.25 p.m.
c) Honours in Sanskrit	Sahityacharya	Rs.30 p.m.

Provided further that no scholarship shall be awarded to a student who is placed in the third division in the examination on the basis of which the scholarship is awarded.

2. These scholarships are tenable from the date of admission of a student to the concerned class upto the last date of his next University examination after being on the rolls of an affiliated College or recognised institution of the University.
3. The award of these scholarships shall be subject to the production of certificates to the following effect from the Head of the institution in which the students are enrolled:-
- 1/ For regular attendance -except for reasons of illness, the scholarship holder must obtain 80% of the total number of class attendances:
 - 2/ Conduct certificate -a certificate to the effect that the scholarship holder's conduct has been satisfactory.
4. The scholarship shall stop forthwith when a student in receipt of the same gives up his studies during the period he is normally to remain on the rolls of an affiliated college or recognised institution provided that in the event of sanctioned migration, when he is admitted in any other institution affiliated to the University, the scholarship shall continue.
5. A scholarship which has been forfeited may be re-awarded on the same conditions for the remaining of the term to the next student available in order of merit, subject to these Statutes.
6. Scholarships to bracketed students shall be awarded as follows:-
- 1/ the total amount distributed should not exceed the amount provided in the budget:
 - 2/ if two students are bracketed for the first position. the scholarship shall be divided equally and awarded to both the students.

Post-Graduate Scholarship (Master's Degree Course)

1. There shall be two scholarships for each class of the value shown against each:-
 - (a) one merit scholarship @ Rs.200/- p.m.
 - (b) one merit-cum-means scholarship @ Rs.200/- p.m.”¹
2. (a) **“First and Second Semester Class**
For one year, from the date of admission to the First Semester Class to the last date of the 2nd Semester examination.
- (b) **3rd and 4th Semester Class**
For one year, from the date of admission to the 3rd Semester Class to the. Last date of the 4th Semester examination.³
3. The Scholarships will be awarded in the 1st Semester Class to the following categories of students:-
 - 1/ First Class Graduates.
 - 2/ Second Class Graduates with Honours in the concerned subject.
 - 3/ Second Class Graduates with at least 50% marks in the B.A. or B.Sc. or B.Com. examination in the subject taken up for Post-graduate studies:
Provided that in the case of merit-cum-means scholarship, if no candidate fulfills the above requirements, the scholarship may be awarded to the next best candidate taking into consideration the aggregate marks and marks in the subject concerned at the B.A./B.Sc./B.Com. examination.
The Order of preference will be decided on the following basis :-
 - i/ Honours in the concerned subject to be given preference over an ordinary graduate whatever the position in the pass course of the latter be:
Provided that he has obtained second division in that course.
 - ii/ The comparative merit shall be decided in the following manner :-
 - (a) in the case of Honours graduates, the aggregate marks in the Honours subject concerned and pass course combined.
 - (b) in the case of graduates with pass course, the aggregate marks at the degree examination plus marks in the subject concerned.”²
- 3.A Where the result of two candidates is bracketed for the award of Merit or Merit-cum-Means Scholarships, the result of the preceding examination of the applicants shall be taken into account to determine their inter-se-merit.”³
4. “The scholarships in the 3rd Semester class will be awarded on the basis of the combined result of the first and second semesters examination:
Provided that a candidate to be eligible to earn scholarship must have passed all the prescribed courses by securing at least 50% marks in the aggregate within a period of one academic year consisting of two semesters.”²

5. In case of merit-cum-means scholarship, the applications of only those students the monthly Income of. whose father (or guardian. if father is dead) does not exceed Rs. 2500/- will be entertained. The income certificate should be signed by a Revenue Officer of Gazetted rank or a Magistrate First Class.

The limit of monthly family income in the case of applicants for any means linked endowment/University Scholarship be revised to Rs.2500/- p.m. and the following provision be made in the Regulations :-

- i/ The value of the merit scholarships be kept higher than the means scholarship.
 - ii/ Not more than two wards in a family should get the means scholarship.
 - iii/ The income of family for purpose of payment of means scholarship be fixed so as to cover the employees upto the level of Junior Assistant.”⁴
6. No Scholarship shall be granted to any student who has passed his B.A./B.Sc./B.Com. examination or M.A./M.Sc./M.Com. I & II Semester examinations by parts i.e. under compartment, exemption, illness, additional, English only and completion categories.²
 7. The progress of the scholarship holder will be watched in the department term examinations and due consideration will be given to the seminar work, etc., of the student. In case it appears to the Head of the Department that the scholarship holder does not maintain the required progress, the scholarship granted to him can be withheld and granted to a more deserving student.
 8. Good conduct and regularity in attendance are also the required conditions for the award and continuance of the scholarships.
 9. A student will be eligible to get one scholarship at a time on the condition that he is not in receipt of any other scholarship or stipend from the State or the Central Government or the University Grants Commission or any other agency or any income through a part-time or a whole-time job. Students enjoying any such scholarship or stipend or any income will be required either to surrender it or the scholarship granted by the Department will be cancelled. Necessary undertaking will be secured from the student to this effect before any part of the scholarship is paid to him.⁵
 10. Necessary deduction will be made for the days or part of the days the scholarship holder remains absent from the class. This will be calculated on the basis of the value of the scholarship and the number of working days in a particular month.
 11. The teaching staff of the Department will constitute the Selection Committee for assessing the merits of the applicants for scholarships.
 12. The Vice-Chancellor shall be the sanctioning authority for the scholarships. He is also competent to suspend or withhold a scholarship if it is reported that the progress of the conduct of the scholarship holder is not satisfactory.
 13. Such of the students as secure the first, second and third positions in the B.A./B.Sc./B.Com. examination of the University and may join a recognised University outside the jurisdiction of the University of Jammu for studying those post-graduate courses in which the teaching is not provided for in the University shall be granted merit scholarships of Rs.50/-, Rs.40/- and Rs.30/- p.m. respectively subject to the provision of Statutes/Regulations governing the grant of Post-graduate scholarships.

Merit and Merit-cum-Means Scholarships in Diploma Courses

1. There shall be two scholarships in the following Diploma Courses, one of merit and other of Merit-cum-Means each of the value of Rs.200/- p.m.:
 - i/ Diploma In Business Management
 - ii/ Diploma In Applied Electronics
 - iii/ Diploma In Office Management & Secretarial Practice.

The above provision be also made applicable to other Diploma Courses that may be instituted in the University in future.⁶

Scholarships in the LLB Course

- 1-A There shall be two scholarships for each year of the LLB Course of the value shown against each :-
 - (a) One merit scholarship @ Rs.200/- p.m.
 - (b) One merit-cum-means scholarship @ Rs.200/- p.m.
2. The Scholarships will be tenable for the period shown as under :-
 - a/ For one year from the date of admission to the 1st term of the LLB Course to the last date of the 2nd term examination.
 - b/ For one year from the date of admission to the 3rd term of the LLB Course to the last date of the 4th term examination.
 - c/ For one year from the date of admission to the 5th term of the LLB Course to the last date of the 6th term examination.
3. The scholarship in the first year of the LLB Course will be awarded on merit to be determined on the basis of the result of the B.A./B.Sc./B.Com. examination.

The scholarship in the 2nd year of the course will be awarded on the basis of the combined result of the 1st and 2nd terms examination and in the 3rd year on the basis of the combined result of the 3rd and 4th terms examination.
4. In the case of merit-cum-means scholarship, the applications of only those candidates, the monthly income of whose father (or guardian. if father is dead) does not exceed Rs.2500/- will be entertained. The income certificate should be signed by a Revenue Officer of Gazetted rank or a Magistrate First Class.

The limit of monthly family income in the case of applicants for any means linked endowment/University Scholarship be revised to Rs.2500/- p.m. and the following provision be made in the Regulations:-

 - i/ The value of the merit scholarships be kept higher than the means scholarship.
 - ii/ Not more than two wards in a family should get the means scholarship.
 - iii/ The income of family for purpose of payment of means scholarship be fixed so as to cover the employees upto the level of Junior Assistant.
- 4-A . 'Where the result of two candidates is bracketted for the award of Merit or Merit- cum-Means scholarships, the result of the preceding examination of the applicants shall be taken into account to determine their inter-se-merit.'³

5. No scholarship shall be granted to any student who has passed his B.A./B.Sc./B.Com. examination by parts i.e. under compartment, exemption, illness, additional, English only and completion categories.
6. The progress of the scholarship holder will be watched in the Department term examinations and due consideration will be given to the seminar work. etc. of the student. In case it appears to the Head of the Department that the scholarship holder does not maintain the required progress, the scholarship granted to him shall be withheld and granted to the next best candidate on merit.
- 6-A. "No one shall be eligible for grant of merit or merit-cum-means scholarships in the LL.B. course unless one has obtained at least 50% or more marks in the qualifying examinations:"²
7. Good conduct and regularity in attending lectures, tutorials and moot courts. etc. are also the required conditions for the award and continuance of the scholarships.
8. "A student .will be eligible to get one scholarship at a time on the condition that he is not in receipt of any other scholarship or stipend from the State or the Central Government or the University Grants Commission or any other agency or any income through a part-time or a whole time job. Students enjoying any such scholarship or stipend or any income will be required either to surrender it or the scholarship granted by the Department will be cancelled. Necessary undertaking will be secured from the student to this effect before any part of the scholarship is paid to him."
9. Necessary deduction will be made for the days or parts of the days the scholarship holder remains absent from the class. This will be calculated on the basis of the value of the scholarship and the number of working days in a particular month.
10. The teaching staff of the Department will constitute the Selection Committee for assessing the merits of the applicants for scholarships.
11. The Vice-Chancellor shall be the sanctioning authority for the scholarships. He is also competent to suspend or withhold a scholarship if it is reported that the progress or the conduct of the scholarship holder is not satisfactory.

Research Scholarships

1. Subject to availability of funds, three research scholarships per year subject to a maximum of five in the case of Botany, Zoology, Chemistry, Physics, Geology, Mathematics, English, Hindi, Sanskrit, Urdu, Economics, Pol. Science, History, Education, Commerce and Law and two research scholarships per year subject to a maximum of four in the case of other subjects at any time in an academic year shall be allocated to each Post-graduate Course in a department which has been authorised to enrol scholars for carrying research leading to the award of Ph.D.Degree.⁷
2. The value of each scholarship shall be Rs.1600/- per mensem¹² for the 1st two years and Rs.1800/- per mensem¹² for further 1½ year. Each scholarship shall be tenable for a period of three years from the date the scholar starts research work In a Department of the University (including probationary training period). In addition each scholarship shall carry an annual grant of Rs.3.500/- for Sciences and Rs.2.000/- for Humanities including Social Sciences for meeting authorised contingent expenditure connected with the research work In accordance with the Regulations prescribed in this behalf.

2.A “The value of University Research Scholarship for M.Phil Programme”.

S. No.	Item	Revised
1.	Value of each Research Scholarship	Rs.1000/- per mensum ¹²
2.	Contingent Grant	
	i/ For Science/Social Science subject	Rs.1500/- p.a.
	ii/ For other subjects	Rs.1000/- p.a.
3.	The scholar shall comply with all statutory requirements prescribed for registration for the Degree’ of Ph. D.	
4.	Regulation No.4 deleted vide U.C.R.No.51 of 24.7.1986	
5.	The selected scholar shall not accept or hold any appointment. paid or otherwise, during the tenure of the award. He may, with the approval of his Supervisor and the Head of the Department concerned, undertake an approved teaching assignment of five to six hours in a week in the University without accepting any additional remuneration.	
6.	No research scholar shall without the previous permission of the Board of Research Studies concerned join any other course of study or appear at any other examination conducted by the University or a public body.	
7.	A scholar shall be eligible to get only one scholarship at a time. Before the scholarship is awarded, the scholar shall be required to submit an undertaking to the effect that he/ she is not in receipt of any scholarship or stipend from the State or the Central Government or University Grants Commission or any other agency. Scholars enjoying any other scholarship or stipend shall be required to surrender it forthwith if selected for award of this scholarship.	
8.	The scholarship shall be sanctioned by the Vice-Chancellor on the recommendation of a Selection Committee to be appointed by the Vice-Chancellor each year. The Head of the Post-graduate. Department concerned shall be Convener. Applications for the research scholarships shall be made by the candidates on the prescribed form Appendix-A and shall be forwarded by the Heads of the Departments to the Registrar alongwith the recommendation of the Selection Committee in each case.	
9.	The names of the scholars provisionally approved ‘by the Vice-Chancellor for the award shall be communicated by the Registrar to the Department concerned.	
10.	On receipt of this communication, the Head of the Post-graduate Department concerned shall furnish to the Registrar within one month. the exact date on which the scholar commenced his research work under the scheme together with a bond duly executed by the scholar in the proforma given at Appendix-B.	
11.	The research scholar shall complete the full period of research work viz. three years. In the event of a scholar discontinuing before the completion of the period without previous permission of the Vice-Chancellor, he/she shall be liable to refund the entire amount received by him/her. If a scholar, due to one reason or the other, is not in a position to complete the full period of award, he should send his/her application for leaving the scheme and obtain the permission of the Vice-Chancellor before actually relinquishing the award. If the Vice-Chancellor considers that the reasons given are valid and satisfactory,	

the scholar may be released from the scheme and the condition for the recovery of the scholarships paid to him/her may be waived.

12. Normally the research scholar shall have to complete the research project in a subject selected by him and approved by the University authorities within three years from the date of commencement of the research work under guidance of the Supervisor, and this period can be extended upto six months in case of genuine and special cases by the University on the recommendation of the Supervisor and the Head of the Department concerned.
13. The scholarship for a particular month shall be paid to the scholar in the first week of the following month through the Head of the Department where he/she is working .on presentation of. a bill.
14. The research scholar shall have to present to the University quarterly report of his work through his Supervisor who shall give his remarks about the progress of the work.
15. A scholar under this scheme is entitled to enjoy one month's leave in a year in addition to the general holidays with the approval of his/her Supervisor and the Head of the Department. This includes all kinds of leave i.e. casual leave, earned leave, etc. The general holidays do not, however. include the vacations i.e. summer and winter. The year for this purpose is reckoned from the date of award of the scholarship. In extra ordinary circumstances. such as serious illness, etc. leave without remuneration may be granted with the approval of the Vice-Chancellor.
16. The Vice-Chancellor shall be competent to suspend or withdraw a scholarship if it is reported that the progress or conduct of a scholar has not been satisfactory.
17. "The women awardees may be permitted by the Vice-chancellor, on the recommendation of the Supervisor and the Head of the Department concerned to avail of maternity leave to the extent of three months once during the tenure of Scholarship."⁸
18. "Prescription of payment of Registration Fee and TA (Three Tier AC or actual bus fare) to scholars of the University who participate in National Seminars/Conferences for the presentation of research paper(s). However, such facility shall be provided to a scholar of the University only once in a financial year."¹³

B) REGULATIONS FOR GRANT/UTILIZATION OF CONTINGENCY GRANT TO BE GIVEN TO THE WHOLE-TIME SCHOLARS PURSUING RESEARCH LEADING TO PH.D. WHO ARE NOT IN RECEIPT OF ANY SCHOLARSHIP / FELLOWSHIP.

1. There shall be three units of contingency grant in each department of the University each of the value of Rs.2000/- per annum in the case of Science subjects and Rs.1200/- p.a. in the case of other subjects.
2. Only the whole-time Ph.D. Research Scholars having qualified the eligibility test to be conducted by the Departmental Research Committee concerned and who are not in receipt of any Scholarship / Fellowship shall be eligible to get the said contingency grant.
3. The scholars having been registered for the Ph.D. after undergoing Pre-Ph.D. programme shall become eligible for grant of the said contingency grant after a period of one and half years while those having been registered for Ph.D. after having passed the M.Phil course shall become eligible for the benefit of contingency grant after a period of one year from the date of their registration, for Ph.D. subject to fulfilment of other prescribed conditions.
4. Save as otherwise provided, the said contingency grant shall be paid to the eligible scholars for a maximum period of two years.
5. The scholars having availed of University Scholarship for a maximum period of three and half years shall also be entitled for the aforesaid contingency grant after the termination of University scholarship subject to availability of vacant contingency unit in the concerned department. However, the scholars will be entitled to receive the contingency grant even after having received the contingency grant attached with scholarship/fellowship for a combined period of 5 years (Period of receipt of both type of contingencies taken together).
6. In the case of a scholar who is in receipt of the said contingency grant is subsequently granted research scholarship shall cease to receive the said contingency grant. Thenceforth, he shall be entitled to draw the contingency grant attached to the scholarship provided that the period of receipt of the aforesaid contingency grant and that of contingency grant attached to the scholarship taken together shall not exceed five years.
7. In case a scholar who is in receipt of the said contingency grant, is subsequently granted scholarship/fellowship by any other funding agency carrying contingency grant of higher value or/and longer span, such scholar shall have to refund to the University the total amount drawn by him out of the said contingency grant, before opting for such scholarship/fellowship.
8. The same norms as approved by the Vice-Chancellor for regulating expenditure out of contingent grant attached with the University fellowship / scholarship shall be applicable for utilisation of the said contingency grant also.
9. The Vice-Chancellor or any other Officer authorized by him shall be competent to sanction such contingency grant in favour of the eligible scholars on the recommendations of Departmental Affairs Committee of the concerned Department.¹⁰

C) REGULATIONS FOR UTILIZATION OF CONTINGENT GRANT ADMISSIBLE TO THE SCHOLARS WORKING UNDER THE SCHEME OF UNIVERSITY RESEARCH SCHOLARSHIPS.

1. The contingent grant of Rs.3500/- for Sciences and Rs.2000/- for Humanities and Social Sciences per annum in case of Ph.D. and Rs.1500/- for Sciences and Rs.1000 p.a. for other subjects in the case of M.Phil admissible to the Research Scholars working under the University Scheme of Research Scholarships shall be utilised on the following items with the approval of the Supervisor and the Vice-Chancellor :-
 - 1/ Apparatus, Chemicals, Equipment, Books, Journals, Photostat copies and Micro films needed for the approved research project.
 - 2/ Typing (including thesis), Stationery, Postage and computation or other assistance.
 - 3/ Travel for field or research work, attending conferences and seminars within India.
2. The contingent grant is not intended for meeting expenditure on furniture, etc., items normally provided by the University and payment of examination or other fees.
3. On termination of the scholarship, the apparatus, books and other non-consumable articles purchased out of the contingent grant will become the property of the University.
4. For all expenditure out of the contingent grant, a certificate from the Supervisor and Head of the Post-graduate Department to the effect that expenditure incurred was in furtherance of the approved research project will be necessary.
5. The payment of contingent bills charged to the contingency grant of research scholars shall be made, within the budgetary provision, by the University on receipt of such bills duly supported by vouchers and expenditure approved and certified by the Supervisor and Head of the Department/Principal.
6. The scholars shall be entitled to actual first class railway fare each way or actual bus fare for journey by road, plus D.A. admissible under rules when he/she is deputed for tour or conferences or research meetings or in connection with his research work.

Research Fellowships

1. Research fellowships may be instituted in the University Teaching Departments to provide an opportunity to research students to undertake advanced study and research in different fields.
2. The number of fellowships in each department shall be determined from time to time by the University Council.
3. The value of a research fellowship shall be Rs.1200/- p.m. for first two years and Rs.1400/- per month for further two years. In addition, each fellowship shall carry an annual grant of Rs.3500/- for Science subjects and Rs.2000/- for other subjects for meeting authorised contingent expenditure connected with the research work in accordance with the Regulations prescribed in this behalf.
4. Persons who have passed their Master's degree examination of this University or of any other recognised University in the first division or a high second division in the subject concerned or an allied subject shall be eligible to be considered for the research fellowships.

5. The fellowships shall be sanctioned by the Vice-Chancellor on the recommendation of a Selection Committee consisting of the Professors and Associate Professors in the Department with the Head of the Post-graduate Department concerned as the Chairman. Application for the research fellowships shall be made by the candidates on the prescribed form given at Appendix "A" and shall be forwarded by the Head of the Department concerned to the Registrar alongwith the recommendations of the Selection Committee in each case. The names of the fellows provisionally approved by the Vice-Chancellor for the award shall be communicated by the Registrar to the Department concerned.
6. On receipt of this communication, the Head of the Post-graduate Department concerned shall furnish to the Registrar within one month the exact date on which the fellow commenced his research work under the scheme together with a bond duly executed by the fellow on a non-judicial stamped paper of proper value under law in the proforma given at Appendix "B".
7. The tenure of each fellowship shall, in the first instance, be for one year, but may be extended by the Vice-Chancellor on the recommendation of the Head of the Department concerned for the maximum period of three years depending on the progress of the research work. Under special circumstances, the fellowship may be extended by the Vice-Chancellor by a further period of one year on the recommendation of the Head of the Department concerned. If a person who has been awarded this fellowship completes his research work for the Ph.D. degree within a period of three years from the date of award of this fellowship, he may be awarded the fellowship for a period of one year more for post-doctoral research on the recommendation of the Head of the Department concerned:
Provided that tenure of fellowship shall include the award of any other scholarship/ fellowship made by any other agency and that the period of leave availed of by a scholar without fellowship shall count towards the tenure of the fellowship.¹¹
8. The fellow shall do whole-time research work under approved guidance in a subject selected by him and approved by the Board of Research Studies concerned. The fellow may be registered for the Ph.D. degree on the recommendation of the Head of the Department concerned.
9. No research fellow shall, without the previous permission of the Board of Research Studies concerned, join any other course of study or appear at any other examination conducted by the University or a public body.
10. A fellow shall be eligible to get only one fellowship at a time. Before the fellowship is awarded, the fellow shall be required to submit an undertaking to the effect that he/she is not in receipt of any scholarship or stipend from the State or the Central Government or University Grants Commission or any other agency. Fellow enjoying any other scholarship or stipend shall be required to surrender it forthwith if selected for award of this fellowship.
11. A person who is awarded a research fellowship shall not accept or hold any appointment, paid or otherwise, during the tenure of the award. He shall be a whole-time research worker and a teaching load up to six hours in a week could be assigned to him by the Head of the Department in consultation with the Research Supervisor without any remuneration. This will, however, not apply when a fellow is engaged in his field studies outside the University campus.

12. The fellow shall have to present to the Head of the Department quarterly report of his work through his Supervisor who shall forward it to the Vice-Chancellor alongwith his remarks about the progress of work.
13. A fellow under this scheme is entitled to enjoy one Month's leave in a year in addition to the general holidays with the approval of his/her Supervisor and the Head of the Department. This includes all kinds of leave, i.e. casual leave, earned leave, etc. The general holidays do not, however, include the vacations i.e. summer and winter. The year for this purpose is reckoned from the date the fellowship was awarded. In extraordinary circumstances, such as serious illness etc., leave without remuneration may be granted with the approval of the Vice-Chancellor.
14. The fellowship for a particular month shall be paid to the fellow In the first week of the following month through the Head of the Department where he/she is working on presentation of a bill.
15. The fellow shall be entitled to actual first class railway fare each way or actual bus fare for journey by road, plus D.A. admissible under rules when he/she is deputed for tour or conferences or research meetings or in connection with his research work.
16. A fellow shall not relinquish the fellowship before the completion of the period of the award without the prior permission of the Vice-Chancellor, on the recommendation of the Head of the Department concerned.
17. The Vice-Chancellor shall be competent to suspend or withdraw a fellowship if it is reported that the progress or conduct of a fellow has not been satisfactory.
18. The women awardees may be permitted by the Vice-Chancellor, on the recommendation of the Supervisor and the Head of the Department concerned to avail of maternity leave to the extent of three months once during the tenure of Fellowship.⁸

D) REGULATIONS FOR UTILIZATION OF CONTINGENT GRANT ADMISSIBLE TO THE SCHOLARS WORKING UNDER THE SCHEME OF UNIVERSITY RESEARCH FELLOWSHIPS.

1. The contingent grant of Rs.3500/- for Science and Rs.2000/- for other subjects per annum admissible to the Research Scholars working under the University Scheme of Research Fellowship, shall be utilized on the following items with the approval of the Supervisor and the Vice-Chancellor :-
 - 1/ Apparatus, chemicals, equipment, books, journals, Photostat copies and micro films needed for the approved research project.
 - 2/ Typing (including thesis), stationery, postage and computation or other assistance.
 - 3/ Travel for field or research work, attending conferences and seminars within India.
2. The contingent grant is not intended for meeting expenditure on furniture etc. items normally provided by the University and payment of examination or other fees.
3. On termination of the fellowship, the apparatus, books and other non-consumable articles purchased out of the contingent grant will become the property of the University.
4. For all expenditure out of the contingent grant, a certificate from the Supervisor and Head of the Post-graduate Department to the effect that expenditure incurred was in furtherance of the approved research project will be necessary.
5. The payment of contingent bills charged to the contingent grant of Research Fellows shall be made, within the budgetary provision. by the University on receipt of such bills duly supported by vouchers and expenditure approved and certified by the Supervisor and Head of the Department/Principal.

APPLICATION FOR AWARD OF RESEARCH SCHOLARSHIP/FELLOWSHIP

Note : (a) The candidate filling up this form will be assumed to have read the terms and conditions for grant of scholarship/fellowship.

(b) Items given below are to be filled in by the candidate in his/her own hand-writing.

SECTION-I

1. Applicant's Name (in block letters with surname underlined) Shri/Smt/Kumari _____

2. Father's/Guardian's Name _____

3. (a) Permanent Home Address _____

(b) Permanent Postal Address _____

4. Age, Date and Place of Birth _____

5. Are you a permanent resident of the J&K State _____

6. Nationality _____

7. Particulars of academic qualifications (starting with Matriculation or equivalent examination). Please attach attested copies of marks sheets, certificates, diplomas, etc.

Examination passed University	Year	School/ College/	Class or Division	Subject offered	Percentage of marks
1	2	3	4	5	6

1.

2.

3.

4.

5.

6.

8. Scholarships, prizes and academic distinctions obtained _____

9. Research experience:

a/ Papers published (give title of paper with reference to publication. Please attach a copy each of the reprints.)

b/ Title of Doctorate Thesis _____

c/ Are you actively engaged in research at present? If so, where and on what problem?

d/ Date of joining research _____

SECTION - II

1. Name of the Post-graduate Department where you propose to do research

(A certificate from the Professor/Head of the University Department to the effect that necessary facilities will be given, should be attached.)

2. Subject and title of research topic in block letters (a brief abstract not exceeding 500 words on the proposed research work, methods of research, etc., should be sent alongwith the application).

3. Name and designation of the Supervisor with whom the research is proposed to be undertaken.

4. Approximate period within which the proposed research problem can be completed satisfactorily

5. If already drawing scholarship or a fellowship, give particulars below :-

Name of the	Value	Date upto	Whether the
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source of scholarship/fellowship	which tenable or in progress	has been completed
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- 1.
- 2.
- 3.

6. Give below the names of the two persons who, from their personal knowledge, can testify to the candidate's fitness for proposed research work.

(i) Name _____	(ii) Name _____
Status _____	Status _____
Address _____	Address _____
_____	_____
_____	_____

7. List of enclosures sent alongwith this application:-

- 1
- 2
- 3

Place. _____	Signature of the candidate
Date _____	Recommendation of forwarding

authority.

Signature _____

Place _____ Recommendation of forwarding authority

Signature _____

Place _____ Recommendation of forwarding authority

Date _____

Place. _____

Signature _____

Designation _____

Date _____

University Post-graduate Department

I hereby declare

- (a) That I have read the rules regarding the award of University Research Scholarship/ Fellowship of the University of Jammu. and I agree to abide by these rules. If scholarship, fellowship is awarded to me, I further declare that entries made in the form above and the additional particulars furnished by me are true to the best of my knowledge and belief.
- (b) That I am not in receipt of any scholarship or stipend from any other source/or that I shall surrender the emoluments or scholarships or stipends which I am now receiving from _____ with effect from the date of award if this scholarship/fellowship is sanctioned in my favour.
- (c) That in case I am selected for the scholarship/ fellowship applied for, I shall devote my full time to the approved research work and that I shall not undertake or carry on any paid work or receive any other scholarship from any other source.
- (d) That in the event of my discontinuing the research work before the completion of the period for no valid reasons and without prior approval of the Vice-Chancellor. I shall be liable to refund the entire amount received by me.

Signature of the candidate

Recommendations of the forwarding authority _____

Place _____

Signature _____

Date _____

University Post-graduate Department

APPENDIX - 'B'

I _____ son/daughter of _____, research scholar of the

Post-graduate Department of _____ do hereby solemnly declare—

- (a) That I have read the Regulations governing the award of University Research Scholarships/ Fellowships and I agree to abide by these Regulations including other terms and conditions if attached to the award. I further declare that the entries made in the application form for award of the above Scholarship/Fellowship and the additional particulars furnished by me are true to the best of my knowledge and belief. Nothing relevant thereto has been concealed or suppressed.
- (b) That I am not in receipt of any scholarship or stipend from any other source or that I shall surrender the emoluments or scholarships or stipends which I am now receiving from _____ before claiming the benefit of the award of Research Scholarship/ Fellowship.
- (c) I shall devote my full time to the approved research work and that I shall not undertake or carry on any paid work or receive any other scholarship from any other source.
- (d) That in case of violation of any Regulation/term governing the award or in the event of my discontinuing the research work before the completion of the research project for no valid reasons and without prior approval of the Vice-Chancellor, I shall be liable to refund to the University the entire amount received by me and pay such penalty as may be determined by the Vice-Chancellor.

Place _____

(Signature of the candidate)

Date _____

References

1. Notification No.RA/SA/Scholarships/98/285-324 dated 28.5.1998
2. University Council Resolution No. 9 dated 5.11.1982
3. University Council Resolution No. 27 dated 23.10.1979
4. University Council Resolution No. 14 dated 25.7.1995
5. University Council Resolution No. 30 dated. 4.6.1977
6. University Council Resolution No. 47 dated 4.8.1983
7. University Council Resolution No. 22 dated 6.10.1994
8. University Council Resolution No. 32 dated 17.3.1980
9. University Council Resolution No. 46 dated 16.04.1987
10. University Council Resolution No. 28 dated 27.7.1996
11. University Council Resolution No. 31 dated 17.3.1980
12. University Council Resolution No. 66.49 dated 21-04-2006
13. University Council Resolution No. 68.69 dated 27.3.2009

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CHAPTER XII

STATUTES FOR PRESCRIBING AND RECOMMENDING COURSES OF STUDY

1. The Registrar shall invite from registered publishers within and outside the State every year. subject to the provision of Regulation 17 of these Statutes. text-books for various courses of study other than those edited. printed and published by the Syndicate through the Publication Board. and circulate them among the members of the respective Boards of Studies atleast fifteen days before the meeting of the Board.
2. Publishers intending to submit their books to the University for consideration should first get themselves registered with the University on filling up a prescribed application form and payment of a registration fee of Rs.1000/-. This registration shall be valid for one calendar year.
3. Books submitted by publishers not registered with the University shall not be considered.
4. Each publisher or author-publisher shall submit five copies of each book to the Registrar.
5. Full name and address of the author/editor of a book submitted for consideration should be given by publishers on each book and the publishers must produce satisfactory evidence that the book is the production of the author named.
6. Publishers should declare clearly, while submitting a book, whether they themselves or any of their near relatives have any financial interest in any other firm of publishers.
7. No book shall be sent by the publishers direct to the members of a Board of Studies.
8. The book, once submitted, shall not be returned.
9. On the reverse of the title page of each copy of book, a slip of paper should be pasted securely, containing the following particulars :-
 - (1) Name of the book;
 - (2) Name of author/editor in full with address;
 - (3) Name of the publisher and his Registered Number in the University;
 - (4) Name of the subject;
 - (5) Name of the examination for which intended;
 - (6) Purpose (whether submitted as a text-book or for supplementary reading);
 - (7) Price;
 - (8) Number of pages;
 - (9) Whether the book was submitted before, and if so, when?
 - (10) Whether the book has been. prescribed or recommended by any other University. If so. name of the University to be given;
 - (11) Date;
 - (12) Signature of the publisher/author-publisher.

10. The following declaration duly signed by the publisher shall be accompanied with each book submitted to the University for being prescribed or recommended for study:-

(1) that no copyright material has been used in the book entitled _____

OR

that necessary permission has been obtained for copyright material that has been used in the book entitled _____ the details of which are submitted herewith.

(2) That the book entitled _____ does not contain any obscene passage and is not objectionable in any other way.

(3) That the author's name given on the book is the name of the real author and that he has no secret partner.

(4) That sufficient number of copies of the book will be made available by the beginning of the academic session and that in subsequent editions, the get-up of the book according to the sample of the book submitted to the University, for consideration, will be maintained.

(5) That the book has not been printed under any other title hitherto.

(6) That no change in price will be made without the previous approval of the Vice-Chancellor.

11. The word "specimen" and the year of submission should be stamped boldly on the first page of each book and on several other pages inside the book.

12. All the books should be sent freight pre-paid.

13. Separate forwarding letters should be sent for books relating to each subject.

14. If a book is prescribed or recommended by the University for any examination, the publishers should send two copies of each book for record in the University. They should also send two copies of the same book whenever they bring out a new edition so long as that book remains in force so that it could be checked with the specimen originally submitted by them.

Whenever any book submitted by any publisher/author is accepted to be prescribed as a Course of Study, the publisher/author shall be required to deposit the security of Rs.2500/- with the University which shall be refunded at the successful completion of the agreement.

15. Canvassing by the publishers for their books shall render them liable to be black-listed.

16. No book written or published by any person who is a member of a particular Board of Studies of the University shall be prescribed or recommended for study in a subject comprised in that Board, for any examination of the University so long as such person remains a member of that Board.

Provided that the books written or published or edited or translated by a member of the concerned Board of Studies may be prescribed for Dogri, Kashmiri and Post-graduate courses only.

17. No book prescribed or recommended for any examination of the University shall ordinarily be changed before a period of three years.

18. The Registrar shall place all the text-books received before the meeting of the Board alongwith the comments and suggestions of the members.
19. The Board shall as a whole discuss .each book on its merits and make definite recommendations to the Faculty.
20. The Board shall propose the sale price of each book recommended.
21. A Price Fixation Committee shall be appointed by the Vice-Chancellor each year in consultation with the Dean of the Faculty concerned to consider the recommendations of the Boards of Studies with regard to the fixing of the prices of the books recommended by the Boards and approved by the Academic Council. The publishers concerned may, if they so desire, be given an opportunity to be present in the Committee to represent their case in case the price of a book as proposed by the Board is considered unreasonable.
22. The Registrar. as far as possible, shall procure for the use of any Board, books and periodicals which the Board may require.

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CHAPTER XIII

STATUTES FOR PUBLICATION OF BOOKS

PROCEDURE FOR EDITING THE BOOKS

1. The following shall be the procedure for editing and compilation of such text-books as are authorised by the Syndicate to be published by the University:-
 - (1) The text-books in languages and such other subjects of various examinations of the University as may be decided by the Syndicate shall be brought out in a phased programme.
 - (2) The Publication Board, every year, at an appropriate time recommend to the Syndicate proposals regarding the publication of new text-books in the subjects approved by the Syndicate.
 - (3) The Syndicate shall, on the recommendation of the Publication Board, appoint a supervisor for each book.
 - (4) The text-book shall be edited or written, as the case may be, under the supervision and guidance of the supervisor appointed for the purpose.
 - (5) The supervisor in each book shall recommend a panel of the best available persons to edit or write a text-book in the subject, as the case may be. The Publication Board shall have competence to appoint the editor or writer of a text-book out of the said panel.
 - (6) Each editor or writer shall be required to act upon the instructions that may be issued to him by the supervisor and the University with regard to the editing and compilation of the text-book.
 - (7) No text-book shall be accepted unless it is endorsed and recommended by the supervisor for adoption, The Supervisor shall have to certify that the text book has been edited or written under his supervision strictly in accordance with the syllabus supplied by the University.

REMUNERATION

2.
 - (1) A suitable remuneration for editing or writing of each text-book shall be decided upon by the Publication Board which shall, in no case, exceed the maximum limit of Rs.2,800/-.
 - (2) The remuneration payable to a supervisor shall be fixed by the Publication Board subject to a maximum of Rs.1,400/- and a minimum of Rs.280/- in respect of each text-book.

EXECUTION OF AGREEMENT BY THE EDITOR

3. The editors and authors shall be required to execute agreements with the University after their text-books are approved by the University. The form of the agreement shall be given in Schedule "A".

USE OF COPYRIGHT MATERIAL

4. (1) The conditions for use by the editors of the copyright material in the text- books shall be laid down by the Publication Board. Whenever considered necessary, the University shall pay the copyright holders the royalty of the copyright material used in the text-books.
- (2) The copyright of all Publications shall vest with the University.

FIXATION OF PRICES

5. The prices of the publications brought out shall be fixed by the Price Fixation Committee on the following basis unless otherwise decided by the Syndicate :-
 - (1) Total cost of production covering the cost of paper. composition or kitabat, printing, binding, illustrations. freight. honorarium to be paid to editors and supervisors, etc.
 - (2) 50% increase to cover the dead stock depreciation, establishment, etc.
6. The Price Fixation Committee shall consist of the Vice-Chancellor, two members nominated by the Publication Board and the Registrar (Secretary). The Assistant Registrar or any other officer who is incharge of the Publication Branch in the office may also be associated with the meetings of the Committee.

PRINTING

7. As long as the University does not have a press of its own. the text-books shall be got printed at presses of repute within and outside the State.
8. Save as otherwise provided in these Regulations, the Vice-Chancellor shall have the power to take such action as may be considered necessary for printing and publication of text-books, etc.

SCHEDULE "A"

Memorandum of Agreement made this the _____ day of _____ one thousand _____ and between Shri/Shrimati _____ (hereinafter called the Editor) of the first part, and the University of Jammu being a body corporate constituted under Act No. _____ of _____, herein-after called the University of the second part.

It is hereby agreed as follows :-

1. The Editor has edited a manuscript entitled _____ meant for use of the _____ examination in pursuance of the University letter No. _____ dated _____.
2. The Editor hereby surrenders and transfers absolutely and unconditionally all copyright in the said manuscript to the University which will henceforth be the absolute owner of the said manuscript.
3. The University shall have the unfettered right and power to publish the manuscript in any number and in as many editions of the same as may be needed as full owner of the said manuscript without any objection or claim of any kind by the Editor.
4. The Editor shall not hereafter publish, print, cause to be published or printed, even under any other title whatever, any Copy, abridgement, or translation of the said manuscript or do any act which may affect the interests of the University in the said manuscript.
5. The word "Editor" shall include his heirs, assignees and representatives in interest also.
6. The University agrees that the book shall bear the name of the Editor.
7. The Editor of the manuscript entitled _____ hereby solemnly declares that :-
 - (a) The manuscript entitled _____ does not contain any obscene passage and is not objectionable in any other way:
 - (b) The manuscript has been edited strictly in accordance with the syllabus and standard prescribed by the University and the instructions of the University and the supervisor;
 - (c) The manuscript has not been printed under any other title hitherto.
8. The University has got the manuscript edited with all its rights in consideration of a remuneration of Rs _____ (Rupees _____) fixed by the Publication Board of the University.
9. The University shall immediately after the execution of the agreement, remit the amount of remuneration to the Editor by a cheque on receipt of his written claim.
10. In case of breach of anyone or more of the conditions of this agreement by the Editor, he shall pay a cash compensation of Rs _____ (Rupees _____) in addition to other damages that the University may have to incur on that account.
11. In case of any dispute or difference in respect of the interpretation of any of the stipulations arising out of this agreement between the parties, the matter will be referred to the Vice-Chancellor, as the Sole Arbitrator. whose decision shall be final and binding on the parties.

In witness whereof we put our signatures to this agreement.

Signature of the Registrar for University	Signature of the Editor.
1. Witness _____ (Full name & address)	1. Witness _____ (Full name & address)
2. Witness _____ (Full name & address)	2. Witness _____ (Full name & address)

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CHAPTER XIV

STATUTES GOVERNING LIBRARY

CONSULTATION OF BOOKS IN THE LIBRARY

1. The University Library offers consultation on Books facilities within the Library premises to the following categories of users :-
 - i. Any member of any of the authorities or bodies of the University.
 - ii. Faculty members and administrative staff of the University.
 - iii. Research Scholars and students on rolls of the University on the recommendation of the Heads of the Departments.
 - iv. Retired teachers of the University, prominent Government officials and eminent scholars particularly if they require to consult the library for continuation of their research/ literary activities and have some specific research project/academic work at hand which requires the use of the University Library facilities and provided their membership is approved by the Vice-Chancellor.
 - v. Visiting Faculty and Visiting Scholars on the recommendation of the Head of the concerned Department. These users will be offered Library facilities only during the period of their stay which will also be certified by the concerned Head of the Department.
 - vi. Temporary Library consultation shall also be offered to the members of the teaching staff and in exceptional cases to some students of affiliated colleges for a specific period on the recommendation of their Principals/Heads of their Institutions. The consultation will be offered for specific duration provided it is certified by the Principal/Head of the Institution that University library consultation is desired for using specific sources which are not available at the College Library and provided those sources are available in the holdings of the University Library.
 - vii. Library consultation facility will be offered to at least one user from other institutions subject to the availability of facilities and provided that institution's membership is approved by the Vice-Chancellor at a special security deposit of Rs.10,000/- and payment of monthly library use fee @ Rs.200/-.
 - viii. Consultation of own Books/other printed reading materials in the private Books Reading Hall:

Users will not be allowed to take their own books and other printed reading material in the University Library. University students and research scholars who desire to make use of their own books/other printed reading material will have to enroll themselves for the private Books Reading Room facility in the library. Former University students appearing in the competitive examinations and some genuine users can also be offered this private reading room facility subject to the availability of facilities and provided their case is recommended by atleast two Professors of the University/Head of their institution.

Provided that the users mentioned at Sr. No.5 to 7. will be offered only Library consultation.

Provided further that the users mentioned at Sr. No.6, users other than University Students and Research Scholars mentioned at Sr. No.8, will deposit a refundable Library Security of Rs.500/-⁴ (refundable) and pay a Library use fee @ Rs.200/-⁴ (refundable) per month.

2. (i) Associate Professors desirous of using the Library shall enter their names and addresses legibly in a register which shall be maintained for the purpose. Such signature shall be taken as an acknowledgement that the person agrees to conform to the Regulations of the Library;
- (ii) Associate Professors shall not write upon, damage or make any mark upon any book manuscript or map belonging to the Library;
- (iii) No tracing or mechanical reproduction shall be made without express permission of the Librarian;
- (iv) Silence shall be strictly observed in the Library;
- (v) Before leaving the Library, Associate Professors shall return to the Assistant at the counter any books, manuscripts or maps which they had taken for consultation;
- (vi) Associate Professors shall be responsible for any damage or injury done to the books or other property belonging to the Library and shall be required to replace such books or other property damaged or injured, or pay the value thereof. If one book of a set is injured, the whole set shall be replaced;
- (vii) Cases of incivility or other failure in service should be immediately reported to the Librarian or in his absence to the senior member of the staff present;
- (viii) Sticks, umbrellas, boxes, bags, rain-coats, books and journals and other such articles as are prohibited by counter staff shall be left in the cloak room;
- (ix) Spitting and smoking are strictly prohibited; and
- (x) Dogs and other animals shall not be admitted.

BORROWING OF BOOKS

3. "The following persons shall be entitled to take books on loan from the Library after they have presented to the Librarian an application on the prescribed form alongwith other certificates, etc. (if any), properly filled up and signed :-¹
 - i. Any member of any of the authorities or bodies of the University;
 - ii. Faculty members;
 - iii. Research scholars and students on rolls of the University;
 - iv. Retired teachers of the University, prominent Government officials and eminent scholars;
 - v. Administrative staff of the University including officers and the subordinate staff.

Provided persons belonging to class (3) shall make Library security deposit of Rs.500/-⁴ (refundable) and persons belonging to class (4) will make a Library security deposit of Rs.550/-⁴ (refundable) each.

The Library security mentioned above will be refunded on receipt of a week's notice from the borrowers, provided all books have been returned and all Library dues paid.

4. "Each class of persons mentioned in Statute 3 above, except persons falling under class (3) who can retain books for two weeks only, may retain library books for one month.

Provided that text-books, reference books, back volumes of periodicals, theses, microforms, electronic documents shall not be issued for home use. In very exceptional circumstances these documents may be issued for overnight with special permission of the Librarian:

Provided further that books may be renewed for a further period of one month, except in the case of borrowers of class (3) who can get a book(s) renewed for a further period of two weeks only.

Provided no other user has reserved the book(s) in the meantime."¹

5. The members under various classes in Statutes can draw books at a time as under¹ :-

- i. Class (1), (4) and (5) = Two Vols.
- ii. Class (2) = Ten Vols.
- iii. Class (3) :
 - (a) Research Scholars = Five Vols
 - (b) Students on rolls of the University = Two Vols

6. The Vice-Chancellor may exempt the following persons from the operation of Regulations 4 and 5 :-

- (i) Persons conducting research or engaged in the writing of a book;
- (ii) Registrar of the University and the Controller of Examinations as a special case, to enable them to perform their official duties.

7. (i) Before leaving the counter, the member must satisfy himself that the book lent to him is in sound condition, and if not, he must immediately bring the matter to the notice of the Librarian, or in his absence, the senior member of the staff present; otherwise he shall be liable to be held responsible for the replacement of the book or payment of the value thereof in case of any damage or injury to the book;
- (ii) Members are not allowed to lend the books of the Library to any person whatsoever;
 - (iii) All marking, underlining, etc., shall be absolutely forbidden.

OVERDUE LATE CHARGES

8.
 - i) Re.1 – for 1st 10 days
 - ii) Rs.2 – next 20 days
 - iii) Rs.5 – beyond 20 days (not exceeding cost of book + 10% and any penalty imposed by the library) ⁴

The overdue charges in all cases shall be calculated from the date on which the book/s should have been returned.

Provided that in no case, shall the overdue charge exceeding the cost of the book/s plus 10% and any penalty which may be imparted by the Librarian according to the nature of the book/s.

BOOKS NOT RETURNED

9. In addition to the price of a book, 10% of the price may be charged from a person who having borrowed a University book fails to return it.

Provided that for all such documents for which the price record is not available in the Accession Register/other bibliographic sources, a lumpsum amount will be charged from the Library users at the following rates:-

- i. Books pertaining to Science @Rs. 750/- per document.
- ii. Books pertaining to Social Sciences @ Rs. 500/- per document.
- iii. Books pertaining to Humanities @ Rs. 300/- per document.

This amount be increased @ 10% after every financial year. The amount thus collected will be deposited in the local fund of the library.²

DESPATCH OF BOOKS BY POST

10. Any person desiring a book to be sent to him by post shall make a deposit of hundred rupees to cover postal charges. The charges incurred will be set off against the deposit, and when it is exhausted, a fresh deposit shall be made. When a book is returned by post. it shall be returned under a registered cover and at the cost and risk of the borrower.

A borrower from whom any overdue charge or other charge is due shall not be allowed to borrow books or to withdraw his deposit until he has paid the amount due.

RESERVED BOOKS.

11.
 - (i) No book/s forming part of the reference collection or manuscripts or classed by the Librarian as “reserved” shall be removed from the Library without the permission of the Librarian, provided that books for Reserve-cum- Text-book Section can be issued to Post-graduate students, research scholars and teachers of the University for overnight use only;
 - (ii) Books prescribed or recommended by the University of Jammu for various examinations shall not be issued without the permission of the Librarian;

- (iii) Uncatalogued books and current numbers of periodicals shall not be issued to any of the borrowers.
12. The Library may lend and borrow reading material from other libraries and institutions on mutually agreed conditions.

IDENTITY CARD

13. (i) Each borrower shall be provided with an identity card alongwith as many Associate Professor's tickets as the number of books the borrower is entitled to borrow. Such cards shall be strictly non-transferable and presented by the borrower at the library Counter on each occasion when he draws the books. The identity card will be returned immediately to the borrower after identity and the Associate Professor's tickets retained in the Library until the book is returned;
- (ii) A member who has lost his identity card and/or tickets is responsible for this loss and its consequences. He must notify this loss in writing to the Librarian and specify the circumstances under which it was lost;
- (iii) One month shall elapse after the date of such notice before a duplicate card ticket can be issued. During this period, the member shall attempt to trace and recover the card, if possible, and send a second report at the end of the period, stating the result of his endeavours;
- (iv) If the card had not been traced, the member shall give an indemnity bond in the prescribed form for a duplicate card required;
- (v) After the receipt of the indemnity bond, the duplicate card and/or reader's ticket/s will be issued on payment of a fee of Rs.80/-⁴ per ticket and Rs.80/-⁴ for a card.
14. The librarian shall have power to refuse admission to anyone infringing the Regulations of the University.

STOCK TAKING

15. The stock-taking of the Library shall be done once at least in every three years during such period as the Library Committee may decide. Borrowers shall be required to return all books borrowed by them one week before the commencement of such period. Usual late fee/overdue charges shall be charged if the books are not returned before the period mentioned above.

CLASSIFICATION

16. The Library shall be classified by Dewey Decimal Scheme and the catalogue, to be maintained in card form, shall consist of two main parts, alphabetical and classified, provided that the Library Committee may change this system whenever necessary on the recommendation of the Librarian.
17. The University Library shall adopt open access system in the stack areas. Close access shall be maintained for the specific material as the Librarian may deem fit from time to time.
18. The library shall maintain a text and reserve book section.

DEPARTMENTAL LIBRARIES

19. Each Post-graduate Department of the University shall have its Departmental or Seminar Library. The Head of each Department shall have the books transferred to the Seminar Library from the Central Library with the approval of the Vice-Chancellor to the extent of 10,000 volumes³. The Head of the Department shall be responsible for the proper maintenance and supervision of the Departmental Library.
20. The use of the Departmental Libraries shall be restricted to Post-graduate students, research scholars and the concerned teaching staff.
21. The transfer of books to the Departmental Libraries shall be restricted to books of the following description :-
 - (i) Books required by the members of the Post-graduate staff for their class work;
 - (ii) Books needed specially for Post-graduate study. The list of such books shall be prepared by the Head of the Department;
 - (iii) Sets of Journals and periodicals of purely technical nature.
22. A proper record of issue and return of books shall be maintained in each Departmental Library.
23. Books required by more than one Department shall be kept in the Central Library unless It is possible to obtain more than one copy of each book.
24. Books shall not ordinarily be transferred to the Departmental Library until they are properly classified and catalogued.
25. A shelf list of all books in the Departmental Libraries shall be maintained in the Central Library.
26. The Departmental Libraries may be checked once a year by an Assistant Librarian selected by the librarian.
27. The borrowing of books from the Departmental Libraries by the students and the teaching staff of the concerned Department shall be governed by the foregoing Regulations relating to borrowing of books from the Central Library.

SELECTION AND PURCHASE OF BOOKS

28. The procedure for selection of books, journals and other reading material for the Library shall be as under :-
 - (i) At the beginning of each financial year, the Librarian shall obtain rates, terms and conditions for supply of books, journals and other reading materials from various booksellers and publishers in the country and abroad. For this purpose, an up-to-date list of all such booksellers and publishers shall be maintained by the Librarian and got approved by the Library Committee.
 - (ii) The Librarian shall prepare a comparative statement of the rates and terms offered and get the competitive rates approved by the Vice-Chancellor in respect of the purchase of books, etc., for the financial year.

- (iii) The books and journals in various fields of study shall be selected every year by the respective Heads of the Departments according to their requirements, with the help of publishers' catalogues, lists of advertisements and books received on approval from various publishers.
- (iv) The indent for books shall be prepared by each Head of the Department in good time so as to reach the Librarian before the end of June each year.
- (v) The librarian shall scrutinize each indent and see the overall stock and budget position before placing orders.
- (vi) The Head of Department/Director of the School/Directorate or Rector of a campus shall select the reference books of general nature out of the budget allocation and make the purchase after the approval of Departmental Affairs Committee (DAC). In case the DAC is not the valid body, the purchase be made after the approval of a committee constituted by the Hon'ble Vice-Chancellor every year consisting of at least three Professors on rotation basis from various disciplines."⁵
- (vii) The Librarian shall purchase the serial publications in order to complete the volumes whenever necessary.

Reference:

1. University Council Resolution No. 16 dated 05-04-1999
2. University Council Resolution No. 61 dated 21-06-2004
3. University Council Resolution No. 67.50 dated 25-02-2008
4. University Council Resolution No. 98 dated 21-06-2004
5. University Council Resolution No. 68.67 dated 27.03.2009

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CHAPTER XIV-A

REGULATIONS GOVERNING LOCAL FUND OF THE UNIVERSITY LIBRARY ¹

1. TITLE

These rules shall be called the "University of Jammu Library Local Fund Regulations".

2. EFFECT

These shall come into force from the date these are notified.

3. DEFINITIONS

- (a) Local Fund shall mean a fund which is maintained and administered by the University of Jammu Library and to which such fees and charges realized from the students/users of the Library, as are not transferable to the University account, are credited.
- (b) The following items shall constitute the Local Fund of the University Library:-
 - i/ Library use fees realized from the users.
 - ii/ Overdue charges realized from the students for retaining books beyond the allowed period.
 - iii/ Lapsed amount of Library Security /Deposits.
 - iv/ Cost of Library Membership Forms.
 - v/ Cost of Identity Cards realized from the students/users, if any.
 - vi/ Interest earned on fixed and saving bank account of Local Fund Account.
 - vii/ Financial Donations received for the development of the Library with the approval of Competent Authority.
 - viii/ Any other Library Fund/Fee that may be prescribed by the Competent Authority from time to time.

4. AIMS & OBJECTIVES

The aim of the University Library Local Fund shall be for the development of the University Library.

5. SECURITY DEPOSITS

- (i) The University Library shall also realize such security deposits from the users as may be required under rules.
- (ii) **Account of Security Deposit**

The Security Deposits received from the users shall be entered in a separate register as may be prescribed for the purpose by the University. The amount collected may be placed in fixed deposits for such suitable period up to which these are not likely to be claimed by the users.
- (iii) **Un-claimed Security Deposits**

Security Deposits of Library users not claimed within a period of three years from the date a user deposits the amount will lapse to the University Library and shall form part of the University Library Local Fund.

- (iv) All receipts including cash, cheques, bank drafts and postal orders in respect of the Local Fund of the University Library shall be deposited in the Bank immediately.

Provided that the Librarian may authorize retention of cash-in-hand not exceeding Rs. 500/- at a time out of the Local Fund to meet day to day requirements of the University Library.

6. Utilization of Fund

The Local Fund of the University Library shall be utilized for the following purposes:-

- i/ Expenditure required for maintenance of the University Library.
- ii/ Replacement of important worn out/ damaged books often required by users.
- iii/ Expenditure required for the modernization of the Library including purchase of Information Technology Products.
- iv/ Purchase/ repair of furniture and fixtures to meet the urgent and immediate requirements of the Library users.
- v/ Such other items of expenditure concerning for providing better Library facilities to the Library users but not provided under any other budget head of the University Library.

7. EXPENDITURE

- (1) The Local Fund of the University Library shall be governed by the Local Fund Committee consisting of the following :-

- i. The Librarian.
- ii. Deputy Librarian/Asstt. Librarian(Adm.)
- iii. One Assistant Librarian of the University Library to be nominated by the Librarian by rotation, every year.

The Librarian shall be competent to accord sanction to the utilization of fund upto Rs. 5000/- at one time with the concurrence of the Local Fund Committee, after observing financial norms.

- (2) The expenditure out of the fund exceeding Rs.5000/- at one time shall require approval of the Vice-Chancellor
- (3) Financial Rules

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 University.

8. MAINTENANCE OF ACCOUNTS AND ITS RECONCILIATION

- (i) The Local Fund of the University Library shall be operated under the signatures of the Librarian and accounts shall be maintained by any official/s or officer/s who may be assigned this job by the Librarian for which an honorarium shall be paid to the concerned official as may be sanctioned by the Vice-Chancellor.
- (ii) The reconciliation of the University Library Local Fund Account operated with the J & K Bank Ltd. Shall be made half yearly.
- (iii) Surplus money in the fund which may not be required immediately for expenditure shall be placed in short/long term fixed deposit account or invested in any other scheme which may attract higher returns.

9. AUDIT

The accounts of Local Fund would be subject to regular audit procedures of the University.

10. RELAXATION OF RULES

Any expenditure in the interest of the Library over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

Reference:

1. University Council Resolution No. 33 dated 26.04.2000

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CHAPTER XV

SPORTS

1. Tournaments in the following events shall be conducted every year in accordance with the Rules and Regulations prescribed by the Bodies stated below:-

For Men Students

1. Hockey	I.H.F.
2. Football.	A.I.F.F.
3. Cricket	M.C.C.(As adopted by the Board of Control for Cricket in India)
4. Tennis	A.I.L.T.A.
5. Athletics	A.A.F.I.
6. Basketball	B.F.I.
7. Kabaddi	K.F.I.
8. Volleyball	V.F.I.
9. Table Tennis	T. T.F.I.
10. Badminton	I.B.F
11. Kho-Kho	A.M.S.S.M.
12. Swimming, Diving & Water Polo	S.F.I
13. Shooting	S.F.I.
14. Boxing	B.F.I.
15. Handball	H.F.I.
16. Chess	C.F.I.
17. Wrestling	W.F.I.
18. Weight Lifting & Best Physique	W.L.F.I.
19. Judo	J.F.I.
20. "Cross Country Races	A.A.F.I.
21. Half Marthon & Walking	A.A.F.I.
22. Gymnastics	G.F.I.
23. Yoga Asanas	Y.F.I.
24. Power Lifting	P.L.F.I" *

For Women Students

1. Hockey	I.H.F.
2. Volleyball	V.F.I.
3. Badminton	B.F.I.
4. Table-Tennis	T.T.F.I.
5. Kho-Kho	A.M.S.S.M.
6. Basketball	B.F.I.
7. Swimming	S.F.I.
8. Athletics	A.A.F.I.
9. Shooting	S.F.I.
10. Handball	H.F.I.
11. Cricket	M.C.C.
12. Foot-ball	A.I.F.F.
13. Judo	J.F.I.
14. "Cross Country Races	A.A.F.I.
15. Gymnastics	G.F.I.
16. Yoga Asanas	Y.F.I." *

Provided that the Board shall be empowered to modify any of the Rules or Regulations of the above bodies and enforce the modified Rules or Regulations:

Provided further that the Board may authorise the conduct of tournaments in such other events as are approved by the Inter-University sports Board of India and Ceylon.

2. No tournament in a game shall be held in the year in which less than three teams offer to participate. In the case. of games in which only Colleges/Institutions for Women are participating, the minimum number of participating teams shall be two.
3. The following entry fee shall be payable for the various events of the University Sports Tournaments :- ⁷

S.No.	Discipline	Rates
1.	Hockey, Cricket, Football, Lawn Tennis, Basketball, Shooting, Yoga, Badminton, Wrestling, Swimming, Weightlifting, Boxing, Hand Ball, Judo "Power Lifting & Cross Country" *	Rs. 100/-per team
2.	Volleyball, Kabaddi, Table-Tennis, Kho-Kho, Chess, Gymnastics & Yoga.	Rs. 50/- per team
3.	Athletics	Rs. 10/- per head per event

4. The entry fee must reach the University office on or before the date fixed for each event. No late entries shall be accepted.
5. Forms of entry fee shall be got printed by the Director, Physical Education and supply free of charge to the participating units.
6. All entries must be sent on the prescribed entry forms. These forms duly filled in and signed by the Head of the Institution concerned and accompanied by the prescribed fee shall be sent by the participating units so as to reach the Director, Physical Education in the University not later than the dates specified in each case.
7. No college shall allow to play any student whose name is not borne on the list already submitted to the Director, Physical Education. If, however, a college wishes to substitute for a player from its original list, it might be allowed to do so by special permission of the Vice-Chancellor provided the request reaches the Director, Physical Education of the University not later than 24 hours before the commencement of the tournament fixture. alongwith justification for the change(s) made.
8. If a case of doubtful eligibility is brought to the notice of the referee/umpire/judge, or otherwise detected/discovered or reported, the Director, Physical Education shall inform the Manager of the team concerned accordingly and may permit the player to play on production of a written undertaking from the Manager concerned that in case the candidate is declared ineligible at any stage, the team be considered as scratched.
9. The Board shall not be responsible for any postal delay in the delivery of letters, money orders or cheques, etc. addressed to it. Any college, that remains in arrears beyond March each year in payment of its dues to the Board of Sports without sufficient reason, may be excluded from the tournament or activities to be held in the following session.
10. The programme of various events during the year shall be drawn by the Board of Sports and sent to the colleges one month before the commencement of the tournaments. This

shall indicate the date on which a tournament is to commence and the date on which the entry fee is to be received.

11. Ties for each event shall be drawn by the Director, Physical Education of the University in the presence of at least two members of the Board of Sports. nominated by the Board of Sports, immediately after the date for receipt of entries and these shall be communicated at once to the colleges concerned.
12. No change in the programme of a tournament shall be made without the approval of the Vice-Chancellor.
13. "The tournaments shall be open to the Departments of Study of the University, constituent and affiliated colleges and recognised institutions. The University Departments of Study shall be considered as one unit in all games except in the games of Cricket, Hockey and Football where the University Departments shall be treated as two units (Faculties of Law and Science constituting one unit and the remaining faculties constituting the second unit) for purposes of participation in the Inter-College tournaments and Meets:"¹
14. Only bonafide students of the University Post-graduate Departments constituent/affiliated colleges and recognised institutions whose names are borne on the rolls of these institutions and who are registered with the University and are studying for an examination conducted by the University shall be eligible to participate in various events.

ELIGIBILITY RULES

15. "No student shall be eligible to represent a College/ Campus if —
 - (i) "Seven years have elapsed since he passed the 10+2 pattern exam or an examination recognised equivalent thereto qualifying him for admission to the B.A./ B.Sc./B. Com. Part-I course of the University." *

OR

"more than eight years have elapsed since he passed the Matriculation examination or an examination recognised equivalent thereto qualifying him for admission to the Preparatory course in the Faculty of Music & Fine Arts; and

- (ii) he has completed the age of 25 years on the 1st of September of the academic year in which the tournaments are held."²
- 16 Subject to the provision of Regulation 15 above -
 - (a) "A student pursuing three-years B.A./B.Sc./B.Com. course (Part-I, Pary-II & Part-III) after having passed the 10+2 pattern examination or an examination recognised equivalent thereto shall not be eligible to represent his college if more than four years have elapsed since he was first admitted to the three-years B.A./B.Sc./ B.Com. course."*
 - (b) A student pursuing the LL.B. course shall not be eligible to represent the University Department if more than four years have elapsed since he was first admitted to that course.
 - (c) A student pursuing the Master's Degree course shall not be eligible to represent his institution if more than three years have elapsed since he was first admitted to that course.

(A person having passed Master's Degree examination in a subject and having joined a Master's Degree course in another subject shall be treated to have joined separate course).

(d) "A student pursuing any of the following courses shall be considered eligible for the tournaments for the prescribed duration of the course he is pursuing and for one more year.

i/ B.Ed.

ii/ B.A. M. & S.

iii/ M.B.B.S.

iv/ M.Phil.

v/ Diploma in Business Management/Office Management and Secretarial Practice.

vi/ Certificate in library Science/B. Lib & M.lib.

vii/ B.P.Ed

viii/ Diploma/Certificate under the Faculty of Oriental Learning.

ix/ Preparatory Courses/Bachelor's Degree Courses under the Faculty of Music and Fine Arts:

"Provided that in all the above cases (a) to (d) a student shall not be eligible to play in the Inter-Collegiate tournaments for more than two years while studying in the same class."²

17. A student placed in compartment in a University examination and joining the next higher class/course, shall be eligible for University tournaments only for one year in that class/course, unless he clears his compartment in the meantime.
18. If a student changes over from one course to another, the period of eligibility shall be counted from the date of his joining the first course.
19. (i) Where a student migrates from one college to another in the same class, his period of eligibility shall be counted from the date of his joining the class in the previous college.
(ii) A student who has joined or migrated to a college after 20th December in any academic year, shall not be eligible to represent the college in that academic year.
(iii) A student who migrates from one college to another shall be allowed to play for the college to which he migrates only after his migration has been sanctioned by the University.
20. A student shall not compete on behalf of more than one college in any tournament in a year.
21. No professional coach employed on a whole-time or part-time basis shall be allowed to participate in the Inter-college tournaments.
22. No student who has been disqualified by the University on any account shall be eligible for University tournaments during the period of his disqualification.
23. In order to avoid professionalism in the University sports, no student shall be allowed to play for an institution in the University tournament unless he/she has attended 40% of the total lectures delivered to the class for that year in the college for which he/she plays.

24. An examinee shall be eligible to represent his college till the declaration of his/her result by the University and be permitted to play to the finals in the tournament in which he/she participated before the declaration of his/her result.
25. No athlete can take part in more than three events in any Athletic Meet excluding relays.
26. In the case of Hockey, Football and Cricket, no student shall be eligible to represent his college in more than one team In the same academic year;
Provided that:
 - (a) a student shall be eligible to represent his college in not more than two of the games mentioned above in an academic year if the total student strength of that college is less than 300 but more than 200 in that academic year.
 - (b) a student shall be eligible to represent his college in all the above three games in an academic year if the total student strength of that college is 200 or below.

EXPLANATION :

“The total strength of students in a college would mean the students on rolls of colleges in courses for which the University conducts the examination:”²

27. The Principals of colleges shall be the authority to certify the eligibility of the members of their teams.
28. Any college/department infringing the eligibility Regulations shall make itself liable to disqualification in that event for that year.
29. Any violation of the eligibility Regulations shall be punished with the scratching of the team concerned for a period of two years. Where ineligible cases are discovered after the tournaments are over, the team(s) concerned shall be scratched for a period upto two years following the year in which the tournament was held.

PROTESTS, COMPLAINTS AND PENALITIES

30. A team wishing to lodge a protest during a match should, through its captain, orally intimate its intention to the referee on spot, complete the match and immediately but not later than 24 hours after the match put in a written protest through its Principal or the Professor incharge alongwith the protest fee equal to the entry fee for that event to the Director, Physical Education of the University.
31. The complaints, protests, etc., shall be considered by the Protest Committee nominated by the Board of Sports for this purpose.
32. If the Protest Committee considers a protest as just, the protest fee shall be refunded to the protesting team.
33. The decision of the Protest Committee shall be final.
34. During the course of a match, the referee’s decision shall be final. Protest against his decision, if any, shall be entertained only after the match.
35. The Referees, Umpires or Judges appointed for tournaments shall report any serious breaches of rules, bad sportsmanship, indecent behaviour of players or students of a college or colleges, to the Director, Physical Education, who shall place the same before the Board of Sports for necessary action. The decision of the Board of Sports shall at once be communicated to the Principals of the colleges concerned.

36. Suspension or disqualification as awarded by the Board of Sports shall remain in force for the period decided by it.
37. Any team walking off the field during a match shall be disqualified and the match awarded to the other team.
38. Teams turning up late in the tournament matches shall be scratched:
Provided that if a team is late by not more than 10 minutes, it will be allowed to play on penalty of Rs.10/-.
39. The ground equipment such as nets, flags, poles, matting, etc., shall be provided by the college on whose ground a particular match is played. For Athletics, the entire equipment shall be supplied by the University.
40. A panel of Referees and Umpires shall be drawn up by the Board of Sports before the commencement of the tournaments. Appointment of Referees and Umpires shall be made by the Director, Physical Education.
41. No official communication from the colleges shall be entertained unless it comes from or through the Principal of the College concerned.

COLOURS:

42. Maroon shall be the colour of the University.
43. Colours shall be awarded by the Board of Sports on the basis of performance, conduct and seniority after considering the recommendation of the Director, Physical Education and also the recommendation of the Manager and Coach accompanying the University team in the Inter-University Tournaments.
44. The maximum number of colours that can be awarded by the University in any year shall not exceed two in each game.
45. The University shall award the colour together with blazer (cloth only) to such a member or members of a University team whose name is approved by the University Board of Sports for such award.
46. The colours assigned to the colleges are as under and these will be registered with the University :-

i/	Govt. Gandhi Memorial Science College, Jammu	White & Purple
ii/	Maulana Azad Memorial College, Jammu	White & Scarlet
iii/	Govt. College of Education, Jammu	Yellow & Navy Blue
iv/	Govt. Degree College, Bhaderwah	Dark Brown & Red
v/	Govt. Degree College, Poonch	Crimson & Yellow
vi/	Govt. Degree College, Udhampur	Olive Green & White
vii/	Govt. Degree College, Kathua	White & Saffron
viii/	Govt. Ayurvedic College, Jammu	-----
ix/	Govt. S.P.M.Rajput College of Commerce, Jammu	Yellow & Chocolate
x/	Govt. College for Women, Parade, Jammu	-----
xi/	Govt. College for Women, Gandhi Nagar, Jammu	White & Navy Blue
xii/	Govt. Degree College, Rajouri.	-----

xiii/	Govt. Degree College, Doda.	-----
xiv/	Govt. Degree College, Kishtwar.	-----
xv/	Govt. Degree College for Women, Udhampur.	-----
xvi/	Arya Kanya Vidyalaya, Jammu.	-----
xvii/	Govt. Medical College, Jammu.	-----
xviii/	Institute of Music & Fine Arts, Jammu	-----
xix/	“Post Graduates Departments	Sky blue & White” *

47. Teams or players competing in University tournaments shall wear uniforms representing registered college colours as prescribed.

TROPHIES AND CERTIFICATES

48. The Director, Physical Education will maintain in his office a list of Running Trophies available for award to the winning teams.
49. The Trophies shall be the property of the University and teams to which they are awarded shall return them to the Director, Physical Education after retaining them for six months after the award.
50. Colleges responsible for the loss of or damage to the Trophies shall pay the replacement cost thereof.
51. Certificates of Merit signed by the Vice-Chancellor or the Pro-Vice-Chancellor or, in their absence, by the Registrar and the Director, Physical Education shall be awarded to the individual members of the finalist teams in game tournament and to the individuals securing first, second and third places in Athletics, Swimming, Cross-Country, Race, Boxing etc.

TRAVELLING EXPENSES

52. The University shall pay actual return bus fare according to the rates of the Government Transport undertaking to the team going from one place to another in connection with participation in the Inter-College Tournaments and other competitions. The boarding and loading expenses of the participating teams shall be paid by the college concerned.
53. The Incharge of various games shall be paid T.A. and D.A. by the University under rules.
54. Supervision fee payable to the officials engaged for supervision of Inter-Collegiate tournaments and other competitions at the following rates :-

1.	Cricket (Men & Women)	Rs.100/- per day
2.	Lawn Tennis	Rs. 70/- per match
3.	Chess, Wrestling, Shooting, Boxing, Judo, Athletics, Cross Country, Yoga and Gymnastic	Rs. 50/- per match
4.	Football, Hockey, Badminton and Kabaddi	Rs. 50/- per match
5.	Weight Lifting, Swimming and “Powerlifting”*	Rs. 50/- per head per day
6.	Volleyball, Kho-Kho, Basketball, Table Tennis & Handball	Rs. 50/- per match
7.	Lineman, Time Keeper & Scorer	
(a)	Vollyball. Football, Badminton, Kabaddi, Tennis & other games	Rs. 25/- per match

- (b) Scorer:
- | | |
|-----------------|--------------------|
| i) Cricket | Rs. 25/- per match |
| ii) other games | Rs. 25/- per match |

55. The students invited by the University for participation in the Coaching Camps shall be paid Rs. 7/- per head per day to supplement their diet and refreshment.

56 The students called from mufassil colleges for participating in the Inter-University Tournaments / Competitions, Coaching Camps and Hiking / Trekking Expeditions will be paid food allowance at the following rates :-

- | | |
|--|----------|
| A. Inter-University participation: | |
| 1. Food Allowance | Rs.50/- |
| 2. Refreshment charges | Rs.10/- |
| B. Coaching Camps: | |
| 1. Food allowance during Coaching Camps payable to players of Muffasil Colleges within the State | Rs. 25/- |
| 2. Refreshment charges during Coaching Camps for local Trainees. | Rs.10/- |
| C. Mountaineering Activities: ⁴ | |
| Food allowance during Mountaineering activities. ⁴ | Rs.45/- |

N.S.S. ACTIVITIES

“When NSS volunteers are deputed outside the state for participation in the Inter-Varsity/ All India Camps/Meets.	Rs.18/- per head per day during journey days only.
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NOTE:- “The food allowance shall include all incidental charges such as loading, unloading of their luggage and to and fro conveyance charges upto a distance of 8 km from place of lodging to Railway Station. The TA/DA as admissible under rules to the Teachers Incharge and T.A. to players will be paid as usual.”⁵

58. (A) The maximum number of the players eligible for T.A. and Food Allowance from the University for purpose of participation in the Inter-University Tournaments shall be as under :-

- | | |
|--|---------|
| i/ Football, Hockey and Cricket | 16 Nos. |
| ii/ Table-Tennis and Tennis | 04 Nos. |
| iii/ Badminton | 06 Nos. |
| iv/ Volleyball, Basketball, Handball and Kho-Kho | 12 Nos. |
| v/ Kabaddi | 10 Nos. |
| vi/ Chess | 05 Nos. |
| vii/ Athletics, Aquatics, Wrestling, Boxing, Weight-Lifting, Shooting and Judo, “Gymnastics, Cross Country, Power Lifting and Yoga Asanas” * | Actual |

- (B) The participants shall be entitled to the following charges :-
- (a) Return II class Railway fare at the student concession rates. In case no Railway concession is granted, then return II class Railway fare provided permission of the Vice-Chancellor is obtained and reasons are recorded for the same.
 - (b) College and conveyance charges should be supported by vouchers for all payments exceeding Rs.10/-. For payments less than Rs.10/-, certificates of the incharge of the team shall be furnished.
 - (c) Refreshment during the practice and Inter-University Tournament matches will be paid @ Rs.10/- per head per day⁴.
 - (d) Reservation charges of sleepers shall be allowed where the journey exceeds a distance of 300 kms.
 - (e) Railway receipt in support of reservation charges of sleepers shall always be produced with the account.

59. The Manager and Coach and attendant or servant accompanying the University contingent shall be paid T.A. and D.A. by the University under rules.

60. The Manager and Coach accompanying the University team shall have to submit to the University a detailed report about the performance of the team within a month after the completion of the tour. If a report is not submitted in time, the matter shall be reported to the Board of Sports and the Vice-Chancellor shall be competent to impose such penalty as may be deemed fit.

61. The servant or attendant will accompany a University Team if its strength is ten or more players.

62. All T.A. bills of college teams shall reach the Director, Physical Education, within one month after the termination of the tournament. Bills received after that may not be entertained.

63. i/ Food allowance to the students who accompany the Hiking, Trekking and Mountaineering teams including the days of journey and rest. Rs. 45/- per head per day⁴
- ii/ Actual bus fare at the Government Transport rates, College, Lodging, Pony charges of the students during the tour.
- iii/ T.A. to the Teacher Incharge accompanying the teams upto the motorable road under University rules.
- iv/ "Food Allowance/Daily allowance to the Teacher Incharge of the Hiking and Trekking Parties Rs. 120/- per head per day."⁶
- v/ Medical Aid.
- vi/ Other incidental and unforeseen expenditure.

64. For Inter-College Tournaments, the maximum number of players eligible for T.A. from the University shall be as under :-

- | | | |
|----|--|---------|
| a/ | Hockey, Cricket, Football | 16 Nos. |
| b/ | Volleyball, Throwball. Basketball. Netball, Handball and Kho-Kho | 12 Nos. |
| c/ | Kabaddi | 10 Nos. |
| d/ | Chess | 05 Nos. |

- | | | |
|----|---|-----------------|
| e/ | Boat Race and Water Polo | Actual plus one |
| f/ | Badminton, Table-Tennis, Athletics, Swimming,
Tennis, Wrestling, Weight-Lifting, Aquatics
Boxing, "Yoga, Judo, Cross Country, Gymnastics,
Power lifting & Best Physique" * | Actual number |

* Subject to approval of the Competent Authority.

References

1. University Council Resolution No. 10 dated 13.10.1977
2. University Council Resolution No. dated 3.1.1979
3. No . Fin./98-99/3047-52 dated 29-12-1998
4. University Council Resolution No. 4 dated 05-04-1999
5. University Council Resolution No. 55 dated 9.5.1987
6. University Council Resolution No. 5 dated 21-02-2003
7. University Council Resolution No. 5 dated 04-12-2001

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CHAPTER -XVI

STATUTES GOVERNING ADMISSION TO MASTER'S DEGREE(OTHER THAN M.PHIL), BACHELOR DEGREE(LL.B., B.LIB.Sc.) & DIPLOMA COURSES OF STUDY IN THE TEACHING DEPARTMENTS OF THE UNIVERSITY. ¹

GENERAL

1. Admission to a course of study in a teaching department of the University shall be made by the Admission Committee of the Department concerned with the approval of the Dean of concerned Faculty and the Dean Academic Affairs. The Admission Committee shall consist of members as given in Annexure-I.
2. a) Applications for admission to various courses/programmes of study(except M.Phil and Ph.D.) in the teaching departments of the University shall be received within fourteen(14) days from the date immediately following the issue of notification of admission by the University. Application forms prescribed by the University, COMPLETE IN ALL RESPECTS, and accompanied by all the certificates prescribed therein, must reach the Head of the Department concerned in the University ON OR BEFORE THE LAST DATE prescribed by the University for the purpose as per the notification. No certificate shall be accepted after the submission of the application form for admission to a course/programme of study.

The Admission Committee of the Department concerned may authorize late entertainment of an application form for admission to a course/programme of study upto a maximum of five(5) days after the last date prescribed by the University for receipt of application forms, on payment of requisite late fee*. Such application shall be treated at par with those received in time for purposes of admission
- b) The schedule and other details of admission for the Entrance-test based courses namely, M.C.A., M.B.A., M.T.M., M.Sc., Environmental Sciences, M.Sc. Bio-technology, B.P.Ed. and LL.B. (5 years) shall be notified by each of the concerned departments separately after approval of the Dean, Academic Affairs provided that in case of admission through a Common Entrance Test, the Competent Authority for the purpose shall notify the details of admission. Notwithstanding anything contained in these statutes, admission to M.Sc. Bio-technology course shall be governed by the norms/conditions/rules prescribed by the concerned National Agency and at present Asstt. Registrar, Combined Entrance Examination for admissions to M.Sc. Programme in Bio-technology, Jawaharlal Nehru University, New Delhi-110 067.⁵
3. An applicant who seeks admission under any of the reserved categories, namely Scheduled Caste, Defence Service Personnel, Actual Line of Control, Scheduled Tribe, Backward Area, and Weak and Under-privileged classes as specified in Statute 8(B). MUST ATTACH ALONGWITH THE APPLICATION FORM, APPROPRIATE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY ON THE FORM PRESCRIBED FOR THE PURPOSE AS PER LATEST ORDER OF J& K STATE GOVT. The fees of such candidates shall be accepted only on the production of the original category certificate which shall be verified by the Head of the concerned department personally. Failure to

* See Annexure-III

attach and produce such a certificate issued by the competent authority on the prescribed form as per latest order of the State Govt., shall render a candidate ineligible for consideration under the reserved category for admission to a course/programme of study. ³

4. List of students selected for admission shall be finalized and notified by the department concerned by the date specified for the purpose *. All transfer cases from one course of study to another, shall be allowed by the Admission Committee of the department concerned by the specified date *. Under no circumstances, the seats lying vacant in the departments on the last prescribed date for completion of admission will be filled up by the Head of the Department/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.
5. In case a candidate has any specific grievance regarding deviation from Statutes governing admission, he may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form alongwith the requisite fee * by the date notified for the purpose. Such an appeal alongwith 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. The Appellate Committee shall consist of members as given in Annexure-I.

ELIGIBILITY QUALIFICATION

6. "A candidate to be eligible for admission to the Master Degree (other than M.Phil), Bachelor Degree (LL.B., B.Lib.Sc.) and Diploma programmes in the University, must have passed the qualifying Bachelor Degree examination of 10+2+3 pattern (Honours or General) in Arts, Science, Commerce, or Business Administration or an examination qualifying for a professional degree of not less than 3 years duration or any other examination recognised as equivalent thereto, from a statutory university/ institution with atleast 40% of the aggregate marks (36% for the Scheduled Caste/ Tribe candidates). Candidates who have passed degree course for two years duration under 10+2+2 or 10+1+3 pattern and thereafter have passed bridge course for one year duration comprising Part-III of B.A./ B.Sc./B.Com. three years (General) course of the University of Jammu or any other recognised University shall also be eligible subject to the aggregate qualifying marks as indicated above. A candidate who has passed M.A./M.Sc./M.Com. examination or any PG Diploma/ Degree course of atleast one year duration from the University after having passed B.A./B.Sc./B.Com examination under the old pattern of 10+2+2 or 10+1+3 shall also be eligible for admission under second preference category to:
 - a) A course where the minimum eligibility condition is pass in Three Year Degree (General) Course after 12 years of Schooling.
 - b) A Master Degree Course in an allied subject, if otherwise permissible under statutes Regulations of the University.

* See Annexure -II

* See Annexure - III

Notwithstanding anything in the preceding, additional/ alternative condition(s) of eligibility prescribed for a programme/course of study in the following shall have to be fulfilled by a candidate seeking admission to:-”⁶

(A) MASTER DEGREE PROGRAMME IN SCIENCE

For admission to M.Sc. degree courses of study in Botany, Chemistry, Electronics, Geography, Geology, Home Science, Mathematics, Physics, Statistics and Zoology a candidate to be eligible, must have passed the qualifying B.Sc. degree examination securing requisite percentage of aggregate marks(specified at No. 6) with a subject which is being opted for admission to a course. Admission to the following courses of study in Science shall be subject to additional/alternative condition(s) of eligibility specified against each as under.

i) ELECTRONICS :

Candidates seeking admission to the course must have passed the qualifying degree examination with Electronics and any two of the following i.e. Physics, Mathematics and Computer Applications, as elective subjects. Those securing not less than 60% of the aggregate marks with the said electives shall be considered for admission first . Thereafter, if seats remain vacant, candidates who have passed the qualifying examination with Physics, Chemistry and Mathematics combination securing not less than 60% of the aggregate marks, shall be considered for admission against these vacancies. However, if seats still remain vacant then candidates with less than 60% of the aggregate marks shall also be considered for admission in the order of elective combinations as specified above.

ii) GEOLOGY :

A candidate seeking admission to the course must have passed the qualifying examination with two of the science subjects in addition to Geology.

iii) PHYSICS :

A candidate seeking admission to the course must have passed the qualifying examination with Mathematics elective in addition to Physics.

iv) HOME SCIENCE :

A candidate seeking admission to the course must have passed the qualifying examination in the stream of Home Science i.e. B.Sc. Home Science. However, candidates with Home Science only as an elective subject at the under graduate level, shall also be considered for admission PROVIDED seats are available after admitting all the eligible candidates from the Home Science stream.

v) STATISTICS :

A candidate seeking admission to the course must have passed the qualifying examination with Statistics at the under graduate level. However, candidates without Statistics but with Mathematics, shall also be considered for admission PROVIDED seats are available after admitting all the eligible candidates with Statistics as an elective subject.

vi) ENVIRONMENTAL SCIENCES :

For admission to M.Sc. Environmental Sciences course, a candidate to be eligible, must have passed the qualifying degree examination in the discipline of Agriculture, Forestry, Pharmacy, Medicine, Science, Veterinary Science, Engineering, or Technology with atleast 50% of the aggregate marks(40% for Scheduled Caste/ Tribe candidates). The candidate must have also passed the Higher Secondary examination, i.e. +2 stage of 10+2+3 pattern, with Biology subject . Selection for admission to the course shall be made through as Entrance Test as per programme to be notified by the concerned Department.

vii) BIOTECHNOLOGY :

For admission to M.Sc. Biotechnology course a candidate to be eligible must hold Bachelor's Degree under the 10+2+3 pattern of education in Physical Sciences, Biological Sciences, Pharmacy, Agriculture, Veterinary Sciences, Fishery Sciences or Bachelors degree in Engineering/Technology or Medicine(M.B.B.S.) or B.D.S. with minimum 55% marks. ³

viii) COMPUTER APPLICATIONS :

For admission to Master Degree course in Computer Applications(M.C.A.) a candidate to be eligible, must have passed the qualifying degree examination in the discipline of Science, Commerce, Arts, Engineering, or Technology with atleast 50% of the aggregate marks(40% for Schedule Caste/Tribe candidates). Selection for admission to the course shall be made through an Entrance Test as per programme to be notified by the concerned Department.

ix) REMOTE SENSING AND GIS : ¹¹

The Students who have passed/appeared in Bachelor's Degree in Science/ Engineering from any University including Agriculture and Forestry with not less than 50% shall be eligible for addimission to M.Sc. Course in Remote Sensing and GIS.

(B) MASTER DEGREE PROGRAMME IN ARTS AND SOCIAL SCIENCES:

For admission to M.A. degree courses of study in Dogri, Hindi, English, Punjabi, Sanskrit , Urdu, Buddhist Studies, Economics, History, Political Science and Sociology a candidate to be eligible, must have passed the qualifying B.A. degree examination securing requisite percentage of aggregate marks(specified at No. 6) either with the subject which is being opted for the admission to a course or with subject(s) mentioned hereunder against a course of study, regardless of whether that was studied as main, elective, or additional subject at the under-graduate level. Additional/alternative conditions of eligibility to be fulfilled where prescribed for a course of study, are as follows.

i) DOGRI :

A candidate who has passed the qualifying examination after having passed the Honours examination in Dogri Language and Literature in the Faculty of Oriental Learning shall also be eligible for admission to M.A. (Dogri) course at par with those who have passed the qualifying examination with Dogri. A candidate not having studied Dogri at the under-graduate level but has passed the qualifying

examination with any of the following subjects, namely Hindi, Sanskrit, Urdu, Punjabi and English Literature, shall also be considered for admission PROVIDED seats in the course are available after admitting eligible candidates with the qualification(s) mentioned earlier.

ii) ENGLISH :

A candidate to be eligible for admission to M.A. (English) course must have passed 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 the qualifying examination after having passed the Honours examination in an Oriental Classical Language and English only comprising General English and English Literature subjects, shall also be eligible for admission at par with the one mentioned earlier. A candidate who has passed the qualifying examination without English Literature subject with atleast 60% of the marks in the aggregate will also be considered for admission against 5% of seats if eligible candidates of higher merit with English Literature subject are not available for filling up these seats.³

iii) HINDI :

A candidate who has passed the qualifying examination with Sanskrit elective, or has passed the said examination after having passed the Honours examination in Hindi or Sanskrit in the Faculty of Oriental Learning, shall also be eligible for admission to M.A.(Hindi) course at par with those who have passed the qualifying examination with Hindi elective at the under-graduate level.

iv) SANSKRIT :

A candidate who has passed the qualifying examination after having passed the Honours examination in Sanskrit in the Faculty of Oriental Learning or has passed Master Degree Examination in Hindi, shall also be eligible for admission to M.A. (Sanskrit) course at par with those who have passed the qualifying examination with Sanskrit elective at the under-graduate level.

v) URDU :

A candidate who has passed the qualifying examination with Persian or Arabic elective, or has passed the said examination after having passed the Honours examination in Urdu, Persian or Arabic in the Faculty of Oriental Learning, shall also be eligible for admission to M.A. (Urdu) course, at par with those who have passed the qualifying examination with Urdu elective at the under-graduate level.

vi) BUDDHIST STUDIES : ⁸

A candidate seeking admission to M.A. Buddhist Studies course to be eligible, must have passed any of the following qualifying examinations with atleast 45% ⁸ of the aggregate marks except Acharya examination where prescribed minimum marks is 40%

- (i) B.A. degree examination with any of the following subjects, namely Pali, Prakrit, Sanskrit, Hindi, Political Science, Psychology, Sociology, Education Linguistics, Sinhalese, Chinese, Tibetan, Burmese, Thai, Korean, Japanese, History. Ancient Indian History, Cultural History of Arts, Philosophy;

- (ii) B.A./ B.Sc./ B.Com. degree examination with the subjects other than those mentioned herein before, with not less than 60% marks in the aggregate at graduation level;
- (iii) Master degree examination in any of the following viz. Sanskrit, Pali, Prakrit, Chinese and Tibetan;
- (iv) Shastri examination of Rashtriya Sanskrit Sansthan, New Delhi;
- (v) Acharya examination in Pali, Sanskrit, Prakrit, Chinese, or Tibetan of Sampurnanand Sanskrit University, Varanasi, Kameshwar Singh Sanskrit University, Darbhanga and Rashtriya Sanskrit Sansthan, New Delhi.

Admission will also be open to foreign students fulfilling the eligibility conditions & other legal requirements to the extent the seats are available in the department.

vii) HISTORY:

A candidate who has passed the qualifying examination not with History but with any of the following subjects, namely Anthropology, Economics, Philosophy, Political Science and Sociology securing not less than 60% of the aggregate marks, shall be eligible for admission to M.A.(History) course. Such a candidate however, shall be considered for admission at the second preference only. A candidate who has passed the qualifying examination of B.A. (without History elective)/B.Com/B.Sc./LL.B. (Professional) degree securing First Division, shall also be eligible for admission to the course at par with those who have studied history at the undergraduate level. However, such a candidate shall be considered for admission only against 20% of the seats PROVIDED eligible candidates of higher merit with History elective are not available for filling up these seats.

viii) POLITICAL SCIENCE: ⁵

A candidate who has passed the qualifying examination not with Political Science but with any of the following subjects, namely Anthropology, Economics, Education, History, Philosophy, Psychology, Public Administration and Sociology, or has passed the B.Com./B.Sc./LL.B (Professional) examination, shall also be eligible for admission to the M.A (Political Science) course PROVIDED he has secured not less than 60% ⁸ marks in the said examination. However, such a candidate shall be considered for admission only against 20% of the seats in the course PROVIDED eligible candidates of higher merit with Political Science. Science elective at under-graduate level, are not available for filling up these seats.

Explanation :

The above mentioned 20% of seats will be distributed in the following manner:-

- i) 10% seats for candidates having passed the qualifying examination in Anthropology, Economics, History, Philosophy, Psychology, Public Administration, Sociology and LL.B (Professional)
- ii) 10% seats for the candidates (other than those mentioned in (i) having passed B.A./B.Sc./ B.Com).

ix) SOCIOLOGY : ⁸

A candidate who has passed the qualifying examination not with Sociology but with any of the following subjects, namely, Anthropology, Economics, Political Science, History, Psychology, Education, Social work and Philosophy securing atleast 50% of the aggregate marks, shall also be eligible for admission to M.A. (Sociology) course provided that the number of such candidates admitted to the course shall not exceed 30% of the total number of seats in the Open Merit Category. A candidate who has passed B.Com/ B.B.A./B.Sc./B.Sc. Agriculture/B.Sc. Home Science /LL.B (Professional) examination securing First Division, shall also be eligible for admission to the course. However, such a candidate shall be considered for admission only against 20% of the seats PROVIDED eligible candidates of higher merit with Sociology are not available for filling up these seats.

(x) B.P.Ed. ⁵

For admission to B.P.Ed degree Course a candidate to be eligible, must have passed a Three Year Bachelor Degree of 10+2+3 pattern from Jammu University or any other recognised University/Institution or equivalent thereof. The candidate must have attained a position in inter-collegiate competitions in any game/sports from University of Jammu or any other recognized University/institution equivalent there of or participated in Inter-university Tournament in any discipline.

(C) MASTER DEGREE PROGRAMME IN COMMERCE, EDUCATION, LAW, LIBRARY SCIENCE AND MANAGEMENT.

For admission to M.Ed, LL.M, M.Lib. Sc and M.B.A. courses of study, a candidate to be eligible must have passed the qualifying Bachelor Degree Examination with the requisite percentage of marks (Specified at No. 6), except where provided otherwise as under

i) COMMERCE: ⁸

A candidate to be eligible for admission to M.Com degree course, must have passed the qualifying examination in Commerce stream i.e. B.Com. The candidate with following qualifications shall also be eligible and considered for admission against 5% each of the total number of seats in the course.

- a) Having passed B.A./B.Sc. examination in 1st division
- b) Having passed one year degree course in Diploma in Business Management with atleast 48% of the aggregate marks, after graduation.
- c) Having passed BBA examination.

ii) EDUCATION: ⁸

A candidate to be eligible for admission to M.Ed. course, must have passed the qualifying degree examination of B.Ed However, those seeking admission to M.A. (Education) course, to be eligible, must have passed the qualifying B.A. degree examination with the requisite percentage of marks (specified at No.6) with education elective. Thereafter if seats are still available, the candidate with B.Ed. degree with requisite percentage of marks (specified at No.6) can also be considered for admission.

iii) LAW :

For admission to LL.M. degree course a candidate to be eligible, must have passed the qualifying examination, i.e. LL.B. 3-year Professional, with atleast 55% of the aggregate marks. Those who have qualified the 5-year integrated LL.B.(Professional) degree with the aforesaid percentage of marks, shall also be eligible for admission to the course.

iv) LIBRARY SCIENCE :

For admission to M.Lib.Sc. course a candidate to be eligible, must have passed the qualifying B.Lib.Sc. degree examination with atleast 55% of the aggregate marks. However, candidates with less than the aforesaid percentage of marks shall also be considered for admission PROVIDED they have atleast 10 years of professional experience of working in a University/College/Institution/Public Library.

v) MANAGEMENT : ⁴

For admission to the MBA course, a candidate to be eligible, must have passed the qualifying Bachelor's degree examination of 10+2+3 pattern in any discipline from the University of Jammu or any other University recognized by the University of Jammu or any other qualification recognized as equivalent thereto by the University of Jammu with atleast 50% of the aggregate number of marks (40% for candidates belonging to the Scheduled Caste/Scheduled Tribe)

OR

A pass in the final examination of the Institute of Chartered Accountants, Cost and works Accountants, Company Secretaries OR A.M.I.E. (Engineering) with atleast 50% of the aggregate number of marks (40% for Scheduled Caste/Scheduled Tribes).

Notwithstanding anything contained in the statutes, a candidate who has appeared or is appearing in the final year of the qualifying examination and expecting to pass with the requisite percentage of aggregate number of marks in the said examination is also eligible to apply. In case such a candidate is called for interview and Group Discussion, he/she shall be permitted to appear in these only if he/she produces a certificate from the Head of the Institution last attended, if he/she is a private candidate testifying that he/she has appeared in full in atleast in the written part of the final year of the qualifying examination.

Selection for admission to the course shall be made through a Written Entrance Test, Interview and Group Discussion to be conducted by the Department of Management Studies as per the programme notified by it PROVIDED that no candidate shall be called for interview and Group Discussion unless he/she has passed the Written Entrance Test with atleast 50% marks (40% for the candidates belonging to the Scheduled Castes/Scheduled Tribes).

Out of the candidates who pass the Written Entrance Test, the first 100 candidates in order of merit in the open merit category, and all the candidates seeking admission to the course under reserved categories shall be called for Group Discussion and Interview to be held at the University of Jammu, Jammu by the

Admission Committee of the Department. Provided that if the number of candidates who pass the Written Entrance Test with 50% marks is less than 100 in open merit category and less than four times the number of seats provided for each reserved category, relaxation upto 5 marks in the Written Entrance Test may be allowed by the Vice-Chancellor on the recommendation of the Admission Committee for reasons to be recorded in writing.

The evaluation criteria and the weightage thereof for the purpose of selection of a candidate to the course shall be:

- | | | |
|-------|--|-----|
| (i) | Marks secured by the candidate in Written Test | 80% |
| (ii) | Interview | 10% |
| (iii) | Group Discussion | 10% |

(D) BACHELOR DEGREE PROGRAMME IN LAW & LIBRARY SCIENCE.

For admission to Bachelor Degree Courses of study in the University a candidate to be eligible, must have passed the qualifying degree examination with the requisite percentage of aggregate marks(specified at No. 6) except where provided otherwise in the following.

i) LAW:⁵

- a) For admission to LL.B 3 Year Professional Degree Course a candidate to be eligible, must have passed the qualifying degree examination in any discipline/ stream with atleast 45% of the aggregate marks (40% for Schedule Caste/Tribe Candidate).
- b) For admission to 5 years Degree of Bachelor of Laws, a candidate must have passed 10+2 or equivalent examination in any discipline of J&K Board of Secondary Education or an examination of any other Board/University recognised as equivalent thereto with not less than 45% marks (40% in case of scheduled caste/scheduled tribe).

Notwithstanding anything contained in the statutes, the affiliated Law Colleges will manage their admissions on their own subject to fulfillment of the eligibility criteria prescribed under the University Statutes. Admissions will be completed within the dates stipulated by the University.

ii) LIBRARY SCIENCE:

For admission to B.Lib Sc. Degree course a candidate to be eligible, must have passed the qualifying degree examination in any disciplinary stream with the requisite percentage of aggregate marks(specified at No. 6).

(E) DIPLOMA PROGRAMME IN VARIOUS DISCIPLINES.

For admission to Diploma courses of study in the University a candidate to be eligible, must have passed the qualifying degree examination with the requisite percentage of aggregate marks (specified at No. 6) except where provided otherwise in the following.

i) POST-GRADUATE DIPLOMA IN BUSINESS MANAGEMENT:

A candidate to be eligible for admission to PGDBM course must have passed the

qualifying degree examination in any disciplinary stream with the requisite percentage of aggregate marks (specified at No. 6).

ii) POST GRADUATE DIPLOMA IN OFFICE MANAGEMENT AND SECRETARIAL PRACTICE:

A candidate to be eligible for admission to PGDOM & SP course must have passed the qualifying degree examination in any disciplinary stream with the requisite percentage of aggregate marks (specified at No. 6).

iii) DIPLOMA IN CRIMINOLOGY AND POLICE SCIENCE:

A candidate to be eligible for admission to DCPS course must have passed the qualifying degree i.e., LL.B. (Professional) examination with atleast 45% of the aggregate marks(40% for Scheduled Caste/Tribe candidates). Candidates who have qualified the Master Degree Examination in the disciplines of Psychology, Sociology or Anthropology with not less than the aforesaid percentage of aggregate marks, shall also be eligible to seek admission in the course.

iv) DIPLOMA COURSE IN SANSKRIT LANGUAGE:

A candidate to be eligible for admission to DCSL programme, must have passed the qualifying degree examination in any disciplinary stream with the requisite percentage of aggregate marks (specified at No. 6).

SEATS : NUMBER AND DISTRIBUTION

7. The number of seats in a course of study in the Teaching Departments of the University shall be determined before the commencement of each academic session by the Dean of the Faculty and Head of the Department concerned in consultation with members of the teaching staff of the Department and with the approval of the Dean Academic Affairs and where necessary, of the Vice-Chancellor/Syndicate/University Council. The number of seats so determined shall be communicated by the Head of the Department concerned to the Dean Academic Affairs before commencement of admission process.

“Introduction to MCA, MA Sociology (25 seats each) at Ramnagar Mini Campus, MA Sociology (25 seats) at Reasi Mini Campus.”¹⁰

“Intake capacity in Remote Sensing and GIS is 10 Students (50% seats be reserved for permanent Residents of the J&K State on the basis of entrance tests).”¹¹

OPEN MERIT SEATS

- 8.(A) Sixty-Seven percent (67%) of the number of seats available in a course of study as determined according to Statute 7, shall be filled up on the basis of open merit in accordance with the criteria given in Statute 11.

RESERVED CATEGORY SEATS

- (B) After selection of candidates is made on the basis of open merit, the remaining thirty-three percent(33%) seats, notwithstanding anything contrary contained in any law, S.R.O, or regulation in force in the State, shall be filled up in accordance with the criteria given in Statute 11, from the candidates belonging to the following reserved categories as per

break-up given below.

Category	(i)	Schedule d Castes		8%
Category	(ii)	(a) Sportsmen	4%	6%
		(b) Persons who have excelled in cultural / Literary Activities.	2%	
Category	(iii)	(a) Persons who have participated with distinction in NCC activities	2%	4%
		(b) Persons who have participated with distinction in NSS activities	2%	
Category	(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%
Category	(v)	Candidates belonging to the areas Adjoining the Actual Line of Control.		2%
Category	(vi)	(a) Candidates belonging to Scheduled Tribes, such as Gujjar, Bakerwal, Gaddi, Sippi etc.		5%
		(b) (i) Candidates belonging to Backward Areas other than of districts Leh And Kargil ³		2%
		(ii) Candidates belonging to Districts of Leh & Kargil ³		2%
Category	(vii)	Candidates belonging to Weak and Under-privileged Classes as notified in S.R.O. by the State from time to time.		2%

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 in Statute 8(B) 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 over all marginal increase in seats in any course of study.
- iii) In the event of number of seats available in a course of study in a Department being such that representation to all reserved categories is not possible, the department will still provide atleast one seat to each reserved category even if it means marginal increase in number of seats.

- iv) In case any of the seats remain 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.
- (C) Unless covered under Statute 13 Explanation (i), only such candidates shall be eligible for consideration under reserved categories (i) to (vii) specified in Statute 8(B) as have not already availed of this concession for admission to any course of study in a teaching department of the University in any session.
- (D) Selection of candidates against reserved seats specified in Statute 8(B) shall be made on the basis of comparative merit in the respective category which will be determined in accordance with the criteria prescribed in Statute 11(A) for categories (i), (iv), (v), (vi) and (vii) and Statute 11(B) for categories (ii) and (iii).
- (E) 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./N.S.S. activities, for which he must have passed the qualifying examination from the university of Jammu.
9. (A) Should there be any need to augment the resources of the University for maintaining, developing and improving the standards of instruction in any course of study or for starting a new course of study in a teaching department of the University, the Vice-Chancellor on the recommendations of the admission committee of the department concerned and the Dean Academic Affairs, may sanction payment seats for such courses of study additionally to meet societal obligations. The number of such seats may not ordinarily exceed 15% of the seats determined for the course as per Statute 7. These seats shall be supernumerary and thus, shall not count towards determining the quantum of reservation specified in Statute 8(B) for the various categories. The concerned admission committee shall make admission on the basis of merit determined as per Statute 11(A) subject to fulfillment of eligibility conditions for such supernumerary seats. Permanent residents of territorial jurisdiction of the University/those having passed the qualifying examination from the University of Jammu, shall have priority in admission over the rest against these seats. The admission shall be granted after remittance of amount of payment* prescribed from time to time alongwith other fees/charges for the course by the candidates to the University.
- (B) In addition to the payment seats, the Department of Environmental Sciences has eight(8) seats in M.Sc. course exclusively meant for the candidates who are sponsored by Govt. Departments/Autonomous Bodies/Industry/recognized NGO's** . Such candidates besides fulfilling all the conditions of eligibility prescribed for the course, must have atleast one year of permanent service in the sponsoring organization, except in case of NGO's wherein they must have rendered atleast one year of continuous voluntary service after having passed the qualifying degree examination. Admission shall be granted in order of merit, (Statute 11) on the production of relevant documents/certificates from the sponsorer after remittance of sponsorship amount* prescribed from time to time alongwith other fees/charges

* See Annexure- IV

** This is in line with the direction of the U.G.C.

for the course by the candidates to the university. The unfilled sponsored seats, if any, may be converted to payment seats subject to the fulfillment of conditions mentioned in Statute 9(A).

- (C) Subject to fulfillment of the eligibility criteria and other conditions prescribed for a course of study by the candidates, seven (7) and four (4) seats respectively in B.Lib.Sc. and M.Lib.Sc. courses, will be filled up from nominees/deputies of the State Govt. and the University of Jammu who are permanent employees of these organizations. Similarly, in LL.B.(Professional), Diploma in Business Management and Diploma in Office Management and Secretarial Practice two (2) seats each, will be filled up from permanent employees of the University.

EXPLANATION

Permanent employees of the University to be deputed for the courses(referred at (C) above), shall be nominated by the Vice-Chancellor for which he may seek advice of a Committee comprising Registrar and a few senior faculty members of the University.

Assessment in Achievement Categories

10. (A) Credit for achievement in Sports/Cultural and Literary, and N.C.C./N.S.S activities, i.e. reserved categories (ii) and (iii) of Statute 8(B), shall be given to a candidate seeking admission under these reserved categories as per Statute 10(B) below, subject to the following conditions.
- i) Credit shall accrue only for those events/activities which the candidate has participated in, 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 under-graduate level. 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 recognizes/participates in at various levels.
 - iii) A candidate applying for consideration under the reserved categories mentioned above must accumulate an achievement score of at least 8 points/marks in the respective fields, in case the qualifying examination is of 3 years duration. In case the qualifying examination is of 1 year duration, he/she must accumulate an achievement score of 4 points/marks in the respective fields. This minimum score for a candidate applying under reserved category (ii) i.e. Sports/Cultural and Literary fields, MUST include four (4) points/ marks for achievement in the event/activity specified hereunder.⁵
 - Sports: The candidate must have represented the university of Jammu in an Inter-University North Zone Sports competition recognised by A.I.U./B.C.C.I

PROVIDED that if for unavoidable reason(s) the University cancels the participation of its duly selected team for such a

competition, the player selected shall be deemed to have represented the University.⁵

Cultural/

Literary

Activities : The candidate must have been awarded atleast a certificate of merit in a competition organized by the University of Jammu such as “Display Youth Talent”.

- iv) Only such candidates shall be considered for admission under the reserved category (ii) i.e. Sports/Cultural & Literary activities, who have not attained the age of 25 years on September 1 of the year in which the admission is being sought as per requirement of the Association of Indian Universities(AIU), New Delhi.
- v) The College where a candidate applying under reserved categories Sports/ Culture and N.C.C./N.S.S. 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 be retained in the College and the other be sent to Sports/Culture 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.

- (B) The marks/points for achievement in Sports/Cultural and Literary, and N.C.C./ N.S.S. fields shall be calculated by a Committee to be constituted by the Vice-Chancellor in consultation with the Dean Academic Affairs, whose decision in the matter shall be final and binding on the candidates.

Separate marks/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) N.S.S.). 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.

Schedule for calculation of Marks/Points for achievements made by candidate during 3-year tenure of the qualifying degree course as regular student, in Sports/Cultural and Literary/N.C.C./ N.S.S. activities.

S.No.	Event/Activity participated in	Maximum marks/points per Event/Activity
SPORTS		
1.	Represented the country in any Sport/game Competition recognized by the Indian Olympic Association and organized by concerned International Federation.	8

2.	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), securing :	7
	First Position	7.0
	Second Position	6.5
	Third Position	6.0
	Participation only without Securing any position	5.0
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, securing.	6
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without Securing any position	4.0
4.	Performance/participation at individual/team level at any sport/game in Inter-Zonal competition recognized by AIU/BCCI, securing:	6
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without Securing any position	4.0
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,securing:	6
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without Securing any position	4.0
6.	Performance/participation at individual/team Level in any sport/game in Inter-University North Zone competition recognized by AIU/BCCI securing :	6
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without Securing any position	4.0
7.	Having attended an All India Coaching Camp organized 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

8.	Performance/participation at individual/ team level in any sport/game in Junior National competition recognized by concerned All India Sports Federation/ Association/BCCI/Atheletic Federation of India, securing	3
	First Position	3.0
	Second Position	2.5
	Third Position	2.0
	Participation only without	
	Securing any position	1.5
9.	Performance/participation at individual/ team level in any sport/game in Inter-College competition organised by Jammu university, securing:	2
	First Position	2.0
	Second Position	1.5
	Third Position	1.0
	Participation only without	
	Securing any position	0.5

- NOTE: (a) "Outstanding Sports persons having played in any Senior National event in any of the games shown in Annexure-VIII shall also be considered for admission under Sports category.
- (b) For Performance /participation at individual/team level in any sport/game in inter-college competition, only the certificate issued by the Asstt. Director Physical Education, University of Jammu will be evaluated." ⁵

***CULTURAL & LITERARY ACTIVITIES**

1.	Having attended Cultural Youth Exchange Programme at International level.	12
2.	Having participated and performed as a Member of the State/Jammu University Contingent in any solo/group item in National Competition, organized by Association of Indian Universities (AIU)/State/Central/Govt. Agencies, securing:	10
	First Position	10.0
	Second Position	9.0
	Third Position	8.0
	Fourth Position	7.0
	Participation only without	
	securing any position	6.0
3.	Having participated and performed as a member of the Jammu University contingent in any solo/ group item in an Inter-University Zonal Competition, securing:	9
	First Position	9.0
	Second Position	8.0
	Third Position	7.0
	Participation only without	
	securing any position	4.0
4.	Having participated and performed as member of the contingent of an affiliated College/University department in any solo/group item in a competition namely "Display Your Talent" organized by concerned wing of the university, securing:	8
	First Position	8.0
	Second Position	7.0
	Third Position	6.0
	Certificate of merit	4.0

- | | |
|--|-----|
| 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 Language, securing: | 7 |
| First Position | 7.0 |
| Second Position | 6.0 |
| Third Position | 5.0 |

- | | |
|--|---|
| 6. Having secured recognition as approved Music/ Drama Artist of Akashwani (Primary Service)/ Doordarshan Kendra as certified/countersigned by the Director Radio Kashmir Jammu/Doordarshan Kendra, Jammu. | 4 |
|--|---|

***Explanation:**

Cultural and Literary activities will include Photography, Painting, Sketching, Poster-making, Cartooning, Collage, Clay Modelling, Rangoli, Flower arrangement, Light Vocal, Classical Vocal, Western Vocal, Western group song, Indian group song, Classical Instrumental (Non-Percussion & Percussion) music items; Classical Dance solo and group items; Mime, Skit Mono-acting, Mimicry and One Act Play presentation; Short story and Essay writing, Debate, Elocution, Poetry recitation and Quiz competitions and Youth Parliament. Participation in the aforesaid activities will fetch credit only if these are organized and/or authenticated by the concerned wing/authority of the University of Jammu 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 if 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, if he has participated therein. ³

NATIONAL CADET CORPS(NCC)

- | | |
|---|-----|
| 1. Having attended NCC Youth Exchange Programme in foreign countries. | 9 |
| 2. Having attended Republic Day(RD) camp at Delhi and adjudged/secured position in an individual/team competition as under: | 7 |
| Best cadet(overall) | 7.0 |
| First Position | 6.5 |
| Second Position | 6.0 |
| Third Position | 5.5 |
| Participation only without securing any position | 5.0 |
| 3. Having been awarded Defence Secretary's/ Director General's(DG) medal/commendation Card. | 6 |
| 4. Having received/been awarded any of the following | |
| a) Commendation/Appreciation letter from Deputy D.G, NCC,J&K | 5.0 |
| b) Medal of Duke of Edinburg Award | 5.0 |
| c) Governor's/Chief Minister's Medal | 5.0 |
| 5. Having passed "C" certificate examination of NCC in: | 5 |
| A-grade | 5.0 |
| B-grade | 4.5 |
| C-grade | 4.0 |

6. 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:		5
Best cadet(overall)	5.0	
First Position	4.5	
Second Position	4.0	
Third Position	3.5	
Participation only without securing any position	3.0	

EXPLANATION:

The camps are	i) Army Attachment Training Camp; ii) National Integration Camp; iii) Advanced Mountaineering Camp; iv) Trekking expedition camp; v) Basic and Advanced Leadership courses camps; vi) Snow skiing and water sports courses camps.	
7. Having successfully undergone NCC paratraining course at Agra		4
8. Having passed "B" certificate examination of NCC in :		3
A-grade	3.0	
B-grade	2.5	
C-grade	2.0	
9. Having secured position in an Inter-College competition organized by the University through NCC:		2
First Position	2.0	
Second Position	1.5	
Third Position	1.0	
10. Having attended NCC Annual Training Camp(ATC) of not less than 10 days duration		2
11. Having donated blood in a camp organized by NCC, subject to a maximum of 2 donations per year to be assessed @ 1 mark/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

NATIONAL SERVICE SCHEME(NSS)

1. Having participated in international NSS Youth Exchange Programme.		9
2. Having participated in Republic Day Camp, New Delhi as follows		7
a) Having attended and been adjudged as Best NSS Volunteer in the camp	7.0	
b) Having only attended the camp	5.0	
3. Having been awarded for NSS activities with any of the following:		6
a) Governor's Medal	6.0	
b) Education Secretary's Commendation Card/Medal	5.0	
c) Certificate of rendering 120 hours of social Service continuously for 2 years	4.0	

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 camping NSS activities, certified and verified by concerned NSS Programme Officer, Principal/Chairman, alongwith documentary evidence shall be submitted to the NSS Co-ordinator. Such a certificate shall be issued by Chairman, NSS Advisory Committee/ Vice-Chancellor on the basis of the report of NSS Co-ordinator.

4. Having participated in an All India Camp such as National Integration Camp/All India Youth Camp, organized by/ in collaboration with Govt. of India/ State Govt., and adjudged/secured: 6

Best Volunteer (overall)	6.0
First Position	5.5
Second Position	5.0
Third Position	4.5
Participation only without securing any position.	4.0

5. Having participated in the Inter-College NSS Leadership Training Camp organized by the University for a duration of not less than 10 days and adjudged/secured: 5

Best Volunteer (overall)	5.0
First Position	4.5
Second Position	4.0
Third Position	3.5
Participation only without securing any position.	3.0

6. Having participated in a NSS camp of not less than 10 days duration organized by the College 4

7. Having participated in any recognized individual NSS event, organized by the university and secured: 4

a) First Position	3.0
b) Second Position	2.5
c) Third Position	2.0

8. Having participated in an Inter-College NSS Competition organized/conducted by the University and secured: 3

a) First Position	3.0
b) Second Position	2.5
c) Third Position	2.0

9. Having participated in a two/three days training workshop/course on youth Leadership on any relevant social issue organized by the office of the Programme co-ordinator NSS/State Govt./Central Govt. 3

10. Having participated as a member of the NSS unit of the University/ College in Camps/Courses of not less than 10 days duration, organized by Semi-Govt. agencies/University/ Social Organisations, PROVIDED that permission for such participation has been obtained 7 days prior to the commencement of the Camp/ Course from the NSS Coordinator on the recommendation of the Programme Officer of the concerned Unit and the Principal of the concerned college 2

11. Having donated blood through NSS unit of the University/college subject to a maximum of 2 donations per year, to be assessed @ 1 mark/ point 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. 2

MERIT DETERMINATION

11. Admission to various programmes/courses of study in the University shall be made on the basis of merit of the eligible candidates. Inter-se-merit of a candidates seeking admission to course of study in a teaching department, shall be determined by the concerned admission committee and where necessary, in consultation with the Committee {Statute 10(B) } constituted to assess achievement in reserved categories of Sports/Cultural & Literary, and N.C.C./N.S.S activities.

(A) Academic Merit as Selection Criterion.

The criteria to determine merit shall be as follows : the marks secured by a candidate in the qualifying degree examination/entrance test, 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.

Course of study where seeking admission	Marks secured by a candidate	Reduced/raised to the base of.
Non-Entrance Test based courses:		
i) For M.A./M.Sc. (First semester)	Marks obtained in the B.A./B.Sc. Part-I,II and III examinations (General 10+2+3 pattern) put together, or in an examination recognized equivalent thereto;	1650 marks
	Marks obtained in the concerned Subject in Part-I, II, and III of the said examination put together.	450 marks
		Total 2100 marks
ii) For M.Com (First semester)	Marks obtained at the B.Com Part-I,II and III examinations (General 10+2+3 pattern) put together, or in an examination recognized equivalent thereto;	1800 marks
iii) For LL.B/B.Lib.Sc. Diploma courses, except Diploma in Criminology & Police Science (First Semester)	Marks obtained at the B.A./B.Sc./ B.Com.Part-I,II and III examinations (General 10+2+3 pattern) put together, or in an examination recognized equivalent thereto;	1650 marks
iv) For Diploma in Criminology and Police Science (First semester)	Aggregate marks obtained at the LL.B. Professional degree examination, or in an examination recognized equivalent thereto for eligibility.	3000 marks
v) For LL.M. (First Semester)	Aggregate marks obtained at the LL.B. Professional degree examination.	3000 marks
vi) For M.Lib.Sc. (First semester)	Aggregate marks obtained at the B.Lib.Sc. examination	800 marks

vii)	For M.Ed. (First semester)	Marks obtained at the B.Ed. examination	Out of maximum prescribed, with weightage of:
		i) Theory	70
		ii) Practice of Teaching	30
		Total	100
viii)	For M.Sc. Home Science (First Semester)	Aggregate marks obtained at the B.Sc. Home Science examination	2400 marks

Entrance-Test based Courses:

ix)	For M.Sc. Environ- mental Sciences (First Semester)	Marks secured in the Entrance test	out of maximum prescribed
x)	*For M.Sc. Biotechnology (First Semester)	Marks secured in the Entrance test.	out of maximum prescribed
xi)	For M.C.A. (First Semester)	Marks secured in the Entrance test.	out of maximum prescribed
xii)	For M.B.A (First Semester)	Marks secured in the :	out of maximum prescribed Weightage of
		i) Entrance Test	80
		ii) Interview	10
		iii) Group Discussion	10
			Total: 100
xiii)	For M.T.M. ⁵	Marks secured in the (First Semester)	Out of Max prescribed with weightage of
		i) Entrance test	80
		ii) Interview	10
		iii) Group Discussion	10
			Total 100
xiv)	For B.P.Ed. ⁵ The Admission shall be made on the basis of merit obtained in the Written test and Sports/ Achievements. The Physical fitness test is compulsory to qualifying for WrittenTest.		

a) Physical fitness Test (qualifying Pass percentage is 50%)

The candidate have to qualify the Physical fitness test comprising of the following five exercises.

1.	50 Metres Dash	100 marks
2.	600 Mts. Run/Walk	100 marks
3.	2 Hand Overhead Short throw (4Kg for boys and 2Kg for Girls)	100 marks
4.	Shuttle Run	100 marks
5.	Standing Board Jump	100 marks

b) WRITTEN TEST

60 marks

Written test shall be conducted to check the Knowledge of the candidates in the sports and physical education. The paper shall be objective type

c) SPORTS ACHIEVEMENTS

Highest achievement in one approved games sports shall be considered Sports achievement marks 40 marks

100 marks

SPORTS ACHIEVEMENT MARKS ARE DISTRIBUTED AS FOLLOWS:-

- a) International level position participation in competitions recognised by Indian Olympic Association. 40 marks
- b) Position holder at Senior National Level
 - I- 35 marks
 - II- 30 marks
 - III- 25 marks
- c) All India Inter University Position.
 - I- 25 marks
 - II- 20 marks
 - III- 15 marks
- d) Senior National Level combined Universities All India Inter-University Participation 10 marks
- e) Inter-varsity participation 7 marks
- f) Inter-college 1st Position holder in game/athletic from University competitions as per University Sports Calendar 5 marks

Explanation:

- a) Merit of a candidate who has passed B.A./B.Sc./B.Com. examination (General, 10+2+3 pattern) from any other University shall also be calculated in the manner prescribed above.
- b) Merit of a candidate who has passed the B.A./B.Sc./B.Com. examination (Honours, 10+2+3 pattern) shall also be determined by reducing/raising the marks secured by a candidate to the base of 2100 marks as under:
 - (i) total marks allotted in all the papers at the Honours examination to be reduced/raised to the level of 1650 marks.
 - (ii) and marks in the concerned subject (i.e. to which admission is sought) to be reduced/raised to the level of 450 marks.
- c) Merit of a candidate seeking admission on the basis of having passed in an additional subject after having passed the qualifying degree examination, shall also be determined in the manner prescribed above i.e. aggregate marks secured in the qualifying degree examination and those in the additional subject, reduced/raised to the base of 1650 and 450 marks, respectively.
- d) Merit of a candidate having passed the qualifying degree examination not with the subject to which admission is being sought at the post-graduate level, but with an allied subject, shall be determined on the basis of aggregate marks secured in the qualifying examination.
- e) The ties between candidates having equal merit shall be resolved as follows:

*(Notwithstanding anything contained herein admission to M.Sc. Biotechnology course shall be governed by norms/conditions/rules prescribed by the concerned National Agency)

- (i) A tie between candidates seeking admission to M.A./M.Sc. course where merit has been calculated from a base of 2100 marks, shall be resolved by reference to their marks in the concerned subject (i.e. to which admission is being sought at the post-graduate level) in the qualifying degree examination and if the tie still persists, to their marks in the said subject in the Part-III of the qualifying examination. In both cases, higher marks shall determine priority in admission. In the case of an allied subject tie if any, between the candidates, shall be resolved on the basis of higher aggregate marks in the Part-III of the qualifying degree examination.
- (ii) The tie between candidates seeking admission to LL.M./M.Lib.Sc./M.Ed. course shall be resolved by reference to the aggregate marks in the First degree i.e. B.A./B.Sc./B.Com. examination . The tie between candidates seeking admission to M.Com and M.Sc.(Home Science) courses shall be resolved by reference to their aggregate marks in the Part-III of the qualifying degree examination and if the tie still persists, then to their marks in the Part-II of the said examination. Higher marks in all these cases shall determine priority in admission.
- (iii) The tie between candidates seeking admission to LL.B., B.Lib.Sc. and Diploma courses except Diploma in Criminology & Police Science, shall be resolved by reference to their aggregate marks in the Higher Secondary Part-II examination. For Diploma in Criminology and Police Science such a tie shall be resolved by reference to the aggregate marks in the First degree examination ie. B.A./B.Sc./B.Com. Higher merit in the said examination(s) shall determine priority in admission.
- (iv) The tie between candidates seeking admission to an Entrance Test based course shall be resolved first by reference to the aggregate marks and then to the marks of Part-III, of the qualifying degree examination. Higher marks in the said examination shall determine priority in admission.

(B) Academic Plus Achievement Merit As Selection Criteria.

Merit of the candidates applying under reserved categories of Sports/Cultural & Literary, and NCC/ NSS activities specified in Statute 8(B), shall be determined on the basis of (i) marks/points awarded to such a candidate for these activities as per Statute 10(B), PLUS (ii) one-fourth (1/4) of the PERCENTAGE of marks secured the candidate in the qualifying degree examination/entrance test (as the case may be). The composite score thus calculated, shall form the basis of admission.

PROVIDED that the candidate seeking admission unless covered under Statute 13 Explanation (i), has not been admitted to any course 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 10(B). Higher achievement merit shall determine priority in admission.

ORDER OF ADMISSION

12. Unless otherwise provide subject to fulfillment of eligibility criteria and other conditions prescribed for a course of study admission in a teaching department of the University shall first be given to a candidate who:⁵
 - (A) (i) has passed the qualifying examination from the University of Jammu; or
 - (ii) is a permanent resident of the territorial jurisdiction of the University but has passed the qualifying examination or an equivalent examination from a University other than the University of Jammu; or

- (iii) has passed the qualifying or equivalent examination from the University of Kashmir will be treated at par with the students who have passed the corresponding examination from the University for purposes of admission to a course which does not exist in the University of Kashmir, subject to the condition that such concession is also provided by the University of Kashmir for students who have passed the qualifying or equivalent examination from University of Jammu and seek admission to a course of study in the University of Kashmir for which arrangement for teaching does not exist in the University of Jammu; or
- (iv) is an employee of the Central or a state government or a public undertaking or any other organization recognized for the purpose by the Syndicate, posted within the territorial jurisdiction of the University, or son/daughter/spouse of such an employee; or
- (v) is not permanent resident of the territorial jurisdiction of the University of Jammu, but has passed B.A./B.Sc./B.Com./BBA examination (General or Honours examinations, 10+2+3 pattern) with not less than 60% marks from a University other than the University of Jammu, subject to the condition that the number of seats under this category shall not exceed 10% of the total number of seats available in a course of study.⁸

However, a candidate who has passed B.A. Honours (English) with 50% or above shall be given preferences in this category for admission to M.A. English only. ⁸

- (B) After making admission of students falling under Statute 12(A) if seats in any course of study remain vacant these shall be open to such other candidates as have passed the qualifying examination from any recognized University provided they have applied in time and are otherwise eligible.

NOTE:

In view of rampant reports of fake certificates and fake Universities, the University reserves the right of screening applicants seeking admission who have obtained their qualifying degrees from Universities other than the University of Jammu, and evaluating their competence before considering them for admission in a manner as would be notified by the Office of the Dean Academic Affairs from time to time.

- 13. Unless otherwise provided for in these Statutes, a person after having passed the B.A./B.Sc./B.Com. examination (General, 10+2+3 pattern) or an examination recognized equivalent thereto, seeks admission for the first time to a Post-Graduate course or a Diploma course in a department of study of the University shall be given preference over a person who has already undergone any Post-Graduate Course or LL.B.(Professional) course in any University.

EXPLANATION:

- (i) Such of the candidates who have pursued LL.B. (Professional) or a Post-Graduate course for not more than first two semesters or one academic year in a teaching department of this or any other University, or have not passed any Post-Graduate examination as a private candidate, shall be treated at par with students seeking admission to a Post-Graduate course/LL.B.(Professional) in the University for the first time PROVIDED that admission under such a parity

shall be considered only once i.e. in the session immediately following the first admission.

- (ii) Persons having pursued one year Diploma Course in a teaching department of any University or have obtained B.Lib. Sc. or B.Ed. degree shall be treated at par with the students who are seeking admission to LL.B. (Professional)/a Post-Graduate Course in the University for the first time.
14. Notwithstanding anything contained in these Statutes, a student who having fallen short of attendance for reasons beyond his control becomes ineligible to appear in the University examination shall be considered for fresh admission in the next consecutive year in the same programme of study in which he fell short of lectures in the preceding year alongwith those who apply for admission to a programme of study in the University for the first time. This concession shall be available to a candidate only once PROVIDED that he figures in the merit list and also, that conduct of such a candidate during his previous stay in the department has been to the entire satisfaction of the Head of the Department concerned;
15. Subject to fulfillment of eligibility conditions, the Vice-Chancellor may at his discretion authorize admission in a course/programme of study of either a totally blind or an orthopaedically handicapped candidate suffering a degree of disability of 45% and above; "Relaxation upto a minimum of 5 years in upper age limit to the persons with 45% disabilities in admission to those courses taught in the University of Jammu and its affiliated Colleges where age limit has been prescribed be adopted."¹²

Explanation

- i) Admission of a student authorized by the Vice-Chancellor under this Statute shall be a supernumerary seat in a course/programme of study in the department.
 - ii) Certificate of an orthopaedic handicap or blindness shall be considered only if it is issued by the Head of the Department of Orthopaedics or that of Ophthalmology of a recognized medical institution. The Vice-Chancellor, if he so desires, may seek advice in the matter, of a Committee to be appointed by him on the recommendation of the Dean Academic Affairs.³
- 15-A The University may, subject to fulfillment of eligibility conditions, consider the admission of not more than five candidates belonging to Kashmiri migrant families, in the order of merit, not exceeding one in a particular course, provided that such a candidate produces documentary evidence of belonging to a family registered as Kashmiri migrant. Admission under this category may be allowed only in the course for which classes are not being conducted by the Post-graduate programme of the Kashmir University at Jammu University Campus, such admission may be authorized by the Dean Academic Affairs against a seat which shall be supernumerary in a course of study in the department.³
- 15-B Provided that the college may subject to fulfillment of eligibility conditions, consider the admission of not more than one candidate belonging to Kashmiri migrant family on the basis of inter-se-merit, provided that such a candidate produces documentary evidence of belonging to a family registered as Kashmiri migrant. Such admission may be authorised by the principal of the college against a seat which shall be supernumerary in the P.G. course to which the candidate is admitted.⁷

16. Any person in employment or self employment or engaged in a business or profession, is not eligible for admission to any whole time course i.e. a course conducted during the day time, in the University teaching departments. Such a person may, however, be considered for admission, PROVIDED that:
- (i) if in employment, he will produce a certificate from his employer that the employer has no objection to his pursuing a whole time course in the University, and that the employee is on authorized leave for the purpose of study in the University.
 - (ii) if self employed or engaged in a business or a profession, he will give a written undertaking to devote his whole time for studies as a student during the period he remains on rolls of the University teaching department and he shall not engage in any business or profession or avocation during this period or engage in any activity which is likely to interfere with his studies in the University. Such cases will be examined by the Admission Committee which will make appropriate recommendations to the Dean Academic Affairs.

EXPLANATION:

All courses shall be treated as whole time courses of study, except Post-Graduate Diploma course in Business Management, and Post-graduate Diploma Course in Office Management and Secretarial Practice so long as their classes are held in the evening.

CANCELLATION

17. Each candidate who is granted admission shall not take up any employment or engage in any business or profession so long as he is on the rolls of the University. Any student who takes up an employment or engages in business or profession in violation of the Statutes, his name shall be struck off from the rolls of the teaching department of the University.
18. The Admission Committee concerned, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate/student who :
- (i) either fails to produce the requisite certificate in original within the time prescribed by the Head of the Department or provides information in his application form which is found incorrect or produces a certificate which is not genuine,
 - (ii) in the opinion of the Admission Committee has taken up employment or avocation which is likely to interfere with his studies in the University,
 - (iii) fails to pay the fees and deposits including Hostel fees and deposits, within the time prescribed by the Head of the Department/Warden of the Hostel concerned.
19. The Head of the Department shall be competent to cancel admission of a student enrolled for a course 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 50% or more 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 why action be not taken against him.

NOTIFICATION AND FEE:

20. Names of the candidates selected for admission shall be notified from time to time on the NOTICE BOARD OF THE DEPARTMENT concerned, the candidates shall be required to watch such notification and comply with the instructions given in all respects failing which their selection shall be cancelled and no complaint will be entertained in that regard.
21. Admission fee and other charges payable by each student selected for admission to a course/programme of study shall be such as may be prescribed from time to time*.

Provided that if a student having been admitted to a course in a teaching department and having deposited the required fees is selected subsequently, in the same session, in any sister department of the University, may be allowed transfer of fee deposited by him, by the Head of the Department concerned.

Provided further that if a student has been admitted to a course wishes to discontinue within the days of admission including late admission in a session, refund of the charges/fee paid by him may be authorized after deducting the following:

- (i) all such fees as are transferred or transferable for deposit in the University chest;
- (ii) such percentage of fee forming part of the local funds of the department actually spent for or on behalf of the student concerned, as may be decided by the Head of the Department concerned.

CONTINUED ENROLMENT

22. "A candidate having passed 1st or 3rd semester examination of the Master's Degree Programme as a private candidate shall not be granted admission to 2nd and 4th semester/ course of a study as a regular student, PROVIDED that in case of availability of seats, the Dean Academic Affairs may, on the recommendations of the Admission Committee of the Department concerned, authorize admission of a candidate who has passed all courses of 1st semester examination and has appeared in all the courses prescribed for the 2nd semester examination as a private candidate to the 3rd semester of a course of study.

Admission of regular students to 3rd semester in a course of study except where provided otherwise, will be made only if they have earned atleast 50% credits in courses of 1st semester (50% of the courses in M.Com. 1st semester) and also if they have passed in Internal assessment in all courses of the 2nd semester and fulfil the attendance requirement."⁵

23. Continued enrolment in the II, III and IV (V and VI where applicable) semester of a course shall be granted on the prescribed form to be submitted by every student seeking continuation of admission to the concerned semester. Enrolment to the II & IV (VI where applicable) semester shall be completed by the Head of the Department concerned within 15 days from the date of termination of I / III (V where applicable) semester examination . Enrolment to the III(and V where applicable) semester shall be completed within 15 days from the date the class work of III/V semester starts:

Provided that a prescribed late fee* shall be paid by each student seeking admission after last prescribed date, upto a maximum of 15 days delay whereafter no admission shall be granted.

Notwithstanding anything contained above the Vice-Chancellor may alter the above schedule of continued enrolment.

24. A regular student who after having passed all the prescribed courses of I and II, or III and IV semester examinations of Master Degree/LL.B.(Professional), discontinues his study for good and sufficient reasons to the satisfaction of the Head of the Department concerned, may be considered for admission to III, or V semester of the course, as the case may be, PROVIDED that not more than one year has elapsed after his having passed the II or IV semester examination in the concerned programme of study. Such a break shall be allowed only once during a programme of study. PROVIDED further that such a student will have to offer courses which are prescribed for the session to which admission is being sought unless it leads to repetition of any course(s) of the Programme of study.

PERIOD OF STAY

25. No student shall be allowed to remain on rolls in the teaching departments of the University exceeding the period indicated against each:
- | | | |
|-----|---|---------|
| (a) | Master's Degree Programme(s) and Diploma Course(s) | 4 years |
| (b) | LL.B (Professional) and Diploma Course(s) or Master's Degree Programme and LL.B(Professional) | 5 years |
| (c) | LL.B. (Professional) and MCA | 6 years |

EXPLANATION:

- (i) Stay in the University would mean stay in all teaching departments of the University put together,
- (ii) 4/5/6 years would include the period required for completion of the course in which admission is sought.
26. A candidate who passes B.A./B.Sc./B.Com. (10+2+3 pattern) examination after re-evaluation may be considered for admission to a course of study in a teaching department of the University PROVIDED that (i) the process of admission for the session is not closed ; (ii) the seat is available ; and (iii) the merit of the candidate exceeds that of the candidate who tops the waiting list.

PERMISSION FOR PRACTICALS TO PRIVATE CANDIDATES

27. "A science department may accord permission to members of the Laboratory staff of the University, and such teachers who hold atleast 5 years of teaching experience in a school recognized by the J&K Government, to perform the required number of practicals to earn eligibility for appearing in the Master's Degree examination as a private candidate. Required teaching experience certificate issued/endorsed by the Director, School Education, Jammu will have to be enclosed with the application form.

This permission may be granted to one candidate each year on the basis of merit. This facility will not encroach upon the number of seats meant for open merit category.

If any seat falls vacant after the last date of admission, that may also be used for granting similar permission to the other beneficiaries in the above category and the Scientific Staff of the Regional Research Laboratory, Jammu in accordance with the Statutes provided that such a permission shall not be granted after one week of the close of admission"³

28. There shall be a Committee consisting of members as given in Annexure I to interpret these Statutes whose decision shall be final and binding.

CONSTITUTION OF THE COMMITTEES

ADMISSION COMMITTEE :

- i) Dean of the Faculty concerned
- ii) Head of the Department concerned
- iii) Two or more teachers nominated by the Dean Academic Affairs on the recommendation of the concerned Head of the Department.

Three members shall form the quorum of the committee.

APPELLATE COMMITTEE:

- i) Vice-Chancellor (Chairman).
- ii) Dean Academic Affairs.
- iii) Dean of the Faculty concerned.
- iv) Head of the Department concerned.
- v) Convenor of Board of Studies in the subject.

INTERPRETATION COMMITTEE

- i) Dean Academic Affairs (Chairman).
- ii) Deans of Faculties of Arts, Social Sciences, Commerce, Management Studies, Education, Law, Science and Oriental Learning.
- iii) Registrar.
- iv) Astd. Registrar Academic Affairs (Secretary).

Majority of members shall form the quorum in all matters relating to the interpretation of the statutes. Decision of the committee shall be final and binding.

COMMITTEE FOR ASSESSMENT IN ACHIEVEMENT CATEGORIES

The committee shall comprise of the following:-

- i) One nominee of Dean Academic Affairs who shall act as Chairman of the Committee.
- ii) Two Heads of Departments/University Professors.
- iii) Evaluators from each reserved category to be nominated by the DAA in consultation with NSS Co-ordinator/Dean Students Welfare/Director Sports/NCC. The Committee shall have the power to co-opt any other members to assist it.

MODEL OF THE DATE SCHEDULE OF ADMISSION PROCESS⁵

If B.A./B.Sc./B.Com/B.B.A/B.C.A results are declared by 15th of July, then following are the dates to be adhered regarding admission process:

- | | | |
|----|--|-------------------------|
| 1. | Date of notification for admission | 16th July |
| 2. | Last date to receive General Form for Admission complete in all respects in the Department concerned and Blue Printed Form in the office of the Dean Academic Affairs | 30 th July |
| 3. | Last date to receive General Form for admission with a late fee of Rs. 40/- in the department concerned and Blue Printed Form in the office of the Dean Academic Affairs | 2 nd August |
| 4. | Date of notification of selected candidates by the Department concerned | 4 th August |
| 5. | Last date for completion of admission including transfer cases from one discipline to another, in the Department Concerned | 18 th August |
| 6. | Date of notification of selected candidates under Payment Seats | 19 th August |
| 7. | Last date for submission of appeals by the candidates to the Head of the Department concerned (Except for M.B.A. Programme) | 20 st August |
| 8. | Last date for forwarding the appeals by H.O.D's to the office of Dean, Academic Affairs.(Except for M.B.A Programme) | 22 rd August |
| 9. | Last date of admission on the directions of the Appellate Committee. (Except for M.B.A., M.T.M., LL.B 5 years course) | 5 th Sept. |

- NOTE:**
- (i) In case the result of B.A./B.Sc./B.Com /B.B.A./B.C.A(General 10+2+3 pattern) examination of Jammu University is declared on a date other than 15th July, the admission shall be finalized by the Admission Committee by giving aforesaid proportionate margins of time.
 - (ii) The date schedule of the admission process in the Entrance-Test based courses will be notified by the head of the concerned Department separately with the approval of Dean, Academic Affairs.

ANNEXURE-III

A. ADMISSION FEE AND OTHER CHARGES FOR MDP(OTHER THAN PGDCA, DIPLOMA IN CRIMINOLOGY AND POLICE SCIENCE, MBA, MCA, ENVIRONMENTAL SCIENCE, M.PHIL AND RESEARCH DEGREE PROGRAMME) ⁹

i)	Admission fee	Rs.110/-
ii)	University Sports fee	Rs.75/-
iii)	University Development fund	Rs.200/-
iv)	Magazine University News Bulletin fee	Rs.40/-
v)	Corpus fund	Rs.70/-
vi)	Library fee	Rs.70/-
vii)	Science fee	Rs.300/-
	(S.No. i to vii fee to be deposited in the University Chest)	
viii)	Sty. Fee	Rs.75/-
	(Rs.35/- to be retained by the Department and Rs. 40/- to be remitted in the University Chest. All Departments except Law Deptt. where the fee shall be Rs. 80/- for LL.B & Rs. 225/- for LL.M Course/Diploma Course. Out of Rs.80/-, Rs.40/- to be retained by the Law Deptt. in the Local Fund and Rs.40/- to be remitted in the University Chest Rs. 200/- to be retained by the Law Deptt. in the Local Fund) and Rs.25 to be remitted in the University chest	
ix)	Games fee	Rs.200/-
	(Rs.150/- to be deposited with the department of Physical Education and Rs.50/- to be retained by the Department)	
x)	Cultural/Literary fee (to be remitted to the Dean Students Welfare)	Rs.75/-
xi)	Social activities fund	Rs.65/-
xii)	Student Assistance/Aid fund	Rs.45/-
xiii)	Reading room fee	Rs.75/-
xiv)	Excursion fee	
	(Actual expenditure to be realized by the department at the time of conducting the excursion)	
xv)	Identity Card	Rs.15/-
xvi)	Misc. (Sr. No. xi to xvi : Fee to be retained by the Department)	Rs.20/-
xvii)	Medical Assistance fee	Rs.45/-
	(Rs. 15/- to be remitted to DSW to be utilized for the purpose and in the manner as prescribed by the Regulations in this regard and Rs. 30 to be retained by the department)	
xviii)	NSS (to be remitted to the NSS Programme Coordinator)	Rs.20/-
xix)	Library development fund (to be remitted to the Central Library)	Rs.200/-
xx)	Prospectus Fee (To be deposited in University chest)	Rs. 150/-
xxi)	Practical Training Fee	Rs.100/-
	(to be retained by the Department of Law and utilized for the purpose and in the manner as prescribed by the regulations in this regard.)	
xxii)	Library deposit (refundable)	Rs.400/-
xxiii)	Laboratory deposit (refundable)	Rs.400/-
	(fee at S. No. xxii and xxiii to be retained by the respective Departments)	

- B. The candidates admitted to the Department of Home Science shall also be charged Rs. 250/- per student for each of the two semesters (i.e. Ist and Illrd Semester) as Teaching Practice fee annually.

LATE FEE AND APPEAL CHARGES ETC.

i)	Cost of appeal form	Rs.30/-
ii)	Fee for filing appeal	Rs. 100/-
iii)	Late fee to receive Application form	Rs.50/-
	(upto a maximum of 3 days after the last date prescribed for the purpose.)	
iv)	Continued enrolment fee (for late enrolment to ii, iii, iv, v & vi semesters)	Rs. 100/- (each semester)

NOTE:

- i) Totally blind persons seeking admission to a course/programme of study in a teaching department of the University will be exempted from payment of admission and other fees only.
- ii) Admission fee and other charges in the Entrance-test based courses, will be published by the concerned Head of the Department in the respective Information Bulletin.
- iii) Blind & Physically Handicapped candidates as defined in the Statutes shall be exempted from payment of all the fees including charges for supervision and amanuensis.
- iv) The amount of payment to be realized from the students admitted against payment/ sponsored seats shall be as per the details given in the admission brochure of P.G. programmes/Law etc.
- v) The candidate admitted to the Department of Home Science shall also be charged Rs. 200/- per student (revised Rs. 225/- per student) for each of the two Semester (i.e. I and III semester) as teaching practice fee annually.
- vi) "The students admitted to M.B.A course shall be charged the following:
 1. Induction charges Rs.800/-
 2. Training and Placement fund Rs. 6500/-
 3. Course material fund Rs.3500/-
 4. Management Club Rs.1200/-⁴²

LIST OF GAMES/SPORTS WHICH THE UNIVERSITY RECOGNISES/PARTICIPATES IN AT VARIOUS LEVELS

GAMES

(Men Section)	(Women Section)
1. Table Tennis	1. Table Tennis
2. Cross Country	2. Cross Country
3. Kho-Kho	3. Kho-Kho
4. Badminton	4. Badminton
5. Volley Ball	5. Volley Ball
6. Basketball	6. Basket Ball
7. Cricket	7. Cricket
8. Handball	8. Handball
9. Hockey	9. Hockey
10. Athletics	10. Athletics
11. Judo	11. Judo
12. Football	12. Football
13. Wrestling	13. Artistic Symnastic
14. Weight Lifting	which include the
15. Chess	following items :
16. Lawn-Tennis	i/ Floor Exercises
17. Kabaddi	ii/ Uneven Bars
18. Yoga	iii/ Balancing Beam
19. Swimming	iv/ Vaulting Horse.
20. Boxing	
21. Artistic Symnastic	
which include the	
following items :	
i/ Floor Exercises	
ii/ Pommelled Horse	
iii/ Roman Rings	
iv/ Parallel Bars	
v/ Horizontal Bar	
vi/ Vaulting Horse.	

ANNEXURE-IV

AMOUNT OF PAYMENT TO BE REALISED FROM THE STUDENT ADMITTED AGAINST PAYMENT SEATS

S.No	Name of the Course	Amount
1.	MBA Management	Rs. 3.00 lacs ²
2.	MCA Computers	Rs. 2.00 lacs ⁸
3.	M.Sc. Electronics	Rs. 1.50 lacs each
4.	M.Sc. Botany, Zoology, Physics, Chemistry	Rs. 1.50 lac each
5.	M.Sc. Environmental Sc.	Rs. 1.25 lac each
6.	LL.B. Law	Rs. 0.80 lac
7.	M.Sc./M.A. Geography, Maths, Statistics	Rs. 0.60 lac each
8.	M.Com Commerce	Rs. 0.60 lac
9.	M.A. Education, Psychology	Rs. 0.50 lac
10.	M.Sc. Geology	Rs. 0.30 lac each
11.	M.A. English, Hindi, Urdu	Rs. 0.30 lac each
11 a)	M.A. Economics	Rs. 0.30 lac ⁸
11 b)	M.A. Sociology	Rs. 0.50 lac ⁸
12.	M.A. Pol. Sc., History	Rs. 0.30 lac each
13.	M.Lib.Sc. Library	Rs. 0.30 lac
14.	B.Lib.Sc. Library	Rs. 0.30 lac
15.	M.Ed. Education	Rs. 0.25 lac
16.	PGDBM Management	Rs. 0.25 lac
17.	M.A. Punjabi, Sanskrit, Dogri, Buddhist Studies	Rs. 0.15 lac ⁸
18.	PGDOM & SP Management	Rs. 0.15 lac ⁸
19.	MTM Management	Rs. 2.00 lac
20.	M.Sc. Home Science	Rs. 0.50 lac
21.	M.A Urdu(Prof.)	Rs. 0.30 lac
	Sponsorship fee for Environmental Sciences	Rs. 0.50 lac per annum to be paid at the beginning of each year of the course.
	Sponsorship fee for Bio-technology (NRI/Industry)	Rs. 2.00 lacs

- NOTE:**
1. The above amount of payment is subject to change as may be notified from time to time by the University.
 2. The payment made against the payment seat shall not be refundable.

ANNEXURE-V

AFFIDAVIT

I _____ Son/Daughter of _____
_____ Resident of _____ hereby solemnly declare
that I have passed my qualifying examination, in the year _____ from the
University of _____. I further declare that I have neither been admitted to any
course/programme 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, except
as provided in explanation (i) of Statute 13 of the Statutes governing admissions. 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.

DEPONENT

ANNEXURE-VI

AFFIDAVIT

I _____ Son/Daughter of _____
_____ Resident of _____ hereby solemnly declare
that I am seeking admission to the course/programme of study namely
_____ in the Department of _____ 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 that may be taken against
me under law for my civil or criminal liability.

DEPONENT

ANNEXURE-VII

(A) FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE IN SUPPORT OF HIS CLAIM

FORM OF CASTE CERTIFICATE

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 recognized as Scheduled
Caste under the constitution (Jammu & Kashmir) Scheduled caste Order, 1956.

Date _____

SIGNATURE _____
DESIGNATION _____
(with seal of the Officer)
(Competent authority for issuing of
Certificate is Revenue Officer not
below the rank of Tehsildar)

(B) FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED TRIBES IN SUPPORT OF HIS CLAIM

FORM OF CASTE CERTIFICATE

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.

Date _____

SIGNATURE _____
DESIGNATION _____
(with seal of the Officer)
(Competent authority for issuing of
Certificate is Revenue Officer not
below the rank of Tehsildar)

(C) CERTIFICATE OF BEING A MEMBER OF THE SOCIALLY AND EDUCATIONALLY BACKWARD CLASS

This is to certify that Mr./Ms./Mrs. _____ Son/Daughter of _____ Resident of _____ Tehsil _____ District _____ 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 Shri _____ or Shri _____ (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)

Date _____

(D) CERTIFICATE OF BEING CHILD OF DEFENCE PERSONNEL

This is to certify that Mr./Ms./Mrs. _____ is a Son/ Daughter of _____ serving or has served as member of Army/Navy/ Air Force.

Authorised Officer
(with seal)
(Competent authority for issuing of
Certificate is authorized officer of Zila
Sainik Board/ Commanding Officer
of the Unit where serving or served)

Date _____

(E) CERTIFICATE OF BEING AN EX-SERVICEMAN

This is to certify that Mr./Ms./Mrs. _____ Son/
Daughter of _____ R/o Village/Mohlla _____
_____ Tehsil _____ District _____ is an ex-
serviceman of the _____ Force and has been honourably discharged from the
service of the said Force on _____

Date _____

Signature of the Authorised Officer
(with seal)
(Competent authority for issuing
of Certificate is authorized Officer of Zila
Sainik Board/Commanding Officer
of the Unit where serving or served)

References:

1. University Council Resolution No. 20 dated 26-04-2000
2. University Council Resolution No. 67.43 dated 25-02-2008
3. University Council Resolution No. 18 dated 15-01-2001
4. University Council Resolution No. 26 dated 21-02-2003
5. University Council Resolution No. 57 dated 21-06-2004
6. University Council Resolution No. 66.05 dated 21-04-2006
7. University Council Resolution No. 66.65 dated 21-04-2006
8. University Council Resolution No. 66.76 dated 21-04-2006
9. University Council Resolution No. 98 dated 21-06-2004
10. University Council Resolution No. 68.13 dated 27-03-2009
11. University Council Resolution No. 67.17 dated 27-03-2009
12. University Council Resolution No. 67.46 dated 25-02-2008

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CHAPTER XVII

STATUTES GOVERNING CONDITIONS FOR GRANT OF RECOGNITION TO ASSOCIATIONS OF THE NON-TEACHING STAFF

1. No Association of the employees of the University shall be recognised unless the following conditions are satisfied, namely:
 - (a) an application for recognition of an Association is made with all the information relevant for such recognition;
 - (b) the Association is formed with the object of promoting the common service interest of its members and/or with the object of engaging in sports, welfare and cultural activities;
 - (c) membership of the Association is restricted to a distinct category of University employees having common interest, all such employees being eligible for membership of the Association;
 - (d) no person, who is not a University employee, is connected with the affairs of the Association;
 - (e) the executive of the Association is appointed from amongst the members only; and
 - (f) the funds of the Association consist of subscriptions from members and are applied only for the furtherance of objects of the Association.
2. Every Association recognised under these Statutes shall comply with the following conditions, namely:
 - (a) the Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Association;
 - (b) the Association shall not espouse or support the cause of individual University employees relating to service matters;
 - (c) the Association shall not maintain any political funds or lend itself to the propagation of the views of any political party or politician;
 - (d) all representations by the Association shall be submitted through proper channel, and shall, as a normal practice, be addressed to the Registrar;
 - (e) a list of members and office bearers, an upto date copy of the rules and an audited statement of the accounts of the Association shall be furnished to the Vice-Chancellor through the Registrar annually after the annual general meeting so as to reach the Registrar of the University before the 1st day of July each year;
 - (f) any amendment of substantial character in the rules of the Association shall be made only with the previous approval of the Syndicate and any other amendment of minor importance shall be communicated to the Vice-Chancellor for information through the Registrar;
 - (g) the previous permission of the Vice-Chancellor shall be taken before the Association seeks affiliation with any other Union, Association or Federation or Body by whatever name it may be called;
 - (h) the Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Vice-Chancellor;

- (i) the Association shall cease to publish any periodical, magazine or bulletin, if directed by the Vice-Chancellor to do so on the ground that the publication thereof is prejudicial to the interests of the University, the State Government, the Central Government, any University authority or to good relations between the University employees and the University authority;
 - (j) the Association shall not do any act or assist in the doing of any act which, if done by a University employee, would contravene any of the provisions of the Statutes/ Regulations framed by the University or any law for the time being in force or any direction given by the Vice-Chancellor or the Syndicate or the University Council;
 - (k) the Association shall not address any communication to a foreign authority except through the University which shall have the right to withhold it;
 - (l) communications addressed by the Association or by any office bearer on its behalf to the University or an officer or authority of the University shall not contain any disrespectful or improper language;
 - (m) all meetings or transactions of the Association shall be held outside the working hours of the University so that the University work is not affected; and
 - (n) any donations made to the Association must be brought to the notice of the Vice-Chancellor through the Registrar, alongwith all relevant information including the source of donation, the amount of donation and the purpose for which the donation has been made.
3. An Association shall be recognised only if majority of the employees of the category or categories to which membership is open are enrolled as members of the Association. Not more than one Association of one category of employees shall be recognised.
 4. An application for recognition of an Association shall be placed for consideration before the Syndicate and, with its recommendations, considered by the University Council. The University Council shall be competent to accept or reject the application for recognition of any Association.
 5. If in the opinion of the University Council, an Association recognised under these Statutes has failed to comply with any condition or conditions set out in Statute 1 or 2 or 3, the recognition accorded to such an Association may be withdrawn by the University Council.
 6. The University Council may dispense with or relax the requirements of any of these Statutes to such extent and subject to such conditions as it may deem fit in regard to any Association or class of Association.
 7. If any question arises as to the interpretation of any of the provisions of these Statutes, it shall be referred to the Vice-Chancellor whose decision thereon shall be final.
 8. "The Vice-Chancellor shall be competent to sanction Special Casual Leave to the extent of 5 days in a Calendar year to the President and the Secretary of the Non- Teaching Employees Union for participation in the annual meeting of the All India University Employees Federation."¹

References

1. University Council Resolution No. 43 dated 17.10.1978

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CHAPTER XVIII

CONSTITUTION OF FACULTIES

STATUTES

1. In addition to the Faculties provided under Section 27 of the Kashmir & Jammu Universities Act, 1969, there shall be the following Faculties:

(a) Faculty of Music and Fine Arts:

The Faculty of Music and Fine Arts shall consist of -

- i/ the Professors and Associate Professors of the University Department comprised in the Faculty;
- ii/ such Principals of constituent and affiliated colleges of the University as are qualified to teach any subject comprised in the Faculty;
- iii/ Heads of Departments of the constituent colleges, if any, not lower in rank than that of Professor representing each subject comprised in the Faculty; and
- iv/ two persons other than teachers nominated to the Faculty by the Academic Council possessing expert knowledge in the subject comprised in the Faculty.

Notwithstanding the constitution of the Faculty given above, the Vice-Chancellor of the University shall have the power to nominate the remaining members wherever the total number of members of a Faculty is less than ten.

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CHAPTER XIX

DISCIPLINE OF STUDENTS OF COLLEGES AND RECOGNISED INSTITUTIONS REGULATIONS

Expulsion and Rustication

1. Save as otherwise provided in the Statutes, when a student has been found guilty of grave misconduct or of persistent idleness or a breach of discipline within or outside the premises of a college or a recognised institution, the Head of the College or institution, at which such student is studying, may according to the nature and gravity of the offence—
 - (1) Expel; or
 - (2) rusticate him/her for a period not exceeding one academic year; or
 - (3) disqualify such a student from appearing at the next ensuing examination.
2. No student, who has been so expelled shall be admitted to another college or recognised institution without the permission of the Vice-Chancellor, on the recommendation of the Principal of the college or recognised institution concerned, and no student who has been rusticated, shall be admitted into another college or educational institution within the period of his/her rustication.
3. All cases of expulsion and rustication shall be reported to the Registrar immediately for confirmation by the Syndicate. If the order of expulsion or rustication is not confirmed by the Syndicate, the student who has been expelled or rusticated, as the case may be, admitted, if otherwise eligible, to another college or other recognized institution.
4. If an order of expulsion or rustication is revised by the Principal of a college or recognized institution, this shall be reported to the Syndicate with reasons for revision.
5. Rustication, when imposed on a student, shall always mean the loss of one academic year in so far as his/her appearance at a University examination is concerned. The period, however, depends upon the time of the year when the penalty is imposed. The student under rustication will have the option of re-joining the class at the beginning of the next academic year and it shall be obligatory on the part of the College or Institution, as the case may be, to re-admit him/her if he/she wishes to rejoin.
6. Tuition fee, if any, shall not be charged during the period of rustication. nor shall the name of the rusticated student be maintained on the rolls of the Department, College or Institution during this period.
7. If a student, after he has been sent up for a University examination, commits a breach of discipline within or outside the premises of the College or Institution, the Head of the College/Institution concerned may rusticate the student for the remaining period of the academic session and if this punishment is awarded to a student during the period of or after the examination but before the expiry of the academic year in which the examination is held, his/her examination shall be cancelled. All cases of such rustication shall be reported to the Syndicate for confirmation within a reasonable time and if the order is not confirmed by the Syndicate, the examination of the student will stand.
8. All cases of punishment under these Statutes shall be registered by the Registrar and notified among the Heads of the University Departments and the Principals of the Colleges and Institutions.

CHAPTER XX

DISCIPLINE OF STUDENTS OF THE TEACHING DEPARTMENTS OF THE UNIVERSITY REGULATIONS

1. Definitions

“Indiscipline” means and Includes :-

- (a) disregard of the provisions of the Act and the Statutes, Regulations and Rules made thereunder from time to time;
- (b) disrespect or disobedience of the orders of any competent authority of the University;
- (c) disorderly conduct in or outside the campus;
- (d) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;
- (e) act of violence;
- (f) use of abusive, threatening or offensive language, either verbally or in writing;
- (g) possession of lethal weapons;
- (h) gambling or drinking liquor or any other anti-social activity;
- (i) causing damage or loss of the property in and of the University;
- (j) instigation of student/students or outsiders to engage in any of the foregoing activities; and
- (k) any other activity which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

Minor indiscipline and Serious Indiscipline

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

Discipline Authority

Means an authority responsible to maintain discipline :-

- (a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;
- (b) for the maintenance of discipline of boarders in the Hostel, the Warden of the Hostel shall be the Discipline Authority;

- (c) for the maintenance of discipline of students of any teaching department in the University Library, the Librarian shall be the Discipline Authority;
- (d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority; and
- (e) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c) and (d) and outside the Campus, the Dean of Students Welfare and/or any other person or persons authorised by the Vice-Chancellor shall be the Discipline Authority.

Explanation:

For the purpose of these Regulations, a student “including a Ph.D. Scholar”¹ shall continue to be under the disciplinary jurisdiction of the University until he qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.

Inquiry Authority is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/students and to make appropriate recommendations to the Discipline Committee.

Discipline Committee is the Committee nominated by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.

Quorum: Half the number of members of a Committee/Authority constituted under these Regulations shall form the quorum.

2. It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations, and to help the discipline authorities of the University to maintain discipline and decorum in and outside the Campus.
3.
 - (a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment to the maximum fine of Rs.50/- per student and/or turn out the student/students concerned from the class upto seven working days.
 - (b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/officer authorised by it in this behalf.
 - (c) If it is not possible for the Discipline Authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the previous approval of the Vice-Chancellor, impose a collective fine not exceeding Rs.25/- per student.
4.
 - (a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either itself conduct the inquiry or authorise one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.

- (b) Notwithstanding anything contained in paragraph (a) of Regulation 4, the Vice-Chancellor may, suo moto or on the recommendation of the Dean of Students' Welfare, appoint an Inquiry Authority consisting of one or more teachers of the University of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The Vice-Chancellor shall also be competent to suspend the student or students from attending the classes or library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.
5. If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend a student i.e. may not allow the student to attend the classes/reside in the Hostel/play any game in the Campus or Inter-University/College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser:
- Provided that the Dean of Students' Welfare and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.
6. In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/indiscipline of a serious nature has been established against a student and he deserves punishment more serious than that envisaged in Regulation 3 (a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation 4 (a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members as Chairman: provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation 4 (b).
7. (a) Inquiry Authority shall serve the charge sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of charge-sheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.
- (b) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, to testify before it in the presence of the charge-sheeted student. The summaries of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.
- (c) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the Vice-Chancellor. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which should be imposed on the charge-sheeted student by the Discipline Committee.
8. (a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.

- (b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry Authority as it deems necessary for the disposal of the case.
9. The following papers shall be sent to the Vice-Chancellor when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:
- i/ copy of the charge-sheet served on the student;
 - ii/ a statement of the Inquiry Authority that the charge-sheet was served on the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;
 - iii/ written explanation of the charge-sheeted student;
 - iv/ summary of statements made by the students and witnesses, if any; and
 - v/ report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.
10. When a case of indiscipline has been referred to the Vice-Chancellor, he may either —
- i/ refer it back to the Discipline Authority, if in his opinion the Inquiry Authority, has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or
 - ii/ refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.
11. The Discipline Committee may, according to the nature and gravity of offence:
- i/ expel a student; or
 - ii/ rusticate a student for a period not less than one academic year; and/or
 - iii/ impose a fine not exceeding Rs.200/-; and/or
 - iv/ debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University; and/or
 - v/ impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:
- Provided that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be inflicted on him by the Discipline Committee.
- The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

12. The Vice-Chancellor shall nominate the Chairman and members of the Discipline Committee on an adhoc basis

The Dean of Students' Welfare shall be the ex-officio member and Secretary of the Discipline Committee.

The appropriate Discipline Authority or its nominee who has conducted the Inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

13. (a) All cases of expulsion or rustication shall be reported to the Syndicate for confirmation. If the order of expulsion/rustication is not confirmed by the Syndicate, the student concerned shall be admitted to the concerned Department/Hostel, if he so desires.
(b) If the order of expulsion/rustication is not confirmed by the Syndicate, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have effect in such cases from the date the student was not allowed to attend the classes or reside in the Hostel.
14. Rustication. when imposed on a student, shall always mean the loss of atleast one academic year i.e. the student concerned shall not be allowed to appear In any University examination during the academic year in which he is rusticated.
15. A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.
16. A student who is expelled from the University Teaching Department shall not be re-admitted to any of the Institutions.
17. At tile time of admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made thereunder by the University from time to time.
18. The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University Teaching Departments and affiliated/ constituent colleges as well as other Universities In India.

Reference:

1. University Council Resolution No. 11 dated 12.5.1978.

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CHAPTER XXI

RESIDENCE OF STUDENTS IN COLLEGE HOSTELS AND LODGES

REGULATIONS

1. Provided that accommodation is available, every student shall be entitled to reside in a hostel maintained by college/institution or in a hostel maintained or recognized by the University, or else with a parent or guardian. The term “guardian” means and Includes-
 - i/ a guardian appointed under the Guardians and Wards Act or a guardian appointed by the Court of Wards;
 - ii/ a person declared in writing by the student’s parent, or if he/she has no parent living by the person described in clause (i) above as his/her guardian and approved by the Principal of the College or the Dean, Students’ Welfare of the University, as the case may be; and
 - iii/ if the student has no parent or guardian as above, a person approved by the Principal of his/her college or Dean, Students’ Welfare of the University.
2. If no room is available in a hostel maintained by the college/institution or in a hostel maintained or recognised by the University, the Head of his/her college/institution/department may permit students to live in lodgings:
Provided that the keeper of the lodging undertakes-
 - (1) to reserve the lodging for students;
 - (2) to permit inspection at any time by the Head of the Department/Institution concerned and by any person deputed by the Syndicate; and
 - (3) to abide by their requirements regarding supervision.
3. No student shall be required to attend religious instruction or religious observance in the hostel against the wishes of his/her parent or guardian.
4. The Head of the college/recognized institution, who desires to have the hostel of his institution placed upon the list of recognized hostels, shall apply to the Syndicate through the Registrar, sending a copy of the rules of the hostel together with a sketch plan of the buildings and grounds.

In the case of hostels applying for recognition, all the inspectors appointed by the Syndicate for the purpose, subject to the maximum of Rs.200/- per visit per person, shall be paid by the management of the hostel.
5. The Syndicate, after consideration of the report of the Inspectors, shall inform the Head of the Institution whether his/her institution can or cannot be placed upon the list of recognized hostels; and in the event of the application being refused, shall communicate the reasons for refusal.
6. A recognised hostel shall be open to inspection at any time by the Principal of a college/ institution or the Proctor of the University whose students reside therein, and by any person deputed by the Syndicate to visit it.

7. Once in every three years, the Syndicate shall arrange for inspection of all recognized hostels and recognised lodgings and the persons so deputed to visit any hostel shall be supplied beforehand with all necessary information including -

- (1) the terms of recognition;
- (2) the rules of the hostel as last approved by the University; and
- (3) the names of the Wardens and the Managers of the hostel.

The Inspectors shall be required to have regard not only to the existing condition of the hostel but also of the continuity and preservation of the previous records, such as admission and conduct registers, which are of permanent value for the purpose of future reference.

8. A recognised hostel shall be required to maintain and to produce for inspection, when called for, an admission register, a register of attendance and conduct register.

The Admission and conduct registers shall be maintained in one book which should be a bound book of sufficient size maintained as a permanent record to which reference can be made in subsequent years.

9. The Head of the Institution shall report to the Registrar any alteration in the rules or any change either of Warden or of Manager, for the confirmation of the Syndicate.

10. The Dean of Students' Welfare of the University or the Principal of a College/Institution shall satisfy himself that the management of a recognised hostel, in which students of the Teaching Departments or his/her College/Institution reside, is maintained in accordance with the conditions under which it received its recognition and shall report to the Syndicate, if it is not so maintained.

11. Students expelled from University Departments, colleges or other recognized Institutions shall not be admitted to any recognised hostel or approved lodging.

12. Students who have been rusticated shall not be permitted to reside in a recognized hostel or approved lodging during the period of their rustication.

13. Before cancelling recognition of a hostel, the Syndicate shall inform the Head of the Institution of the grounds on which it considers it necessary to withdraw the recognition granted. The Syndicate shall consider the written explanations, if any, that may be furnished by the Warden/Manager through the Dean of Students' Welfare of the University or the Principal of the institution within fourteen days of its communication made to him/her and may then cancel the recognition or pass such other order as it deems fit.

14. No student shall be admitted to an approved lodging without the approval in writing of-

- (1) his/her Principal of the college/institution or the Dean of Students' Welfare of the University; and
- (2) the Warden of any hostel in which he/she previously resided. Reference to these approvals is to be recorded in the hostel admission register.

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CHAPTER XXII

RESIDENCE OF STUDENTS IN THE HOSTEL MAINTAINED BY THE UNIVERSITY

1. Discipline and Administrative Committee for University Hostels

There shall be a Discipline and Administrative Committee for the University Hostels to consider and decide all matters relating to discipline and administration concerning the University Hostels. It will consist of the following members :-

1. All Deans of Faculties
2. Provost (Hostels)
3. Wardens of the University Hostels
4. Two teachers to be nominated by the Vice-Chancellor every year for a period of one year.

The senior-most Dean will preside over the meetings of the Committee. The Provost (Hostels) will act as Convener of the Committee.

2. Hostel Working Committee

There shall be a Working Committee for each University Hostel to look after day to day problems relating to Hostel Management. It will also function as an Advisory Committee to the Discipline and Administrative Committee of the University Hostels.

The Working Committee will consist of :-

1. Provost (Hostels) - Chairman
2. Warden of the Hostel concerned
3. Proctor of the Hostel or, if there is no Proctor, any boarder nominated by the Warden of the Hostel for this purpose.

(The Vice-Chancellor has been authorized in future to set up such Committees):¹

3. At the beginning of each session, the Supervisory Committee shall assess the total number of seats available in the Hostels and determine the number of seats to be allotted to each Hostel and determine the number of seats to be allotted to each Teaching Department of the University and the Hostel in which the students are to be lodged.
4. The Wardens of the Hostels shall communicate to the Heads of the Departments the number of seats available for the students of each Department in accordance with the decisions of the Supervisory Committee.
5. Applications of the students for accommodation in the Hostels shall be addressed to and received by the Head of the Department concerned.
6. The Head of the Department concerned, after considering the applications received shall forward to the Wardens of the Hostels concerned, a list of students selected by him for admission to each Hostel. The number of students selected for admission to a Hostel shall not exceed the number of seats allotted to the Department by the Supervisory Committee.

7. No student shall be admitted to a Hostel without the recommendation of the Head of the Teaching Department in which the student has been admitted. A student so recommended and after having paid the Hostel dues and securities shall be allotted a seat by the Warden of the Hostel concerned.
8. The Heads of the Departments, while granting admission, shall inform each student desirous of seeking admission to the Hostels to the effect that admission to the Department shall not guarantee their admission to the Hostels and that the decision of the Head of the Department to recommend or reject any request shall be binding on him.
9. A student who has been admitted to the Hostel shall not claim allotment of a particular room to him nor shall he be allowed to shift from the seat allotted to him to another seat. The Warden shall, however, have the right to shift a boarder from one room to another in the interest of discipline.
10. The following categories of students shall be eligible for admission to the Hostel :-
 - (a) Students enrolled in the Teaching Departments of the University; and
 - (b) Students registered for a research degree of the University.
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.
12. A student who is admitted to a Hostel during a session under these Regulations shall have to vacate the Hostel at the end of that session after he has appeared in the annual examination. He shall not be eligible for readmission to a Hostel if he fails to qualify the examination.
13. Each boarder residing in the Hostel shall be responsible for the safe custody of the furniture, fittings, ceiling fans and other articles provided to him in his room or in the premises of the Hostel. Any damage to or loss of any article shall have to be made good by the boarder.
14. No boarder shall use either electric heater, electric press or cook food or prepare tea or coffee in the residential room allotted to him. Infringement shall render a boarder liable to fine and disciplinary action.
15. The boarders shall not keep cash or any other valuables in their rooms or on their person. They may open an account with the branch office of the Jammu and Kashmir Bank situated at the Campus or with any other Bank of their choice. In no case, the University shall be responsible for loss of any cash or articles belonging to the boarders.
16. Unless otherwise notified by the Warden, the gates shall ordinarily be closed at 10 p.m. in winter and 11 p.m. in summer. The gates shall not be opened during the night except in case of any emergency such as sudden and serious illness of a boarder who may have to be rushed to the hospital or for medical aid to be rendered to him in the Hostel. Prior permission of the Warden shall invariably be obtained for the purpose.
17. The boarders shall have direct access to the Warden and they shall report any grievances or any complaint against the staff/servants of the Hostels direct to him and in no case they shall deal with the staff/servants themselves.

18. All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the rooms, furniture and other articles of the Hostel to the Warden of the Hostel or a person authorised by him. If any boarder is found to have locked his room and left the Hostel without the prior permission of the Warden, the room may be forcibly opened under the orders of the Warden and all the belongings of the boarder in that room deposited in the stores of the Hostel.
19. No boarder shall refuse to accept any notice that is served on him 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 boarder concerned liable for disciplinary action.
20. No relative or friend of a boarder shall be allowed to stay in the Hostel for the night or a longer period except with the prior permission of the Warden and that too for one day only.
21. No boarder shall leave the station temporarily for any period without obtaining the prior permission of the Warden, in writing, for the purpose.
22. No boarder shall indulge in any act of violence or instigation or in any sectarian or anti-social activity such as drinking, gambling, etc., in the Campus or the Hostel. Infringement shall make such a boarder liable for disciplinary action. The premises of the Hostel cannot be used for activities other than academic and social.
23. No boarder shall keep with him or in the premises of the Hostel or Campus any lethal weapon or firearm.
24. After admission to the Hostels are made at the beginning of each session, the Warden shall nominate the following from amongst the boarders of the Hostel:-
 - (a) Proctor
 - (b) Mess Secretary
 - (c) Ward Monitors
 - (d) House Monitors
 - (e) Sports and Common Room Secretary
 - (f) Any other Secretary as required and constitute a Hostel Committee consisting of the above office bearers, with the Warden as its Chairman, to perform the following functions :-
 - (a) Smooth functioning of the Mess, the Canteen and the Common Room.
 - (b) Organisation of social and cultural activities.
 - (c) Building up a healthy academic and social environment in the Hostel.
 - (d) Promotion of friendly atmosphere in the Hostel.
25. The Hostel messes shall be run on co-operative basis. In case the Warden finds that it is no longer possible to run a mess on co-operative basis without running into loss, he may, in consultation with the Hostels Supervisory Committee, make alternative arrangements.

26. Security deposit of each boarder shall be refunded after the boarder has vacated the Hostel and settled all accounts with the Hostel.
27. At the time of admission to the Hostel, the Warden of the Hostel shall obtain an undertaking from each boarder to the effect that he/she (the boarder) has read the Regulations relating to the Residence of Students in the Hostels and that he/she shall abide by them.
28. Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the Regulations relating to Maintenance of Discipline by students of the University Teaching Departments prescribed by the University.

Reference:

1. University Council Resolution No. 10 dated 11.4.1975

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CHAPTER XXIII

REGULATIONS GOVERNING EDUCATIONAL TOURS UNDERTAKEN BY THE STUDENTS OF THE POST GRADUATE DEPARTMENT OF BIO-SCIENCES, GEOLOGY, LIBRARY SCIENCE & EDUCATION

I. BIO-SCIENCES

1. Subject to availability of funds, the department of Bio-Sciences shall organize educational tours for the students of the Department within the country, with the following aims and objectives.

2. AIMS AND OBJECTIVES

- i/ To familiarize the students with the life of organisms in their habitat.
- ii/ To broaden the vision of students by visiting such places which are renowned as Academic or Research Centres in Life Sciences and Inter-related disciplines.
- iii/ To enable the students to make a visit to such places like Natural Parks, Zoological and Botanical Gardens, Museums, Herbarium and Aquaria, Sperpentarium etc., where organisms can be studied in conditions stimulated after their natural habit; and such places which have very rare and exotic animals and plants as inmates.
- iv/ To study the flora and fauna of J&K and neighbouring States.
- v/ To study sea-shore, flora and fauna; by making trips to various Indian sea-shores.

3. PROGRAMMES

Keeping in view the diversified tour programmes during the session of this department a detailed programme will be drawn out at the beginning of each session to cover the following habitats :-

- i/ One trip not exceeding two days to study various lotic (Running water) and lentic (Standing water) communities.
- ii/ One trip not exceeding two days to study Biotic communities in the Sivaliks.
- iii/ One trip not exceeding 7 days to study Himalayan flora and fauna; including a study of nival habitat (i.e. above timber line). As far as possible this trip shall be undertaken during summer vacations.
- iv/ One trip to sea-shore to study marine flora and fauna. This trip shall also include visits to such places as Natural parks, Gardens, Museums and Aquaria etc., besides visiting Academic and Research Centres.

(Note: Only M.Sc. Final students of each year shall be eligible for this trip to sea-shore).

4. The tour programme shall be prepared by the Head of the Department and sent to the Registrar for approval of the Vice-Chancellor, atleast 20 days before the date proposed for commencement of the tour. The programme among other things shall contain full

details in respect of the name of the students and of the teachers accompanying the tour, the places proposed to be visited, the dates of journey and halts and the approximate expenditure involved, in accordance with the proforma annexed to these Regulations. The tours shall be undertaken only after the proposed tour programme has received the approval of the Vice-Chancellor.

5. It shall be the duty of the Department concerned to apply for railway concession well in time and arrange the same.
6. The students participating in the tour shall be paid actual 2nd class concessional railway fare (which shall be restricted to such cases also where no concessional tickets are arranged) plus actual fare for road journey. Reservation charges where required to be paid shall not be charged to the University.
7. Besides bus fare as provided under Regulation 6 above, the University shall also allow actual pony or collie charges for carriage of luggage on a bridle path and actual lodging expenses, provided that the lodging expenses shall not exceed Rs.100/- per day² per student.

OTHER EXPENSES

8. Carriage expenses of University material like collections, tour kit and other necessary equipment shall be payable out of the tour grants earmarked for the department. (This expenditure shall be supported by Certificate of the Teacher incharge).
9. The University shall not allow charges for sight-seeing.
10. In cities (where distances justify) the local conveyance charges (by city Bus or Local trains) shall be permissible only for such trips which are made for collection or visits to an academic institution or for a visit to a Zoo or Museum or Aquarium or any such place of interest from education point of view

(This expenditure shall be supported by a certificate from teacher incharge of the party).

11. STAFF:

(a) Teacher

In each of the two subjects (Botany and Zoology) one Teacher Incharge shall accompany a party of every ten students. Additional teacher shall be admissible for every additional batch of ten students or part thereof (not less than five students).

(b) Other Staff

One Laboratory attendant or a field collector or an orderly shall also be allowed to accompany the tour party for each discipline separately.

12. RESEARCH SCHOLARS

Research scholars of the Department whose contingency grant is Rs.500/- p.m. may also accompany the tour party and shall be eligible to the same facilities as are available to M.Sc. students. Other Research Scholars shall, however, meet tour charges out of their own contingencies grant, for determining the strength of teachers accompanying the party, the number of such scholars accompany the tour shall not be taken into account.

13. Teachers and other staff accompanying the students shall be allowed T.A. and D.A. as admissible under rules. No T.A./D.A. shall be paid for local tours within a radius of 30 miles from Jammu.
14. Total expenditure to be paid by the University for the tour shall not exceed the grant available under the Budget for the department. Applications for advance shall be sent to the Registrar atleast 10 days before the date of proposed commencement of the tour.
15. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the Registrar through the Head of the Department as soon as the tour is completed. In no case should this be delayed beyond 20 days from the date of termination of the tour.
16. T.A. bills of the teachers and other staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department after satisfying himself about the correctness of the expenditure reported.
17. All expenditure (except receipts or railway fare and lodging charges which shall be required to be attached in original) giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessary of any voucher for verification, it shall be obligatory upon the Department to furnish the same.

18. **TOUR REPORTS**

At the termination of each tour all the students who had accompanied the tour party, shall submit their individual reports in the form of a field record through the teacher incharge of party, to the Head of the Department.

The teacher incharge of the tour in consultation with other teachers who had accompanied the party shall submit (within 15 days of the termination of tour) a tour report embodying the places visited and the objectives realised.

A tour report (based on field record of students and tour report of teacher incharge) shall be submitted to the Vice-Chancellor by the Head of the Department of Bio- Sciences.

II. GEOLOGY

1. Subject to the availability of funds, the Geology Department of the University shall organise the following area study tours for the students of the department within the country :-

(A) Previous Class

1. Mapping tour of 3 weeks to places of Geological interest any where in India.
2. Geological excursion to important places in Jammu and Kashmir State for a period not exceeding two weeks.

(B) Final Class

1. Advanced mapping tour of three weeks' duration any where in India.
2. Geological excursion concerning special papers for two weeks any where in India.
3. Field studies for dissertation for four weeks to be conducted during the summer vacation in areas within the Jammu and Kashmir State. The teachers, under whose supervision the work is carried out, may, if considered necessary by the Head of the Department, visit the students camps for a period of not exceeding seven days.

In addition to the above, the Head of the Department of Geology, may organize with the prior approval of the Vice-Chancellor, local excursions, not exceeding four in an academic year for purposes of field studies within the radius of 30 miles from Jammu. Actual bus charges would only be payable for such local tours.

2. The tour programme shall be prepared by the Head of the Department and sent to the Registrar for approval of the Vice-Chancellor, atleast 20 days before the date proposed for commencement of the tour. The programme among other things shall contain full details in respect of the name of the students and of the teachers accompanying the tour, the places proposed to be visited, the dates of journey and halts and the approximate expenditure involved, in accordance with the proforma annexed to these Regulations. The tours shall be undertaken only after the proposed tour programme has received the approval of the Vice-Chancellor.
3. It shall be duty of the Department concerned to apply for railway concession well in time and arrange the same.
4. The students participating in the tour shall be paid actual 2nd class concessional railway fare (which shall be restricted to such cases also where no concessional tickets are arranged) plus actual fare for road journey. Reservation charges where required to be paid shall not be charged to the University.
5. Besides bus fare as provided under Regulation 4 above, the University shall also allow actual pony or collie charges for carriage of luggage on a bridle path and actual lodging expenses.
6. The University shall not allow charges for sight-seeing.
7. One teacher and one Laboratory attendant or field collector or an orderly for every batch of ten students or part thereof shall accompany the party.

8. Teachers and other staff accompanying the students shall be allowed T.A. and D.A. as admissible under rules. No T.A./D.A. shall be paid for local tours within a radius of 30 miles from Jammu.
9. Total expenditure to be paid by the University for the tour shall not exceed the grant available under the Budget for the department. Applications for advance shall be sent to the Registrar atleast 10 days before the date proposed for commencement of the tour.
10. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the Registrar through the Head of the Department as soon as the tour is completed. In no case it should be delayed for more than 20 days from the date of termination of the tour.
11. T.A. bills of the teachers and other staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department after satisfying himself about the correctness of the expenditure reported.
12. All expenditure (except receipts or railway fare and lodging charges which shall be required to be attached in original) giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessary of any voucher for verification, it shall be obligatory upon the Department to furnish the same.
13. The Head of the Department of Geology shall forward to the Registrar, a detailed report about the tour after termination of each tour.

III. “LIBRARY SCIENCE

1. In order to acquaint the students with the working of various types of libraries, documentation and information centres. Department of Library Science of the University may organise an educational tour of students enrolled in M.Lib. Science Course.
2. The tour programme shall be prepared by the Head of the Department and sent to the Registrar for approval of the Vice-Chancellor, atleast 20 days before the date proposed for commencement of the tour. The programme among other things shall contain full details in respect of the names of the students and of the teachers accompanying the tour, the places proposed to be visited, the dates of journey and halts and the approximate expenditure involved, in accordance with the proforma annexed to these Regulations. The tours shall be undertaken only after the proposed tour programme has received the approval of the Vice-Chancellor.
3. It shall be duty of the Department concerned to apply for railway concession well in time and arrange the same.
4. The students participating in the tour shall be paid actual IInd class concessional railway fare (which shall be restricted to such cases also where no concessional tickets are arranged) plus actual fare for road journey. Reservation charges where required to be paid shall not be charged to the University.
5. Besides bus fare as provided under Regulation 4 above, the University shall also allow actual pony or collie charges for carriage of lauggage on a bridle path and

actual loading expenses, provided that the loading expenses shall not exceed Rs.5/- per day for each student.

6. The University shall not allow charges for sight-seeing.
7. One teacher incharge shall accompany a party of every 10 students. One orderly shall also be allowed to accompany the tour party.
8. Teachers and other staff accompanying the students shall be allowed T.A. and D.A. as admissible under rules. No T.A./D.A. shall be paid for local tours within a radius of 30 miles from Jammu.
9. Total expenditure to be paid by the University for the tour shall not exceed the grant available under the Budget for the department. Applications for advance shall be sent to the Registrar atleast 10 days before the date proposed for commencement of the tour.
10. The accounts of expenditure shall be rendered by the teacher accompanying the tour and submitted to the Registrar through the Head of the Department as soon as the tour is completed. In no case it should be delayed for more than 20 days from the date of termination of the tour.
11. T.A. bills of the teachers and other staff accompanying the students and the statement of expenditure shall be countersigned by the Head of the Department after satisfying himself about the correctness of the expenditure reported.
12. All expenditure (except receipt of railway fare and lodging charges which shall be required to be attached in original) giving full details shall be certified by the Head of the Department and normally no vouchers shall be required to be sent to the Registrar. Should the Registrar feel necessity of any voucher for verification, it shall be obligatory upon the Department to furnish the same.
13. Besides this, at the termination of tour all the students who had accompanied the tour party shall submit their individual reports through the teacher Incharge of the party to the Head of the Department of Library Science. This tour report shall be submitted to the Vice-Chancellor by the Head of the Department”¹

REGULATIONS GOVERNING EDUCATIONAL TOURS TO BE UNDERTAKEN BY THE STUDENTS OF THE POST-GRADUATE DEPARTMENT OF EDUCATION³

1. EDUCATION

Subject to availability of funds the Department of Education shall organize educational tour for the students of the Department within the country, with the following aims and objectives.

2. AIMS AND OBJECTIVES

1. To familiarize the students with the various types of advanced teacher education institutions of the Country.
2. To broaden the vision of the student by visiting such institutions which are renowned as Academic or Professional or research centers in the field of Education.
3. To enable the students to gain knowledge about the use of ICT in the institution visited.
4. To study the research work done in different departments to be visited.
5. To make the students conversant about the practice followed relating to Practicum Component of the Course.
6. To gather researches conducted in different institutions relating to the topic of each student.
7. To arrange interaction among the students visiting the tour with the students of the places visited.

3. PROGRAMME

The Students studying in M.A (Education) 3rd Semester and M.Ed. 2nd Semester will be taken to visit Centres of Advanced Studies in Education / Renowned Teacher Education Institutions / Departments of the Universities located in Indian Universities for exposure of the kind of research and practicum work being done in other Universities. It is one of the objectives mentioned in vision policy of the department mentioned in the profile of the Department. The Students will also be taken to Documentation Centres of different Universities/National Organizations. It will facilitate the students for collection of Literature to prepare the chapter on “*Review of Related Literature*” for their dissertation work. The dissertation for the students of M.A. Education/M.Ed. is compulsory and it is to be completed as a partial fulfillment of the Course. To bridge the gaps in the preparation of a good researcher and practitioner in the Education Institutions, the students need to be fully groomed in the research pursuits. It therefore requires an exposure for the students through their visit to renowned academic places in the Country so that students are enlightened and enabled to broaden their outlook. They will also get chance to know how ICT is being used in the discipline for improving class room teaching. It will facilitate interaction among the students of the places visited and the students will gain understanding about the working of the Department of Education of other Universities. Every student shall submit a report of work done in the Institutions being visited to the HOD. The tour programme shall be prepared by HOD with the approval of the Departmental Affairs Committee. The programme among other things shall contain full details in respect

of the name of the students and of the teachers accompanying the tour for M.A. and M.Ed. separately, the places proposed to be visited, the details of the journey and halts, approximate expenditure involved in accordance with the proforma annexed to these regulations. The tour shall be organized either separately for M.A. and M.Ed. or jointly depending upon the number of the Students. A detailed report shall be submitted to the Vice-Chancellor about the activities carried after the termination of the tour.

4. It shall be the duty of HOD to apply for railway concession in time and arrange the same.
5. The students participating in tour shall be paid actual 2nd Class Concession railway fare (Which shall be restricted to such cases also where no concessional tickets are arranged) plus actual fare for road journey. The Department will collect Rs. 350/- from each student in all Semesters to seek 50% of the contribution of the Department for meeting to and fro expenditure. The rest of the 50% of the fare will be met by seeking railway concessions. The student of the Department will visit the places where expenditure does not exceed the collected amount. Every year the HOD shall fix up the amount to be charged from the students at the time of granting admission after seeking approval of the Vice-Chancellor.
6. The Expenditure for sight seeing and daily food expenses etc. will have to be borne by the students. Besides bus fare as provided under Clause 5 above the department shall also allow actual Pony or Collie charges for Carriage and luggage on a bridal path and actual lodging expenses.

Other Expenses

7. Carriage expenses shall be payable out of the tour grants arranged through collection (This expenditure shall be supported by Certificate of the Teacher Incharge).
8. In cities (where distances justify) the local conveyance charges (by city Bus or Local trains) shall be permissible only for visits to an academic institution or for any such place of interest from Educational point of view.
(This expenditure shall be supported by a certificate from teacher Incharge of the party).
9. **Staff :**
The teacher of the Department out of which one should preferably be a lady teacher a Clerk and one peon will accompany the students on Educational tour. The number of officials to accompany shall be decided in the light of the student participating in tour.
10. Teachers and other staff accompanying the students shall be allowed T.A and D.A as admissible under rules. No. T.A/D.A shall be paid to local tours within a radius of 30 minus from Jammu.
11. Total Expenditure to be paid by the Department for the tour shall not exceed the grant available under the amount collected for the tour.
12. The accounts of expenditure shall be rendered by the teacher accompanying the tour to the HOD of the Department as soon as the tour is completed. In no case should this be delayed beyond 20 days from the date of termination of the tour.
13. T.A. bills of the teachers and other staff accompanying the students and the statement of

expenditure shall be countersigned by the Head of the Department after satisfying himself about the correctness of the expenditure reported

14. All expenditure (except receipts or railway fare and logging charges which shall be required to be attached in original giving full details shall be certified by the Head of the Department.

15. **Tour reports**

At the termination of tour all the students who had accompanied the tour party, shall submit their individual reports in the form of a record through the teacher Incharge of party to the Head of the Department.

The teacher Incharge of the tour in consultation with other teachers who had accompanied the party shall submit (within 15 days of the termination of tour) a tour report embodying the places visited and the objectives realized.

A tour report (based on record of students and tour report of teacher Incharge shall be submitted to the Vice-Chancellor by the Head of the Department.

Application for sanction of tour programme to be sent in triplicate

1. Name of the Department _____
2. No. of students who applied for participation in tour _____
3. No. of students finally selected (list to be enclosed) _____
4. Criteria fixed for selection _____
5. Proposed programme of tour _____

Date	From	to	Particulars of Journey
i/			
ii/			
iii/			
iv/			
v/			
vi/			
vii/			
viii/			
ix/			
x/			
xi/			
xii/			
6.	Name of teacher accompanying the tour	_____	
7.	Name of orderly, if any, proposed to be deputed	_____	
8.	Whether railway concession arranged	_____	
9.	Total expenditure involved	_____	
10.	Share of the University	_____	
11.	Budget provision (excluding expenditure already booked)	_____	

Head of the Department

List of students recommended

S. No.	Name of the student	Class	Whether accompanied educational tour arranged by the University previously also.
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
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- 14.
- 15.
- 16.
- 17.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

Signature
of the Head of the Department

Reference

1. University Council Resolution No. 46 dated 24.7.1986
2. University Council Resolution No. 66.44 dated 21-04-2006
3. University Council Resolution No. 68.11 dated 27.3.2009

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CHAPTER XXIV

I. REGULATIONS GOVERNING LOCAL FUNDS OF THE DEPARTMENTS ¹

TITLE

1. These rules shall be called the "University of Jammu Local Fund Regulations".

EFFECT

2. These shall come into force from the date these are notified.

DEFINITIONS

3-1. Local Fund:

- (a) Local fund shall mean a fund which is maintained and administered by the Departments of the University and to which such fees realized from the students and research scholars of the University at the time of admission, as are not transferable to the University account, are credited.
- (b) The following shall constitute the Local Funds of a Department during a particular year :-
 1. Games fund
 2. Social Activities Fund
 3. Students Assistance Fund
 4. Reading Room Fund
 5. Stationery Fund
 6. Excursion Fund
 7. Miscellaneous Fund
 8. Any other fund that may be prescribed by the Competent authority from time to time.

3-2. Consolidated Local Fund:

Consolidated Fund shall mean the combined local Fund to which savings under different local funds as on 31st day of December of each year shall be credited. This shall include:

- i/ lapsed amount of library and Science Security deposits.
- ii/ Interest earned on fixed and savings bank account of local Fund accounts.
- iii/ Any other collection which is not creditable to a particular Local Fund.

3-3. Years:

For purposes of these regulations a year shall mean a period of twelve months from and including the month in which admissions are finalised.

AIMS & OBJECTIVES

- The aim of the Local Funds shall be to promote social, cultural and academic activities of the Department and general welfare of the students.

LOCAL FUND RECEIPTS

- Subject to change that may be notified from time to time, the following Local Fund fees shall be collected by the Department from the students, seeking admission to the Department at the time of their admission :-

1.	"Games Fee	= Rs.200/- (Rs.150/- to be deposited with the Department of Physical Education and Rs.50/- to be retained by the Department.)
2.	Social Activities Fund	= Rs.65/-
3.	Students Assistance/Aid Fund	= Rs.45/-
4.	Excursion fee (Actual expenditure to be realised by the department at the time of conducting excursion).	
5.	Identity Card	= Rs.15/-
6.	Miscellaneous	= Rs.20/- :
7.	Medical Assistance	= Rs.45/-
Deposits Refundable :		
8.	Laboratory deposit	= Rs.400/-
9.	Library deposit	= Rs.400/-
10.	Stationery Fee	= Rs. 75/- (Rs.35/- to be retained by the Department and Rs.40/- to be remitted in University Chest. Departments except Law Department where the fee shall be Rs.80/- for LL.B and Rs.225/- for LL.M Course/Diploma Course, out of Rs. 80/-, Rs.40/- to be retained by the Dept. in the Local Fund and Rs.40/- to be remitted in the University Chest. Rs.200/- to be retained by the Law Department in the Local Fund & Rs.25/- to be remitted in the University Chest).
11 .	Reading Room fee	= Rs. 75/-
12.	Cultural/Literary fee	= Rs.75/- (to be remitted to the Dean Students Welfare).
13.	Science fee	= Rs.300/-
14.	Library fee	= Rs.70/-
15.	Corpus Fund	= Rs.70/-
16.	Magazine University News Bulletin fee	= Rs.40/-
17.	University Development Fund	= Rs.200/-
18.	University Sports fee	= Rs.75/-
19.	Admission fee	= Rs.110/-
20.	Any other fee that may be prescribed by the University from time to time." ²	
NOTE : i) Fees at S.No. 2-9, 11 shall be retained by the department concerned.		
ii) Fees at S.No. 13-19 shall be deposited in the University Chest.		

5-2. Security Deposits

The Department shall also realize such security deposits from the students as may be required under rules.

5-3. Account of Security Deposit

The security deposits received from the students at the time of their admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount collected shall be placed in fixed deposits for such suitable period upto which these are not likely to be claimed by the students.

5-4. Un-claimed Security Deposits

Security Deposits of students/scholars not claimed within a period of three years from the date a student ceases to be on the rolls of the Department will lapse to the University and shall form part of the consolidated Local Fund.

5-5. All receipts including cash, cheques, bank drafts and postal orders in respect of the Local Funds of the Department shall be deposited into the Bank immediately:

Provided that the Head of the Department may authorise retention of cash in hand not exceeding Rs.200/- at a time out of the miscellaneous fund to meet day to day requirements of the Department.

6. Without prejudice to the generality of Regulation '4' 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 :-

6-1. Games Fund

- i/ For promotion of games, sports, cultural and social activities of the Department.
- ii/ Maintenance of common room and to provide other recreational amenities to the students.
- iii/ Contribution to the Sports Committee Account.
- iv/ Any other expenditure connected with the sports.

6-2. Social Activities Fund

- i/ Organisation of social functions in the Department.
- ii/ Institution of prizes, medals and certificates for meritorious and outstanding students in academic and extra curricular activities.
- iii/ Holding of debates and to arrange other literary activities including preparation of wall papers etc.

6-3. Students Assistance Fund

To provide financial assistance to the needy students for payment of fee and purchase of books etc.

6-4. Reading Room Fund

To subscribe towards news papers, magazines and other media of information including printing and publishing of wall paper/magazine/journals in such a manner as Head of the Department in consultation with the Committee decides.

6-5. Stationery Fund

To purchase and provide stationery for the conduct of internal tests and examinations etc.

6-6. Excursion Fund

To arrange excursions and common get together.

6-7. Miscellaneous Fund

To meet such charges connected with the affairs of students and department as are not covered under other Local funds.

6-8. Consolidated Local Fund

Expenditure out of consolidated local fund shall be incurred for the following :-

- i/ Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students welfare activities.
- ii/ Maintenance of Library.
- iii/ Purchase of new books.
- iv/ Replacement of lost books or damaged books.
- v/ Purchase/replacement of Laboratory and other equipment or repairs of damaged equipment.
- vi/ Construction of permanent structures.
- viii Such other items of expenditure connected with the affairs of the department which cannot be accommodated within the budgeted grants of the department.
- viii/ Welfare of students.
- ix/ Payment of audit expenses for audit of Local Fund.

LIMIT OF EXPENDITURE OUT OF LOCAL FUND

7-1. 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.

Head of the Department shall, however, be competent to authorise re-appropriation from one local fund to another subject to a maximum of Rs.500/-.

7-2. 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 funds to be kept in a liquid state accordingly.

7-3. 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

EXPENDITURE

8-1. 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:-

i/ In the case of all Departments (other than Law Department), two teachers to be nominated by the Head of the Department by rotation. One representative of students from senior most class, nominated by the Head of the Department.

ii/ In the case of Law Department:

Three teachers to be nominated by the Head of the Department by rotation.

One representative of the students from the senior most class, nominated by the Head of the Department.

The tenure of the Local Fund Committee shall be one year.

8-2. Any expenditure out of the Consolidated Local Fund exceeding Rs.2,000/- at one time shall require approval of the Vice-Chancellor.

8-3. **Financial Rules**

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.

MAINTENANCE OF ACCOUNTS

9-1. The Head of the Department shall be responsible to:-

a/ i/ Maintain and operate Local Fund account in the Bank.

ii/ To deposit money received from the students from time to time in the Local Fund account.

b/ Draw and disburse amounts from the Local Fund as approved by the Committee.

c/ Prepare an annual statement of income and expenditure in respect of each Local Fund.

9-2. Separate accounts shall be maintained in the departmental ledger for each local fund collected during the year and also in respect of consolidated Local Fund.

AUDIT

10. 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.

RELAXATION OF RULES

11. Any expenditure in the interest of the Department over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

II. REGULATIONS GOVERNING LOCAL FUND OF THE DEPARTMENT OF STUDENTS WELFARE, UNIVERSITY OF JAMMU, JAMMU ³

1. TITLE

These rules shall be called the “Regulations of Students Welfare Local Fund, University of Jammu”.

2. EFFECT

These regulations shall come into force from the date the same are notified.

3. DEFINITIONS

- (i) Local Fund shall mean a fund which is maintained and administered by the Department of Students Welfare, University of Jammu.
- (ii) The following items shall constitute the Local Fund of the Department of Students Welfare:
 - (a) Students Welfare Fund realized from the teaching departments of the University.
 - (b) Cultural fees realized from the students of the various teaching departments of the University.
 - (c) Entry fee from the affiliated colleges and teaching departments of the University for participation in various cultural and competitive activities organized by the Students Welfare Department.
 - (d) Monthly charges realized from various services provided like Canteen facilities, juice Stall/Reharis, Auditorium and Seminar Halls etc.
 - (e) Donations raised for different student welfare activities.
 - (f) Any other item duly approved by the Vice-Chancellor.

4. AIMS AND OBJECTIVES

The aims and objectives of Local Fund of the Department of Students Welfare will be as under:

- (i) Organisation of Cultural and Literary activities.
- (ii) Welfare measures for the benefit of the students including financial support to economically weak students and other weaker sections of the society.
- (iii) Maintenance of various students support services like maintenance of Seminar/ Auditorium Halls etc.
- (iv) The aims of Local Fund of the Department of Students Welfare will be the over all welfare of the students on the campus.
- (v) Any other item approved by the Vice-Chancellor on the recommendations of the Local Fund Committee.

5. LOCAL FUND COMMITTEE

- (i) The Local Fund of the Department of students Welfare shall be governed by the

Local Fund Committee comprising the following:

- (a) Dean Students Welfare;
 - (b) Associate Dean, Students Welfare;
 - (c) Assistant Deans(SW);
 - (d) Assistant Registrar(SW);
 - (e) Assistant Registrar(Finance)
- (ii) The Dean Students Welfare shall be competent to accord sanction to the utilization of funds up to Rs.10,000/- with the concurrence of the Local Fund Committee after observing financial norms.
 - (iii) The expenditure out of the Local Fund exceeding Rs.10,000/- at one time shall require approval of the Vice-Chancellor.
 - (iv) The 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 University.

6. **MAINTENANCE OF ACCOUNTS AND ITS RECONCILIATION**

- (i) The Dean Students Welfare is authorized to sign the cheque/s upto Rs.20,000/- out of Local Fund maintained by the Department of Students Welfare. In case the said amount exceeds Rs. 20,000/-, the cheque will be signed jointly by the Registrar and the Dean Students Welfare.

The accounts shall be maintained by any official/officer who may be assigned this job by the Dean Students Welfare from time to time.⁴
- (ii) The reconciliation of the Local Fund of the Department of Students Welfare of the Account operated with the J&K Bank shall be made quarterly.
- (iii) Surplus money in the fund which may not be required for routine/day-to-day expenditure shall be placed in short/long term fixed deposit account or invested in any other scheme which may attract higher returns.

7. **AUDIT**

The accounts of the Local Fund shall be subject to regular audit as per the University.

8. **RELAXATION OF RULES**

Any expenditure in the interest of the students Welfare over and above the provisions of the Regulations shall require prior sanction of the Vice-Chancellor.

III. REGULATIONS GOVERNING MAINTENANCE AND UTILISATION OF LOCAL FUND OF THE DIRECTORATE OF COLLEGES DEVELOPMENT ⁵

1. These rules shall be called “Regulations of Local Fund of the Directorate of College Development”.
2. These shall come into force from the date these are notified.
3. **Objectives of the Fund**

The fund shall be utilized for :

- a) infrastructure and academic development of the University of Jammu, the office of Director Colleges Development and its affiliated Colleges;
- b) Academic development activities of the college i.e. to supplement organization of seminars/symposia/workshops/orientation programmes/refresher courses. To update and acquaint the teachers of the college with latest developments and techniques concerning teaching in the colleges. The expenditure will be incurred according to the norms prescribed by the University. Where there are no norms for incurring any such expenditure, the norms will be prescribed with the approval of the Vice-Chancellor;
- c) appointment of casual/contractual staff in the office of the Director Colleges Development;
- d) to meet expenditure for any other item/purpose with the approval of the Vice-Chancellor.

4. CONSTITUTION OF FUND

The following sources shall constitute the fund:-

- a) Service Charges to be realized from the affiliated Non-Govt. Colleges out of the fee paid by the students.
- b) Resource Mobilisation Fund to be realized from the Government Colleges.
- c) Any other source which the University may approve from time to time.

5. Governance of Fund

- a) The fund shall be governed by a committee comprising the following:-
 1. Dean Academic Affairs (Convenor)
 2. Director Colleges Development (Member)
 3. Joint Registrar (Finance) (Member)
 4. Assistant registrar(CDC) (Secretary)
- b) The committee shall meet as frequently as possible but at least once in three months.
- c) The Committee shall make recommendation on the relevant proposals for administrative approval of the competent authority as specified in these regulations.

- d)
 - i) the expenditure out of the Local Fund upto Rs. 25000/- shall be sanctioned by the Director Colleges Development with the concurrence of Committee.
 - ii) the expenditure beyond Rs. 25,000/- at a time shall require the approval of the Vice-Chancellor.
 - iii) in case of urgency the Director shall be competent to incur expenditure to the extent of Rs. 10,000/- at a time pending approval of the committee

6 MAINTENANCE OF ACCOUNTS AND ITS RECONCILIATION

- a) "The Director Colleges Development is authorized to sign the cheque/s upto Rs. 20,000/- out of Local Fund maintained by the Director Colleges Development. In case the said amount exceeds Rs. 20,000/- the cheque/s will be signed jointly by the Director Colleges Development and the Registrar.
The accounts shall be maintained by any official/officer who may be assigned this job by the Director, Colleges Development."⁴
- b) A separate account of the fund shall be opened with the J&K Bank and the reconciliation of the account shall be made half yearly.
- c) Surplus money in the fund which may not be required immediately for expenditure shall be placed in short/long term fixed deposit account or invested in any other scheme which may attract higher returns with the approval of the Vice-Chancellor.
- d) 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.

7. RELAXATION OF RULES

Any expenditure in the interest of the College Development council over and above the provisions of these regulations will require the prior sanction of the Vice-Chancellor.

Reference:

1. University Council Resolution No. 26 dated 10.6.1985
2. University Council Resolution No. 98 datd 21.6.2004
3. University Council Resolution No. 36 dated 21-02-2003
4. University Council Resolution No. 65 dated 21-06-2004
5. University Council Resolution No. 37 dated 21-02-2003

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CHAPTER XXV

STUDENTS AID FUND REGULATIONS

REGULATIONS

Short title

1. These rules may be called the University of Jammu Students Aid Fund Regulations.

Effect of application

2. These shall come into force with effect from the date these are approved by the University Council.

Extent of application

3. These Regulations shall be applicable to all teaching departments of the University of Jammu getting benefit under the Students Aid Fund Scheme of the University Grants Commission.

Definitions

4. In these Regulations the word “Head of the Department” means the Head of a Teaching Department of the University of Jammu.

General

5. Each Department shall have a separate Students Aid Fund and the Head of the Department shall be responsible for the administration of the Fund.

Administration of Fund

6. For each fund, there shall be a Managing Body consisting of the following :-
 - (a) Head of the Department, Chairman.
 - (b) One teacher of the Department to be nominated by the Head of the Department by rotation after every year.
 - (c) Two class representatives to be nominated by the Head of the Department every year.

Contribution to Fund

7.
 - (a) Contribution to the Fund from the students shall preferably be on voluntary basis. Each student is, however, expected to contribute atleast Rs.35/- per annum or as may be prescribed from time to time.
 - (b) Contribution to the Fund from ex-students; and unconditional donations may also be accepted.
 - (c) At the beginning of each session, the Departments shall realize the contribution to the Fund from their students and deposit the amount in the Jammu and Kashmir Bank by opening a separate Saving Fund Account.
 - (d) After the money collected has been deposited, the Head of the Department will intimate to the Registrar the amount thus collected, accompanied by a detailed statement.

- (e) After the said details of the collections made during the year are received by the Registrar from the Heads of the Departments, the Registrar will consolidate all such details in his office and report the position to the University Grants Commission and request for the matching grant on the basis of the total funds thus collected.
- (f) On receipt of the matching grant from the University Grants Commission, the Registrar will transfer to the Heads of the Departments their respective shares of the matching grant in proportion to the collection made by them.

Utilization of the Fund

- 8. (a) Financial assistance out of the Fund to the poor students shall be admissible for the following purposes -
 - i/ to meet examination fee;
 - ii/ to purchase books;
 - iii/ to meet hostel, mess, clothing or medical expenses, in case the needs are established and considered genuine, provided that total assistance admissible shall not exceed Rs.100/- in any case to a student during a year;
 - iv/ no scholarship or stipend shall be given from this fund; and
 - v/ the fund shall not be used for giving prizes, rewards, etc., to the students.
- (b) The following factors shall determine the eligibility of the students for the benefits out of the fund -
 - i/ poverty;
 - ii/ social backwardness; and
 - iii/ factors like a student coming from rural or comparatively inaccessible areas:

Provided they are regular in attendance and the Head of the Department is satisfied about their progress in studies.
- (c) Applications for assistance out of the fund from the deserving students will be invited by the Heads of the Departments and scrutinized by the managing body in accordance with the rules. The managing body may also interview the applicants.
- (d) All applicants for relief will be required to produce certificate of competent authority in support of their statements made in the applications for relief.

Interpretation of Rules

- 9. In case of any doubt, the Vice-Chancellor shall have the powers to interpret these Regulations and his interpretation shall be final and binding.

Audit of Fund

- 10. (a) The accounts of the Students Aid Fund shall be audited, every year by the University auditors appointed by the Government to audit the account of the University.
- (b) The audit fee shall not be paid out of the Students Aid Fund.

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CHPATER XXVI

REGULATIONS FOR THE GRANT OF ADVANCES FOR PURCHASE OF MOTOR CARS, MOTOR CYCLES/SCOOTERS AND BI-CYCLES

1. **Advances for purchase of Motor Cars.**

- 1-1. "Advance for purchase of Motor Car shall not be admissible to an employee whose basic pay is less than Rs.3500/- per month and whose service on the day of application for advance is less than five years. Where the husband and wife are both working in the University their total basic pay for purposes of eligibility under these rules may be clubbed but in such cases the entitlement will be due only if after clubbing the basic pay of the couple the aggregate exceeds Rs.5000/- and each of them have put in service of five years or more."¹
- 1-2. When an advance for the purchase of a Motor Car has been granted, a second advance shall not usually be granted after a period of less than four years from the grant of first advance or until the 1st advance with interest thereon has been liquidated whichever happens later.
- 1-3. The advance should be applied for in the form given in the appendix to these Regulations before the purchase of a car is made and the application for an advance should certify that the University employee is unable to make the purchase without an advance.
- 1-4. When an advance for the purchase of a Motor Car is sanctioned, the purchase of the car must be effected within one month of the date on which the money is advanced by the University unless it is extended as indicated in Regulation '1-5' otherwise the amount of the advance drawn, with interest thereon for one month, shall be forthwith refunded to the University. This condition should always be mentioned in letters sanctioning such advances.
- 1-5. The advance may be applied for well in time and sanctioned by the competent authority as soon as possible. The advance may, however, be drawn only after the officer concerned has received a written assurance from the dealer that the supply is likely to be available within a month and a certificate to this effect is recorded on the bill for the advance. In the event of any delay in supply despite the written assurance referred to above, the officer concerned should apply for extension of the time limit within the permissible period of one month and seek permission of the Vice-Chancellor for retaining the advance for a further period of another month. Each such request should be supported with a letter from the dealer concerned, indicating the likely period of supply and will be considered on its own merits,
- 1-6. A penal rate of interest not less than 8% per annum shall be charged on the balances outstanding for the actual period in excess of one month (including fraction of a month) if the University employee retains the advance in contravention of the above provision beyond the period of one month without purchasing a conveyance:

Provided, however, that when the period of one month is extended by the Vice-Chancellor, the penal rate will be charged from the date following that on which the extended period expired.

- 1-7. "The total amount to be advanced to a University employee shall not exceed Rs.80,000/- or twenty month's pay or the presumptive pay of the employee as the case may be, or the anticipated price of the car, whichever is least."⁴
- 1- 7 (a) "Preferential treatment shall also be given to the employees who are nearing the age of superannuation for grant of conveyance advance subject to the following conditions :-
1. The applicant should have served in the University including the erstwhile University of Jammu and Kashmir for a period of 20 years out of which atleast 15 years of service should have been rendered in the University of Jammu.
 2. The applicant should not be below the age of 55 years.
 3. In case there is more than one application for grant of advance for purchase of Car and three applications for grant of loan for purchase of scooter the employees who are senior in age be given preference.
 4. Recovery of advances granted in such cases shall preferably be completed before the date of superannuation of the loanee provided that an amount upto a maximum of Rs.25,000/- in the case of Car advance and Rs.5000/- in the case of Scooter advance may be recovered from the gratuity payable to the employee concerned at the time of his/her superannuation subject to the condition that the amount left to be recovered towards liquidation of the Conveyance Advance together with any other outstanding against the employee does not exceed the amount of gratuity.
 5. Atleast one case for grant of loan for purchase of Car and three cases for grant of advance for purchase of Scooters in a financial year be disposed of in respect of such employees. Subject to the availability of funds in the last month of a financial year, grant of one more case of Car advance be also considered under this category."²
- 1-7 (b) "Conveyance Advance for purchase of conveyance in favour of an employee who is orthopedically handicapped can be sanctioned under Preferential Treatment subject to the condition that not more than one case shall be considered in a financial year under this category. In case more than one application are received in a year, the higher percentage of disability shall determine the priority for grant of advance."³

Explanation

The expression "actual price" includes the price of such items as have necessarily to be purchased alongwith the Motor Car or for the purchase of which the purchaser has no choice, such as spare wheels, tyres, tubes, etc.:

Provided, however, when certain accessories such as radio in a car, plastic covers, etc. are purchased which are not essential and which are purchased by the officer of his own choice, the expression "actual price" shall not include their cost. Insurance and registration charges incurred for running the Motor Car vehicles shall also be not included in the actual price of the Motor Car.

- 1-8. "Recovery shall be made by deducting monthly instalments equal to two hundredth part of the advance from the pay bill of the University employee concerned. It will commence with the first issue of pay/presumptive pay, after the advance is drawn."⁴
- 1-9. Interest at the rates fixed from time to time shall be calculated on balances outstanding on the 1st day of each month. The amount of interest calculated as above will be recovered in one or more installments, each such installment being not appreciably larger than the one by which the principal was recovered. The recovery of interest will commence from the month following that in which the repayment of the principal has been completed.
- 1-10. Except when a University employee proceeds on long leave or retires from the service or leaves the service of the University, the previous sanction of the University shall be necessary to the sale by him of a car purchased with the aid of an advance which has not been fully repaid with interest accrued thereon. If the University employee wishes to transfer such a car to another University employee, the University may permit the transfer of the liability attaching to the car to the latter University employee provided he records a declaration that he is aware that the car transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.
- 1-11. In all cases in which a car is sold before the advance received for its purchase from the University with interest has fully been repaid, the sale proceeds must be applied so far as may be necessary, towards the re-payment of such outstanding amount the balance out of the advance if any from the monthly pay of the officer at the previous rate, provided that when the car is sold only in order that another car may be purchased, the University may permit the University employee to apply the sale proceeds towards such purchase subject to the following conditions:
 - a/ The advance outstanding shall not be permitted to exceed the cost of the now car;
 - b/ The advance outstanding shall continue to be repaid at the rate previously fixed; and
 - c/ The new car must be insured and mortgaged to the University as required by these rules.
- 1-12. At the time of drawing the advance the University employee shall be required to execute the agreement in the form prescribed by the University for this purpose and on completing the purchase, he shall further be required to execute a mortgage bond in a form prescribed by the University hypothecating the car to the University as security for advance. The cost price of the car shall be entered in the schedule of specifications attached to the mortgage bond.

- 1-13. The advance shall be paid against a personal security of a person, who should be a permanent resident and a permanent employee of Jammu and Kashmir State and a person of sufficient substance to fulfil the engagements of agreement entered into by the borrower in case of his failure to repay the advance, or on hypothecation of the amount of the G. P. Fund/C.P. Fund account of the borrower to the University to the extent of the amount of the advance. Furnishing of a personal security or hypothecation of the G.P./ C.P. Fund account shall be in addition to mortgaging of the car.
- 1-14. The advance shall not be paid till the agreement has been signed by the University employee drawing the advance and that it has been examined and found to be in order. A certificate to that effect shall be recorded on the bill by the sanctioning authority.
- 1 -15 The sanctioning authority shall satisfy itself that the conveyance is purchased within one month from the date on which the advance is drawn or within the extended period and shall arrange proper custody of the agreement mortgage bond and other related documents.
- 1-16. The University employee drawing advance for the purchase of Motor Car shall arrange for obtaining an insurance within one month of the date of purchase. Contravention of the provision of this Regulation shall render the University employee liable to refund the whole of the amount advanced which shall be recovered in not more than three monthly instalments unless there are good reasons for failure to do so. The amount for which the car is insured during any period must not be less than the outstanding balance at the beginning of that period and the insurance must be renewed from time to time until the advance has completely been repaid.
- 1-17. The University employee drawing advance for the purchase of Motor Car shall send direct to the Registrar the insurance cover note and insurance policy. The Registrar will bring to the notice of the Syndicate any case in which insurance has not been effected as stipulated above.
- 1-18. After purchase of the car, Registrar shall obtain from the official drawing the advance a letter in the form annexed hereto to the address of the Insurance Company with which the car is insured notifying it that the University is interested in the insurance policy secured and should forward such letter to the Insurance Company and obtain its acknowledgement.
- 1-19. The Registrar shall cause the concerned official drawing the advance to furnish the cash receipt and the bill for the purchase of the conveyance for scrutinising that the advance has been utilised in full for the purpose within the prescribed time. The cash receipt and the bill may be returned to the borrower after doing the needful.
2. **Advances for purchase of Motor Cycles/Scooters**
- 2-1. "Advance for purchase of Scooter/Motor Cycle will not be allowed to a University employee whose basic pay is less than Rs.1500/- per month and whose service on the day of application for advance is less than five years. The basic pay for the purpose of this rule shall mean, the basic pay

as defined in Article 27(1)(i) of Jammu and Kashmir Civil Service Regulations Vol-I.

i/ The amount of the advance for the first occasion shall not exceed Rs.13000/- (Rupees Thirteen thousand only) or the eight months' basic pay or the anticipated price of the Scooter/Motor Cycle / Moped whichever is less.

Provided further that notwithstanding anything contained above, the amount of advance that may be granted on the second or the subsequent occasion for the purchase of Scooter/Motor Cycle/ Moped shall be restricted to Rs.10,000/- or six months' basic pay or anticipated price of the Scooter/Motor Cycle/Moped whichever is least.

ii/ The recovery shall be made in such number of equal monthly instalments he may elect, but such number shall not be more than seventy.”⁵

3. **Advances for purchase of Cycles**

3-1 Permanent University employees may be granted an advance for the purchase of a cycle by the Vice-Chancellor provided he is satisfied that the possession of a bi-cycle will add to the efficiency of the University employee.

3-2 Subject to the provisions of the preceding Regulation, a University employee whose pay plus D.A. and A.D.A and special pay is less than Rs. 700/- per mensem may be granted an advance for the purchase of a bi-cycle:

Provided that:-

i/ the amount of such advance shall not exceed two months pay of the employee concerned or Rs. 325/- whichever is less restricted to the anticipated price, inclusive of sales tax of the bi-cycle. If the actual price of the bi-cycle paid by the University employee is less than the amount of the advance sanctioned, he shall refund the balance to the University forthwith;

ii/ the amount of such advance shall be recovered in such number of equal monthly instalments as the University employee may elect, but such number shall not be more than twenty-five;

iii/ the recovery of the amount of the advance shall commence with the first issue of pay/presumptive pay or leave salary, as the case may be, after the advance is drawn.

NOTE: For purposes of ensuring that the cost of the bi-cycle purchased is not less than the amount advanced, the Registrar shall obtain from him the cash receipt of the firm from which the bi-cycle has been purchased within 15 days of the drawl of advance.

3-3 Interest advance shall be calculated and charged as provided under Regulation No. 1-9 above.

3-4 Such advance shall not ordinarily be granted within five years of the grant of a previous advance for the same purpose.

(Referred to in Rule 1-3)

Application for advance for the purchase of Motor Car/Motor Cycle/Scooter.

1. Name of the Applicant
2. Department
3. Pay
 - i/ Substantive pay
 - ii/ Presumptive pay
4. Applicant's Designation
5. Anticipated price of Motor Car/ Motor Cycle/Scooter
6. Amount of advance required
7. Date of superannuation or retirement
8. Number of instalments in which the advance is desired to be repaid
9. Whether advance for similar purpose was obtained previously and if so
 - i/ Date of drawl of the advance
 - ii/ The amount of advance/or interest thereon still outstanding, if any
10. Whether the intention is to purchase
 - a) a new or an old motor car/motor cycle/scooter
 - b) if the intension is to purchase motor car/motor cycle/scooter through a person other than a regular or reputed dealer or agent, whether previous sanction of the competent authority has been obtained for the purchase of a motor car/motor cycle/scooter.
11. Whether the Officer is on leave or is about to proceed on leave-
 - a) The date of commencement of leave
 - b) The date of expiry of leave.
12. Are any negotiations or preliminary enquiries being made so that delivery of the motor car/ motor cycle/scooter may be taken within one month from the date of drawal of the advance.
13. (a) Certified that the information given above is complete and true.
 (b) Certified that I have not taken delivery of the Motor car/ Motor cycle/Scooter on account of which I apply for the advance, that I shall complete negotiations for the purchase of, pay finally and take possession of the motor car/motor cycle/scooter before the expiry of the month from the date of drawl of the advance, and that I shall insure it from the date of taking delivery of it.

Applicant's signature

Dated _____

FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR VEHICLE

AN AGREEMENT made _____ day of _____ one thousand nine hundred and _____ BETWEEN _____ (hereinafter called the Borrower) which expression shall include his/her heirs, administrators, executors and legal representatives of the one part and University of Jammu (hereinafter called the University) through its Registrar of the other part. Whereas the Borrower has under the provisions of the Motor Car/Motor Cycle/Scooter Advance Regulations (hereinafter referred to as the said Regulations which expression shall include any amendments thereof for the time being in force) applied to the University for a loan of _____ Rs. _____ for the purchase of a Motor Vehicle and whereas the University has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ Paid by the University to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the University (1) to pay the University said amount with interest calculated according to the said Regulations by monthly deductions from his monthly salary as provided for by the said Regulations and hereby authorizes the University to make such deduction and (2) within one month from the date of these presents to expend the full amount of the said amount in purchase of a motor vehicle or, if the actual price paid is less than the loan, to repay the difference to the University forthwith and (3) to execute a document hypothecating the said motor vehicle to the University as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Regulations and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or quits the service of the University or dies, the whole amount of the loan and interest accrued thereon shall immediately due and payable.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first before written signed by the said.

Signature and designation

In the presence of the borrower:

1. _____

2. _____

Signatures of witnesses

Signed by (name and designation) for and on behalf of the University of Jammu in the presence of

Signature and designation
of the Officer

1. _____

2. _____

Signature of witnesses.

*Name and designation of the Borrower.

**FORM OF THE MORTGAGE BOND
FOR MOTOR VEHICLE ADVANCE**

THIS INDENTURE MADE this _____ day of _____ one thousand nine hundred and _____ between _____ of _____ (hereinafter called the "Borrower" which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the University of Jammu (hereinafter called the "University") through its Registrar of the other part.

WHEREAS the Borrower has applied for and has been granted an advance of Rupees _____ to purchase a motor vehicle under the provisions of the Motor Car/Motor Cycle/Scooter advance Regulations (hereinafter referred to as the said regulations which expression shall include any amendment thereto or addition thereto for the time being in force) on the terms and conditions contained in the agreement dated _____ (hereinafter referred to as the Principal Agreement) AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Motor Vehicle to the University as Security for the amount lent to the Borrower and WHEREAS the Borrower has purchased with or partly with the amount so advanced aforesaid the Motor Vehicle particulars whereof are set out in the schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid, the Borrower doth hereby covenant to pay the University the sum of Rs. _____ aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payment of Rs. _____ each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the terms of agreement and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Regulations, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the University the Motor Vehicle the Particulars whereof are set out in the schedule hereunto written by way of security for the said advance and the interest thereon at _____ % per annum.

AND the Borrower doth hereby agree and declare that he has paid in full the purchased price of the said Motor Vehicle and that the same is his absolute property and that he has not pledged and so long as any money remains payable to the University in respect of the said advance will not sell, pledge or part with the property in or possession of the said Motor Vehicle PROVIDED always and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in University service or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Vehicle or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceeding in execution of any decree or judgments or against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the University may on the happening of any of the events herein before mentioned seize and take possession of the said Motor Vehicle and either remain in possession thereon without removing the same or else may remove and sell the said Motor Vehicle either by public auction or private contract and may out of the sale money retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing his rights hereunder and shall pay over the surplus, if any, to the Borrower, his executors, administrators or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Motor Vehicle shall not prejudice the right of the University to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Vehicle

being sold the amount by which the net sale-proceeds fall short of the amount AND the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the University, he the Borrower will comprehensively insure and keep insured the said Motor Vehicle against loss or damage by fire, theft or accident with an insurance Company to be approved by the Registrar, University of Jammu and will produce evidence to the satisfaction of the Registrar, University of Jammu that the Motor Insurance company with whom the said Motor Vehicle is insured have received notice that the University is interested in the policy AND the Borrower hereby further agrees that he will not permit or suffer the said Motor Vehicle to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Motor Vehicle, the Borrower will forthwith have the same repaired and made good.

THE SCHEDULE

DESCRIPTION OF MOTOR VEHICLE

Maker's name _____
Description _____
No. of Cylinders _____
Engine No. _____
Chassis No. _____
Cost Price _____

IN WITNESS whereof the said _____ (Borrower's name) and _____ for and on behalf of the University of Jammu have hereunto set their respective hands the day and year first above written.

Signed by the said*
in the presence of
(Name and designation of the Borrower)

Signature of Witness

Signature and designation
of the Borrower

Signed by (Name and designation) _____

For and on behalf of the University
of Jammu in the presence of

1. _____

2. _____

Signature of Witnesses

Signature and designation
of the officer

*Name and designation of the Borrower

SURETY BOND

Whereas a loan of Rs. _____, (Rupees _____) has been granted to _____ S/O _____ R/O _____ District _____ working at present as _____ by the University of Jammu on the condition that the Borrower shall execute a bond in favour of the University of Jammu and further that the Borrower shall furnish a Surety and whereas, the said Borrower has executed a bond in favour of the University of Jammu. I stand surety for the said Borrower and bind myself, successors, in interest as under.

That in case of the Borrower making default in payment of the said loan or any interest thereon as agreed upon by him or in fulfilling any of the conditions on which the loan has been granted to him. I shall be liable for the repayment of the full amount with interest due from the Borrower to the University of Jammu.

Dated the _____ day of _____ 200 _____,

Signature of Surety

Address _____

Witness:-

1. _____

2. _____

Certified that the Surety is of sufficient substance to fulfil the engagements entered into by him.

Deputy/ Assistant Commissioner

References:

1. University Council Resolution No. 5 dated 06-01-1988
2. University Council Resolution No. 14 dated 04-10-1990
3. University Council Resolution No. 6 dated 08-10-1993
4. University Council Resolution No. 7 dated 15-12-1988
5. University Council Resolution No. 41 dated 23-05-1988

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CHAPTER XXVII

“LEAVE REGULATIONS FOR TEACHERS” 1

1. GENERAL CONDITIONS

(1) Right to leave :

- (a) Leave cannot be claimed as a matter of right - when the exigencies of the University service so demand, leave of any description may be refused or revoked by the competent authority empowered to sanction leave.
- (b) Applications for leave :
 - i/ Leave shall always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.
 - ii/ Ordinarily an application for leave (other than casual) shall be made in the prescribed form.
 - iii/ Unless otherwise specified in these rules and except in the case of casual or leave on medical grounds all applications for leave should be made seven days before the date from which the leave is applied for.

(2) Commencement and Termination of Leave

- i/ Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. Sundays or other recognised holidays may be prefixed or suffixed to leave.
- ii/ When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or a series of holidays or a vacation, the person who is proceeding on or returning from leave may take over charge at the close of the day before, or return to duty on the day following, such holidays or series of holidays or the vacations, provided such earlier departure or delay in return does not involve the University any extra expenditure. When leave is prefixed or suffixed to such holidays or vacation the consequential arrangement shall begin or end as the case may be, from the date when the leave begins or expires.

(3) Conversion of one kind of leave in another kind :

- i/ At the request of a teacher the University may convert any kind of leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken but he cannot claim such conversion as a matter of right.
- ii/ If one kind of leave is converted into another, the amount of leave salary and the allowance admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(4) Temporary service followed by confirmation :

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave but this shall not confer on the teacher any right to claim conversion of any leave already taken as a temporary employee into any other kind of leave to which he may become entitled to retrospectively by virtue of such permanent appointment.

(5) Leave to person appointed on probation :

A person appointed on probation will during the period of probation be treated for purposes of leave as a temporary teacher. However, if a person in the permanent service of the University is appointed on probation to a higher post in the same department, he shall not during the probation, be deprived of the benefit of leave rules applicable in his permanent post.

(6) The teacher appointed on contract basis will be granted leave in accordance with the terms of the contract entered into.

(7) Part-time teachers of the University shall not be entitled to any leave except casual leave of 10 days in a calendar year. Casual leave will be granted prorata i.e. in proportion to the length of service subject to the maximum of 10 days in a year.

(8) A leave account will be maintained for each teacher.

(9) Rejoining duty before the expiry of leave :

Except with the permission of the authority granting leave no person on leave may return to duty before the expiry of the leave.

(10) Leave on medical grounds to be supported by medical certificate :

An employee who applies for leave on medical grounds shall support his application with a medical certificate from a University/Government doctor not below the rank of Chief Medical Officer.

(11) Rejoining duty on return from leave :

(a) A teacher returning to duty on the expiry of leave shall report to the Head of his Department who shall forward the report to the Registrar. In case of Head of Department himself, the report shall be sent direct to the Registrar.

(b) No University teacher who has been granted leave on Medical Certificate will be allowed to return to duty without his first producing a fitness certificate from a Government doctor (not below the rank of Chief Medical Officer).

(12) Employment during leave :

A University teacher on leave shall not take any service or accept any employment including the setting up of private professional practice as accountant, consultant or legal or medical practitioner without obtaining prior sanction of the Vice Chancellor. In no case shall a teacher be allowed to draw emoluments from more than one source.

(13) Over stayal of leave :

- i/ If a teacher fails to return to his duty on the expiry of leave without having previously obtained further leave, the Head of the Department concerned shall, after waiting for 3 days, inform the Registrar and shall communicate with the person concerned asking for an explanation which shall be reported to the competent authority. Unless the competent authority considers the explanation as being satisfactory, the employee concerned shall be deemed to have vacated his post without notice, from the date of absence without leave.
 - ii/ A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall, if he is permitted to rejoin duty, be entitled to no leave allowance or salary for the period of such absence and such period will be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave.
2. No leave shall be granted beyond the date on which a person is due or permitted to retire provided that a teacher who is re-employed in the interest of the University beyond the date of his retirement may be granted leave/cash equivalent to leave salary as under:-
- (a) during the period of re-employment any leave due during this period and to the extent the leave was due to him on the date of his retirement.
 - (b) Cash equivalent to earned leave salary due to him on the date of his retirement subject to a maximum of 120 days.

Note : 1. If any teacher resigns he shall not be granted either prior or subsequent to his resignation any leave due to his credit provided the University may, in any case, grant terminal leave to a teacher prior to his resignation which may extend beyond the date on which the resignation becomes effective if in the opinion of the University the circumstances justify such grant of leave.

Note: 2. In cases where the leave granted to a teacher extends beyond the date of his compulsory retirement, it will not be treated as extension of service.

Note: 3. A teacher who has been granted extension of service will be deemed to be in continuous service of the University.

3. Kinds of leave admissible :

The following kinds of leave shall be admissible :-

- (a) Casual leave.
- (b) Special Casual leave.
- (c) Earned leave.
- (d) Half pay leave.
- (e) Leave not due.
- (f) Maternity leave.
- (g) Duty leave.
- (h) Extra-ordinary leave.

- (i) Commuted leave.
- (j) Study leave.
- (k) Sabbatical leave.

The University Council may in exceptional cases, grant for special reasons to be recorded any other kind of leave subject to such terms and conditions as it may deem fit to impose.

4. AUTHORITY COMPETENT TO SANCTION LEAVE :

- (1) Casual leave may be sanctioned by the Heads of Department except in their own case where it shall be granted by the Dean.
- (2) Special casual leave to teachers may be granted by the Dean concerned but to Heads of the Department by the Vice-Chancellor.
- (3) The following shall be the authorities for the grant of leave other than casual or special casual leave:

Kinds of Leave	Authority
Maternity leave	Vice-Chancellor in all cases.
Earned leave	
Duty leave	
Leave not due	
Study leave	

Except as otherwise provided in these Regulations, any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave.

5. CASUAL LEAVE

- 1. The amount of casual leave that may be granted to a teacher shall not exceed 15 days in one calendar year. In case of teacher joining in the middle of a calendar year, this limit shall be proportionately reduced.
- 2. Casual leave shall not be combined with any other kind of leave (except special casual leave) or vacation except in emergencies. It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Holidays falling within the period of casual leave shall not be counted as casual leave.
- 3. Any casual leave not availed during the year shall lapse at the close of calendar year.
- 4. Casual leave account of a teacher except Head of the Department shall be maintained by the respective Heads of Department concerned.
- 5. Casual leave of the Heads of the Department including permission to leave headquarters shall be granted by the Dean of the concerned Faculty.

6. SPECIAL CASUAL LEAVE:

- (1) Special casual leave not exceeding ten days in an academic year may be granted to a teacher.
 - (a) to conduct examination of a University, Public Service Commission, J&K State Board of School Education or other similar bodies/ institutions:
 - (b) to inspect academic institutions attached to a statutory Board etc.;
 - (c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by Bodies recognised by the University authorities;
 - (d) to do such other work as may be approved by the Vice-Chancellor as academic work.

Note : 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) for undergoing sterilization operation (vasectomy or salpingectomy) under the Family Planning Programme. Leave in this case will be restricted to 6 days.
 - (b) to a female teacher who undergoes non-peripheral sterilization. Leave in this case will be restricted to fourteen days.

7. EARNED LEAVE:

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

Provided that where leave is also earned in a year under clause (b), the period of vacation during which duty is performed shall be excluded from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 30 days.

NOTE : Except as provided in the proviso to the above Regulation all periods of leave except casual, special casual and duty leave shall be excluded for the purposes of computation of actual service.

- (2) Earned leave at the credit of a teacher shall not accumulate beyond 120 days. The maximum earned leave that may be sanctioned at a time shall not exceed 90 days. Earned leave exceeding 90 days, however, be sanctioned for purpose of prosecution of higher study or training or on grounds of sickness supported by a medical certificate or when the entire leave or a portion thereof is spent outside India.

Note : 1. When a teacher combines vacation with earned leave the total period of absence on vacation and leave so combined shall not exceed 120 days.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 90 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 90 days.

FOR TEMPORARY TEACHER :

- (3) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows :-
 - (a) 1/60th of the period of actual service plus;
 - (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation; provided that when leave is also earned in a year under clause (b), the period of vacation during which duty is performed shall be excluded from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 30 days.
- (4) A temporary teacher appointed without interruption of duty substantively to a permanent post will be entitled to the earned leave which would have been admissible if his previous duty had been as permanent employee, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Regulation.

8. 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, 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 spent on duty including casual leave, special casual leave, duty leave, and maternity leave but excluding all other kinds of leave.

9. FOR TEMPORARY TEACHERS:

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

10. LEAVE NOT DUE:

- (1) Leave not due may, at the discretion of the syndicate be granted to a permanent teacher for a period not exceeding 260 days during the entire service, out of which not more than 60 days at a time and 120 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (2) 'Leave not due' shall not be granted unless the competent authority 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) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds 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.

11. MATERNITY LEAVE :

- (1) "Maternity leave be granted to a lady teacher on full pay for a period which may extend upto 90 days from the date of commencement of leave. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave does not exceed 6 weeks and the application for leave is supported by a medical certificate."²
- (2) Maternity leave may be granted in combination with leave of any kind due. Leave of whatever kind due applied for in continuation of Maternity leave upto a maximum of 60 days may be granted without production of medical certificate.

12. DUTY LEAVE:

- (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 organisation when so deputed by the University and for the University;
 - (d) working on a delegation or 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 such other duty for the University as may be prescribed by the University Council as qualifying for duty leave.',
- (2) The duration of leave shall be such as may be considered necessary by the sanctioning authority on such occasion.
- (3) The duty leave may be granted on full pay provided that if the teacher receives a fellowship or any other financial assistance beyond the amount needed for normal expenses, he may be granted duty leave on reduced pay and allowances.
- (4) Duty leave may be combined with earned leave, half pay leave or extra-ordinary leave.

13. EXTRAORDINARY LEAVE:

- (1) A teacher may be granted extraordinary leave :-
 - (a) when no other leave by rule is admissible.

- (b) When other leave is admissible but the teacher concerned applies in writing for the grant of extra-ordinary leave.
- (2) Extraordinary 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) where it is taken on grounds of illness and is supported by a Medical certificate.
 - (b) 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 had no other kind of leave to his credit.
 - (c) where leave is taken for prosecuting higher studies with the approval of the University Council.

“Provided that the Vice-Chancellor may refer cases of grant of extra-ordinary leave involving incremental benefits to the Syndicate for decision.”³

Note :- Absence on leave without pay granted to a teacher by the University to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance such as translation and coining of words etc. will be treated as approved service and the person concerned entitled to earn increment.

- (3) A teacher in permanent employment may be granted extra-ordinary leave not exceeding 2 years at a time but this limit may be permitted upto 3 years if the leave is required for accepting employment outside India provided the officer concerned has put in atleast 3 years of service in this University on the date of proceeding on leave. This leave may be combined with any other kind of leave but the total period of absence from duty shall in no case exceed five years in all.
- (4) In the case of a teacher not in permanent employment the duration of extra-ordinary leave on any occasion shall not exceed the following limit:-
 - (a) Three months at a time:
 - (b) Six months in case where the teacher has completed 3 years continuous service and the leave application is supported by a Medical certificate.
 - (c) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy.
- (5) The total amount of extra-ordinary leave granted to a teacher during his entire service shall not exceed five years.
- (6) The authority empowered to leave may convert retrospectively the period of absence without leave into extra-ordinary leave.

14. COMMUTED LEAVE:

Commutated leave not exceeding half the amount of half pay leave due may be granted on Medical certificate to permanent teacher subject to the following conditions:-

- (1) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (2) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

- (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 this Rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

15. STUDY LEAVE:

- (1) Study leave may be granted to a permanent whole-time teacher (other than a professor of a University) with not less than three years continuous service, to pursue a special line of study or research directly related to his work in the University organisation and methods of education giving full plan of work.
- (2) Study leave shall be granted on the recommendation of the Board of Research Studies or such other Standing Committee as may be constituted for the purpose. The leave shall not be granted for more than two years, save in very exceptional cases in which the University Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University. No teacher shall be granted study leave for more than three years in the whole tenure of his service under the University.
- (3) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.
- (4) Subject to the provision of sub-clause (2), study leave may be granted more than once provided that not less than five years have elapsed since the teacher returned to duty on completion of earlier spell of study leave.
- (5) No teacher who has been granted study leave shall be permitted to alter substantially the course of his study or the programme of research without the permission of the authority that granted him study leave. When the course of study falls short of study leave sanctioned, the teacher shall not resume duty on the conclusion of the course of study unless the previous approval of the competent authority to treat the period of short fall as ordinary leave has been obtained.
- (6) Subject to the provisions of sub-clause (7) and (8) below, study leave may be granted on full pay upto two years and no pay thereafter.

Note : The term 'pay' refers to pay drawn immediately before proceeding on study leave and includes dearness allowance for this purpose. The teacher shall not be entitled to house rent allowance or any other local allowances during the period of study leave. Half pay shall mean half of the pay drawn immediately before proceeding on study leave and half the dearness allowance then permissible.

- (7) The amount of scholarship, fellowship or other financial assistance that a teacher granted Study Leave has been awarded will not preclude his 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.

In respect of payment of salary (half salary or full salary) during the period of study leave to a University teacher who is getting fellowship or other financial assistance, the guidelines of the University Grants Commission shall apply.

- (8) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of a part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the University Council may determine the study leave salary payable in each case. The Financial Adviser's opinion shall invariably be obtained in such cases before placing the matter before the University Council.

It shall be the duty of the teacher granted study leave to communicate immediately to the University, the financial assistance in any form received by him during the course of study leave from any person or institution whatsoever. Failure to do so shall be treated as misconduct entailing cancellation of study leave and imposition of such other penalties as may be determined by the University.

- (9) 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 commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of vacation.
- (10) 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.
- (11) 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.
- (12) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.

Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

- (13) A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of atleast double the period of study leave granted to him subject to a maximum of five years, to be calculated from the date of his return from study leave.
- (14) A teacher :-
- (a) who is unable to complete his studies within the period of study leave granted to him; or
 - (b) who fails to rejoin the service of the University on the expiry of his study leave; or
 - (c) who rejoins the University but leaves the service within five years of the date of rejoining the service; or
 - (d) who within the said period is dismissed or removed from service by the University; shall be liable to refund to the University the amount of leave salary and allowances and other expenses, spent on the teacher or paid to him or on his

behalf in connection with the course of study, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Provided that if a teacher has served the University for a period of not less than 30 months on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher had been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study, together with interest thereon at the rate of 6% per annum.

Explanation - If a teacher asks for extension of study leave and is not granted the extension but does not rejoin on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service at the expiry of his leave for the purpose of recovery of the dues under this explanation.

- (e) Notwithstanding the above, the University Council may order that nothing in this regulation shall apply to a teacher who, within five years of return to duty from study leave, is permitted to retire from service on medical grounds; provided further that the University Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Regulation.
- (15) 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 (13) and (14) above and give 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 (14) above.
- (16) 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.

16. SABBATICAL LEAVE TO PROFESSORS:

- (1) Professors in a University not being eligible for study leave shall be eligible for grant of Sabbatical leave for a period of one year at the end of every six years of continuous service in the Professor's Grade in the University for undertaking study, research and writing purposes within the country or abroad.
- (2) In reckoning the service in the Professor's Grade for this purpose, six year's service rendered without any break will be taken into account, i.e. it should not be intervened by any absence for a period exceeding three months of the University Service (excluding vacation). For any absence for a period exceeding three months, service for an additional period of equal duration will have to be rendered for the completion of six years service, for the purpose of sabbatical leave.

- (3) Sabbatical leave shall be granted for a period of twelve months including vacation, vacation will not be allowed to be prefixed or suffixed with Sabbatical leave.
- (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.
- (5) During the period of Sabbatical leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of pension/retirement benefits provided that the Professor rejoins the University on the expiry of his leave.

Note: (a) The programme to be followed during the Sabbatical leave shall be submitted for approval (by the University) alongwith 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.

- (6) A Professor shall, during the period of Sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical leave. The University shall not, however, fill up his post.
- (7) A Professor on Sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad.

References

1. University Council Resolution No. 11 dated 31-05-1982
2. University Council Resolution No. 20 dated 04-10-1990
3. University Council Resolution No. 6 dated 15-01-2001

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CHAPTER XXVIII

“MAINTENANCE AND USE OF UNIVERSITY VEHICLES”¹

REGULATIONS

“THE CONTROLLING AUTHORITY

1. The Controlling Authority for the use of the University vehicles shall be the Registrar or any other officer to whom the powers may be delegated in this behalf.

DEFINITION OF OFFICIAL USE

2.
 - i/ Any work connected with the conduct of examinations, University meetings, University tours, inspections, arrangement for Convocation, arrangement for extension lectures, arrangement for Selection Committee meetings, sports and tournaments (all extra Curricular activities) use of staff car by University guests for University work or any other emergent use connected with official work or in the interest of the University, which the Vice-Chancellor or the Registrar may permit at their discretion.
 - ii/ Journeys performed in the staff car on the following occasions shall also be treated as official :-
 - a/ Journey performed by an officer to attend an official reception etc. where the officer is required to be present in connection with his official duties e.g. on official lunch or party given to distinguished visitors or University body or bodies.
 - b/ Journeys performed by non-officials who are asked to attend official meetings in the interest of the University and who, after the meeting is over, have to be dropped at their respective places of business/residence.
 - c/ Journeys performed when officers have to be picked up from their residences or dropped back in cases where they are required to attend meetings or official work on holidays or after office hours.
 - d/ Journeys performed for arrangements in connection with examination, carriage of packets of answer-books, question papers for delivery to examiners and Superintendents of examination centres, their collection and emergent work relating to examinations.

NOTE : The Jeep/car may be used by the members of the staff other than officers also for bonafide official purposes with the prior approval of the Registrar.

MAINTENANCE AND CARE OF VEHICLES

3.
 - i/ No University vehicle shall be garaged at the residence of any officer. The vehicles shall be kept in the garages of the University.
 - ii/ The drivers of the University vehicles shall personally be responsible for the upkeep and maintenance of the vehicle in case any defect is suspected in any part of the vehicle, the driver shall at once report the matter to the controlling authority for necessary action.

- iii/ Servicing of the vehicle after covering a distance of 2000 kilometers shall be necessary.
- iv/ General servicing and detailed check up after every 2000 kilometers shall include the following:-
 - a/ Removing and cleaning of air cleaner;
 - b/ Cleaning of carburettor, checking of flow and fuel;
 - c/ Checking up of flush cooling system ;
 - d/ Draining of rear axle oil and gear box oil;
 - e/ Tuning of engine;
 - f/ Refilling of oil, and any other thing which the mechanic thinks to be checked up and cleaned and the controlling officer approves.
- v/ No special allowance shall be admissible to the Drivers for cleaning and washing the staff car/motor cycles or other vehicles. This forms a normal part of their duties.
- 4. i/ When a staff car is used by an officer, the log book shall be signed by the officer using it and in no case by anybody else. The entries shall be made as per mileage shown by the meter.
- ii/ Notwithstanding anything contained in the above rule, when the Vice-Chancellor uses the jeep/car, he may direct his Private Secretary to sign the log book on his behalf. Similarly, for journeys or types indicated in sub-rules (b) and (c) of rule 2.2, the entries in the log book may be made by the Registrar or the Branch Officer concerned.
- iii/ Entries in the log book shall be made in ink and not by pencil.

USE OF VEHICLES

- 5. i/ The staff cars shall not be used for official journeys outside Jammu city except with the permission of the Vice-Chancellor or, when he is not in the town with the prior permission in writing of the Registrar. This shall not, however, apply to the Vice-Chancellor, Registrar, Controller of Examinations and such other senior officers of the University to whom the Vice-Chancellor may depute for bonafide official works such as surprise inspection of institutions by the Statutory Boards, attending official meetings and similar other duties within the State.
- ii/ Save as in exceptional cases no officer shall normally use jeep/car outside the normal hours of duty of the Driver.
- iii/ The staff car/motor cycle shall not be used for private purposes, such as
 - a/ going to Cinemas, Clubs, Picnics, Hotels etc. and
 - b/ carrying families and house-hold goods.
- iv/ A vehicle may be detained on duty at the requisition of a Head of Department for official use provided it is otherwise available.

- v/ In order to avoid misuse of the jeeps/cars the Security Officer should check the jeep/car at any time and should report the matter to the Registrar in case of any misuse.
- vi/ There will be vigilance agencies under the direct control of the Registrar for reporting cases of misuse of University vehicles and infringement of the instructions issued from time to time.

DRIVERS

- 6. i/ The normal working hours of the Drivers shall be from 9 a.m. to 6 p.m. in winter and 7 a.m. to 3 p.m. in summer with an interval of one hour for lunch.
- ii/ Each Driver shall be responsible for keeping his driving licence in order. He should also be responsible for the safe custody of the Registration Certificate and the Insurance Certificate meant for the University Vehicle under his care, in the Vehicle.

GENERAL

- 7. i/ The meter of the Vehicle should be sealed at the time of purchase. Under no circumstances should the vehicle be used if the meter is not functioning properly.
- ii/ Each University vehicle should carry prominently plates in front and at the rear, indicative of the fact that it is a vehicle of the University of Jammu.
- iii/ Old and un-serviceable vehicles which are not fit for reasonable or economic use shall be disposed of under the orders of the Vice-Chancellor by public auction to the highest bidder. Such auction should, however, be done after proper survey and on the recommendation of a survey committee that may be constituted by the Vice-Chancellor on each occasion.

T.A. CLAIMS OF OFFICERS PERFORMING JOURNEY ON STAFF CAR

- 8. T.A. claims, if any, of the officers using the jeep/car for longer journeys will be governed by the T.A. rules in force. To facilitate check of such claims a copy of order in which the use of vehicle on tour is authorised should be sent to the Accounts Section.”

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Reference

- 1. University Council Resolution No. 18 dated 17.12.1975.

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CHAPTER XXIX

RULES GOVERNING HOUSE BUILDING/PURCHASE ADVANCE ¹

SRO-421

In exercise of the powers conferred by Section 118 of the Constitution of Jammu and Kashmir, the Governor is pleased to direct that the following amendments shall be made in the Jammu and Kashmir Financial Code Volume-I namely;

- (1) The following shall be inserted as rule 14.18-A:-

14.18-A

Notwithstanding anything contained in rule 14.18 loans for House Building/Purchase shall be regulated by the terms and conditions given below :-

(a) Composite Loan:

- (i) In all cases where the grant is in accordance with the rules and funds for the purpose are available, a composite house building advance shall be allowed instead of loan under the MIG or LIG Housing Schemes and/or loans out of House Building advance.

NOTE:- A Government Servant who is eligible to draw an advance under these rules shall not be allowed any loan from the MIG or LIG or Housing Scheme on or after the date of issue of these rules.

(ii) “Purpose for which advance may be granted:

An advance may be granted for constructing a new house (including the acquisition of the suitable plot of land for the purpose) either at the place of duty or at the place where Govt., servant proposes to settle after retirement. An application for an advance for purchasing a ready-built house or flat may also be considered. The maximum amount of advance that can be granted shall be actual cost of the ready built house or flat, or 50 times the monthly basic pay or 2.50 lakh, whichever is the least.”²

(b) Eligibility:

- (i) The House Building Advance shall be admissible to permanent Government servants who are competent to own a house property in the State. The advance shall also be admissible to other Government Servants who are covered under Government Instructions below rule 14.15 subject to the terms and conditions contained therein.
- (ii) The loan shall not be admissible to :-
- i/ Persons serving on contract basis.
 - ii/ Persons working as apprentices or stipendiaries.
 - iii/ Persons appointed on adhoc basis.
 - iv/ Persons employed on work charged/contingent establishment.

- v/ Persons employed on part time basis.
- vi/ Persons serving the Government on deputation from Central Government or other State Governments or State/Central owned Corporations or autonomous bodies, Boards and the like.

(c) [Deleted]

(d) Ceiling Category:

The cost of the house to be built/purchased (excluding the cost of residential plot as mentioned in the sale/lease deed of the land/house) should not exceed 150 times the basic pay of the Govt. servant subject to minimum of Rs. 2.50 lakhs and maximum of Rs. 6.00 lakhs.

Provided that the applicant should not have availed of any loan or advance for the acquisition of the house from any other Govt. source, i.e. the Department of Rehabilitation or Central or State Housing Scheme. Where, however, the loan, advance etc. already availed by an applicant does not exceed the amount admissible under these rules, it would be open to him to apply for the advance under these rules on the condition that he undertakes to repay the outstanding loan, advance, together with interest if any, thereon forthwith in one lump-sum, to the department concerned. In case where an employee (applicant) makes (or has made) a final withdrawal from his provident fund account in connection with construction/acquisition of a house or residential plot to construct a house thereon, in addition to availing of an advance under these rules, the total amount of advance sanctioned under these rules, and that withdrawn from the provident fund should not exceed the cost of ceiling limits prescribed in these rules.

Provided further that neither the applicant nor the applicant's wife/husband/minor child should own a house. However this condition may be relaxed by the Government in exceptional circumstances as for example, if the applicant's wife/husband/minor child owns a house in a village and the applicant desires to settle down in a town or where an applicant happens to own a house jointly with other relations etc., and he desires to built a separate house for himself.

Basic pay for the purpose of this rule shall mean the pay as defined in Art.27(a)(i) of J&K CSR's Vol-I.

(e) Amount of Advance:

- i) Not more than one advance shall be sanctioned under these rules to a Government servant during his/her entire service.
- ii) Applicant may be granted an advance not exceeding the amount equal to 50 times the monthly basic pay including officiating pay (except where drawn in a leave vacancy) under the J&K Civil Service (Revised pay) Rules 1998, but not pay drawn in a short or fixed term of deputation duty or estimated cost of the building or Rs. 2.50 lacs whichever is least." 2

Note 1:

Where both husband and wife are Government employees and own jointly the

land on which the construction is to be raised each one of them should be allowed to draw the loan in their right, but the total amount of the loan should be limited by the ceiling cost of construction whichever is less.

Note 2:

For purposes of determining the amount of advance the pay of the applicant at the time of sanctioning advance will be taken into account and no subsequent increases by way of promotion, increment etc. will be taken into consideration.

(f) Disbursement of Loan for House Construction:

- i/ The amount equal to 40 percent of the sanctioned loan will be payable to the applicant on mortgaging in favour of the Government the land purchased or allotted to him by the Government alongwith the house to be built thereon;
- ii/ a further amount not exceeding 40 percent of the sanctioned advance will be payable when the house has reached the plinth level; and
- iii/ the remaining 20 percent of the sanctioned advance will be payable when the house has reached the roof level.

(g) Disbursement of loans for ready built house:

- i/ An amount of advance sanctioned for purchase of ready built house may be released on execution of an agreement in the prescribed form and its mortgage to the Government and furnishing of adequate security to the satisfaction of the sanctioning authority. The amount may be paid in instalments not exceeding three at the discretion of the sanctioning authority. The latter shall satisfy that the amount paid has been utilized for the purpose it was drawn within one month of the drawal of the advance failing which the advance so paid together with interest thereon shall be refunded to Government forthwith in lump.

Utilisation of the advance for any other purpose shall render the Government servant liable to suitable disciplinary action under the Classification Control and Appeal Rules, 1956.

- ii/ Among other checks which the sanctioning authority may apply the advance required for purchasing a ready built house shall be sanctioned if :-
 - a/ the house has to be acquired on outright purchase basis and not on hire purchase basis;
 - b/ the Government servant gets from the seller the right to mortgage the house to the Government;
 - c/ the total cost of the house does not exceed the prescribed ceiling of the applicant; and
 - d/ the cost of the house has not already been paid by the applicant.

(h) Interest

i/ In the process of recovery the portion of loan carrying higher rate of interest will be treated as having been refunded first.

“Provided that an advance granted under these rules shall carry simple interest from the date of payment of the advance. The amount of interest being calculated on the balance outstanding on the last day of each month. Subject to the modifications that may be made by the Government from time to time, the following differential rates of interest shall be charged:

If the amount is sanctioned upto	Rate of interest
Rs.50000/-	7.5%
Rs. 1.00 Lakh	9%
Rs.1.50 Lakh	10%
Rs. 2.00 Lakh	11%
Rs 2.25 Lakh	11.5%
Rs.2.50 Lakh	12%” ²

ii/ In cases where a part of the advance sanctioned to a Government servant or interest on the amount of advance, is to be wiped off by adjustment either from gratuity or from death-cum-retirement gratuity, no interest shall be recovered in that part of the principal amount of outstanding advance beyond the date of retirement.

iii/ In case a Government servant dies while in service and a portion of the outstanding balance of the advance is to be set off against the death-cum-retirement gratuity admissible to his beneficiaries no Interest should be charged on the amount of advance thus adjusted against death-cum-retirement gratuity beyond the date of the death of the Government servant.

(i) Repayment of advance:

i/ Save as provided in sub-clause (iv) below, the advance granted to a Government servant under these rules together with the interest thereon shall be repaid in full by monthly instalments within a period not exceeding 20 years. Firstly the recovery of the principal shall be made in not more than 180 monthly instalments and then interest shall be recovered in not more than 60 monthly instalments:

ii/ The amount to be recovered shall be fixed in whole rupee except in the case of last instalment when the remaining balance, including any fraction of rupee shall be recovered. Recovery of an advance granted for house construction shall commence from the pay of the month following the completion of the house or the pay of the 18 months after the date on which the first instalment of the advance is paid to the Government servant, whichever is earlier. In the case of an advance taken for purchase of a ready built house the recovery shall commence from the pay of the month following that in which the advance is drawn.

- iii/ It will be open to a government servant to repay the amount in a shorter period or to start repayment of the amount from the date earlier than the date stipulated above if he so desires.
- iv/ A Government servant who may have to retire before completing 20 years of service from the date of sanctioning the loan, the repayment of advance by him will be made as under :-

- a/ He should apply for so much amount of the advance within the admissible ceiling as he can conveniently repay by the date of retirement partly by monthly instalments and partly by lump adjustment from his gratuity/Death-cum-Retirement Gratuity, keeping unpaid any amount upto Rs.10,000/- out of the principal. If he has drawn the advance admissible under lower income group or Rs.20,000/- in case of advance drawn under higher income group, subject to the condition, that the total period including the post retirement period in which he repays the loan with interest does not exceed 20 years, in any case. This is elucidated as under :-

Suppose a Government servant has five years to retire from the date of sanctioning of advance, he belongs to higher income group and has applied for an advance of Rs.60,000/- (Out of the total advance of Rs.60,000/-) he will be required to liquidate Rs.40,000/- with interest or the total advance accrued due by the date of his retirement. This he may do by repaying partly in monthly instalments from pay or cash deposit and partly by adjustment from his gratuity D.C.R. Gratuity, that may be payable to him at the time of retirement. The balance of Rs.20,000/- with interest thereon from the date of retirement shall be repaid by him after his retirement, in the manner laid down in sub-clause (b). In all such cases a suitable clause should be incorporated in the agreement and mortgage deed to the effect that Government shall be entitled to recover the portion of the advance remaining unpaid out of the amount which has to be repaid by the time of retirement or death-preceding retirement from the whole or any specific part of the gratuity that may be sanctioned to him.

The amount of gratuity will be the amount of estimated to be payable on the basis of scale of pay held by him on the date of sanction.

- b) The balance amount of Rs.10,000/- or Rs.20,000/-, as the case may be, plus the interest on that amount, shall be repaid regularly by the loanee after the date of retirement in monthly or yearly instalments as he may like by cash remittance into treasury, within ten years from the date of retirement.

Note:

In sanctioning loans, preference may be given to applicants whose date of retirement falls earlier, provided their applications are complete in all other respects.

- v/ In case the Government servant or his heirs/successors do not repay the balance of advance plus interest due to the Government within the required time after retirement, it shall be open to the Government to enforce the security of the mortgage at any time thereafter and recover the balance of the advance due together with interest and the cost of recovery by sale of the house or in such other manner as may be admissible under the Law.
- vi/ Recovery of the advance shall be effected from the monthly pay/leave salary/subsistence allowance of the Government servant by the concerned drawing and disbursing officer. A Loanee may at his option remit the amount of instalment monthly in cash in a Treasury and produce the Treasury Challan to the drawing and disbursing officer for his satisfaction. In case the drawing and disbursing officer is not satisfied about the regular monthly remittance into the treasury by the concerned the recovery shall be effected from the pay dues of the loanee. If a government servant ceases to be in Government service for any reason other than normal retirement on superannuation, or if he/she dies before repayment of the advance in full the entire outstanding amount of the advance less by the portion payable after retirement shall become payable to the Government forthwith. The Government may, however in deserving cases, permit the Government servant concerned or his/her successor in interest or the sureties, as the case may be, to repay the outstanding amount together with interest thereon in suitable instalments which the Government servant would have paid but for his death while in service. Failure on the part of the Government servant concerned or his/her successor to repay the advance for any reason whatsoever will entitle the Government to enforce the mortgage and take such other action to effect the recovery of the outstanding amount. as may be permissible.
- vii/ For processing of applications for grant of the advance the procedure prescribed at sub-rules 3, 4, 5, 6, 7 and 10 of rule 14.18 will apply mutatis-mutandis in respect of loans sanctioned under these rules. The Housing Department may prescribe any other procedural completion deemed necessary in this behalf.

II. 14.19 ADVANCES FOR REPAIRS OF HOUSE

- 1) "An advance may be granted for enlarging living accommodation in an existing house owned by the Government servant concerned (or jointly owned with his/her wife/husband) provided that the total cost of existing structure (excluding land) and the proposed additions and expansions do not exceed the cost ceiling limits prescribed in accordance with the provisions of sub-clause (d) of rule 14.18-A.
- 2) The applicant may be granted an advance not exceeding an amount equal to 50 times the monthly basic pay including officiating pay (except where drawn in a leave vacancy) under the J&K Civil Services (Revised Pay) Rules 1998 but not pay drawn in a short or fixed term of deputation duty or estimated cost of the enlargement portion or Rs. 60,000/- whichever is least.

- 3) An advance may also be made to an official for the enlargement of the house which he has built or purchased with a previous advance under the rules 14.18-A above, but unless the sanctioning authority permits otherwise at least 5 years must elapse since the previous advance was drawn.
- 4) Subject to the foregoing conditions the principles of Rule 14.18 and 14.18-A shall apply, the maximum period for repayment of the advance being 10 years. Interest will be calculated and recovered in accordance with the provisions of sub-rule 14.18-A.”²

III. Date of effect:

These rules will come into force from the date of issue of this notification and shall also apply to in-service Government servants falling in any one or more categories given below provided the sanctioning authority is satisfied that they have not already completed the construction of house for which the loan is required :-

- (a)
 - (i) who, before coming into force of these rules, have for the purposes of to 1 house construction been sanctioned H.B.A. and/or a loan under M.I.G./ L.I.G. housing scheme but the same has not been released in their favour in full before the issue of these rules; or
 - (ii) who were normally entitled to loans both under Housing scheme; (LIG/MIG) and House Building advance rules, and had applied for the same but have been sanctioned only one of the two loans; or
 - (iii) whose applications for House Building Advance and or MIG/LIG Loan have been admitted by the Housing Department but are pending with the department; and
 - (iv) who have drawn in full loan under House Building Advance and Housing Scheme i.e. LIG/MIG under the rules in vogue before the commencement of these rules, but have not been able to complete their house in full, may be allowed an additional advance equal to the amount which together with the loan drawn previously HBA + LIG/MIG and cost of the plot if allotted by the Government on loan basis will not exceed 75 months pay or Rs.50,000/- or Rs.75,000/- (as the case may be) or the total cost of construction, whichever is the least. The repayment of the additional advance will be made side by side with the earlier advance/loan and the instalment will be fixed as per sub-rule (9).

The additional advance under the above rule will be admissible only after the sanctioning authority is satisfied that the Government servant really needs a loan for the completion of the house for which he had earlier drawn the loan/ advance and the completions are necessary to make it fit for use.

- b/ The entitlement of the loan in respect of loanees under (a)(i), (ii), (iii) and (iv) above will be determined under these rules and from the amount so due will be deducted the amount of advance/loan already drawn including

the cost of the plot if the same has been allotted by the Government on loan basis. The rest of the amount will be paid in suitable instalments.

Relaxation:

Any concession to be granted in relaxation of these rules, shall not be allowed except under extraordinary circumstances to be recorded in writing, and with the prior approval of the Minister Incharge of Housing Department.

“The following additional conditions shall be required to be fulfilled for grant of House Building Advance by such of the employees who do not belong to J&K State.

1. Mortgage deed in respect of said property shall be executed and registered by the applicant at the place where property is located.
2. An undertaking shall be required to be furnished by the -
 - i/ applicant that in case of default outstanding amount on account of House building Advance alongwith interest thereon can be deducted from his Gratuity, G.P. Fund and other entitlements.
 - ii/ surety (who should be a University employee) that in case the loanee becomes defaulter the recovery of outstanding House Building Advance plus interest thereon may be made from the pay and other entitlements of the surety.
3. 2nd/3rd instalment of House Building Advance shall be released on the basis of a certificate to be issued by the revenue Officer/Executive Engineer, C.P. W.O. of the concerned area certifying that “Sh. _____ S/o _____ R/o _____. (Teacher of Jammu University) has utilized the amount of 1st/2nd instalment of Rs. _____ in full for construction of house at as per approved plan.”
4. In case of any dispute regarding recovery of loan, the recovery proceedings shall be launched at Jammu where the Advance has been made.
5. The estimated cost of the proposed construction shall be got recorded by the Executive Engineer of the University or the Executive Engineer (CPWD) of the concerned area, duly countersigned by the Executive Engineer of the University, on the reverse of the map. In addition to this, the estimated cost of the existing construction should be recorded by the same authority, if the advance is applied for completion/repair of the House.
6. Provision of rules governing House building Advance to employees belonging to the J&K State unless these are repugnant to the above rules, shall mutatis-mutandis apply in the case of employees not belonging to the J&K State.”³

References:

1. University Council Resolution No. 32 dated 2.1.1982
2. SRO 23 dated 21-01-1999
3. University Council Resolution No. 44 of 8.10.1993

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CHAPTER XXIX – A

REGULATIONS GOVERNING ALLOTMENT OF RESIDENCES ¹

1. TITLE OF REGULATIONS AND APPLICATION

- (a) These regulations may be called “The Regulations governing Allotment of Residences in Jammu University, Jammu”.
- (b) These shall come into force on the date of notification by the University. Additions/ amendments as approved by the University Council from time to time shall take effect from the date of the approval and notification.

2. DEFINITIONS

- 2.1 “**Allotment**” means grant of a licence to a University employee to occupy a residence or a portion thereof, owned by the University, for use by him as a residence, as per the terms of the licence.
- 2.2 “**Allotment Year**” means the year beginning on 1st January or such other period as may be prescribed.
- 2.3 “**Criteria**” for the purpose of determining eligibility for a type of residence shall be substantive pay slabs in new pay scales for Type I to III and basic pay scales for type IV to VIII.
- 2.4 “**Family**” means the wife or husband, as the case may be, and children, step children, legally adopted children, parents, brothers and sisters of the employee as ordinarily reside with, and are dependent on the employee.
- 2.5 “**University**” means the University of Jammu, Jammu.
- 2.6 “**Priority Date**” of an employee in relation to a type of residence to which he is eligible means the earliest date from which he has been continuously drawing salary relevant to a particular substantive pay scale for Type I to III and basic pay slabs for Type IV to VIII residences

Explanation

- (i) Whenever a staff member becomes entitled to a particular type of residence he would have date of priority from the date of entry into the substantive pay scale in respect of Type-I to III residences and basic pay slab in respect of Type-IV to VIII residences, as prescribed for eligibility for allotment of that type. He would, however, be entitled to retain his earlier dates of priority, if any, for the lower type of residence also. Provided that where the priority date of two or more employees is the same, firstly the tie shall be resolved on the basis of length of service, to be determined as prescribed in the University Statutes. In case the tie still remains unresolved the date of birth will be considered, that its older employee getting precedence over the younger employee. Where all the above factors are equal, tie will be resolved by draw of lots.
- (ii) There shall be no apportionment of type and residences between the teachers/ officers and non-teaching staff. However, in case of teachers and officers 1/4 of the quarters shall be earmarked for officers subject to

criteria as defined at 2.3. In case an officers quarter remains vacant it shall be offered to a teacher with the condition that as and when an officer eligible for accommodation makes request for the same, the teacher occupying quarter shall have to vacate the house within a period of 60 days.

- (iii) Employees working in the various sponsored Projects/Schemes including those working as Research Associates/Research Scientists and appointed on adhoc/deputation basis shall be entitled to share accommodation with regular employees of the University in terms of Regulation 16.
- 2.7 “Licence Fee” means the rent (excluding electricity, water charges etc.) payable monthly in respect of any type of residence allotted to an employee under these Regulations shall be such as may be decided by the Vice Chancellor in light of the Govt. orders issued in this behalf from time to time. The employee occupying residential occupation under the category essential/discretionary though exempted from House Rent shall have to pay electricity/ water charges of the accommodation occupied.
- 2.8 “Residence means any residence for the time being under the administrative control of the university.
- 2.9 “Sharing of Residence” Sharing of accommodation means, sharing of residence by the allottee with another employee of the University. Sharing of residence shall be permitted subject to satisfaction of following:
- a) Sharing of residence would be subject to the permission of House Allotment Committee.
 - b) Sharing of residence should not be taken as subletting since subletting of residence is not permissible under university norms.
 - c) University employees sharing residence shall have to pay rent as per University norms.
 - d) Employees sharing accommodation shall not be eligible to claim H.R.A
 - e) If the allottee is using the outhouses for the residence of his servant, he will furnish the particulars of the servant allowed to occupy the outhouse to the Estate Branch and Security officer of the University.
 - f) An employee proceeding on authorised leave may accommodate in the residence any other employee eligible to share university accommodation, as a caretaker, for the said leave period.
 - g) Notwithstanding any other provision herein contained, the liability to pay licence fee and other charges shall be that of the allottee. However, this arrangement shall have to be made with the permission of House Allotment Committee.

EXPLANATION:

Any sharing of a residence by an allottee with his family members shall not be deemed to be subletting.

- 2.10 “**Type**” in relation to an employee means the type of residence to which he/she is eligible.
- 2.11 “House Allotment committee” means a committee for allotment of residences and to exercise such functions as may be assigned to it by the Vice Chancellor from time to time.
- 2.12 “employee” means a whole time University employee appointed on a regular basis in the University, Staff members appointed by debit to a project, schemes or on adhoc basis deputationists (other than those holding essential category posts) and Honorary Staff will not be eligible for allotment of a University residence.

EXPLANATION:

- i) Deputationists holding posts under essential category may be considered for allotment of residence.
- ii) For the purpose of Regulations 14 and 15, the expression “**employee**” includes, unless the context otherwise requires, a member of his family and/ or sharer, if any
- iii) Employees working in the various sponsored projects/ schemes including those working as Research Associates/ Research Scientists and appointed on adhoc/ deputation basis shall be entitled to share accommodation with regular employees of the university in terms of Regulation 2.9.

3. ELIGIBILITY

3.1 Eligibility of the Employee

- 3.1.1 Only those employees who do not own any house in his/her name or in the name of his/her wife/husband within the municipal limits of Jammu will be eligible for allotment of residences at the University Campuses. Violation of this condition at any stage when the employee is in possession of University accommodation shall be a ground for getting the University accommodation vacated. An affidavit in this regard duly signed by first class Magistrate shall have to be produced every year. ²
- 3.2.1 No employee shall be allotted a residence under these regulations, if the wife or the husband, as the case may be, has already been allotted a residence by the University, Govt., Semi-Government body, autonomous organization or any local body unless such residence is surrendered simultaneously . Provided that this regulation shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any court. Provided further that an employee in occupation of accommodation allotted to him by the Government, Semi-government body/autonomous body etc. shall be required to surrender the accommodation simultaneously before occupying the accommodation allotted to him/her by the University.
- 3.2.2 While two employees in occupation of separate residences allotted under these regulations marry each other they shall within one month of the marriage surrender either of the residences allotted to them. Failure to surrender the residence within the prescribed time will result in automatic

cancellation of allotment of both the residences and charging of punitive licence fee for continued occupation of the residences.

- 3.2.3 Where both husband and wife are employed in the University, the entitlement of each of them to allotment of residence under these regulations shall be considered independently.

4. CLASSIFICATION OF RESIDENCES

Save as otherwise provided by these regulations, an employee will be eligible for allotment of a residence of the type shown in the table below:

Proposed Type	Existing Type	Substantive Pay Scales(For Type-I to III)
I	"E"	Rs.2550-3200 to Rs.2750-4400
II	"D"	Rs.3050-4500 to Rs.4500-7000
III	"C"	Rs.5000-8000 to Rs.6500-10500
		Basic Pay Slabs in New Pay Scales (For Type-IV to VIII)
IV	Teacher's Hostel, Split Qtrs in Old Campus	Rs.8000-9100
V	Hudco Type I CMO Block excluding Warden Qtr. (Old Campus) Red Qtrs. Of Assistant Professors In New Campus	Rs.9375-11725
VI	"B" Type Qtrs. In New Campus excluding Red Assistant Professors Qtrs.	Rs.12000-14520
VII	"A" Type Qtrs(New Campus)	Rs.14940-18300
VIII	Duplex Qtrs. Of Professor's/ Associate Professor's(Old Campus) Duplex Qtrs. of Associate Professors/Professors	-do- Rs.18450 and above (New Campus)

5. APPLICATION FOR ALLOTMENT

- 5.1 An employee who seeks allotment of residence may submit his application in such form and by such date as may be specified by the University in this behalf.

EXPLANATION: However, limited priority lists upto approximately five times the number of residences likely to be available during a year for all the types of residences shall be prepared on the basis of written applications in the beginning of the allotment year and circulated to the School/Centre/Department/Directorate/Sections etc.,and displayed on the Notice Board.

6. CONSTITUTION OF HOUSE ALLOTMENT COMMITTEE

- 6.1 **Composition** - The House Allotment Committee shall consist of the following:-
- (a) One faculty member to be nominated by the Vice-Chancellor as Chairman for a period of 2 years.

- (b) Four members to be nominated by the Vice-Chancellor for a period of two years (One teacher, one officer, one class IVth employee and one Non-teaching employee).
- (c) One representative of the Jammu University Non-Teaching Employees Association(President/General Secretary).
- (d) One representative of the Jammu University Officers Forum (Convenor/ secretary)
- (e) One representative of the Jammu University Teachers Association(President/General Secretary).
- (f) One representative of class IV employees union.
- (g) Estates Officer – Member Secretary.

EXPLANATION: Vacancies arising due to any reason may be filled up by the concerned nominating authority for the residual term.

6.2 Quorum: Five members shall form the quorum.

6.3 Functions:

The House Allotment Committee(HAC) shall:

- (a) allot residences under the provisions of these Regulations;
- (b) ensure proper utilization of residences;
- (c) exercise powers for cancellation of allotment of residences/permission of sharer, if any, and take any other action against the allottees/sharer for breach of regulations and conditions for allotment of residences; and
- (d) consider and decide any other matter relating to the University residences as may be referred to it by the University from time to time

6.4 APPEAL

An appeal against a decision of the House Allotment Committee shall lie with the Vice-Chancellor. Such an appeal shall be submitted by the appellant within ten days of the Notification of the decision of the House Allotment Committee.

7. ALLOTMENT OF RESIDENCES

- 7.1 A residence, on falling vacant or becoming available for occupation, shall be allotted to an employee having the earliest priority date for that type of residence out of the priority list for that year.
- 7.2 No residence of higher type than the one he is entitled to, shall be allotted to an employee.
- 7.3 An employee, who is on authorized leave and is out of station may authorize a member of his family or another employee whose name shall be communicated to the Estates Branch to accept the allotment on his behalf as per regulations, provided always that on his rejoining duty after leave, he will complete all the requisite formalities.

8. OUT-OF-TURN ALLOTMENT

8.1 10% of the residences may be reserved for employees belonging to essential services as under :-

Essential Services	No. of residence
1. Registrar	
2. Controller of Examination	
3. CMO/Medical Officer	(Provided he is available At the Campus for all the Emergency purposes).
4. P.S./S.A. to V.C	
5. Chief Security Officer	
6. Pharmacist	
7. Drivers	
8. Electrician	(Number of employees In each category from
9. Pump Operators	S.No. 7 to 13 to be identified under essential
10. Sweepers	services category be determined by the V.C. in
11. Plumbers	consultation with the H.A.C. They will not be entitled
12. Cooks	to refreshment charges).
13. Any other service which may be determined as essential service by the Vice-Chancellor on the recommendation of the House Allotment Committee. Residences allotted under this provision shall be Licence fee free.	

8.2 Whenever any staff member belonging to the essential services category gets a residence on his own turn, the essential category quota to that extent will be deemed to have been utilized . He shall, however, not be liable to pay licence fee.

8.3 The essential category staff shall be allotted residence according to their own entitlement.

8.4 The priority accommodation shall be given so long as the person holds the “**Essential Post**” and makes himself available for duty at any time of the day or night as may be necessary.

8.5 In case a person who has already been allotted accommodation under essential category quota is promoted or transferred to a non-essential category post, he shall vacate the accommodation earlier allotted to him under essential category within 90 days from the date of such order failing which he shall have to pay penal rent to be assessed by the Executive Engineer in consultation with the Estates Officer.

8.6 The Vice-Chancellor may, in his discretion to be exercised judiciously, authorize allotment of residence/s to the employees according to their entitlement out of

turn, subject to the condition that the discretionary quota shall not exceed 3% of total no. of residences. Licence fee at normal rates shall be charged from such allottees. However this out of turn allotment may be reviewed by the Vice Chancellor after every two years.

- 8.7 (1) In the event of death in harness of a University employee who is an allottee of a residence, his son, unmarried daughter or wife or husband, as the case may be, may be considered for allotment of a residence on the merit of each case.

Provided that the said relation is a University employee eligible for allotment of residence and had been continuously residing with the deceased employee for at least three years immediately preceding the date of his/her death.

Provided further that this concession will not be applicable to cases where the deceased employee or any member of his family owns a house within the Municipal limits of Jammu.

- (2) The relation eligible for allotment of residence under clause 8.7(1) will be allotted residence of his own entitlement. He will, however, be allowed to stay in the residence occupied by the deceased original allottee till a residence of his own entitlement falls vacant and allotted to him.

9. [Deleted]

10. PERIOD FOR WHICH ALLOTMENT SUBSISTS AND THE CONCESSIONAL PERIOD FOR FURTHER RETENTION

10.1 An allotment of residence ordinarily shall continue in force until the employee ceases to be in University service. It shall, however, be in the competence of the Vice-Chancellor to cancel the allotment if the employee breaches any of the terms and conditions of allotment of these Regulations or for any other reason.

10.2 Allotment of a residence shall come to an end automatically on the happening of any of the following events mentioned in Col. 1 below. The employee or his legal representatives, as the case may be, on their written request may be allowed grace period mentioned against each event in Col. 2 below, to vacate the premises. The grace period will not confer any right on the allottee/legal representatives, as the case may be :

Event	Grace Period allowed to vacate the premises
i/ Dismissal, removal or termination of service, cancellation of allotment or unauthorized absence which results in break in service.	One month
ii/ Resignation or repatriation to the parent department.	Three months
iii/ Retirement after: 1/ Superannuation 2/ Re-employment/Contractual	Four months Four months extendable by 8 months subject to approval of the Vice Chancellor
iv/ Death of allottee	Six months

- 10.3 Re-employed employees will be allowed to retain the accommodation allotted to them as per clause 10.2(iii) . They will not be entitled for allotment of higher type of accommodation during re-employment.
- 10.4 Any employee retaining the accommodation beyond the permissible limit prescribed in Regulation 10.2 will be charged penal licence fee equal to the market rent unless he has sought and obtained prior approval of the competent authority. In exceptional circumstances, the Vice-Chancellor, may permit retention of the accommodation for a period not exceeding 4 months beyond the permissible limit prescribed in Regulation 10.2 on normal licence fee.

11. PROVISIONS RELATING TO LICENCE FEE

- 11.1 Where an allotment of residence has been accepted, the liability for licence fee shall commence from the date of its occupation or the fifteenth day from the date of receipt of the allotment letter, whichever happens to be earlier.
- 11.2 An employee who after acceptance of the residence fails to occupy the same, he will be liable to pay licence fee from the 15th day of the receipt of the allotment letter upto a period of 30 days, whereafter the allotment shall automatically stand cancelled.
- 11.3 Nothing contained in this Regulation shall apply where the University Engineer/ Estates Officer certifies that the residence was not ready for occupation and as a result thereof the employee could not occupy the same within the period aforesaid. However, it shall be duty of the works department to ensure that the vacated house is ready for occupation within a maximum period of 30 days.
- 11.4 Where an employee, who is in occupation of a residence is allotted another residence and he occupies the new residence, the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence. He may, however, retain the former residence without payment of licence fee for that day and the subsequent day for shifting. If an employee fails to handover the possession of former residence after the 10th day of the acceptance of the offer of allotment, penal licence fee at double the rate of market rent will be charged for the former residence upto a maximum period of ten days, whereafter the allotment of both the houses will stand cancelled.

12. PERSONAL LIABILITY OF THE EMPLOYEE FOR PAYMENT OF LICENCE FEE TILL THE RESIDENCE IS VACATED

The allottee² who has been allotted a residence shall be personally liable for the payment of licence fee, water, electricity, and other common charges, if any and for any damage beyond normal wear and tear caused thereto or to the furniture, fixtures or fittings provided therein by the University during the period for which the residence remains allotted to him, or where the allotment has been cancelled under any of the provisions in these Regulations, until the residence alongwith the out-houses appurtenant thereto has been vacated and full vacant possession thereof has been restored to the University.

13. SURRENDER OF AN ALLOTMENT AND PERIOD OF NOTICE

An employee may at any time surrender a residence by giving intimation so as to reach the University at least ten days before the date of its vacation. The allotment of residence shall be deemed to have been cancelled with effect from the eleventh day after the day

on which the letter is received by the University or the date specified in the letter, whichever is later. If the employee fails to give the notice he shall be responsible for payment of licence fee for ten days or the no. of days by which the notice given by him falls short of ten days, provided that the University may accept a notice for a shorter period also.

14. MUTUAL EXCHANGE OF RESIDENCE

Employee to whom residence of the same type has been allotted may apply for permission to mutually exchange their residence and permission for such exchange may be granted by the House Allotment Committee after due consideration. However, the provision of mutual exchange of residence shall not be permitted in case of employees retiring within 2 years.

15. MAINTENANCE OF RESIDENCE

15.1 The employee to whom a residence has been allotted shall:

- (a) maintain it to the satisfaction of the University.
- (b) keep it in such a manner that it does not become public nuisance;
- (c) not carry out any structural changes;
- (d) not grow any tree, shrubs or plants contrary to the instructions issued by the University not cut or chop off any existing tree or shrub in any garden, courtyard or compound attached to the residence save with the prior permission in writing of the University; and tree plantation or vegetation grown in contravention of this Regulation may be caused to be removed by the University at the risk and cost of the employee concerned;
- (e) not use the premises for any purpose other than residence;
- (f) not use the premises against any regulations or by laws or Jammu Municipality, or any other local authority whatsoever; and
- (g) not make any additions or alterations in the premises allotted.

15.2 The University officer designated by the Vice-Chancellor, or the House Allotment Committee, shall have the right of entry into the premises at all reasonable hours for purposes of inspection without prior notice.

16. SUBLETTING AND SHARING OF RESIDENCE

(Refer to 2.9)

17. CONSEQUENCES OF BREACH OF RULES AND CONDITIONS

17.1 If any employee to whom a residence has been allotted, unauthorisedly sublets the residence or charges rent from the sharer makes any unauthorized addition or alteration in any part of the residence or uses the residence or any portion thereof for any purpose other than residence or tampers with the electric or water connection or commits any other breach of the rules in this regard or of the terms and conditions of the allotment or uses the residence or premises for any purpose which the University considers to be improper or conducts himself in a manner which in the opinion of the University is prejudicial to the maintenance of harmonious relations with his neighbours or has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment/change, the University may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence.

- 17.2 If an employee who has been allotted a residence is found, in contravention of these Regulations, to have shared or sublet the entire residence or any portion thereof, or any of the out houses, garages appurtenant thereto, his allotment will be treated as cancelled and he would be required to vacate the residence within one month of its cancellation. The employee or person staying on thereafter would be treated as unauthorized occupant. Without prejudice to any other action that may be taken against such an employee, he shall be charged from the date of cancellation of allotment market rent for 2 months from the date of cancellation of allotment and twice the market rent subsequently. If the unauthorized sharing/ subletting is not brought to an end or the residence is not vacated at the end of two months from the date of cancellation, the defaulting employee may also be debarred from sharing a residence with another employee of the University for a period of one year and will also be liable to be proceeded against under the provision of public premises (Eviction of Unauthorised Occupants Act, of J&K State).
- 17.3 Any outside person staying with the employee unauthorisedly shall be treated as trespasser and appropriate action will be taken against him by the University apart from taking disciplinary action against the employee, besides canceling the allotment in terms of these Regulations.
- 17.4 Where the allotment of a residence of an employee is cancelled for his conduct prejudicial to the maintainance of harmonious relation with neighbours, he may , at the discretion of the University, be allotted another residence of the same type at any other place.
- 17.5 The University may take all or any of the actions under Regulation 17.1 and 17.2 of these Regulations and also declare the employee who commits a breach of the rules and instructions issued to him, to be ineligible for allotment of a residence for a period of three years.

18. INVENTORY OF RESIDENCE

The employee who has been allotted a residence shall sign an inventory of fixtures and fittings at the time of taking over the residence and shall ensure its proper handing over to the University at the time of its vacation.

19. CONTINUANCE OF ALLOTMENT MADE PRIOR TO THE ISSUE OF THESE REGULATIONS

Any residence which was allotted under the Regulations then in force, i.e. before the commencement of these Regulations , shall deem to have been allotted residence under these Regulations notwithstanding the fact that the employee to whom it had been allotted was not entitled to a residence of that type and all the preceding provisions of these Regulations shall apply in relation to that residence and that employee accordingly.

20 INTERPRETATION OF REGULATIONS

If any question regarding the interpretation of these Regulations arises, in the House Allotment Committee, the same will be referred to the Vice-Chancellor for the final decision.

Reference:

1. University Council Resolution No. 66.13 dated 21-04-2006

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CHAPTER XXIX-B

“IMPLEMENTATION OF LTC RULES FOR THE UNIVERSITY EMPLOYEES WITHIN THE STATE”¹

Reference:

1. University Council Resolution No. 66.15 dated 21-04-2006

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CHAPTER XXX

I REGULATIONS GOVERNING UNIVERSITY DEVELOPMENT FUND

1. There shall be Development Fund in the University.

2. Constitution of Fund

The following incomes shall constitute the fund:

- a/ Subscriptions to the Fund by the students of the University Departments.
- b/ Receipts from any other source.

3. Rates of subscription

1. Every student of the University Department shall subscribe to the Fund @ Rs.175/- per annum. The amount shall be collected at the beginning of the academic session alongwith other fees.
2. As soon as admissions in the departments are over, all collections towards the Development Fund shall be passed on by each department to the University account against proper receipt to be issued by the University Cashier.
3. The amount so collected from all the departments shall be classified under a separate Development Fund Deposit Account in part IV of the Budget under head "Deposits".
4. An amount equal to the estimated receipts shall also be provided for disbursements.

The fund shall be utilised for the following objects :-

- i/ To carry out emergent repairs of class rooms, laboratories, workshops, libraries and other University buildings used for academic or student welfare purposes.
- ii/ To construct additional accommodation for class or research work, canteens, playfields and other accommodation connected with the welfare of the students.
- iii/ To provide drinking water facilities, electric installations etc.
- iv/ for any other purpose that the Development Fund Committee may decide.

4. Governance of the fund

1. The Fund shall be governed by a Development Fund Committee consisting of the following members :-

1. Vice-Chancellor (Chairman)
2. One Dean of Faculty to be nominated by the Vice-Chancellor, by rotation Member
3. Registrar Member
4. A student representative Member
5. Director Youth Welfare Secretary
with powers to co-opt.

2. The quorum at each meeting shall be 1/3rd of the total membership.
3. The Committee shall meet as frequently as possible but at least once in six months.
4. The Development Fund Committee shall have full powers to accord administrative approval to the proposals as sponsored to be executed out of the fund. The Vice-Chancellor may, however, sanction administrative approval to the works upto a limit of Rs.5000/- in each case, if he is satisfied that undertaking of the work is necessary. He will inform the committee about details of all the works so approved in its next meeting.
5. No work costing more than Rs.1500/- shall be undertaken unless detailed estimates have been prepared and technical sanction is obtained from the University Engineer.
6. All works shall be executed through the University Works Department.
7. No work shall be undertaken unless the estimate is approved by the competent authority. Sanction to the operation of the fund shall be provided by the Students Welfare Department.
8. All payments out of the fund shall be subject to the normal rules applicable for other payments out of the University account.
9. The Registrar shall, under the overall control of the Vice-Chancellor, operate the fund.

5. Accounts

Separate accounts shall be maintained for the Development Fund. All assets acquired out of the Development Fund shall be shown separately in the assets register and shall, however, be the property of the University.

II REGULATIONS GOVERNING CORPUS FUND ¹

1. There shall be a Corpus Fund of the University.
2. It shall come into force w.e.f. 30-03-1993.
3. The fund shall be raised through the following sources:-
 - i/ Donations
 - ii/ Interest earnings
 - iii/ Contributions from local funds of the University
 - iv/ Students Contribution
 - v/ Contributions from alumni associations.
4. Money at the credit of the fund shall not be available for budgeted expenditure. However, when funds from the State Government or any other funding agency do not become available for such developmental or construction schemes which cannot be postponed till receipt of State grants, the University may borrow money out of the fund to meet such emergent expenses provided that-
 - i/ the money drawn out of fund does not exceed 75% of the total amount in the fund.
 - ii/ the fund is replenished when the grants for the purpose become available.
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.
6. The fund shall be governed by a committee consisting of the following:
 - i/ Vice-Chancellor
 - ii/ Financial Advisor
 - iii/ Director of the Fund
 - iv/ Two teachers of the University, to be nominated by the Vice-Chancellor
 - v/ Registrar
 - vi/ Joint Registrar (Member Secretary)
7. There shall be a Fund Raising Committee to be constituted by the Vice-Chancellor from time to time.

Reference

1. University Council Resolution No. 21 dated 08-10-1993

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CHAPTER XXXI

“NON-TEACHING EMPLOYEES WELFARE FUND”¹

REGULATIONS

1. There shall be a Non-teaching Employees Welfare Fund (hereinafter called the fund) in the University of Jammu.

EFFECT

2. This will come into effect from 1.4.1985.

SOURCE OF FUND

3. 1/ The fund shall be raised through:
 - i/ contribution by the University employees
 - ii/ contribution by the University
 - iii/ donations, if any.
- 2/ Initially each employee shall contribute @ Rs.3/- per head per month towards this fund which amount shall be deducted from the monthly salary bills of staff.
- 3/ The University contribution shall be restricted to an equal amount as may be subscribed by the employees every year subject to such maximum limit as may be prescribed from time to time.
- 4/ For the time being this limit shall be Rs.15,000/- per annum.

ELIGIBILITY

4. The assistance from the fund shall be admissible to all categories of non-teaching employees but shall exclude the following :-
 - i/ Employees working on contract basis
 - ii/ Daily Wagers
 - iii/ Adhoc appointees
 - iv/ Persons who after having been retired on superannuation pension are re-employed in the University service.
 - v/ Persons working on deputation basis from other institutions.
 - vi/ Persons working on short term appointments
 - vii/ Persons working on consolidated wages.
 - viii/ Persons working against scheme posts.
5. The objects of the fund shall be :
 - i/ To provide help to the families of the University employees in the event of death of an employee in service.

- ii/ To provide relief to an employee in the case of loss of limb/limbs incapacitating him from earning his livelihood. .
- iii/ To provide relief to the employees for prolonged illness where the assistance is not available from any other source.

QUANTUM OF ASSISTANCE

6. "Assistance to the extent mentioned below shall be given to an employee or to the family of a deceased employee out of the fund:

- i/ In the case of death of any employee/permanent disability leading to the loss of job = Rs.15,000/-
- ii/ In case of loss of a limb = Rs.5,000/-
- iii/ On production of a certificate from the hospital where the employee is undergoing treatment, payment @ Rs.300/- p.m. may be authorized during the hospitalization for a continuous period beyond one month provided that the total payment at one time shall not exceed Rs.1,500/- and Rs.3000/- in the whole service.
- iv/ Payment @ Rs.750/- p.m. may be made to an employee as living expenses for his own treatment or for the treatment of any member of his family in any hospital outside the jurisdiction of the University of Jammu provided the case is referred to such hospital by the Principal Medical College, Jammu/Director Health Services on the grounds that specialized treatment for that disease is not available locally."²
- iv(a) "An amount upto Rs.2500/- in respect of such non-teaching employees as are unable to claim reimbursement under the Medical Reimbursement Scheme may be reimbursed in genuine cases for special reasons to be recorded by the Fund Administering Committee."³
- v/ "At the time of retirement of an employee a gift of the value of Rs.2000/- shall be given to him provided he has not received any assistance out of the fund throughout his service.

For undergoing full course of Anti Rabies Treatment, 80% of the cost involved or Rs.1,000/- whichever is less, shall be re-imbursed to an employee for having undergone such treatment in the following manner:-

- a/ 60% of the cost involved (admissible under rules) shall be reimbursed out of the concerned medical re-imbusement grant.
- b/ 20% of the amount involved shall be reimbursed out of the Employees Welfare Fund.

The quantum of assistance shall however be restricted to the annual income from interest and other receipts of the Non-teaching Employees Welfare Fund."²

Note –

- i/ The benefit of enhanced quantum of assistance shall be admissible w.e.f. 1.4.1992 in respect of the death cases only.

- ii/ An employee who has been given assistance out of this fund shall be at liberty to make suitable donation for credit to the fund when his financial position improves.

FAMILY

- 7. Besides the employee himself the family shall include the :
 - i/ Employee's wife/husband.
 - ii/ Un-married children who are wholly dependent and residing with him.
 - iii/ Dependent parents.

Note: Parents whose monthly income is less than Rs.300/- p.m. shall constitute as dependent members of the family.

NOMINATION

- 8. i/ Every employee shall be required to fill up a nomination form at the time of enrolment as member of the fund. The member shall have the option to file a fresh nomination after marriage or death of a nominee and at any other occasion when the circumstances so warrant.

NOTE: In case no nomination form is filled up the payment shall be made according to the nomination filed in respect of Provident Fund.

- ii/ Except as may be provided by a nomination the benefit as may be due under the provisions of Regulation governing the fund will be allowed as under :
 - a/ To the surviving widow/widows if the deceased is a male officer or to the husband if the deceased is a female officer.
 - b/ Failing a widow or husband, as the case may be, to the surviving unmarried sons and daughters.
 - c/ Failing (a) and (b) to the mother or father.

ADMINISTRATION OF FUND

- 9. i/ The fund shall be administered by a Committee consisting of :
 1. Vice-Chancellor;
 2. Registrar;
 3. President & Secretary, N.T.E.U.;
 4. One representative of the Officers Welfare Forum;
 5. Officer Incharge (Finance);
 6. Officer Incharge (Administration). He shall also act as Secretary of the Committee.
- ii/ The Committee shall lay down guidelines and prescribe norms within the frame work mentioned above regarding the payment of assistance out of the fund from time to time and provide assistance to the Vice-Chancellor in determining the quantum of assistance payable to beneficiaries in different situations.

- iii/ The Vice-Chancellor or any other officer to whom the powers may be delegated in this behalf shall sanction assistance admissible to the beneficiaries out of the fund.

AUDIT

10. The Accounts of fund shall be audited by the Internal Audit Unit of the University. These accounts shall also be open to audit by the Statutory auditors appointed by the State Government.

YEARLY REPORT

11. A yearly report on the working of the fund shall be presented to the Syndicate every year by 30th of September of the year following the preceding year.

RELAXATION OF RULE

12. The grant of any concession in relaxation of these Regulations shall be within the competence of the University Council.

References

1. University Council Resolution No. 13 dated 24.7.1986.
2. University Council Resolution No. 4 dated 6.10.1994.
3. University Council Resolution No. 8 dated 4.10.1996.

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CHAPTER XXXII

I REGULATIONS GOVERNING CULTURAL AND LITERARY ACTIVITIES OF UNIVERSITY CAMPUS¹

1. There shall be a Campus Cultural Committee in the University to organise and promote Cultural and Literary Activities of students of the University Teaching Departments either directly or through various sub-committees.
2. The Campus Cultural Committee will have the following members :—
 - i/ Two Professors of the University Departments nominated by the Vice-Chancellor by rotation out of which one shall be the Chairman of the Committee also to be nominated by the Vice-Chancellor;
 - ii/ Registrar;
 - iii/ Director Physical Education;
 - iv/ Associate Dean Students Welfare;
 - v/ Assistant Dean Students Welfare;
 - vi/ Instructor–in-Drama/Performing Arts;
 - vii/ Cultural Officer;
 - viii/ Teachers Incharge of the various activities like Fine Arts, Literary, Music, Dance and Theatricals etc. (These Incharges shall be nominated by the Vice-Chancellor);
 - ix/ Students members;
 - a/ Secretary of the Students Cultural Council.
 - b/ Joint Secretaries of the Students Cultural Council.
3. The tenure of the members other than ex-officio members shall be for a period of one year.

FINANCE

4. The Annual Cultural Fee realized, as prescribed from time to time by the Post-Graduate Departments and the affiliated college shall be transferred to the Departments of Students Welfare, University of Jammu. Suitable provision of funds for Youth Welfare activities (including Cultural & Literary) shall continue to be made in Annual Budget estimates of the University.

POWERS AND FUNCTIONS OF THE COMMITTEE

5. The main functions of the Committee shall be :-
 - i/ To plan, organise and conduct Cultural and Literary Activities of Campus Students.
 - ii/ To prepare a Calendar of Cultural and Literary Activities for the whole session and implement it.
 - iii/ To organise Inter-Departmental Competitions in various Cultural and Literary Activities.
 - iv/ To organise Clubs in various activities and to select their Secretaries.

- v/ To select the Post-Graduate Teams for participation in Inter-College and Inter-University Cultural Competitions, if any.
- vi/ To select the Post-graduate Teams for participation in Youth Festivals in and outside the State.
- vii/ To purchase equipment and instruments required for organising the various activities.
- viii/ To appoint Judges for various competitions.
- ix/ To prescribe and sanction remuneration to be paid to the Judges.
- x/ To prescribe and sanction refreshment to be paid to the students participating during rehearsals and competition days.
- xi/ To award Colours/Blazers to outstanding students.
- xii/ To appoint Sub-Committees as and when required.
- xiii/ 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 approved by the Vice-Chancellor.
- xiv/ To allocate funds for different activities.
- xv/ To approve the expenditure on various activities within the allocated funds.

POWERS OF CHAIRMAN, CAMPUS CULTURAL COMMITTEE

- 6. i/ The Chairman shall preside over the meetings of the Campus Cultural Committee.
- ii/ It shall be the duty of the Chairman to see that the provisions of these regulations are faithfully observed.
- iii/ The Chairman shall have the power to convene the meetings of the Campus Cultural Committee as and when he deems necessary.

SECRETARY

- 7. The Associate Dean (SW) shall be an ex-officio Secretary of the Campus Cultural Committee and shall keep record of the proceedings of the meetings of the Campus Cultural Committee. In his absence the senior most Assistant Dean shall perform the duties.

MEETING

- 8. The meeting of the Campus Cultural Committee shall be held as and when the Chairman may direct or on a requisition signed by 8 members.

QUORUM

- 9. 8 members inclusive of the Chairman shall form the quorum.

ROLE OF THE DEAN STUDENTS WELFARE

- 10. He will be the overall Incharge of all the activities of the Campus, governed by these regulations.

II - STUDENTS CULTURAL COUNCIL¹

1. There shall be a Students Cultural Council consisting of the following :

i/ Cultural Secretaries of the various Post-graduate Departments, one from each Department

A candidate to be eligible for the position of the Departmental Cultural Secretary must have atleast 7(seven) credits obtained through participation in Solo or 15(fifteen) credits from Solo and Group event(s) combined together at the time of scrutiny of nomination papers filed by the candidates as per criteria laid down for admission under Cultural and Literary Activities category. This provision be relaxed in case of such Departments, where no candidate securing 7(seven) credits in solo or 15(fifteen) credits from Solo and Group events combined together is available, subject to certification by the Head of the Department concerned in this regard. Such a Departmental Cultural Secretary shall not be eligible to contest/to be elected for the post of Secretary/Joint Secretary. While electing a Departmental Cultural Secretary, all the students of the Department be involved with proper prior notice in this regard.

Provided a candidate shall be eligible to contest to be elected for the post of Secretary only once during his/her stay in the University. However, a candidate once elected for the post of joint Secretary shall be eligible to contest/ to be elected for the post of Secretary during his/her stay in the University.

Provided no candidate shall be eligible to be considered for the position of Cultural Secretary if his/her age exceeds 25 years as on 1st of September of the current academic session.

ii/ Associate Dean Students Welfare, will preside over the meetings of the council;

iii/ In the absence of Associate Dean Students Welfare the Senior most Assistant Dean (SW) shall preside over the meetings.

iv/ Instructor in Drama/Performing Arts.

v/ Cultural Officer;

vi/ The Assistant Registrar(SW) will act as the Member Secretary.

vii/ One member to be nominated by the Dean Students Welfare.

POWERS AND FUNCTIONS

2. i/ The Students Cultural Council shall elect one Secretary and 3 Joint Secretaries out of the Departmental Cultural Secretaries.

ii/ It will meet atleast once in each Semester.

iii/ It shall recommend to the Campus Cultural Committee various measures required for the successful implementation of Cultural and Literary Activities for the Post-Graduate students.

iv/ It shall also propose necessary Cultural and Literary Activities for inclusion in the Annual Calendar of activities.

v/ It shall review the various programmes conducted by the Campus Cultural Committee and suggest measures for their improvement.

- vi/ It will encourage students to take part in various activities organised by the Campus Cultural Committee.

QUORUM

3. The presence of 1/3rd of its total members shall form the necessary quorum.

ROLE OF THE ASSOCIATE DEAN SW

4. He will convene meetings of the Students Cultural Council in consultation with the Chairman of the Council and record their minutes.

TENURE

5. The tenure of the members of the students Cultural Council shall be one year.”¹

Reference

1. University Council Resolution No. 53 dated 21-06-2004

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CHAPTER XXXIII

REGULATIONS GOVERNING MAINTENANCE AND CUSTODY OF ANNUAL PERFORMANCE REPORTS

1. "An Annual Performance Report, hereinafter called A.P.R., about the work and conduct of every Officer/ Official of the University shall be maintained in accordance with the procedure hereunder.
2. The A.P.R. shall in each case be maintained by the Private Secretary/Special Assistant to Vice-Chancellor as the Vice-Chancellor may determine in respect of all Officers of the University and by the Administration Section of the Registry in respect of all other Non-teaching Employees of the University.

FORM OF ANNUAL PERFORMANCE REPORTS:

3. The A.P.R. shall be written in the form annexed to these Regulations as Appendix-I and should be initiated by the Initiating Officer.

WRITING UP :

4. The A.P.R. shall, in respect of Officers as indicated in Appendix-II shall be written by the authority mentioned as Initiating Officer who will submit the A.P.R. to the Accepting Authority through the Reviewing Authority as indicated in the said Appendix.
5. When the Initiating/Reviewing/Accepting Authority is related to the Officer reported upon such authority should, while recording his remarks, clearly mention the nature of his relationship.
6. A.P.R.'s of Officers should be written by such Initiating Officers under whom the officer reported upon has worked for the maximum period of the year under report.
7. In the event of transfer of an Initiating Officer he should write the confidential reports of the concerned officers preferably before handing over the charge of his office or in any case within two weeks of such transfer and forward them to the prescribed Reviewing Authority.

PERIODICITY AND FREQUENCY:

8. The Annual Performance Report shall be written in respect of every officer/official working in the University for each financial year. The Initiating Officer shall record his remarks and send the report to the Reviewing Authority by the end of June of the following year.
9. The Reviewing Authority shall submit the report for a year to the Accepting Authority by 15th of July of the following year and the report shall be completed as far as possible by the end of July.
10. An Officer (Initiating/Reviewing) who fails to record the report of the Officer within the prescribed time will himself come under adverse comment by the next superior at the time of writing of his A.P.R.

CONTENTS

11. Specific mention of incidents which have been subject of departmental proceedings and for which punishment has been awarded, should be made in the Performance Reports.

12. Whenever an Officer attends any approved course of study or training, the fact of his having done so and the results achieved, should be recorded in his report.
13. When the integrity of an Officer is doubted the Initiating Officer should be in possession of definite material. The procedure for filling up the column relating to integrity of an Officer should be as under:-

At the time of recording the A.P.R. for instance, if any, which have created suspicion about integrity of a subordinate should be kept in view. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs :-

- a) The column pertaining to integrity in the APR should be left blank and a separate secret note about the doubts and suspicions regarding the Officer's integrity should be recorded simultaneously and followed up.
- b) A copy of the secret note should be sent together with the APR to the next superior Officer who should ensure that the follow up action is taken with due expedition.
- c) There are occasions when an Initiating Officer cannot in fairness to himself and to the Officer reported upon either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Reviewing/Accepting Officer. Such instances can occur when the Initiating Officer has not had an occasion to watch his work closely or when an officer has worked under the Initiating Officer only for a brief period or has been on long leave, etc. In all such cases, the Initiating Officer should make an entry in the integrity column to the effect that he has not watched the Officer's work for sufficient time to be able to make any definite remarks or that he has heard nothing against the Officer's integrity as the case may be. This should be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.
- d) There may be cases in which after a secret note has been recorded expressing suspicion about an Officer's integrity the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Officer's conduct should be watched for a further period and in the meantime he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

OBJECTIVITY IN APR'S

14. The Reviewing Authority shall exercise positive and independent judgement on the remarks of the Initiating Officer and express clearly his agreement or disagreement with those remarks. In particular he shall ensure that any vague, ambiguous or contradictory remarks given by the Initiating Officer, are specifically clarified in his own remarks. He shall bring to the notice of the Initiating Officer such deficiencies.
15. When an Officer has earned good reports consistently for a series of years and has been suddenly reported upon adversely or vice-versa, the reviewing or the accepting authority, as the case may be, should particularly ensure the objectivity of such remarks.

COMMUNICATION OF ADVERSE REMARKS :

16. Where an APR contains an adverse remarks or a critical remarks, it shall be communicated in writing to the Officer concerned together with a substance of the entire performance report by the accepting authority within six weeks of the acceptance of the report, without disclosing the identity of the officer who made such remarks.

Where the report on an Officer indicates, that he had made efforts to remedy or overcome defects mentioned in the preceding report, that fact should be communicated to him in a suitable form.

REPRESENTATION AGAINST ADVERSE ENTRIES

17. i/ The Officer to whom an adverse entry is communicated, may represent to the Accepting Authority against it within six weeks of the receipt by him of the communication to this effect. In case the Officer to whom adverse remarks have been communicated fails to represent within the said period no action be taken on his related representation if submitted by him subsequently. The period of six weeks may be extended suitably if the competent authority is satisfied that the Officer concerned had sufficient cause for not submitting his representation within the prescribed period.
- ii/ Wherever possible, the adverse remarks be quantified by the Officer Reporting.
18. The Accepting Authority on receipt of representation against the adverse remarks from an Officer shall immediately obtain the remarks of the Initiating/Reviewing Officer (Author of adverse remarks).
19. All representations against adverse entries shall, as far as possible, be decided within three months from the date of submission of the representations.
20. The Accepting Authority, if satisfied by the explanation given, may order that the adverse remarks be amended or expunged.
21. No Officer who has earned adverse remarks of a character that reflects on his efficiency should be allowed to cross the efficiency bar, if such adverse entry has been awarded to him within three years of the date on which he is due to cross the efficiency bar. If the Officer earns the adverse remarks in two successive performance reports the question of following punishments should be considered under rules :-
- i/ with-holding his next increment in the pay scale by observing the procedure for imposing of a penalty;
- ii/ with-holding his promotion;
- iii/ reverting him to the next lower grade. if he is officiating on a selection post without holding regular enquiry; or
- iv/ if he is confirmed in his existing grade reverting him to the next lower grade, by holding regular departmental enquiry under the rules.

PERFORMANCE REPORTS OF RETIRED AND DECEASED OFFICERS AND THEIR DISPOSAL :

22. APR's of all officers should ordinarily be preserved for a period of five years after the date on which they cease to be in service as a result of retirement, dismissal, removal,

termination of services, death etc. They may, however, be preserved for a longer period for reasons to be specified in each case under orders of the Accepting Authority.

23. APR or copies thereof should not be given to a retired Officer or any body who has otherwise relinquished service. However, on request from such a person, there should be no objection to the issue of an objective testimonial based on his work and conduct.
24. APR's relating to a deceased Officer should be destroyed after a period of two years from the date of his death.

OTHER MATTERS

25. APR's should be written in his own hand and signed in full and dated by the Initiating Officer, indicating his name and designation in block letters below his signatures. The same procedure should be followed by the Reviewing and Accepting Authority as well.
26. Performance reports should not be written on Officers appointed on honorary or on part-time basis.
27. An Officer after having retired or demitted office should not record his remarks on the APR's. In such cases the next available authority will record a certificate on the APRs that remarks could not be written as the competent authority has retired/demitted office. In the event of adverse entries having been made in such APR's these have to be communicated to the Officer concerned.
28. Representation against adverse remarks should not be sent to the Officers for comments, who have retired and such representations should be processed on merits.”¹

FORM OF ANNUAL PERFORMANCE REPORT

Department/Office _____
 Report for the year/ _____
 period ending _____

PART - I PERSONAL DATA

(To be filled in by the Department/Office)

1. Name of Officer/Official _____
2. Designation _____
3. Date of First appointment in the University _____
4. Date of appointment to the present post. _____
5. Period of absence from duty on leave, training etc. during the year. _____

PART - II

(Assessment by the Initiating Officer)

1. Control over subordinates _____
2. Integrity _____
3. Trainings/courses attended, if any. _____
4. Punishments awarded, if any _____
5. State of Health _____

Exce- lent	Very good	Good	Satis- factory	Below requirement
---------------	--------------	------	-------------------	----------------------

6. i/ Knowledge of Statutes and Regulations of the area of work in which engaged. _____
- ii/ Ability to apply the relevant Statutes and Regulations correctly.
- iii/ Knowledge of office procedure.
- iv/ Thoroughness and attention to details.
- v/ Power of Expression (on paper and in discussion).
- vi/ Quality of working and drafting.

7. General assessment of Officer/ Official
 - i/ Intelligence
 - ii/ Power of understanding
 - iii/ Promptness in disposal of cases.
 - iv/ Sense of responsibility.
 - v/ Punctuality in attendance.
 - vi/ Judgement
 - vii/ Initiative and drive
 - viii/ Diligence.
 - ix/ Professional competence.
8. **Relations with:**
 - a/ Subordinates
 - b/ Colleagues
 - c/ Superiors and
 - d/ Public.

Note:

- i/ **Satisfactory** indicates bare minimum requirements of job.
- ii/ **Good** indicates adequate proficiency in job performance.
- iii/ **Very good** indicates high proficiency in job performance and capability of making contribution/ improvement of job.
- iv/ **Excellent** indicates outstanding ability in job performance and accomplishments.

Any other remarks

9. Give special comments on Officer's aptitude for special work etc.

DATED:

SIGNATURE OF INITIATING OFFICER
DESIGNATION

PART-III

10. Remarks of Reviewing Authority

DATED:

SIGNATURE
DESIGNATION

PART-IV

11. Remarks of Accepting Authority

DATED:

SIGNATURE
DESIGNATION

APPENDIX-II

1	2	3	4
CATEGORY OF OFFICERS	INITIATING OFFICER	REVIEWING OFFICER	ACCEPTING AUTHORITY
1. Director Colleges Development Council	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
2. Registrar/Controller of Examinations	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
3. Director Continuing, Adult and Extension Department	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
4. Director, Physical Education	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
5. Director, Directorate of Distance Education	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
6. Director Youth Welfare	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
7. Librarian	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
8. Head U.S.I.C	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
8-a ² Director, Centre for Quality Assurance	Vice Chancellor	Vice Chancellor	Vice Chancellor
8-b ³ Director, Centre for IT Enabled Services & Mgt.	Vice Chancellor	Vice Chancellor	Vice Chancellor
9. System Manager/System Engineer/Electronics Engineer	Director Computer Centre	Vice-Chancellor	Vice-Chancellor
10. Co-ordinators/Asst Directors/ Project Officer/Programme Officer in the Centre of Continuing, Adult Education and Extension	Director Education	Vice-Chancellor Continuing	Vice-Chancellor
11. Deputy Registrars/ Development Officer	Registrar/ controller of Exams.	Vice-Chancellor	Vice-Chancellor
12. Executive Engineer	Registrar	Vice-Chancellor	Vice-Chancellor
13. Special Assistant to Vice-Chancellor/Personal Secretary to Vice-Chancellor Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
14. Assistant Registrars	Registrar/ Controller of Exams.	Vice-Chancellor	Vice-Chancellor

CATEGORY OF OFFICERS	INITIATING OFFICER	REVIEWING OFFICER	ACCEPTING AUTHORITY
1	2	3	4
15. Assistant Librarian/ Senior Assistant Librarian	Deputy Librarian	Librarian	Vice-Chancellor
16. Chief Medical Officer	Registrar	Registrar	Vice-Chancellor
17. Medical Officer	Chief Medical Officer	Registrar	Vice-Chancellor
18. Assistant Director (Sports)	Director Physical Education	Registrar	Vice-Chancellor
19. Assistant Engineer (Works)	Executive Engineer	Registrar	Vice-Chancellor
NOTE:- The Annual Performance Report of Assistant Engineer (Maintenance/Estate/Store) shall, however, be initiated jointly by the Executive Engineer and the Deputy Registrar (Services).			
20. Arboriculturist	Executive Engineer	Registrar	Vice-Chancellor
21. Coaches/P.T.I. (Sports)	Asst. Director Physical Education	Director Physical Education	Registrar
22. Workshop Superintendent	Director of the Workshop	Director of the Workshop	Registrar
23. Confidential Assistant to the Controller of Exams.	Controller of Examinations	Controller of Examinations	Registrar
24. Security Officer (Security)	Dy.Registrar	Registrar	Registrar
25. Cultural Officer/ Drama Instructor	Asst. Registrar (Youth Welfare)	Director	Registrar
26. Section Officers concerned	Branch Officer	Head of the office	Registrar
27. Counsellor	Director	Registrar	Registrar
28. Laboratory Assts./ Microanalyst (Chem.)/ Senior/Junior Technical Asst./Curators/Field Biologists/Photographer/ Museum-cum-Lecture Asst./ Electronic/Mechanics/ Glass Blower.	Teacher incharge of the Laboratory nominated by the HOD for this purpose	Head of the Department	Registrar
29. P.A.-cum-Stenos/Junior Stenos.	Officer Incharge	Head of the office	Registrar
30. Head Draftsman/Draftsman	Executive Engineer	Executive Engineer	Registrar
31. Junior Engineer	Assistant Engineer	Executive Engineer	Registrar

CATEGORY OF OFFICERS	INITIATING OFFICER	REVIEWING OFFICER	ACCEPTING AUTHORITY
1	2	3	4
32. Computing Assistant/ Statistical Assistant	Branch Officer concerned	Registrar	Registrar
33. Head Assts. incharge of Section	Branch Officer concerned	Head of the office	Registrar/Cont. of Exams.
34. Senior/Junior Assts./ Head Assistants.	Section Officer	Head of the office	Registrar/Cont. of Exams.
35. Sanitary Inspector	Chief Medical Officer	Deputy/Assistant Registrar (Adm)	Registrar
36. Lab. Technicians/Medical Assistants (Health Centre)	Chief Medical Officer	Deputy/Assistant Registrar (Adm)	Registrar
37. Professional Assistants/ Semi-Professional Assistants.	Assistant Librarian concerned	Dy. Librarian	Librarian
NOTE:- In respect of Professional Assistant/Semi-Professional Assistant working in the teaching Departments, the Head of the Department concerned will act as the Initiating Officer.			
38. Data Entry Operator Computer Centre	Programmer	System Manager	Director
39. Work Supervisors (Works Department)	Junior Engineer	Asstt. Engineer	Executive Engineer
40. Store-keeper	Incharge of the Store	Head of the Department/ Registrar	Registrar
41. Driver/Despatch Riders/ Telephone Operators	Security Officer	Dy. Registrar (Security)/ Services/ Communications	Registrar
42. Carpenters/Electricians/ Plumbers.	Asst.Engineer/Head of the Department	Executive Engineer/Head of the Department	Registrar

Reference:

1. University Council Resolution No. 9 dated 10.6.1985.
2. University Council Resolution No. 66.102 dated 21-04-2006
3. University Council Resolution No. 68.31 dated 27-3-09

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CHAPTER XXXIV

REGULATIONS GOVERNING ADVANCES

1. “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.

TYPES OF ADVANCES

2. Broadly the advances shall be of the following types:-
 - i/ Advance bearing interest;
 - ii/ Advance not bearing interest;
 - iii/ Other advances; and
 - iv/ Permanent advances.

ADVANCES BEARING INTEREST

3. The advances bearing interest may be granted to the University employees in accordance with Regulations framed by the University from time to time for:
 - i/ Construction/Purchase of a house;
 - ii/ Repair of house;
 - iii/ Purchase of plot; and
 - iv/ Purchase of conveyance.

ADVANCES NOT BEARING INTEREST

4. Festival advance to the University employees may be sanctioned by the Vice-Chancellor or by any other officer to whom powers may be delegated by him in this behalf on the terms and conditions which govern the grant of such advance to the State Government employees.

OTHER ADVANCES

5. Advances may be sanctioned by the competent authority according to the norms specified below for the following purposes :-
 1. T.A. Advances;
 2. Advances for conduct of Examinations;
 3. Advances for seating arrangements in Examinations;
 4. Advances for purchases;
 5. Advances for participation in Inter-University and Inter-College Tournaments;
 6. Advances for conduct of tours;
 7. Advances for organising various functions/events;
 8. Advances to the Scholars in anticipation of receipt of funds from the funding agencies;
 9. Advances for schemes approved by the various agencies;
 10. Advances to the teachers for research;
 11. Other Miscellaneous advances.

5.1 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 :-

- i/ To and fro fare plus D.A. for the days of halt.
- ii/ 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.

5.2 Advance for conduct of Examinations

Advances for conduct of various examinations shall be granted to the Superintendents 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 termination of examination. T.A. claims of the Superintendents shall not be passed for payment till the account of whole advance drawn by the Superintendent is rendered.

5.3 Advance for seating arrangements

The advance may be granted to the Officer Incharge Examination for making seating arrangements for various examinations. He shall be required to render account of the same immediately after the completion of job but not later than 30 days from the date of termination of examination. In case necessity for drawl of 2nd advance arises in between the account for the previous advance shall be rendered before the 2nd advance is sanctioned and allowed to be drawn.

5.4 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 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.

5.5 Advances for conduct of Tours by the Bio-Sciences & Geology Departments

The advances shall be sanctioned in accordance with the tour Regulations approved by the competent authority and the account shall be rendered to the Registrar through Head of the Department 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.

5.6 Advances for participation in Inter-University and Inter-College Tournaments

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 in favour of the Director, Physical Education. 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.

5.7 Advances for Organising 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 organised 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.

5.8 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.

5.9 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

6. The advances shall be applied for and drawn in the forms enclosed as 'A' and 'B'.

GENERAL CONDITIONS

7.
 - i/ 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.
 - ii/ 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.

- iii/ Heads of the Departments and other officers 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.
- iv/ 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.
- v/ 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.
- vi/ 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.

PERMANENT ADVANCES

8. Permanent advance may be granted to the 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 :-
 - i/ The amount of advance shall be fixed by the Vice-Chancellor in consultation with the Financial Advisor. Application for revision of permanent advance shall also be considered and final decision taken by the Vice-Chancellor in consultation with the Financial Adviser.
 - ii/ 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.
 - iii/ 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.
 - iv/ Permanent Advances shall be recoupable. Advances out of permanent advance for such purposes where the recoument of advance is likely to be delayed should be avoided and for such purposes a temporary advance may be drawn.”¹

APPLICATION FOR GRANT OF ADVANCE OTHER THAN T.A.

1. Name/Designation of 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(Acctts.)

Dy. Registrar

Registrar

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 _____

Fare for both ways	Incidental Charges	Haltage	Total
_____	_____	_____	_____
Rs. _____	Rs. _____	Rs. _____	Rs. _____

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

Signature _____

Address _____

Payment of advance of Rs. _____ sanctioned

Sanctioned authority

Passed for Rs. _____ (Rupees _____)

By debited to Advance

Asst. Registrar (Accounts.)

Dy. Registrar

Registrar

ADVANCE REGISTER TO BE MAINTAINED BY THE DEPARTMENTS

Date	Purpose of Advance	Amount of advance received	Cheque No. & Date	Signature of H.O.D. of adjustment	Date of Despatch of a/c refund	Amount	Reference to adjust ment intimation	H.O.D. Signatures
1	2	3	4	5	6	7	8	9

Reference

1. University Council Resolution No. 32. dt. 2.1.1982.

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CHAPTER XXXV

“REGULATIONS RELATING TO PURCHASE AND MANAGEMENT OF STORES IN THE UNIVERSITY”¹

INTRODUCTORY

1. With the ever expanding activities of the University, considerable annual expenditure is being incurred by the various Departments of the University on stores, which has necessitated to exercise utmost economy and efficiency in their procurement and utilization.

The following guidelines are, therefore, being laid down to enable the University employees entrusted with the function of procurement and accountal of stores to be followed.

STORES

2. The term ‘Stores’ shall apply to all articles and materials purchased or otherwise acquired for the use of the University including not only expandable and useable articles in use or accumulated for special purposes, but also articles of dead stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the ‘engineering stores’.

DIVISION OF STORES

3. The purchase of stores and machinery will be divided into two categories viz.
 - i/ Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.
 - ii/ Articles of proprietary, special or unusual character.

PROCEDURE FOR PURCHASES

4. For procurement of articles of category (i) above the ,following procedures shall be adopted:
 - 4.1 **“purchases upto and including the value of Rs.200/-**

After ascertaining rates from market the purchases should be effected at the lowest rates consistent with the quality and requirements. A certificate on the voucher sent for payment shall always be recorded that the purchases have been made at the competitive rates.
 - 4.2 **Purchase exceeding Rs.200/- but not exceeding Rs.2000/-**

Lowest rates shall be determined on the basis of ‘Dasti’ quotations obtained from some three to four leading and reputed dealers in the trade and purchases made at the lowest rates, consistent with the quality and requirements. A comparative statement of rates so obtained shall always be placed on record.
 - 4.3 **Purchase exceeding Rs.2000/- but not exceeding Rs.4000/-**

Quotations will be invited from the appropriate dealers/suppliers/manufactures to be approved by the Purchase Committee. The purchases will be made after determining the competitive rates consistent with the quality and requirements.

4.4 **Purchase exceeding the value of Rs.4000/-**

Regular tenders shall be called for by the officers authorised for the purpose for all purchases exceeding the value of Rs.4000/- from the contractors/firms on approved list prepared by the Departmental Purchase Committee or by advertisement in the news papers as may be considered necessary depending on the nature of stores to be purchased.”²

4.5 **Article of proprietary or special and unusual character**

- i/ The following shall be deemed as articles of proprietary nature
 - a) Articles manufactured by only one concern in the country;
 - b) Products which are marketed throughout the country at uniform prices fixed by the manufacturers.
 - c) Such items which are on the rates lists as approved by the DGS&D.
- ii/ All such stores may be purchased either from the manufacturers or from the authorised dealers on the approved rates of the manufacturers less discount if any. In case there are a number of firms dealing in the particular trade, the quality and price will be ascertained and after necessary comparison purchases should be effected at the competitive rates, keeping in view the quality and suitability of articles required. For this purpose price lists of approved firms should be obtained and kept on record. Running rate lists of stores in respect of various firms on approved list of Director, General Supplies and Disposals should also as far as possible be consulted.

4.6 The limit fixed in sub paras 1- 4 refers to single article or number of similar articles to be purchased at a time.

4.7 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.

INVITATION OF TENDERS/QUOTATIONS

5.1 Tenders may not be invited for purchases to be made from: .

- i/ Kashmir Govt. Arts Emporium .
- ii/ National Textile Corporation of India
- iii/ All Central/State Govt. Undertakings
- iv/ Licenced items
- v/ Government Stationery Depot
- vi/ Autonomous Bodies established by the Government
- vii/ Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser.
- viii/ Articles imported by the Departments concerned from other countries directly or through the Sole agents of foreign firms in the country.

5-2. The following points shall be kept in view while inviting tenders/quotations:

- i/ 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.

- ii/ The place of delivery should invariably be specified in the notice calling for tenders/quotations.
 - iii/ 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.
 - iv/ 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.
 - v/ The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition.
 - vi/ In the case of purchases by open tender/ quotations of engineering stores, furniture, equipment exceeding Rs.5000/- earnest money in cash/Bank Draft should invariable 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 utilised 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.
- vii/ 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.
 - viii/ The quotations/tenders should be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
 - ix/ Comparative statement of tenders should be made out and signed by the members of the Purchase Committee and rates quoted by various suppliers/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.
 - x/ The alterations/over-writings in the tenders/ quotations noticed at the time of their opening should be specified on each tender/ quotation under the initials of the officers opening them.
 - xi/ 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 received in 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.
- xii/ 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.
 - xiii/ 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.
 - xiv/ 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.
 - xv/ 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.
 - xvi/ 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 purchases and thus avoiding the necessity of making emergent purchases which comparatively cost more.
 - xvii/ Articles which are likely to depreciate or deteriorate during storage should not be purchased long in advance or more than what are actually required.
 - xviii/ 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.

PURCHASE COMMITTEES

- 6-1. There shall be a Central Purchase Committee and Departmental Purchase Committee constituted for recommending Purchases of Scientific equipment and other material. The Committees shall be constituted with the approval of the Vice-Chancellor and shall exercise such powers as may be delegated to them by the Vice-Chancellor.

The Purchase Committee shall consist of the following:-

- i/ **Central Purchase Committee for Purchase of Scientific Equipment**
 - 1. Registrar;
 - 2. All Heads of Science Departments:
 - 3. Officer Incharge (Finance).

- ii/ **Central Purchase Committee for Purchase of material other than Scientific Equipment**
 - 1. Registrar;
 - 2. Three Heads of the Departments (By rotation every year).
 - 3. Officer Incharge (Finance) with powers to coopt.
 - iii/ **The Departmental Purchase Committee.**
 - 1. Head of the Department;
 - 2. Three teachers of the Department by rotation every year.
 - iv/ **Purchase Committee for Purchase of Engineering Stores**
 - 1. Registrar;
 - 2. One member of the Central Purchase Committee (To be nominated by the Vice- Chancellor);
 - 3. Executive Engineer;
 - 4. Officer Incharge (Finance).
For purchases exceeding Rs.10,000/- Superintending Engineer may also be coopted as a member.
 - v/ For purchase of medical stores the Purchase Committee shall be constitute by the Vice-Chancellor from time to time.
- 6-2. The authority for purchase shall vest with the Vice-Chancellor/Registrar or an other officer to whom the powers may be delegated in this behalf.

APPROVAL OF PURCHASES

7. 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.
- 7-1. **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).
- 7-2. **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).
- 7-3. **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.
- 7-4. For all purchases of equipment costing more than Rs.20,000/- additional proforma 'D' shall be filled in and enclosed with the proposal forms A, B or C as the case may be. (Annexure-4).

8. 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.

RECEIPT OF STORES

- 9-1. 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. 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.
- 9-2. 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.
- 9-3. 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
- 9-4. All receipt entries in stock register will be attested by the officer incharge of the stores.

ISSUES

10-1. **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.

10-2. **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 authorised 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.

- 10-3. All entries in the ledgers shall be attested by the officer/Incharge teacher of the stores.

STOCK VERIFICATION

11-1. 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 atleast once in every year.

In making physical verification the following instructions shall be observed :-

- i/ 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.
 - ii/ 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 subordinate authority incharge of stores.
 - iii/ 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.
 - iv/ All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true state of stores.
- 11-2. There should be clear markings of indentifications, guide letters and numbers on all items of stock and equipment to facilitate stock verification of every item.
- 11-3. 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.
- 11-4. The stock of the Library books shall similarly be verified at least once in a year in the case of departmental libraries and atleast once in three years in the case of Central Library by a Committee constituted for the purpose by the Vice-Chancellor.
- 11-5. 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.
- 11-6. For all shortages in stores a detailed report explaining the circumstances leading to the deficiency shall be enclosed with the list.
- 11-7. 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.

1. Registrar;
2. Head of the Department concerned;
3. Officer Incharge Stores;
4. Internal Audit Officer;
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.

- 11-8. The articles as written off shall be charged off the stock ledgers indicating the reference to the orders issued in this behalf.
- 11-9. The sale proceeds of the unserviceable articles which are written off and are put to auction shall be deposited into the University account immediately.

INTERNAL AUDIT

12. The Internal Audit Unit, while inspecting the accounts of the Departments, shall report about the unauthorised 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 :-

i/ **Immediate Investigation of Large Discrepancies**

Any large discrepancies found as a result of stock verification between the ledger 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.

ii/ **Erroneous Classifications & Unauthorised Stocks & Surplus Stores**

Any wrong classification of stores or unauthorised stocks of stores held by any officer or subordinate, or any items of stores which are surplus to requirement 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.

iii/ **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 -

- a/ the godown floors are pukka or cemented;
- b/ that items of common use are always kept under lock and key;
- c/ that proper arrangements exist for locking the godowns and keeping the keys in safe custody;
- d/ 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;

- e/ 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;
- f/ 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;
- g/ that costly and precision scientific and laboratory equipment and their parts are kept with maximum possible care;
- h/ the stocks of paper, publications and answer books etc. are kept safely and properly protected against risk of fire, white ant etc.
- i/ 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;
- j/ that the accounts of priced publications are kept upto date.

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 a 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.

- i/ 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.
- ii/ That the periodical inspections of stores are made by the responsible officer from time to time.
- iii/ That the remaining stores in stock for over a year are reported.

DEPARTMENT OF _____

PROPOSAL FORM 'A'

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 _____

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

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.

Approved/Not Approved

Grant allocated _____
Expenditure including This proposal _____
Balance _____

Signature of the
competent
authority

No: _____

Dated: _____

Forwarded in original to the _____, University of Jammu,
Jammu for further necessary action.

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.7. (ii) against the allocation made in the Budget under Head _____

Brief reasons for not inviting quotations: _____

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

HOD/Branch Officer

- 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

No: _____

Dated: _____

Forwarded in original to the _____, University of Jammu,
Jammu for further necessary action.

ANNEXURE – III

DEPARTMENT OF _____

PROPOSAL FORM 'C'

The following articles are proposed to be purchased from M/S _____ who are the sole distributors/sole manufactures within the meaning of Regulation 4-5 governing purchase of stores. No tenders have been invited. The purchase may be allowed under Regulation quoted above.

S.No	Particulars	Specifications	Qty.	Rate	Total Cost
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			HOD/Branch Officer		

1. It is certified that the rates quoted are reasonable.
2. It is certified that the specifications 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

No: _____

Dated: _____

Forwarded in original to the _____, University of Jammu,
Jammu for further necessary action.

DEPARTMENT OF _____

PROPOSAL FORM 'D'

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.
5.
 - 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 a 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
References :

1. University Council Resolution No. 34 dated 2.1.1982
2. University Council Resolution No. 6 dated 23.5.1998.

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CHAPTER XXXVI

STATUTES GOVERNING GENERAL PROVIDENT FUND¹

EXTENT OF APPLICATION

1. Admission to the Fund is compulsory for all University employees who hold permanent pensionable service or on probation.
2. If an employee is temporarily lent to any other service, he shall be subject to these Regulations;

Provided that a subscriber may not subscribe during the period when he is under suspension or on leave other than earned leave:

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of payment in lumpsum or in installment any sum not exceeding the maximum amount of arrears of subscription payable for that period. The subscriber shall intimate his election not to subscribe during leave other than earned leave by a written communication addressed to the Registrar before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this Regulations shall be final.

“Note: w.e.f. 1.4.1989 the word ‘Pay’ shall include the basic pay plus DA, as admissible under rules from time to time.”²

RATE OF SUBSCRIPTION

3. 1/ The rate of subscription may not be less than 6 ¼% of emoluments of an employee and not more than his total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscriptions at the minimum or maximum rates; the rounding off will be to next higher or the next lower rupee respectively.
- 2/ For the purpose of these Regulations, the emoluments of a subscriber shall be in the case of a subscriber who was in service on 31st March of the preceding year, the emoluments to which he was entitled on that date, provided as follows:-
 - i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;
 - ii) If the subscriber was on deputation on the said date or was on leave on that date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty;
 - iii) If the subscriber joined the fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.
- 3/ The amount of subscription so fixed may be enhanced or reduced once at any time during the course of a year, provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed under these regulations.

REGULATION OF SUBSCRIPTION

4. 1/ Subscription will be recovered by deduction from pay bill but these may be made by remittance in cash to the Bank when an officer is temporarily lent to another employer or is on leave other than earned leave or under suspension and desires to subscribe during such deputation, leave or period of suspension. The receipt of the Bank shall invariably be made available to the Registrar for affording credit to the subscriber.
- 2/ A subscriber shall have the option either to subscribe or stop to subscribe to G.P. Fund account during the last one year of his service preceeding the date of retirement. In the case of an employee who retires voluntarily or who is retired prematurely, the option will be available from the date of notice given by the employee or by the employer as the case may be. A subscriber who exercises the option will not be sanctioned any advance ordinary or special from the G.P. Fund from the date of his option to the date of retirement.

Non-refundable withdrawal may however, be granted, if otherwise admissible under Statutes. The option once exercised shall be final. The option shall be communicated through the Heads of Office to the Accounts Branch.

SUBSCRIBER'S ACCOUNT

5. 1/ Individual account of each subscriber shall be maintained in the office of the Registrar and total realisation on account of G.P.Fund deposited in the Bank as soon as the amount is recovered from subscribers.
- 2/ By keeping a suitable amount for temporary/final withdrawals the remaining amount may be invested in long term fixed deposits.
- 3/ Interest on the balances standing at the credit of individual subscribers on the first working day of every month shall be calculated, at the rate fixed by the University at the close of each financial year and credited to the accounts of subscribers.

NOMINATION

6. 1/ A subscriber shall, at the time of joining the fund send to the Registrar, a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death before the amount has become payable or having become payable has not been paid:

Provided that at the time of making nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that if at the time of making the nomination the subscriber has no family, he can until he acquires a family make the nomination in favour of any person or persons whosoever. This nomination shall, however, become automatically invalid in his acquiring a family.

Provided also that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon, the alternative nominee shall become invalid in the event of his subsequently acquiring other member or members of his family.

- 2/ If a subscriber nominates more than one person he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- 3/ A subscriber may at any time cancel or revise a nomination by sending a notice in writing to the Registrar. He shall send alongwith such notice or separately a fresh nomination made in accordance with the provisions of this Regulation.
- 4/ In the event of a nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to the remaining person or persons mentioned in the nomination, provided that if there is no nominee other than the deceased the subscriber shall immediately furnish a fresh nomination, provided further that if the deceased nominee was the only member of the subscriber's family, the right conferred upon him to alter the nominee/nominees in the fresh declaration made under this Regulation shall become invalid on his subsequently acquiring a member or members of his own family.
- 5/ Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar .
- 6/ The University shall not be bound by norm to recognise any assignment or encumbrance executed or attempted to be created which affects the disposal of the amount standing to the credit of a subscriber who dies before the amount becomes payable.
- 7/ In the event of nomination made by the subscriber before his death the amount at his credit shall be payable to the legal heirs as authorised by the Court of Law.

ADVANCE FROM FUND

7. An advance from the fund may be sanctioned by the competent authority in favour of a subscriber from the amount standing to his credit for one or more of the following purposes :-
 - 1/ to pay expenses incurred in connection with the illness of the applicant, applicant's wife/husband/children (including adopted and step), parents, sisters and minor brothers actually dependent on him/her;
 - 2/ to pay for the overseas passage for reasons of health or education of the applicant or the applicant's wife/husband, children (including adopted and step)parents, sisters and minor brothers actually dependent on him/her;
 - 3/ to pay the cost of higher education of any person actually dependent on the applicant. Such persons need not necessarily be a member of the applicant's family.
 - 4/ to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, pilgrimage, funerals or ceremonies which by his religion it is incumbent on him to perform.
 - 5/ to meet the cost of legal proceedings instituted by or against the applicant.
 - 6/ to meet the cost of repairing or making additions/alterations to a house already owned by him or building or acquiring a suitable house for his residence including

the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose from the Government provided that no final withdrawal from the fund has been made to the subscriber for this purpose:

Provided that the amount of advance shall not exceed 3 months pay/presumptive pay of the subscriber or half the amount standing to his credit in the fund whichever is less.

7/ An advance shall not except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down above or until repayment of the last instalment of any previous advance.

8/ A subscriber to the General Provident Fund may be allowed to draw from the Fund only one advance at a time. A second advance cannot be drawn while a previous advance is outstanding either in whole or in part. Where, however, owing to special reasons the subscriber requests for grant of a second advance before liquidating in full the previous one, the competent authority may after it is personally satisfied about the need of the employee sanction the second advance as a special case subject to the condition that the total amount of second advance shall not exceed 75% of the amount at the credit of the employee.

Note: No cash deposits of unliquidated advance to become eligible for fresh advance shall be permitted. In case any employee intends to liquidate the outstanding advance for any other reasons the same shall be permitted provided that in such situation, the employee shall not be allowed a fresh advance within one year from the date of such deposit.

9/ Where first advance is running and a second advance is sanctioned under Statute 7(8) both the advances, should be consolidated and instalments for recovery of advances should be fixed with reference to the consolidated amount.

10/ Subject to the conditions specified in these Statutes, final withdrawals may be sanctioned by the authority competent to sanction an advance at any time after the completion of 25 years of service (including broken periods of service if any) of a subscriber or within 5 years before the date of his retirement on superannuation whichever is earlier, from the amount standing to his credit in the fund, for one or more of the following purposes namely:

a/ building or acquiring a suitable house for his residence including the cost of site or re-constructing or making additions or alterations or repairs to a house owned or acquired by a subscriber, repaying any outstanding amount on account of loan, including the loans under Govt. Housing Schemes, expressly taken for this purpose; and

b/ for marriage of a son or a daughter of the subscriber or any other female relation dependent on him;

c/ only one final withdrawal can be allowed for the same purpose.

Note-1: In this context, the marriage of different daughters/sons or female relations dependent on the subscriber shall not be treated as the same purpose. In case where subscriber has to pay in instalments for building or acquiring a suitable house including the cost of the site or reconstructing or making additions through

a House Building Co-operative Society or similar agency, he shall be permitted to make a withdrawal as and when he is called upon to make a payment of any instalment. Every such payment shall be treated as a payment for separate purpose.

Note-2: An advance and the final withdrawal for the same purpose should not be sanctioned together. In other words, a subscriber should be granted either an advance or a final withdrawal for the same purpose subject to the conditions, mentioned in Statutes 7(10 and 11):

Provided that the sum withdrawn at a time for one or more purposes from the amount standing to his credit in the Fund shall not ordinarily exceed one half of such amount or six month's pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto 3/4th of the balance at his credit in the fund having due regard to (i) the status of the subscriber and (ii) the amount to his credit in the fund.

- 11/ A subscriber who has been permitted to withdraw money from the fund for the purpose cited above shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilized for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn shall forthwith be repaid in one lumpsum by the subscriber to the fund and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments in such instalments as may be determined by the sanctioning authority.
- 12/ A competent authority may sanction as non-refundable advance at any time within 6 months of the date of retirement of a University employee for acquisition of farm and/or business premises.

RECOVERY OF REPAYMENT OF ADVANCES

8. An advance shall be recovered from the subscriber in such number of equal instalments as the sanctioning authority may direct but such number shall not be less than twelve unless the subscriber so elects or in any case more than twenty-four.

However, where the amount of advance exceeds three months pay, the number of instalments may be raised to forty eight. A subscriber may at his option increase the rate of re-payment at any time during the period of re-payment. Each instalment shall, however, be in whole rupees. Recovery which shall be made in addition to the usual subscription shall commence from the first payment of a full month's salary after the advance is drawn, but recovery during the leave other than earned leave may be effected at the option of the subscriber.

NOTE: Where the competent authority sanctions a second advance in favour of a subscriber to the General Provident Fund while the first advance is wholly or partly unliquidated, the number of instalments in which the aggregate of both the advances is to be recovered will be fixed, while treating the whole amount as single advance.

STATEMENT OF ACCOUNTS

9. As soon as possible after the 31st of March each year, the Registrar shall send to each subscriber a statement of his account in the fund showing the opening balance on the

1st day of April of the Year, the total amount credited and debited during the year the total amount of interest credited during the year and the closing balance on that date. The Registrar shall attach to the statement of account an enquiry whether the subscriber:

- i/ desires to make any alteration in any nomination made by the subscriber;
- ii/ has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his family under the Regulation);

Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Registrar within one month of the date of receipt of the statement.

FINAL WITHDRAWAL OF ACCUMULATION IN THE FUND

10. When a subscriber quits the service of the University the amount standing to his credit in the Fund shall become payable to him:

Provided that a subscriber who has been dismissed from the service of the University and is subsequently reinstated in service shall if required to do so, repay any amount paid to him from the fund in pursuance of this Regulation. The amount so repaid shall be credited to his account in the Fund.

EXPLANATION:

A subscriber who is granted refused leave shall be deemed to have quited the service from the date of compulsory retirement or the expiry of an extension of service.

RETIREMENT OF A SUBSCRIBER

11. 1/ When a subscriber: has proceeded on leave preparatory to retirement or if he is entitled to vacation on leave preparatory to retirement combined with vacations.
- 2/ While on leave, has been permitted to retire or has been declared by the Consulting Medical Officer of the University or by a competent medical authority that may be prescribed by the University Council in this behalf to be unfit for further service, the amount standing to his credit in the Fund shall upon an application made by him in that behalf to the Registrar, become payable to the Subscriber.

Provided that the subscriber if he returns to duty shall, if required to do so repay to the Fund for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this Regulation by instalments or otherwise by recovery from his emoluments or otherwise as the Vice-Chancellor may direct.

PROCEDURE ON THE DEATH OF THE SUBSCRIBER

12. On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made, where a subscriber leaves a family:-
- 1/ If a nomination made by the subscriber in accordance with the provisions of these Regulations in favour of a member or members of his family subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the Proportion specified in the nomination.

2/ If no such nomination in favour of a member or members of the Family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares:

Provided that no share shall be payable to :-

- i/ Sons who have attained majority;
- ii/ Sons of deceased son who have attained majority;
- iii/ Married daughters whose husbands are alive;
- iv/ Married daughters of a deceased son whose husbands are alive; If there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv)

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provision of clause (i) of the first provision.

When the subscriber leaves no family if a nomination made by him in accordance with the provisions of these Regulations in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

References:

1. University Council Resolution No. 11 dated 24.12.1985
2. University Council Resolution No. 7 dated 6.10.1989.

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CHAPTER XXXVII

STATUTES GOVERNING CONTRIBUTORY PROVIDENT FUND¹

1. The Fund shall be open to :-
 - 1/ Permanent employees other than those governed by the Pension Regulations/ Statutes;
 - 2/ Employees serving on contract terms, provided that there is a specific clause to that effect in the term of their contract; and
 - 3/ Temporary employees other than those governed under pension Regulations/ Statutes who have put in at least three years continuous service in the University.
2. Contribution to the fund may be made by the employees from the date of their appointment at a rate not less than 10% of their pay. The University contribution shall, however, be restricted to 10% of the pay and shall have effect in the case of probationers from the date of probation followed by confirmation and in the case of temporary employees from the date of their appointment as such after they have put in continuous temporary service for a period not less than three years.

Note:

“w.e.f. 1.4.1989 the word ‘pay’ shall include the basic pay plus D.A., as admissible under rules from time to time”.²

3. The University contribution shall as far as possible be deposited every month in the Bank and credited to the amount of subscribers.
4. The Provisions of the Regulations governing the General Provident Fund, unless these are repugnant to the foregoing Contributory Provident Fund Regulations, will mutatus mutandis, apply in the cases of employees contributing to Contributory Provident Fund.
5. If a University employee who is a subscriber to the contributory Provident Fund permanently opts for pensionable service in the University :-
 - i/ the amount of subscription with interest thereon standing to his credit in Contributory Provident Fund at the date of option shall be transferred to his credit in the G.P.Fund;
 - ii/ the amount of University contribution with interest thereon standing to his credit in such contributory provident fund shall be repaid to the University and credited to University Account; and
 - iii/ he shall in exchange be entitled to count towards pension such part of period of service during which he contributed to the Contributory Provident Fund as the University may determine.
6. A second advance from the fund cannot be drawn while a previous advance is outstanding either in whole or in part. Where, however, owing to special reasons the subscriber requests for grant of a 2nd advance before liquidating in full the previous one, the competent authority may after it is personally satisfied about the need of the employee, sanction the 2nd advance as a special case subject to the condition that the total advance including the unliquidated previous advance on the date of sanction shall not exceed 60% of the amount at the credit of the employee or 12 months pay whichever is less.

References:

1. University Council Resolution No. 11 dated 24.12.1985
2. University Council Resolution No. 7 dated 6.10.1989

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CHAPTER XXXVII-A

GUIDELINES/RULES GOVERNING THE GRIEVANCE REDRESSAL CELL ¹

1. JURISDICTION

These Guidelines/Rules shall cover the Non-Teaching Employees of the University with grievances in the area of inter-se-seniority, placement, house allotment, pay-fixation and allied issues.

2. COMPOSITION OF THE CELL

The Grievances Redressal Cell shall comprise the following:

1. Dean Academic Affairs
2. One Senior Campus Dean
3. One Senior Faculty Member
4. One Women Officer/Teacher of the University
5. Registrar
6. Joint Registrar (Finance)
7. Two members nominated by the Vice-Chancellor from the field of specialization in:-
 - a) Administration
 - b) Financial Management

The Chairman of the Cell shall be nominated by the Vice-Chancellor.

3. TENURE OF THE COMMITTEE:

Two years barring the ex-officio members and they will be eligible for re-appointment/nomination.

4. QUORUM:

1/3 of the members shall form the quorum

5. FREQUENCY OF THE MEETING:

The meeting shall be held periodically at least once in a spell of three months.

6. PROCEDURE:

All the grievances of the individual member/employee shall be routed through the concerned Head of the Department/Branch Officer together with ten copies on the prescribed form (Annexure). These grievances shall then be processed and one set of grievances of all the personnel shall be forwarded to each member at least 15 days before the holding of periodical meeting for the in-depth study of the case by the members. The Committee may invite the Head of the Department / Branch Officer whose staff member is seeking redressal of the grievances for clarification or / and the employee concerned, for clarification. The recommendation of the Committee will ordinarily be binding on the parties concerned.

7. APPELLATE COMMITTEE

However, if the aggrieved party is not satisfied with the recommendation of the Committee, he/she may prefer an appeal for the appellate Committee within thirty days from the date of the issue of the recommendations, giving reasons for dissatisfaction together with an undertaking that the final decision of the Competent Authority would be binding under Statutes, failure on the part of the employee to submit undertaking would render the appeal infructuous. The Appellate Committee is essentially a recommendatory body and the final decision in the matter shall be taken by the Competent Authority in accordance with the Statutes.

The Committee may invite the appellant, if it feels fit and just, for his personal hearing.

8. COMPOSITION OF THE APPELLATE COMMITTEE

The Appellate Committee shall comprise:

1. Vice-Chancellor (Chairman)
2. Dean Faculty of Law
3. Registrar
4. One outside expert in the area of grievances to be nominated by the Chairman.

9. QUORUM OF APPELLATE COMMITTEE

Two members shall form the quorum.

10. FREQUENCY OF THE MEETING

Bi-annually (if there is a case)

11. FINAL DISPOSAL OF THE GRIEVANCES

The recommendation of the grievances Redressal Committee or the Appellate Committee shall be forwarded to the Registrar within fifteen days from the date of the meeting of the Committee, by the Chairman, and the recommendation shall be implemented as early as possible depending upon the subject matter of the case. The Vice-Chancellor may see that the recommendations are implemented in letter and spirit and no further harassment is caused to the concerned employee.

References:

1. University Council Resolution No. 22 dated 04-12-2001

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**BEFORE THE APPELLATE COMMITTEE GRIEVANCE REDRESSAL CELL FOR THE NON-TEACHING
STAFF, UNIVERSITY OF JAMMU**

Sub : Appeal under Rule/Guideline 7 of the Guidelines/Rules governing the Grievance Redressal Cell.

Sir,

The applicant/appellant is hereby preferring an appeal against the decision of the Grievance Redressal Cell dated _____, particulars whereof are detailed as under:-

1. Name of the Appellant/Employee:
2. Designation:
3. Dept./Section:
4. Nature and particulars of Complaint/Grievance:
5. Brief description of the decision of the Grievance Redressal Cell:
6. Reasons for disagreeing with the decision of the Grievance Redressal Cell/Committee:
7. Relief sought for through the medium of present appeal:

Dated :

Signature of the Appellant

Remarks of the Branch Officer/HOD/Controlling Officer.

Signature & Seal

FORM FOR REDRESSAL OF INDIVIDUAL GRIEVANCE
(For Employees of the University)

1. Name _____
2. Designation _____
3. Department _____
4. Nature of Grievance: (i) Promotion
(Please tick
whichever is (ii) Pay Fixation
appropriate) (iii) Inter-se-Seniority
 (iv) Residential Accommodation
 (v) Any Other
5. Give reasons for grievance precisely (not exceeding 150 words)
(all supporting evidence including detailed reasons may be annexed to the form, if necessary)
:
6. Relief sought:

DECLARATION

I declare that I have no reservation whatsoever against any member of the Grievance Redressal Committee and would unhesitatingly accept its findings.

Dated: _____

Sig. of Staff Member

Remarks of the forwarding Officer:

The Registrar
(Grievance Redressal committee),
University of Jammu, Jammu.

UNDERTAKING

I, _____, son/daughter of _____
_____, working as _____ in the
_____ Department/Section, do hereby declare and undertake,
today the _____ day of _____ 200—, as under:-

1. That I had filed a complaint dated _____ regarding _____
_____ before the Grievances Redressal Cell of the University, which complaint
was decided by the aforesaid Cell vide its decision dated _____
_____.
2. That I am not satisfied with the decision of the Grievances Redressal Cell and am therefore,
filing an appeal for its consideration by the Appellate Committee.
3. That I am filing this undertaking in terms of Rule/Guideline 7 of the Guidelines/Rules
governing the Grievances redressal Cell for the Non-Teaching Staff of the University of
Jammu.
4. That I hereby undertake, that the decision of the Competent Authority under the Statute/
s shall be final and binding upon me.

Signature of the Employee

Witnesses:

1. _____
2. _____

CHAPTER XXXVII-B

“CAREER ADVANCEMENT SCHEME FOR SUCH ISOLATED POSTS WHERE THERE ARE NO NORMAL PROMOTIONAL AVENUES IN THE UNIVERSITY OF JAMMU AND UNIVERSITY OF KASHMIR.”¹

1. There shall be a “CAREER ADVANCEMENT SCHEME” for such isolated posts where there are no promotional avenues and are not covered under the existing schemes of Career Advancement viz. Re-organization-cum-Caderization Scheme, One Time Career Advancement Scheme, Upgradation of one-third of Class-IV employees scheme and other similar schemes, if any, in the University of Jammu and University of Kashmir.
2. The scheme shall be operative w.e.f. 01-01-1992.
3. The posts covered under this scheme shall be divided into the following categories having initial, senior and selection scales as indicated against each category:

Category	Designation	Scale on Initial Apptt.	Senior scale	Selection/Next Higher Scale
I	Security Officer(JU) Counsellor (JU) Pro-cum-Counsellor(KU) Cultural Officer(JU) Instructor in Drama(JU) Law Officer(KU) Landscape Officer(KU) Programmer (KU) [£] Programmer Admn. (JU)	1640-2900	2000-3500	2200-4000
II	Asstt. Estates Officer Manager Guest House(KU) Watch & Ward Officer(KU) Editor(KU) Photographer/Cameraman(KU) Research Asstt. (KU) Foreman (KU) Inspector-cum-mechanic(KU) Statistical Asstt.(JU) Draftsman-cum-Estimator(KU)* Draftsman(JU)* Field Asstt. and Store Keeper(LSU) (JU) Data Entry Operator (KU)* Key Punch Operator (JU) Scanner(JU)	1400-2300	1640-2900	2000-3500

These positions be included in the “Re-Organization-cum-Caderization Scheme” for Technical personnel of the Science Departments.
Key Punch Operators & Scanners be re-designated as Data Entry Operators.

£ To be shifted from Science Faculty to General Administration.

* On reaching the Selection Scale of Rs. 2000-3500 Draftsman will be designated as Head Draftsman.

III.	**Pharmacist Lab. Technician Health Centre(JU) **Sanitary Inspector(JU)	1320-2040	1400-2300	1640-2900
IV.	Senior Editor(KU) Sports Asstt.(KU) Sports Supervisor(JU) Technical Asstt. works Deptt.(JU)	1200-2040	1400-2300	1640-2900

** The final decision in respect of the post of Pharmacist and Sanitary Inspector shall be taken on the basis of information with regard to qualification, Pay scale & Promotional Avenues from the Central Universities.

V.	Asstt. Manager Guest House(KU) Receptionist(JU) Calligraphist(KU) Museum Artist(KU) Technician (MERC)(KU) Carpenter Asstt. Telephone Operator(KU)* Telephone Operator(JU) Works Supervisor Asstt. Watch & Ward Officer(KU) Supervisor(ULD)(KU)** Electrician Driver Despatch Rider Junior Museum Asstt.(KU) Tailoring Asstt.(KU) Plumber Projectionist(KU) PA-cum-System Operator(YW)(JU) Mechanic (KU) Machineman(JU)	1200-2040 950-1500	1400-2300 1200-2040	1640-2900 1400-2300
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4. The qualifications for the posts mentioned in clause 3 are given in Appendix-A

However, in the case of existing incumbents working against the posts, the prescribed qualifications shall not be insisted upon for placement in the Senior/Selection scale.
5. The posts which are to be adjusted in other existing Career Advancement Schemes viz. "Re-organization-cum-Caderization Scheme of the Sciences Departments", "One-time Career Advancement Scheme for ministerial staff" and scheme for "Upgradation of 1/3 rd of total strength of Class IV posts" are given in Appendix-B.
6. "An employee under this scheme shall be considered for promotion to the senior scale post in the category concerned only if he/she has put in not less than 10(ten) years consistently satisfactory service in the initial scale. Likewise an employee shall be

* To be designated as Telephone Operator
** Nomenclature to be changed to Field supervisor.

considered for promotion to the selection scale posts in the category concerned only, if he/she has put in total 18 years (both in the initial scale and senior scale taken together) of consistently satisfactory service.”²

7. [DELETED] ²
8. The designation of incumbents and duties to be performed by them after placement in the senior/selection scales shall remain unchanged.
9. The incumbents working in the above positions of the University who have already been given senior/selection scale under any of the earlier Caderization Schemes shall be deemed to have been promoted to the senior/selection scale as the case may be, in the category concerned under this scheme.
10. “The existing incumbents holing pay scale which is in between the initial and the senior scale as prescribed under this scheme shall continue to hold the said pay scale in their personal capacity and shall be deemed to have been appointed on the post in the initial scale of the category concerned, under this scheme. Likewise, existing incumbents holding pay scale in between the senior scale and the selection scale as prescribed under this scheme shall continue to hold the said pay scale in their personal capacity and shall be deemed to have been promoted to the senior scale of the category concerned under this scheme.

Unless otherwise indicated in the schemes, all the above incumbents shall be eligible for promotion to the senior scale post or the selection scale post, as the case may be, in their respective category under this scheme on completion of 10/18 years consistently satisfactory service.

Similarly, such of the existing incumbents holding the pay scale which is higher than the selection scale for their respective category prescribed under this scheme shall continue to hold the said higher pay scale in their personal capacity and they shall be deemed to have been placed in the selection scale under this scheme.”²

11. Pay of the employees to be promoted to the senior scale/selection scale, as the case may, shall be fixed under the provisions of Article 77-B of the K.C.S.R unless other- wise provided.
12. An employee shall be eligible to exercise option to avail of the promotional benefit immediately from the date of promotion to the senior/selection scale post, as the case may be , or defer the said promotion to a subsequent date following the date of next annual increment in the lower pay scale. Such incumbent shall communicate his option in writing to the Administration Branch within a period of one month from the date of issue of orders for promotion to the senior/selection scale post. The option once exercised shall be treated as final.
13. There shall be a Screening Committee to be constituted by the Vice-Chancellor. The Screening Committee shall peruse the service record including APRs of eligible incumbents to determine their suitability for promotion to the senior/selection scale posts, as the case may be .The recommendations of the Screening Committee shall be placed before the Vice-Chancellor for orders.
14. The Vice-chancellor of the University, in consultation with the Financial advisor may declare any post to be included in the list of positions covered under this scheme from time to time, in case there is no promotional avenue for that particular post.

15. Henceforth, first appointment in the prescribed categories shall be made in the initial scale of pay on the basis of qualifications and designations as given in Appendix-B
16. Any other case which on its individual merits deserves consideration under the scheme shall be decided by the Vice-Chancellor in consultation with the Financial Advisor.
17. Incumbents whose pay scale held by them presently has been revised upward shall have to put in atleast 5 years service in the initial scale so revised before becoming eligible for placement in the senior scale to avoid accrual of unintended benefit to such incumbents.
18. Cases of anomalies which may arise in implementation of this scheme shall be referred to the Joint Committee for consideration and decision.

Note : "The above mentioned amendments at S.No. 6, 7 & 10 in the Statutes/related Scheme shall be subject to the following conditions:

- i. The amendments shall have prospective effect.
- ii. Both the revised Schemes shall be applicable to the employees of both the categories who could not avail promotion/upgradation in their existing schemes due to one or the other reasons.
- iii. There shall not be any change in the qualification prescribed in the scheme for placement in the senior/selection scale of the incumbent.
- iv. The seniority of the incumbent shall remain intact on the respective cadre, class and category."²

APPENDIX-A SHOWING QUALIFICATIONS FOR RECRUITMENT TO THE ISOLATED POSTS WHERE NO PROMOTIONAL AVENUES ARE AVAILABLE.

Category	Name of the post	Qualifications
I	Security Officer(JU)	Graduation, Ex-Serviceman of the rank of Capt./Ex-police Personnel of the rank of DSP.
	Counsellor (JU)	Master's Degree in Education with counselling as one of the specialized subject or Diploma in Counselling.
	Pro-cum-Counsellor(KU)	i) Master's Degree preferably in Mass Communication/Journalism. ii) Knowledge of History, Geography and Culture of India with special reference to J&K Current Affairs. iii) Evidence of proficiency in producing feature articles, pamphlets, press notes writing of article and essay etc.
		OR
		a) Diploma in Journalism from the Institute of Mass Communication, Govt. of India or any other recognised institution. b) Experience as a Reporter for a period of atleast two years with an established newspaper or news agency.
	Cultural Officer(JU)	i) Master's Degree in Mass Communication/ Journalism. ii) Degree in Performing Art.
	Instructor in Drama(JU)	i) Master's Degree in Mass Communication/ Journalism ii) Degree in Performing Art.
	Law Officer(KU)	LL.B.(Professional) with five years Bar Experience.
	Landscape Officer(KU)	B.Sc.(Agriculture) with experience in maintenance of gardens, parks and specialisation in Floriculture.
	Programmer(KU)	Post-Graduate Diploma in Computer Application.
	Programmer Admn.(JU)	Post Graduate Diploma in Computer Application.
II	Asstt. Estates Officer(KU)	Diploma in Civil Engineering with experience of maintenance and repairs of buildings.
	Manager Guest House(KU)	10+2, Degree in Hotel Management/ Graduation with Diploma in Hotel Management with experience of five years in Hotel Management.

	Watch & Ward Officer(KU)	Ex-serviceman of the rank of JCO/ Ex-police personnel of the rank of Sub-Inspector.
	Editor (KU)	Master's Degree in Journalism/Mass Communication.
	Photographer/ Cameraman(KU)	Graduate with Diploma in Photography from a recognised Institute.
	Research Asstt.(KU)	M.A. in Kashmiri with evidence of having done research work.
	Foreman(KU)	Three years Diploma in Electrical Engineering from a recognised Institute.
	Inspector-cum-Mechanic(KU)	Three years Diploma in Automobile Engineering/Mechanical Engineering.
	Statistical Asstt.(JU)	M.A. in Statistics.
	Draftsman-cum-Estimator(KU)	Two years Diploma in Draftsmanship from a recognised Institute.
	Draftsman(JU)	Two years Diploma in Draftsmanship from a recognised Institute.
	Field Assistant and Storekeeper(JU)	B.Sc. Agriculture/Horticulture/Floriculture.
	Data Entry Operator(KU)	P.G. Diploma in Computer Application.
	Scanner(JU)	B.Sc. with Physics/Electronics and P.G. Diploma in Computer Application.
III.	Pharmacist	10+2 with Diploma from State Medical Faculty or Diploma in Pharmacy.
	Lab. Technician Health Centre(JU)	Technicians Course from State Medical Faculty.
	Sanitary Inspector(JU)	Matric with Diploma in Sanitation from recognised Institute.
IV.	Junior Editor(KU)	Diploma in Journalism/Mass Communication
	Sports Asstt.(KU)	B.P.Ed.
	Sports Supervisor(JU)	B.P.Ed. NIS Coach in relevant sport.
	Jr. Technical Asstt. Works Deptt.(JU)	Three Years Diploma in Electrical Engineering with two years experience
	Jr. Technical Asstt. Continuing Education(JU)	Matric with three years experience in preparation of teaching aids, should be able to handle audio-visual equipment and assist in sketching, drawing and photography etc.
	Asstt. Manager Guest House(KU)	10+2 Degree in Hotel Management/ Graduate with Diploma in Hotel Management
	Receptionist(JU)	10+2 Degree in Hotel Management/ Graduate with Diploma in Hotel

	Management
Calligraphist(KU)	Graduate with Diploma in Calligraphy from a recognized institute.
Museum Artist(KU)	B.A. in Fine Arts.
Technician(MERC)(KU)	Graduate with experience of handling and maintaining audio-visual aid.
V. Carpenter	ITI in the relevant trade.
Telephone operator	10+2 with three years experience as telephone Operator with knowledge of maintenance of PABX.
Asstt. Watch & Ward Officer(KU)	Matric-Ex-Serviceman of the rank of Havaldar/Ex-police personnel of the rank of Head Constable
Field Supervisor (ULD) (KU)	Matric with knowledge/experience of maintenance of gardens and parks.
Electrician	Matric with Diploma from ITI in relevant trade.
Driver/Despatch Rider	Middle pass with driving licence in hill roads(Commercial) with five years experience.
Junior Museum Asstt.(KU)	Graduate with experience of maintenance of museum
Tailoring Asstt.(KU)	Matric with Certificate in Tailoring and Cutting from ITI/Polytechnic.
Plumber	ITI Diploma in the relevant trade.
Projectionist(KU)	Graduate with experience of handling audio-visual aids.
PA-cum-System Operator (YW)(JU)	Matric with ITI Certificate in the relevant trade.
Mechanic(KU)	Matric with ITI Certificate in the relevant trade.
Machineman(JU)	Matric with ITI Certificate in the relevant trade.

APPENDIX-B

ISOLATED POSTS WHICH ARE TO BE SHIFTED TO OTHER EXISTING CAREER ADVANCEMENT SCHEMES IN THE UNIVERSITY OF JAMMU & UNIVERSITY OF KASHMIR.

S.NO.	Nomenclature of the post	Scale of pay			Existing scheme to which the posts are to be shifted	Qualifications	
		Initial	Senior	Selection			
I 1.	Computing Asstt.	1640-2900	2000-3500	2200-4000	Re-organization-cum-Caderization Scheme of the Science Deptt.	P.G. Diploma in Computer Applications/ Master's Degree in Statistics/Mathematics	
2.	Workshop Supdt.(JU)	-do-	-do-	-do-	-do-	B.E. Mechanical/ Diploma holder in Mechanical/Electrical Engineering having two years experience in mechanical/ Electrical instruments, Design and Fabrication.	
3.	Computer Operator	-do-	-do-	-do-	-do-	P.G. Diploma in Computer Applications.	
4.	Storekeeper Physics(JU)	1200-2040	1400-2300	1640-2900	-do-	B.Sc. with experience of handling stores.	
5.	Mechanic Physics(KU)	950-1500	1200-2040	1400-2300	-do-	Matric with ITI Certificates in Turner and Latner forging.	
6.	Auditor(KU)				To be included in one time Career Advancement Scheme for Ministerial Cadre.		
7.	Lab. Attendent/ Library Attendants						
II 1.	Duplicating Operator						
2.	Helper to Mechanic(KU)						
3.	Sanitary Supervisor(KU)						
4.	Record Keeper(KU)						
III 1.	Generator (KU) Operator				750-940	800-1150	To be included in the Scheme of Upgradation of 1/3rd of total strength of Class IV posts carrying pay scale of 750-940 as recommended by the Joint Committee in its meeting held on 11.02.89 and subsequently approved by University Council.
2.	Cane-Sheet maker(KU)						
3.	Khidmatgar(KU)						
4.	Billiard marker(KU)						
5.	Care-taker(KU)						
6.	Pump Operator(KU)						
7.	Washerman(KU)						

References:

1. University Council Resolution No. 22 dated 27-07-1996
2. No. estab 07/514-1613 dt. 30-04-2007

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CHAPTER XXXVII-C

SCHEME FOR RE-ORGANIZATION-CUM-CADERIZATION FOR TECHNICAL PERSONNEL OF SCIENCE DEPARTMENTS ¹

1. There shall be a Re-organization-cum-Caderization Scheme for technical personnel of the Science Departments of both the Universities viz. the University of Jammu and the University of Kashmir.
2. The scheme shall be made operative w.e.f. 1.1.1992.
3. The following posts shall be treated as technical posts under this scheme:

New Nomenclature	Old Nomenclature
Laboratory Assistants	Laboratory Assistants
Lecture Assistants	Lecture Assistants
Micro-analyst	Micro-analyst
Curators	Curators/Technical Assistants (Zoology)
Electronic Assistants	Electronic Mechanics
Museum-cum-Lecture Asstt.	Museum-cum-Lecture Asstt.
Micro-photographer	Micro-photographer
Field Biologist	Field Biologist
Cartographer	Cartographer
Senior Technical Assistants	Senior Technical Assistants
Technical Assistants	Technical Assistants (Pharmacy)
	Technical Assistants/Sr./Jr/
	Technical Assistants (Applied Electronics)
Junior Technical Assistants	Technical Assistants (Physics/Chemistry/ Technicians "C" (USIC)/ Jr. Technical Assistants/ Glass Blowers(Senior/Junior) of Chemistry and Physics Departments).
Technicians	Technicians "B" (USIC)/ Workshop Mechanics (Physics)/ Photographer (Geology).
Assistant Technician	Technician "A" (USIC)
Museum-cum-Herbarium Keeper	Museum-cum-Herbarium Keeper
Gas Man	Gas Man
Museum-cum-Animal Keeper	Museum-cum-Animal Keeper
Section Cutter (Geology)	Section Cutter (Geology)
Field Collectors	Field Collectors
Survey Assistant	Survey Assistant

4. The above posts will be divided in the following categories having initial, senior and selection scales as under:-

Category	Designation of Post(s)	Scale on Initial Appointment	Senior Scale	Slection Scale
I	Laboratory Assistants, Lecture Assistants, Micro-analyst, Curators, Electronic Assistants,	Rs.1640-2900	2000-3500	2200-4000

	Museum-cum-Lecture Asstt., Micro-photographer, Field Biologist, Cartographer & Senior Technical, Assistants,			
II	Technical Assistants	Rs.1400-2300	1640-2900	2000-3500
III	Junior Technical Assistants	Rs.1200-2040	1400-2300	1640-2900
IV	Technicians	Rs.950-1500	1200-2040	1400-2300
V	Assistant Technician Museum-cum-Herbarium keeper, Gas Man Museum-cum-Animal keeper, Field Collectors & Survey Assistant.	Rs.800-1150	950-1500	1200-2040

5. The qualifications and the pay scales of the technical posts are given at appendix.
6. The incumbents holding the designations (hitherto or those prescribed under this scheme) shall be deemed to have been placed in the initial, senior or selection scales, as the case may be in their respective allotted categories mentioned in clause (4) above. However, their designations will remain unchanged unless they opt for the changed designations envisaged in the scheme.
7. [DELETED] ²
8. The designation of the incumbents even after promotion to the senior/selection scale shall remain unchanged.
9. "An employee under this scheme shall be considered for promotion to the senior scale post in the category concerned, only if he has put in not less than 10 years consistently satisfactory service in the initial scale. Likewise, an employee shall be considered for promotion to the selection scale post in the category concerned, only, if he has put in total 18 years (both in the initial scale and senior scale taken together)' of consistently satisfactory service."²
10. The technical personnel of the University who have already been given senior/selection scale under any of the earlier caderization schemes shall be deemed to have been promoted to the senior/selection scale, as the case may be, in the category concerned under this scheme.
11. The existing incumbents holding pay scale which is in between the initial and the senior scale as prescribed under this scheme shall continue to hold the said pay scale in their personal capacity and shall be deemed to have been appointed on the post in the initial scale of the category concerned under this scheme. Likewise, existing incumbents holding pay scale in between the senior scale and the selection scale as prescribed under this scheme shall continue to hold the said pay scale in their personal capacity and shall be deemed to have been promoted to the senior scale of the category concerned under this scheme.

However, all the above incumbents shall be eligible for promotion to the senior scale post or the selection scale post as the case may be , in their respective category, under this scheme, on completion of 10/18 years consistently satisfactory service and subject to availability of senior/selection scale posts.

Similarly, such of the existing incumbents holding pay scale which is higher than the selection scale of their respective category prescribed under this scheme shall continue to hold the said higher pay scale in their personal capacity and they shall be deemed to have been placed in the selection scale under this scheme.

12. Pay of the employees to be promoted to the senior scale/selection scale shall be fixed under the provisions of Article 77-B of the K.C.S.R. unless otherwise provided.

Note : “The above mentioned amendments at S.No. 7 & 9 in the Statutes/related Scheme shall be subject to the following conditions:

- i. The amendments shall have prospective effect.
- ii. Both the revised Schemes shall be applicable to the employees of both the categories who could not avail promotion/upgradation in their existing schemes due to one or the other reasons.
- iii. There shall not be any change in the qualification prescribed in the scheme for placement in the senior/selection scale of the incumbent.
- iv. The seniority of the incumbent shall remain intact on the respective cadre, class and category.”²

APPENDIX

STATEMENT SHOWING PAY SCALES AND QUALIFICATIONS FOR APPOINTMENT TO THE TECHNICAL POSTS IN THE SCIENCE DEPARTMENTS OF THE UNIVERSITY UNDER “RE-ORGANISATION-CUM-CADERIZATION SCHEME

Cate- gory	Designation of the post	Qualifications for the post	Remarks	
I	Laboratory Assistants (9)	M.Sc. in the subject concerned	-	
	Lecture Assistants (3)	M.Sc. in the subject concerned with a type speed of 40 w.p.m.	-	
	Micro-analyst (1)	M.Sc. in Chemistry and skill in Micro-analysis.	-	
	Curators (2)	M.Sc. in the subject concerned with skill in the concerned trade.	-	
	Electronics Assistant (1)	B.E.(Electronics)/M.Sc. (Electronics).	Electronic Mechanic to be re-designated as Electronics Asstt.	
	OR			
			Diploma Course in Electronics (having B.Sc. as minimum qualification for admission) with two years experience.	
	Museum-cum-Lecture Asstt. (1)	Master's Degree in the subject concerned with skill in Museology and type speed of 40 w.p.m.	-	
	Micro-Photographer (1)	M.Sc. in Life Science subject with skill in Micro-Photography.	-	
	Field Biologist (1)	M.Sc. in Botany/Zoology with skill in field of Biology & Ecology.	-	
Curator (Zoology) (1)	M.Sc. in Zoology with skill in the trade.	Technical Asstt. to be re-designated as Curator Zoology.		
Cartographer (Geography) (1)	Master's Degree in Geography with skill in Cartography.	-		
Sr. Technical Assistant(USIC) (1)	B.E. Electronics/B.Tech.(Electronics)/M.Sc. in Electronics.	-		

OR

		Diploma in Electronics(B.Sc. as Minimum qualification for admission) with two years experience.	-
	Sr.Technical Assistant (1) (Computer Science)	B.E. in Electronics/Computer.	-
	Sr. Technical Assistant(CORD)	M.Sc. in the subject concerned	-
	Technical Assistant (Pharmacy).	B.Pharmad as senior Technical Assistant.	To be re-design-
II	Technical Assistants (2) (Applied Electronics)	Hr.Sec.(10+2) with 2 years Diploma in Electronics from a recognized Institution/Centre.	Senior/Junior Technical Assistants to be re-designated as Tech. Assistants.
	Technical Assistant (Computer Centre) Technical Assistant (Computer Science)	Bachelor's Degree in any discipline with one year diploma in Computer Applications from a recognised institute.	
	Technical Assistant (Home-Science)	B.Sc. in Home Science	-
	Technical Assistant(Bio-Chemistry)	B.Sc. with Chemistry as one of the subjects.	
III.	Jr. Technical Assistant (1) (Physics)	Matric with ITI 2 years' Certificate course in Electrical Trade with 3 years' experience in the concerned trade from a recognised Institution/ Organisation.	-
	Jr. Technical Assistant (1) (Chemistry)	-do-	-

	Jr. Technical Assistants (USIC)	(3)	Matric with ITI 2 years' Certificate course in Electrical Trade with 3 years' experience in the concerned trade from a recognised Institution/ Organisation.	Technician 'C' to be designated as Junior Technical Assistant.
	Jr. Technical Assistants (Pharmacy)		Matric with Diploma in Pharmacy from a recognized Institution.	-
	Jr. Technical Assistant (Glass in the trade Blowing) (Chemistry/ Physics)	(2)	Matric with ITI Certificate from a recognised Institution or Matric with 5 years' experience in Glass Blowing workshop & skill in handling various Glass equipments.	Glass Blowers to be re-designated as Junior Technical Assistants.
IV.	Technician (USIC)	(2)	Matric with ITI certificate in trade concerned or Matric with 5 years' experience with skill in the trade.	Technician 'B' be re-designated as Technician.
	Technician (Workshop) (Physics)	(1)	-do-	Workshop Mechanic be re-designated as Technician (workshop).
	Technician (photography) (Geology)	(1)	Matric with 3 years' experience with skill in photography.	Photographer to be re-designated as Technician (Photographer).
V.	Survey Assistant		Matric and skill in job	-
	Museum-cum-Herbarium Keeper	(1)		
	Gas Man (Chemistry-2/ physics-1)	(3)		

Museum-cum-Animal Keeper (1)

Section Cutter(1)
(Geology)

Field Collector(3)
(Zoology/Botany/
Geology)

Assistant
Technician

Middle pass and Certificate Course from I.T.I. or Middle pass with skill in the trade.

Technician 'A' in USIC to be re-designated as Assistant Technician.

References:

1. Notification No. Estab/94/5520-5545 dated 29.06.1994.
2. Notification No. Estab/07/1514-1613 dated 30-04-2007.

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CHAPTER XXXVII-D

REGULATIONS GOVERNING MAINTENANCE AND UTILIZATION OF “AUDITORIUM AND INFRASTRUCTURE FUND” OF THE UNIVERSITY¹

1. These Regulations shall be called “Regulations of Auditorium and Infrastructure Fund” of the University.
2. **Objective of the Fund**
To develop the infrastructure to cater to the academic and co-curricular needs of the ever increasing number of students in the University.
3. **Creation of Fund**
 - a) Fund will be raised out of contributions/donations made by individuals/agencies/organizations etc. engaged in the field for promotion of academic research and value based civil society.
 - b) Overhead charges of the various Projects sanctioned in favour of Faculty members/ departments of the University by various agencies viz. UGC,CSIR,DST and DBT etc.
4. **Utilization of Fund**
 - a) For development of infrastructure of central facilities/support system.
 - b) Infrastructure development of the post-graduate Departments where budgetary provision is not provided or is inadequate to meet the requirement.
 - c) Departments shall be allowed utilization of 15% of the overhead money of each project received from the funding agencies with prior permission of the Vice-Chancellor.
 - d) Any other purpose for the development of the University as determined by the Vice-Chancellor.
 - e) For strengthening the University’s research and academic networking and extension activities.
5. **Governance of Fund**
The fund shall be governed by a Committee comprising the following:-
 1. Vice-Chancellor
 2. Dean Academic Affairs
 3. Registrar
 4. One member of the Syndicate to be nominated by the Vice-Chancellor
 5. Joint Registrar
6. **Maintenance of Accounts and its reconciliation**
 - a) The accounts of the “Auditorium & infrastructure Fund” shall be operated under the signature of the Joint Registrar. The accounts shall be maintained by official(s) who may be assigned the job on payment of nonorarium @ Rs. 300/- per month.
 - b) A separate account shall be opened in the J&K Bank under the head “Auditorium and Infrastructure Fund” and the reconciliation shall be made quarterly.

Reference:

1. University Council Resolution No. 35 dated 21-06-2004

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CHAPTER XXXVII – E

ADMINISTRATIVE AND FINANCIAL POWERS

ADMINISTRATIVE POWERS

Sr. No.	Nature of Power	Authority with whom Power vests	Officers whom power delegated	Extent to which power delegated	Conditions to be fulfilled for exercising the delegated Power	Remarks
APPOINTMENTS/CREATION OF POSTS AND DEPUTATIONS, SUSPENSIONS, PUNISHMENTS						
1.	To sanction creation of posts carrying scale upto the rank of Head Assistants and authorize budget provisions accordingly.	University Council	Vice-Chancellor		In consultation with the Financial Advisor.	Delegated vide University Council Resolution No. 16 dated 23.3.1977
2.	To sanction temporary establishment on daily wages/casual labour for maintenance and development of campus.	Vice-Chancellor (Statutory)				Proposals for such sanctions shall be routed through Finance Branch of the University.
3.	<p>i) To sanction appointments and to accept resignation in respect of :</p> <p>a) Class IV post including Chowkidars/ Security Guards/ Daffaries/ Head Security Guards/and other equivalent Posts.</p> <p>b) all other posts of Ministerial, Technical And other staff.</p> <p>ii) To suspend/ censure</p> <p>iii) To withhold increments</p>	Vice-Chancellor	Registrar		Provided that appointments are made after inviting applications and following the prescribed procedure for selection of eligible candidates keeping in view the minimum qualifications, age and other conditions prescribed for the posts by a committee to be constituted with the approval of the Vice-Chancellor.	

4.	To sanction temporary appointments in leave arrangements.	Registrar (Statutory)		In respect of subordinate staff	Provided that such appointment shall be made for a period upto 89 days only.
5.	To sanction crossing of Efficiency Bar	Vice-Chancellor	Branch Officer (Estab)	Upto Section Officer level	Provided that the work and conduct of an official/A.C.R's for the period of last three years immediately preceding has/ have been satisfactory and accepted by the Registrar.
6.	To sanction deputations both inside and outside the jurisdiction of the University on duty of the University.	Vice-Chancellor (Statutory)		In all other cases	
		Vice-Chancellor (Statutory)	i) Registrar/ Jt. Registrar	In respect of the University employees other than the officers and teachers.	Provided that :- i) Deputation does not exceed 20 days. ii) Budget provision exists.
			ii) Dean Academic Affairs		In respect of Teachers out of un-assigned grants
			iii) Vice-Chancellor	In all other cases	
7.	To sanction deputation of Research Scholars.	Vice-Chancellor	Head of the Deptt.	in respect of all scholars working in the Department	Provided the expenditure is met within the attached contingent grant or when no Expenditure to the University is involved.
8.	To permit the University staff to attend Training programmes within or outside the State.	Vice-Chancellor	Registrar		
9.	To suspend, when deemed	Vice-Chancellor		According to the procedure laid	Action taken to be reported to

	necessary an officer or teacher on grounds of mis-conduct.	(Statutory)		down under statues	Syndicate/ Council at its next meeting.	
10.	To suspend when deemed necessary members of the subordinate staff on grounds of mis-conduct.	Registrar (Statutory)		According to Statutes/Regulations.	Provided the action taken is reported to the Vice-chancellor.	
11.	To award black mark to subordinate staff for omissions and errors proved to have been committed by them.	Registrar (Statutory)				
12.	to impose fines on subordinate staff.	Registrar (Statutory)				
13.	To sanction confirmation	Vice-Chancellor	Registrar	In respect of all staff other than officers and teachers	In accordance with rules.	
14.	To sanction charge allowances as admissible under rules	Vice-Chancellor	Registrar	In respect of subordinate staff upto the rank of Head Assistant or equivalent posts for holding the charge of next higher post.		
		Syndicate	Vice-Chancellor	In respect of officers	In consultation with the Finance Advisor.	Power delegated vide University Council Resolution No. 10 dated 27 th Jan. 75
15.	To declare seniority lists of University employees.	Registrar (Statutory)				
16.	To grant departmental permission to appear in examinations.	Vice-Chancellor	Concerned Branch Officer (Adm.)	In respect of subordinate staff other than Officers.	As permissible under rules.	
			Registrar	In the case of Officers/Teachers		

17. (a) To withhold annual increments in respect of all officers and teachers.	Vice-Chancellor			
(b) To clear efficiency Bar	Registrar			
18. To verify fixation of pay	Registrar	A.R. (Accts.)	Upto the level of S.O. and equivalent posts.	
		Jt./Dy. Registrar (Finance)	In all other cases.	
19. To forward applications of teachers for appointment in other Universities/ Institutions	Vice-Chancellor	B.O. (T.W)		
20. To forward applications of other staff for appointments outside.	Vice-Chancellor	B.O. (NTW)	In respect of all staff of the University.	Provided the applicant is not bound by the terms of an agreement to serve the University for a specific period.
21. To keep custody of service books and character rolls of University employees	Registrar	Heads of the Departments	In respect of the staff of Deptts.	
		Librarian	In respect of the Library staff.	
		Heads of offices exercising drawing & disbursing powers	In respect of their offices.	
		Concerned Branch officer (Adm.)	In respect of the staff, working in the Registry.	
22. Custody of agreement forms/contracts entered into by the University	Registrar	Concerned Branch Officer		

LEAVE

Sr. No.	Nature of Power	Authority with whom Power vests	Officers whom power delegated	Extent to which power delegated	Conditions to be fulfilled for exercising the delegated Power	Remarks
1	2	3	4	5	6	7
1.	(a) To treat the teachers on duty, during the period they are engaged in the conduct of examinations of the University of Jammu.	Vice-Chancellor	Head of Deptt.			
	(b) In respect of Head of Department.		Dean Academic Affairs			
2.	(a) To sanction duly leave to teachers to attend meetings of recognized bodies and conferences.	Vice-chancellor	Dean Academic Affairs	Upto 15 days in a Financial year		
	(b) In respect of officers upto the Rank of Joint Registrar		Registrar			
	(c) Officers above the Rank of Joint Registrar		Registrar in consultation with VC			
3.	To sanction casual leave	Vice-Chancellor (Statutory)	Dean Academic Affairs	In respect of Head of teaching Departments including Director, Distance Edu. & Director, CACE&E.		
		Vice-Chancellor	Vice-Chancellor	Librarian, Registrar and Controller of Examinations/ Directors/Head of Offices.		
		Vice-Chancellor	Head of the Department	In respect of their staff including Deptt. Library staff		
		Librarian (Statutory)	Librarian	In respect of Library staff other		

			than those working in the Deptts.	
	Vice-Chancellor	Director, Physical Education	In respect of his office staff	
	Vice-Chancellor	Dean Students' Welfare	In respect of all categories of staff working under him.	
	Vice-Chancellor	Controller of Examinations	In respect of officers working under him.	
	Vice-Chancellor	All Heads of offices	In respect of staff working under them.	
	Vice-Chancellor	Jt./Dy. Registrar, Asstt. Registrars	In respect of staff working under them.	
	Vice-Chancellor	Registrar	In respect of all officers working under him and other officers not covered above.	
4. To sanction Earned leave	Vice-Chancellor	Heads of Deptts./ Registrar/ Controller of Exams./ Directors/ Heads of Office.	In respect of the staff working under them including Library staff.	Sanctioning authority to ensure that upto date leave statement of the Employee is enclosed with the leave form.
		Librarian	In respect of Library staff other than officers	
		Director Phy. Education	In respect of his office staff other than officers.	
		Director, Youth Welfare/Dean Students Welfare.	In respect of his office and hostels staff.	
		Provost of Hostels	Hostels staff.	
		Concerned Branch Officer (Adm.)	In respect of all other cases.	
5. To sanction earned leave in respect of officers & teachers	Vice-Chancellor (Staturory)		(a) In respect of Head of Deptt., Registrar, Controller of	

				Examination, and Librarian/ H.O. other offices.		
		Vice-Chancellor	Branch officer concerned	In respect of all Other officers/ Teachers/other employees.		
6.	To sanction Extra ordinary leave.	Vice-Chancellor (Statutory)				
7.	To sanction all other long leave.	Vice-Chancellor (Statutory)				
8.	To sanction Mater- nity leave/abortion leave	Vice-Chancellor	B.O. (TW) B.O. (NTW)	In case of teachers In case of Non- teachers.		
9.	To sanction leave not due/spl. dis- ability/Quarantine leave.	Vice-Chancellor	Registrar	In case of all employees		
10.	To sanction relax- ation in the condi- tions of length of service qualifying for the grant of study leave to em- ployees.	Vice-Chancellor (Statutory)		In consultation with the Financial Adviser		
11.	To authorize counting of leave without allow- ances towards in- crement	University Council	Vice-Chancellor	In consultation with the Financial Adviser	As permissible under rules	Power delegated vide University Council Resolution No. 23 dated 23-03- 1977
12.	To sanction study leave	Vice-Chancellor				
13.	To sanction sabbatical leave to University Professors	Vice-Chancellor				
14.	To sanction special casual leave	Vice-Chancellor	Dean Academic Affairs Registrar	In respect of teachers In respect of Officials upto Jt. Registrar		
15.	To sanction commuted leave/ Half pay leave	Vice-Chancellor		In respect of Officers above the Rank of Jt. Registrar In respect of offices above the rank of Professors/ HOD		

PURCHASES AND SANCTIONS

Sr. No.	Nature of Power	Authority with whom Power vests	Officers whom power delegated	Existing extent of delegation	Proposed extent of delegation	Remarks
1	2	3	4	5	6	7
1.	To authorize purchase of Scientific Equipments	Vice-Chancellor	Heads of the Departments/ Director USIC/ Director Computer Centre	In respect of their Deptts. upto Rs.10,000/- on each single item at one time	Rs. 25,000/-	<p>Provided that :</p> <p>i) expenditure is not split to avoid reference to higher authorities for Sanction ;</p> <p>ii) purchases are made at competitive rates determined after inviting quotations and observing all formalities as required under rules; and</p> <p>iii) the purchase is authorised on the re-commen-dation of a departmental purchase committee to be constituted with the approval of the Vice-Chancellor; and</p> <p>iv) the purchase is authorised upto the value of Rs. 5000/- in such cases where it is difficult to compare the prices on the basis of definite specifications, quality and utility of the articles. The purchase beyond Rs. 5000/- shall be</p>

		Registrar	In respect of all other officers	
		B.O. (TW)	In respect of teachers.	
		B.O. (NTW)	In respect of non-teaching employees other than officers.	
	Vice-Chancellor (Statutory)		Exceeding Rs. 10,000/-	Rs. 25,000/-
2. To authorize purchases/ expenditure out of Lab. Services grant.		Head of the Department (Delegated)	In respect of their Deptt.	<p>Provided that :</p> <p>i) purchases are competitive rates determined after inviting and observe formalities as required under rules;</p> <p>ii) the purchase is authorised on their recommendations of departmental purchase committee to be constituted with the approval of the Vice-Chancellor; and</p> <p>iii) expenditure is restricted within approved budget provision.</p>
3. To authorise purchase of office and class room furniture and fixtures except furnishings	Vice-Chancellor	Heads of the Deptts/Directors	In respect of their Deptts./Directorates/Hostels etc.	At approved rates of the University.
		Librarian	In respect of Library	At approved rates of the University.
		Registrar	In all other cases	At approved rates of the University.
4. To authorise purchases out of office expenses grant of the Deptts.	Vice-Chancellor	Heads of the Deptts/Directors	In respect of their Deptts./Officers/ Directorates	After observing all formalities purchases of stationery etc. to be made from Stationary Depot and from market at approved/
			In respect of	

		Librarian/Dy. Librarian	Central Library		competitive rates. All other purchases to be made at competitive and cheapest possible rates, after inviting quotations/ tenders
		All Heads of offices	In respect of their branches		expenditure to be restricted within budget allotment.
5. To authorise purchases of medicines	Vice-Chancellor	Registrar	Upto Rs. 50/- in each case within the budget provision.	Rs. 500/-	Powers vested with the VC are now proposed to be delegated to Registrar. However, the C.M.O. shall be authorized to make purchases upto Rs. 500/- in each case within the budget provision after observing necessary formalities.
6. To authorise expenditure out of sports and other grants at the disposal of Director, Physical Edu.	Vice-Chancellor	Director Physical Education/Dean Students Welfare	Upto Rs. 500/- on each item at one time	Rs. 2000/-	Provided that : i) expenditure is not split to avoid sanction; ii) purchase is made at competitive rates after observing all formalities.
7. To authorise all kinds of purchases for the office.	Registrar (Statutory)		Upto Rs. 2500/- in each case.	Rs. 10,000/-	-----
	Vice-Chancellor (Statutory)		Exceeding Rs. 10,000/-		
8. To authorise purchase of stationery and printing of forms	Vice-Chancellor	Asstt.Dy. Registrar I/C Sty. & Forms	Upto Rs. 500/- at one time	Rs. 5000/-	As approved rates or from stationery Dept./ Govt. press
		Dy. Registrar (Bgt.)	Upto Rs. 1000/-	Rs. 10,000/-	In respect of
			Upto Rs. 5000/-		

		Controller of Examinations		Rs. 25,000/-	Stationery
		Joint Registrar/ Registrar	Upto Rs. 5000/-	Rs. 25,000	In respect of Stationery.
		Vice-Chancellor	Exceeding Rs 25,000/-		
9. To authorise purchase of liveries	Vice-Chancellor	Officer I/C Services			In accordance with prescribed scale approved rates
10. To authorize purchase of petrol for vehicles	Vice-Chancellor /Registrar	i) B.O./C Communication Section ii) Jt. Registrar	In accordance with prescribed Scales.		HODs/Directors in respect of vehicles attached to their Deptts/ Directorates
11. To authorise purchase of charcoal	Vice-Chancellor /Registrar	B.O./C stores	Upto Rs. 100/-	Rs. 2000/-	At approved rate
		Dy. Registrar (Budget)	Upto Rs. 200/-	Rs. 5000/-	At approved rate
		Jt. Registrar/ Registrar (Statutory)	Exceeding Rs. 200/-	Rs. 5000/-	At approved rate
12. To sanction expenditure on postage and Telegrams	Vice-Chancellor/ Registrar	Officer I/C Despatch section/HODs/ Directors.	Within the budget grant		
13. To authorise payments of electric & water charges.	Vice-Chancellor	B.O./C Estate Section	Within approved grants.		
14. To sanction telephone charges.	Vice-Chancellor /Registrar	Jt. Registrar	Within the ceiling/ grants allotted.		
15. To authorise payment of advertisement charges	Vice-Chancellor/ Registrar	Jt. Registrar	Within the grant available		Provided the Registrar/Vice-Chancellor has approved the publication of notice in the papers.
16. To authorize repairs to vehicles	Registrar (Stautory)	B.O./C Transport/HODs/ Directors concerned	Upto Rs. 100/- at a time	Rs. 1000/-	
		Jt. Registrar/ Registrar	Exceeding Rs. 1000/-		

17.	To authorize payment of legal charges	Vice-Chancellor/ (Statutory)	Registrar			Within the Budget provision
18.	To authorize repairs to furniture	Vice-Chancellor/ Registrar	B.O./C (stores)/ HODs/Directors/ Jt. Registrar			At approved rates.
19.	To authorize expenditure on ceremonials & functions.	Vice-Chancellor	Registrar	Upto Rs. 500/- in each case	Rs. 10,000	
20.	To authorise payment of annual membership fees.	Registrar	Vice-Chancellor (Statutory) Asstt. Registrar (General)	Exceeding Rs. 10,000/- As approved in budget estimates		
21.	To authorize payment of insurance premium in respect of Building/vehicles and token tax etc.	Registrar	Director, Phy. Education B.O./C Estates/ HODs/Directors concerned.	As approved in budget estimates As per claims of Insurance Corpn.		
22.	To authorize expenditure out of contingent grants attached to scholarships including study related tours of the scholars.	Vice-Chancellor	Head of the Department	In respect of Scholars working in their Deptt.		In accordance with prescribed rules of the scholarships and general financial rules of the University and within the available grants.
23.	To authorise expenditure out of scheme funds allotted to teachers.	Vice-Chancellor	Teacher I/C of scheme	Upto any limit within the allotted grant		Provided the expenditure is incurred in accordance with the regulations governing the schemes and general financial rules of the University.
24.	To authorize payment of subscriptions for various periodicals as required in the Bureau.	Vice-Chancellor	Director Employment cum Advisory Bureau			With in the Budget provision
25.	To authorize subscription of News Papers, Magazines and Journals	Vice-Chancellor	Wardens of the Hostels			Within the Budget provisions.

TENDERS/QUOATIONS

Sr. No.	Nature of Power	Authority with whom Power vests	Officers whom power delegated	Extent to which which delegated	Conditions to be fulfilled for exercising the delegated power
1	2	3	4	5	6
1.	To call tenders for purchase of various articles in the Departments except furniture, Stationery and liveries.	Registrar	Head of the Department Librarian Head of offices	In respect of their Departments In respect of Library In respect of their offices.	
2.	To call tenders for supply of Stationery, Furniture & Liveries to the University.	Registrar	B.O. Incharge of the Stationery & stores section		
3.	To invite tenders for the sale of used answer books.	Registrar/Controller of Exams.	Officer Incharge of Evaluation Section.		
4.	To invite quotations/tenders for the supply of paper for Certificates/Degrees	Registrar/Controller of Examinations	Branch Officer I/C Certificates		
5.	To invite tenders for supply of books.	Librarian	Dy. Librarian		
6.	To open tenders		A Committee consisting of Registrar/Jt. Registrar B.O. Incharge Section B.O.		

5. To sign cheques	Vice-Chancellor	Asstt. Registrar (Accounts)	Upto Rs. 500/- in each case	Rs. 5,000/-
	Registrar	Dy. Registrar (Accounts)	Upto Rs. 1000/- in each case, upto any limit	Upto Rs. 500/- in each individual case
		Jt. Registrar Controller of Examinations	Upto any limit amount within the budget grant in respect of bills pertaining to examinations and in the absence of Registrar in respect of other payments also.	
		Registrar (Statutory)	In all other cases upto any limit with in the budgeted grants in respect of all examination bills in the absence of controller of Exams.	
6. To sanction honorarium to the subordinate staff.	Vice-Chancellor	Vice-Chancellor		
7. To sanction write-off of loss.	Vice-Chancellor	Vice-Chancellor	Not exceeding Rs. 1000/- in each individual case subject to a limit of Rs. 25000/- of book value in a year.	Not exceeding Rs. 5000/- in each individual case subject to a limit of Rs. 1,00,000/- of book value in a year
	Vice-Chancellor	Registrar	Not exceeding Rs. 25/- in any individual case subject to a limit of book value of Rs. 1000/- in a year.	Not exceeding Rs. 100/- in any individual case subject to a limit of book value of Rs. 25,000/- in a year.
	Vice-Chancellor	Librarian	Upto Rs. 25/- at a time and Rs. 150/- in a year in case of Library books.	Upto Rs. 500/- at a time and Rs. 500/- in a year in case of Library books.
8. To sanction scholarships/ fellowships to the students.	Vice-Chancellor	Dean Academic	Under Regulations	

9.	To sanction merit and merit-cum-means scholarships.	Vice-Chancellor	Affairs Dean Academic Affairs	Under Regulations
10.	To sanction grant of such facilities and amenities to the employees as may be sanctioned by the state Govt. from time to time.	Vice-Chancellor (Statutory)		In consultation with the Financial Adviser
11.	To permit free supply of University publications.	Vice-Chancellor	Registrar	Upto Rs. 50/- in each individual case Upto Rs. 500/- in each individual case
12.	To authorize refund of deposits.	Registrar	Jt. Registrar (Finance)	Provided report about satisfactory completion of work for which deposit has been made is received.
13.	To operate upon and maintain accounts of imprest of Rs. 250/-	Librarian	Dy. Librarian	
14.	To remit over due charges from borrowers	Librarian	Dy. Librarian	According to Regulations.
15.	To authorise purchase of serial publications in order to complete the volumes.	Librarian	Dy. Librarian	
16.	To prepare and certify all bills after proper verification and to attest accession and account registers of the Library.	Librarian	Dy. Librarian	
17.	To place orders for books of general interest and books on Library Science etc.	Librarian	Dy. Librarian	

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|---|-----------|-----------------|-----------------------------|-------------------------------|
| 18. To authorize refund of fees other than Exam. fee | Librarian | Dy. Librarian | | |
| 19. To authorize travel by higher class (Rail) than admissible under rules. | Syndicate | Vice-Chancellor | As permissible under rules. | Syndicate Res dated 30-2-1979 |

ADVANCES

Sr. No.	Nature of Power	Authority with whom Power vests	Officers whom power delegated	Existing extent of delegation	Proposed extent of delegation	Remarks
1	2	3	4	5	6	7
1.	To sanction House Building Advances	Vice-Chancellor (Statutory)	Registrar			
2.	To sanction Advances for purchase of Motor Cars/Motor Cycles/Scooters	Vice-Chancellor (Statutory)	Registrar	In respect of all the employees of the University	In accordance with regulations	
3.	To sanction Advances for purchase of Bi-cycles	Registrar (Statutory)	Officer I/C (Adm.)	In respect of all employees	In accordance with regulations	
4.	To sanction festival advance	Registrar (Statutory)	Officer I/C (Adm.)	In respect of all employees	In accordance with regulations	
5.	To sanction Advances	Syndicate	Vice-Chancellor	Upto Rs. 1,00,000/- in each individual case against the budgeted provisions	Rs. 5,00,000/-	Power delegated vide Res. NO. 28; dated 10-01-1977
		Vice-Chancellor	Jt. Registrar/ Registrar	Upto Rs. 5,000/- in each case	Rs. 50,000/-	
		Vice-Chancellor	Controller of Exams.	Upto Rs. 1,000/- in each case	Rs. 10,000/-	In respect of Exam. Work
		Registrar	Dy. Registrar (Fin.)	Upto Rs. 1,000/- in each case	Rs. 10,000/-	

6.	To sanction non-refundable advance out of GF/GP fund	Vice-Chancellor	Registrar			
7.	To sanction advances to the University employees out of their G.F./G.P. fund balance in accordance with regulations	Registrar	Jt. Registrar (Finance)	Upto any limit		(or 75% of the amount at credit whichever is less).
8.	To sanction advance T.A. to the University employees and members of University bodies when necessary	Registrar	Dy. Registrar (Finance) Jt.Registrar	Upto Rs. 1,000/- in each case In excess of Rs. 10,000/-		Provided the distance covered/to be covered is not less than 150 Km and advance is not made earlier than 5 days.
9.	To sanction advance T.A. to the examiners, superintendents of Examination centres and officials of examinations branch	Controller of Examinations (statutory)				Provided the distance covered/to be covered is not less than 150 Km and advance is not made earlier than 5 days.
10.	To advance money out of permanent advance	Registrar	Branch Officer Incharge Cash Section	Within the limit of permanent advance		Provided that : i) Previous advance has been liquidated; ii) charge is official; and iii) is of an urgent nature

EXAMINATIONS AND CERTIFICATES

S. No.	Nature of Power	Authority with whom power vests	Officers whom power delegated	Existing extent of Delegation	Proposed Extent of Delegation	Remarks
1.	2.	3.	4.	5.	6.	7.
1.	To grant previous sanction to the expenditure incurred by the Superintendents.	Controller of Examinations	Asstt./Dy.Registrar (Exams)	Upto Rs. 25/- in each case	Rs. 500/- in each case	as prescribed by Statutes/Regulations
2.	To condone deductions from remuneration of examinations on account of late submission of documents, omissions and mistakes etc. or to impose token deductions	Controller of Examinations (Statutory)				
3.	To make payments of remuneration to printers of question papers, paper setters, examiners, checking assistants, code officers	Controller of Examinations (Statutory)		Within the budget provision	In accordance with the regulations/statutes	
4.	To authorise refund of examination fee.	Controller of Examinations	Dy./Asstt. Registrar (Exams)			As permissible under rules

5.	To sanction remission of late fee in the submission of registration returns/documents etc.	Vice-Chancellor (Statutory)		In genuine cases where the delay is caused by the circumstances beyond the control of the candidate; provided that he/she has not been guilty of negligence and fraud.
6.	To sanction extraordinary expenditure in connection with the conduct of exams.	Controller of Examinations (Statutory)		Upto a maximum of Rs.1000/- of Rs.50/-per centre of examination
		Vice-Chancellor (Statutory)		Above Rs.1000/-
7.	To sign various documents connected with the conduct of examinations	Controller of Examinations	Branch officer Incharge Examinations	
8.	To grant one more chance to complete the examination at the next session beyond last chance under Statutes.	Vice-Chancellor	Controller of Examinations	Provided sufficient evidence is produced that the candidate missed to avail of any chance available to him/her for reasons of illness, detention, death of a near relative or any other good reason.
9.	To grant permission to private candidates for appearing in various examinations conducted by the University.	Controller of Examination	Branch Officer Incharge Examinations	As permissible under rules
10.	To frame and issue date sheets	Controller of Examinations (Statutory)		
11.	To publish result gazettes in respect of examinations conducted by the University	Controller of Examinations		In accordance with Statutes.
12.	To make corrections in the entries of the result registers detected after the results have been tabulated and collated	Controller of Examinations (Statutory)		
13.	To appoint inspectors overall I/C Heads of Institutions to assist Superintendents.	Vice-Chancellor	Controller of Examinations	

14. To appoint Supdts./ Dy.Supdts. & Asstt. Superintendents and to approve external supervision.	Vice-Chancellor	Controller of Examinations		
15. To appoint Supervisors	Vice-Chancellor	Branch Officer I/C Examinations	On the recommendations of the Inspector of Centre	
16. To make alternative arrangement of Dy/Asstt. Supdts.	Vice-Chancellor	Branch Officer I/C Examinations	On the recommendations of the Inspectors	
17. To authorise special visits to inspectors exceeding two visits	Vice-Chancellor	Controller of Examinations	In special cases	
18. To authorise the Inspectors to visit two centers in a day	Vice-Chancellor	Controller of Examinations		
19. To condone delay in submission of forms and fees	Vice-Chancellor	Controller of Examinations	On payment of late fee as remissible under rules	
20. To charges for cooling and heating arrangements in examination centers	Vice-Chancellor	Controller of Examinations	As permissible under rules	
21. To sanction illness cases	Vice-Chancellor	Controller of Examinations		
22. To sanction damage claims to institutions where centers of Exams are constituted	Vice-Chancellor	Controller of Examinations	Upto Rs.300/- in each case	Rs.3000/-
23. To modify the statutory dates of commencement of various examinations conducted by the University.	Vice Chancellor (statutory)		In exceptional cases In consultation with the H.O.D.s and Principal of colleges if necessary	Provided notice to this effect is given by a notification atleast 10 days before the respective dates fixed by statutes
24. To appoint suitable persons to work as tabulators collators and code officers	Vice-Chancellor (Statutory)	Controller of Examinations		In respect of tabulators, collators and code officer where the evaluation work is not done as a Project. Code officers, where the evaluation work is done under a project.
25. To authorize amendment in the result of a candidate when affected by an error.	Vice-Chancellor (Statutory)			

26.	To authorise publication of results of the Annual/Bi-annual examinations	Vice-Chancellor (Statutory)
27.	To sanction admission of eligible students to degree in absentia	Vice-Chancellor (Statutory) Controller of Examinations
28.	To sign certificates of degrees awarded by the University	Vice-Chancellor (Statutory)

SIGNING OF DOCUMENTS AND REGISTERS

Sr. No.	Nature of Power	Authority with whom power Vests	Officers whom power delegated	Extent to which power delegated	Conditions to be fulfilled for exercising the delegated power	Remarks
1	2	3	4	5	6	7
1.	Counter signature of T.A. claims	Vice-Chancellor	Head of Department/Directors/ Head of offices Librarian Controller of examination Dy./Asstt.Registrar And other B.C.'s Registrar	In respect of teachers and staff working under them. In respect of officers and staff working under him in the Library In respect of officers/other staff working under him In respect of the members attending meetings pertaining to their sections In respect of all other staff including teachers and officers		
2.	To issue & sign salary slips	Registrar	Concerned Branch officers (Admn.)	In respect of officers and teachers of the University.		
3.	To sign pay bills	Registrar	Head of the Department/librarian/H.O.Offices B.O. (NTW)	In respect of their Departments/Offices In respect of non-teaching staff other than officers		
4.	To sign entries in service books	Registrar	Concerned Branch Officer	In respect of the staff working in the		

			(Adm.) H.O.D/H.O. officers	Registry In respect of staff working under them
5.	To grant receipts for receiving University money	Registrar	Cashier	Upto Rs.10,000/-
			Asstt. Registrar (Accounts)	Above Rs.10,000/-
6.	To sign entries in Accounts Register	Registrar	Asstt.Registrar (Accounts)	
7.	To sanction eligibility and to sign eligibility certificates	Registrar	Branch Officer Incharge Registration	As permissible under rules.
8.	To sign copies of entries in the Register of students	Registrar	Branch Officer Incharge Registration	As permissible under rules.
9.	To issue Inter-College and Inter-University Migration Certificates	Registrar	Branch Officer Incharge Registration	As permissible under rules.
10.	To sign entries in the Register of students	Registrar	Branch Officer Incharge Registration	As permissible under rules

MISCELLANEOUS

Sr. No.	Nature of Power	Authority with whom power vests	Officer whom power delegated	Extent to whom power delegated	Conditions to be fulfilled for exercising the delegated power	Remarks
1	2	3	4	5	6	7
1	a) To recommend and forward to the UGC/Union M.O.E./CSIR and other agencies proposals made by the teachers of the P.G. Departments.	Vice-Chancellor	Registrar		Provided sanctions received are shown to the Vice-Chancellor	
	b) For College teachers		Director, CDC			
2.	To select/recommend candidates for award of Scholarships, Fellowships, travel grants, financial assistance, if any	Vice-Chancellor	Dean, Academic Affairs	In respect of Students/Teachers		
3.	To grant late admission of students to various courses in University teaching Departments/ College etc.	Vice-Chancellor (Statutory)				

4.	To sign Casual leave Account Register	Registrar	Section I/C	(Adm.)
5.	To issue reminders	Registrar	S.O./Head Assistant I/C section	Incharge Section
6.	To return bills to the Departments/offices for completion	Registrar	S.O./Head Assistant (Account)	
7.	To sign forwarding letters enclosing cheques/Degree and other documents	Registrar	S.O.concerned Branch	
8.	To forward copies of circulars/Notifications for information of Departments/Colleges	Registrar	Section Officer Head Assistant Incharge Section	
9.	To sign sale entries on the admission forms	Registrar	Section Officer Forms & Stationery	
10.	To sign routine letters regarding registration of students, verification of fees, combination lists, declaration of results and other connected correspondence with candidate	Registrar	Section Officer (Examination)	

UNIVERSITY WORKS DEPARTMENT

Sr No.	Nature of Power	To whom to be delegated	Extent
1.	To accord technical sanction to detailed estimates of original works of parts thereof including special repairs, renovations, additions and alterations and improvement not chargeable to maintenance within the administratively approved cost.	1) Executive Engineer 2) Vice-Chancellor	Upto Rs. 2.00 lakh Full Powers Subject to Technical approval by the S.E.
2.	To accord technical sanction to detailed estimates of repair works of maintenance nature.	1) Executive Engineer	Upto Rs. 0.50 lakh Subject to the administratively approved cost not being exceeded.
3.	To grant contracts for individual works.	1) Executive Engineer 2) Vice-Chancellor	Upto 3.00 lakh Upto any limit within the funds available in consultation with the

		S.E.
		Provided that when the rates offered are not considered reasonable and in the interest of University, it is not possible to invite fresh tenders then the committee consisting of the following may negotiate the rates with the lowest and the next higher tenderer and allot the work at the rates so negotiated
		i) For works upto the limit of Rs. 2.00 lakh
		1. Supdt. Engineer 2. Executive Engineer 3. Jt. Reg. I/C Finance
		ii) For worke exseeding Rs. 2 lakh
		1. Vice-Chancellor 2. Supdt. Engineer 3. Executive Engineer 4. Jt. Registrar I/C Finance
4.	To sanction execution of administratively approved works departmentally where competitive tenders are not available or rates quoted are unreasonable high.	1. Executive Engineer 2. Vice-Chancellor
		Upto Rs. 1.50 lakh Exceeding Rs. 1.50 lakh
		Provided that the estimates for works proposed to be executed departmentally stand technically sanctioned by the compatent authority.
5.	To sanction purchase of stores for use in the works department.	Executive Engineer
		Full powers within the budget grant including purchases under the sus-pense head stock. Provided that :
		i) The purchases are made from Mechanical and Stores Department, agents of Hindustan Steel Ltd. Or through J & K small Scale Industrial Development Corpn. or any other Govt. Agency
		ii) In case of cement, the purchases can be made from Local dealers at Govt. approved rates.
		iii) Purchases can be made at DGS & D rates without inviting tenders
		iv) In all other cases, purchases shall be made in accordance with the recommendations of the purchase committee to be set up by the Vice-Chancellor
6.	To sanction estimates for purchases, manufacture, repairs and carriage of tools and plants	1. Vice-Chancellor 2. Executive Engineer
		Full Powers Upto Rs. 10,000/- for each estimate
7.	To make petty purchases without invitation of tenders where the authority concerned is satisfied that tenders cannot be invited without entailing	Executive Engineer
		Upto Rs. 500/- each case

unreasonable delay or administrative convenience.

8.	To sanction purchase of stationery articles.	Executive Engineer	Within the grants available
9.	To sanction purchase of Engineering Stationery against sanctioned project.	Executive Engineer	Upto total cost of the project.
10.	To sanction payment of charges for services rendered by Government Department or other Govt./Semi-Govt. organisations.	Executive Engineer	Full Powers
11.	To allot petty works of Emergency nature without inviting tenders.	Executive Engineer	Upto Rs. 25,000/- in each case Provided that the rates at which the works is to be allotted on the work order basis are within the rates accepted on a previous tender called for works of similar nature.
12.	To sanction expenditure on office contingencies	Executive Engineer	Full powers within the sanctioned budget allotments.

INSTITUTE OF CORRESPONDENCE EDUCATION

Sr. No.	Nature of Power	Authority with whom Power vests	Officer whom power delegated	Extent to which power delegated	Conditions to be fulfilled for exercising the delegated power	Remarks
1	2	3	4	5	6	7
1	To sanction deputations of staff and teachers of the Institute	Vice-Chancellor	Director	Within the State		
2.	To sanction crossing of Efficiency Bar.	Vice-Chancellor	Director	In respect of all staff upto Section Officers	Provided that there are no adverse remarks against the official immediately preceding three years.	
3.	To sanction privilege leave	Vice-Chancellor	Director	In respect of staff upto the level of S.O.		
4.	To sanction casual leave	Vice-Chancellor	Director	In respect of teachers, officers and P.A. to Director		
5.	To sign casual leave register	Director	B.O. concerned			
6.	To sanction payment out of permanent advance of the institute	Director	Asstt. Registrar (concerned)	i) within the prescribed limit ii) for official work		
7.	To sanction	Vice-Chancellor	Director			

8.	refund of fees To countersign T.A. bills	Vice-Chancellor	Director	In respect officers and teachers	
9.	To sanction publicity charges	Vice-Chancellor	Director	Upto Rs.500/- in each individual case and Rs. 2000/- in a year	
10.	To sanction contingent charges	Vice-Chancellor	Director	Within the budget provision upto Rs. 500/- in each individual case	After inviting quotations and observing formalities required under rules
11.	To sanction purchase of books	Vice-Chancellor	Director	Within budget allotment	At the rates approved by University Library Committee
12.	To verify bills for lesson writing and for checking of response sheets	Director	B.O. (concerned)		

CENTER OF CONTINUING EDUCATION

Sr. No.	Nature of Power	Authority with whom Power vests	Officer to whom power delegated	Extent to which power delegated	Conditions if any to be fulfilled for exercising the delegated Power	Remarks
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1	2	3	4	5	6	7
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ADMINISTRATIVE

1	To keep custody of Service Books and character Roll of employees.	Registrar	Director, Centre of Continuing Education	In respect of units Working under him.		
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LEAVE

2.	To sanction leave	Registrar	Director, Centre of Continuing Education	In respect of staff working under him including officers.		
3.	To sanction earned leave in respect of staff other than officers	Registrar	Director, Centre of Continuing Education	In respect of staff working in units under him		

PURCHASES

4.	To authorise purchase of office furniture except furnishings	Vice-Chancellor	Director, Centre of Continuing Education	In respect of units working	After observing all formalities of purchases of stationery Depot. and from market at approved competitive rates. All other purchases to be made at competitive and cheapest possible	
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				rates, after inviting Quotations/Tenders Expenditure to be restricted within Budget allotment. In accordance with the prescribed scales
5.	To authorise payment of subscription for various periodicals as required in the Center.	Vice-Chancellor	Director, Centre of Continuing Education	In respect of units working under him
6.	To authorize purchase of petrol for vehicles	Vice-Chancellor	– do –	For the Jeep Provided proper log books is maintained and account of consumption is maintained.
7.	To authorise purchase of Char-coal	Vice-Chancellor	– do –	In respect of Units working under him. At approved rates and within the grants available.
8.	To authorise expenditure on postage and telegrams.	Vice-Chancellor/Registrar	– do –	Within the grants available
9.	To authorise payment of Advertisement charges	–do –	– do –	Within the grants available Provided that the Vice-Chancellor/Registrar has approved publication of notice in a paper

SIGNING OF DOCUMENTS

10.	To countersign T.A. Bills	Registrar	Director, Centre of Continuing Education	In respect of the unit working under him & in respect of the members invited to attend meetings and for other assignments.
11.	To sign payment bills	Registrar	– do –	
12.	To sign entries in the service book	Registrar	Director, Centre of Continuing Education	
13.	To sign entries in stock register	Registrar	– do –	
14.	To engage staff for teaching work and other assignments connected with the various courses.	Registrar	– do –	At the scale of remuneration approved by the Competent Authority.

IMPORTANT NOTES

PURCHASE COMMITTEES

There shall be a Central Purchase Committee for purchase of scientific equipment and another Central Purchase Committee for purchase of material other than scientific equipment.

1. The Central Purchase Committee for purchase of scientific equipment shall consist of :-
 - (i) Dean Science Faculty
 - (ii) Registrar
 - (iii) All Heads of Science Departments
 - (iv) Office I/C Finance
 - (v) Senior Scientific Officer USIC Member Secretary
2. The Central Purchase Committee for purchase of material other than scientific equipment shall consist of :-
 - (i) Registrar
 - (ii) Three Heads of deptts. by rotation every year
 - (iii) Director ICE
 - (iv) Officer I/C Finance
 - (v) Officer I/C Services

For purchase of computers and its allied items, there shall be a sub-committee to be constituted by the Vice-chancellor year to year basis with H.O.D. Computer Sciences as Convener, two H.O.D.'s by rotation and Joint Registrar/his nominee. This sub-committee shall work under the overall control of Central Purchase Committee for purchases other than the scientific equipment.

This committee shall function as recommendatory body to the Central Purchase Committee for purchase of material other than scientific equipment.

3. There shall be a Purchase Committee for purchase of engineering stores consisting of :-
 - (i) Registrar
 - (ii) One member of the Central Purchase Committee (to be nominated by the Vice-chancellor)
 - (iii) Executive Engineer
 - (iv) Officer I/C Finance
4. There shall be a purchase committee for purchase of medical stores and this shall be constituted by the Vice-Chancellor from time to time.

DEPARTMENTAL PURCHASE COMMITTEES

- (a) The Departmental Purchase Committee for purchase of other than Laboratory Equipment and Scientific Equipment shall consist of the following :-
 - (i) Head of the Department (Chairman)
 - (ii) Atleast three teachers of the Deptt. by rotation every year
 - (iii) Joint Registrar/Asstt. Registrar (Budget)/Asstt. Registrar (Stores) or nominee.
- (b) The Departmental Purchase Committee for purchase of Scientific Equipment and Laboratory Equipment shall consist of :-
 - (i) Head of the Department (Chairman)
 - (ii) Atleast three members of the teaching staff by rotation every year
5. The Department Affairs Committee shall consist of the following :-
 - (i) Head of the Department (not below the rank of a Reader)
 - (ii) Three teachers of the Department by rotation.
6. The Establishment Committee of the Registry shall consist of :-
 - (i) Registrar (Chairman)
 - (ii) Controller of Examinations
 - (iii) Joint Registrar
 - (iv) Three officers by rotation
 - (v) Officers I/C Admn.
 - (vi) Where the selection is to be made for a particular Department, Head of the Department concerned will also be associated.

Note :-

1. Head of the Department shall include all Directors of the Directorates/Librarian.
2. Furnishings as mentioned under furniture and equipment shall include :
 - (i) Sofa Sets
 - (ii) Purdah Cloth
 - (iii) Hat Stand
 - (iv) Durels, Carpets and ordinary duries
 - (v) Cushion seats
 - (vi) Chairs each costing more than Rs.1000/- and any other furniture item costing more than Rs. 5000/-.

Reference :

1. University Council Resolution No. 64.146 dated 25-02-2008

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FOR

STATUTES AND REGULATIONS

GOVERNING EXAMINATIONS

CONSULT

VOLUME - II