

I-N-D-E-X

CHAPTER	PAGE NO
XXXVIII Examinations General	1- 29
1. Examinations Conducted	1
2. Applications for Admission to Examinations	2
3. Officers Competent to Attest Permission-Cum-Admission Form	2
4. Examination Fee	3
5. Reappear/Compartmental Candidates	3
6. Withdrawl of Application	3
7. Refund of Fee	3
8. Admission Card	4
9. Withdrawl of Permission	4
10. Subject/Optional Paper offered by Private Candidates	4
11. Change of Subjects	5
12. Eligibility for Admission to Bi-annual/Supplementary Examinations	5
13. Private Candidates Eligibility to various Examinations	6
14. Additional Conditions to be fulfilled by Teachers etc. to appear as private candidates	9
15. Certificate of Pactical Training	9
16. Candidates not allowed Admission in the examination already passed by them	9
17. Failure to appear in examination on account of illness etc.	9
18. Change of date/session of practical tests in B.A./B.Sc. examinations	10
19. Amanuensis for Physically Handicapped Candidates	12
20. Medium of Examination	12
21. Conduct of Examinations	12
22. Constitution of Special Centre	13
23. Appointment of Supervisory Staff	14
24. Loss of Candidate's Answer Book	15
25. Inspection of Centre of Theory Examinations	15
26. Powers and Functions of Inspector-cum-overall-Incharge of Examination Centre	16
27. Complaints against Question Papers	19
28. Publication of Results	20
29. Scale of Deductions	21
30. Re-checking of Results	22
31. Certificates & Degrees	22

CHAPTER	PAGE NO
32. Provisional/Appearance/Duplicate/Merit Certificates	23
33. Certificates of position in the Pass List	24
34. Attempt Certificates	24
35. Disposal of Answer-Books & Award Rolls	24
36. Appointment of Paper-Setters & Examiners	24
37. Bachelor's Degree in Fine Arts	28
38. Bachelor's Degree in Music	28
39. Option to Candidates Placed under Compartment/Re-appear to Appear in full subjects	28
XXXIX Misconduct/Unfair Means in Examinations	30-39
1. Misconduct/Unfair Means	31
2. Initiation of the Proceedings	35
3. Continuation of the Examination by the Candidate	36
4. Commencement of Disqualification	36
5. Action under other Laws	36
6. Pending Cases	37
XL Conduct of Examinations (Theory)	40-62
1. General	40
2. Subjects not Provided for	40
3. Custody of Question Papers	40
4. Superintendent's Residence	40
5. Opening of the Parcel	40
6. Insufficient number of copies of question papers	41
7. Opening of envelopes	41
8. Distribution of question papers	42
9. Misprints in the question papers	42
10. Permission to leave the Examination Hall	42
11. List of Candidates	44
12. Admission Card	44
13. Provisional Admission	44
14. Dues	46
15. Concession for the Physically Disabled Candidates	46
16. List of Candidates not admitted to the Examination	46
17. Discrepancy in the Subjects Offered	46
18. Attendance Sheets	47
19. Illness of a Candidate	47

CHAPTER	PAGE NO
20. Damage to Furniture etc.	47
21. Directions for The Candidates	47
22. Use of Unfairmeans/Misconduct	47
23. Disqualification of Officials Working at a Centre	49
24. Blank Answer-books and Continuation Sheets	49
25. Wrong Roll Number on an Answer-book	50
26. Roll Number In O.C. & M.I.L. Examination	50
27. Signing of Answer-books	50
28. Collection of Answer-books	50
29. Filling up of Memo for The Controller of Examinations	51
30. Despatch of Answer-books	51
31. Supervisory Staff	52
32. Approval of Substitute	53
33. Menial Staff	53
34. Record of Assignment of Duties	54
35. Certificate regarding Duties Assigned	54
36. Declaration By The Supervisory Staff	54
37. Duties of Supervisory Staff	54
38. Deputy Superintendent	54
39. Assistant Superintendent (Clerk)	55
40. Supervisors	55
41. Posting of Supervisors	57
42. Rates of Payment to Supervisory Staff	57
43. Leaving the Station without Permission	57
44. Leaving the Examination Centre	57
45. Admittance of visitors to the Examination Hall	57
46. Infringement of Rules	57
47. Logarithmic Tables	58
48. Return of Furniture and Stationery	58
49. Contingent Expenses	58
50. Advance of Money to Superintendents	58
51. Articles to be Supplied by the University for the Conduct of Examinations	59
52. Previous Sanction	60
53. Cooling & Heating Arrangements	61
54. Stationery for Superintendent & Assistant Superintendent	61
55. Bill of Contingent Expenditure	61

	CHAPTER	PAGE
XLI	I. Evaluation of Answer-Books and Conduct of Practical Examination	63-77
	1. Application	63
	2. Secrecy	63
	3. Checking of Packets of Answer-books	63
	4. Evaluation	64
	5. Despatch of Award Rolls and Marked Answer-books	66
	6. Time Limit For Evaluation	66
	7. Leaving of Station	66
	8. Filling in the Award Rolls	66
	9. Report Regarding General Character of the Answer-books	67
	10. Confidential Report	67
	11. Payment of Bills	68
	12. Automatic Deduction	68
	13. Contingent Expenses	68
	14. Evaluation Centre	68
	15. Practical Examination	69
	16. Appointment of Coding Officers	71
	17. Appointment of Checking Assistant	72
	II. Re-evaluation of Answer-Scripts	73-77
XLII	Three-Year B.A./B.Sc./B.Com/(General) Course Examination	78-90
	1. Duration	78
	2. Qualifying Examination for Admission	78
	3. Minimum Attendance for Regular Students	78
	4. Condonation of Lectures	79
	5. Inter-university Migration	79
	6. Status of Students enrolled in the Directorate of Distance Education	80
	7. Attendance in Lieu of Participation in Games etc.	80
	8. Choice and combination of Subjects	81
	9. Subjects Offering	81
	10. Scheme of Examination	82
	11. Authority for Prescription of Courses of Studies	83
	12. Change of Stream	83
	13. Internal Assessment	83
	14. Additional Subjects	83

CHAPTER	PAGE NO
15. Dates of Examinations	84
16. Dates for Submission of Forms	84
17. Late Entertainment of Forms	84
18. Examination Fees	85
19. Pass Percentage	85
20. Exemption to Re-appear in Practical Examination once Qualified	86
21. Re-appear Category for Failures	86
22. Provisional Permission to join Next Higher Class under Re-appear Category	87
23. Provisional Admission for Re-appear in one Subject and Provisional Declaration of Results of Higher Examinations	87
24. Issuance of Marks Certificate	88
25. Determination of Division/Distinctions etc.	88
26. Issue of Degree	88
27. Non-entitlement for Awards under Re-appear/Completion/ Illness Category	88
28. Completion Category	88
29. Private Candidate	89
30. Authority to Interpret Statutes	90
XLII-A Add-on Courses for Certificate/Diploma/Advanced Diploma Courses	91- 96
1. Duration	92
2. Qualifying Examination	92
3. Scheme of Examination	94
4. Pass Percentage	95
XLIII Bachelor's Degree Course in Business Administration (B.B.A. Course)	97-104
1. Nomenclature	97
2. Duration	97
3. Intake	97
4. Medium of Instruction and Examination	97
5. Eligibility and Selection Procedure	97
6. Eligibility to the Examination	98
7. Submission of Application Forms For Admission to Examinations	98
8. Late Entertainment of Forms	98
9. Examination Fees	99
10. Dates of Examinations	99
11. Condonation of Lectures	99
12. Attendance in Lieu of Participation in Games etc.	100

CHAPTER	PAGE NO
13. Courses of Studies	100
14. Internal Assessment	101
15. Scheme of Examination	101
16. Pass Percentage	102
17. Re-appear Category	102
18. Provisional Admission to Next Higher Class	103
19. Issuance of Marks Certificate	103
20. Determination of Divisions/Distinction	103
21. Issue of Degree	104
22. Non-entitlement for awards Under Re-appear/Illness Category	104
23. Removal of Difficulties	104
XLIII-A Bachelor's Degree Course in Computer Applications(B.C.A.)	105-114
XLIV B.Ed. Course/B.Ed. Special Education (Mental Retardation) Course	115-119
XLV Bachelor's Degree Programme in Library Science B.L.I.Sc. (Semester Pattern)	120-126
XLVI I The Degree of Bachelor of Laws Two Years, Three Years and Five Years Courses	127-142
II LL.B. (Academic) Course Through Directorate of Distance Education	143-148
XLVII The Degree of Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)	149-162
1. Admission	149
2. Duration of Course	149
3. Examinations	149
4. Internal Assessment	151
5. Migration	151
6. First Professional Examination	154
7. Second Professional Examination	154
8. Final Professional Part-I Examination	155
9. Final Professional Part-II Examination	156
10. Internship	157
11. Appointment and Eligibility of Examiners	158
12. Regulations Governing Award of Internal Assessment and Maintenance of Record for Bachelor of Medicine and Bachelor of Surgery Examination	161
XLVII-A The Degree of Bachelor of Physiotherapy (B.Ph.T)	163-174
XLVII-B Bachelor's Course in Dental Surgery	175-185
XLVIII Bachelor of Ayurvedic Medicine and Surgery	186-195
1. General	186

	CHAPTER	PAGE NO
	2. Eligibility	186
	3. Duration of the Course	186
	4. Examinations	187
	5. Internal Assessment	187
	6. Migration	188
	7. Eligibility for Examination	188
	8. Pass Percentage	189
	9. Permission to join the next Professional Course	190
	10. First Professional Examination	190
	11. Second Professional Examination	191
	12. Third Professional Examination	192
	13. Internship	193
	14. Appointment and Eligibility of Examiners	194
XLIX	Degree of Bachelor of Engineering and Technology	196-203
	1. Duration	196
	2. Admission	196
	3. Minimum Attendance	197
	4. Condonation of Attendance	198
	5. Attendance in Lieu of Participation in Games etc.	198
	6. Authority for Prescription or Courses of Studies	198
	7. Dates for Submission of Forms	198
	8. Scheme of Examinations	199
	9. Pass Percentage	199
	10. Determination of Distinction/Division	200
	11. Non Entitlement for Academic Awards	200
	12. Appointment of Paper Setter/Examiners	201
	13. Promotion From one Semester to Another	201
	14. Authority to Interpret Statutes	202
L	Master's Degree Programme (M.A./M. Sc./M. Com.)	204-221
L-A	I. Master's Degree Programme In Urdu (Professional) Course	222-227
	II. Six Month Certificate Course in Urdu being Run Under the Aegis of the centre for Professional Studies in Urdu	228-234
L-B	I. Master's Degree Programme in Sociology	235-240
	II. Self-supporting Master Degree Programme in Hindi through Directorate of Distance Education	241-246

CHAPTER	PAGE NO
III. P.G. Course in Urdu through Distance Education	247-251
IV. Master's Degree Programme in English through the Directorate of Distance Education, University of Jammu	252-257
V. Post-Graduate Diploma in English Language Teaching through Distance Education	258-263
LI Master's Degree Programme in Business Administration (MBA)	264-293
LII Master's Degree Programme in Computer Application (MCA)	294-312
LIII Master of Education (M.Ed.) Programme of Study and Examinations (Semester Pattern) in the Faculty of Behavioural Sciences	313-319
LIV Master's Degree Programme in Library and Information Science M.L.I.Sc (Semester Pattern)	320-325
LIV-A Admission To Master's Degree Programme in Environmental Sciences	326-337
LV Degree of Master of Laws	338-344
LV-A Master's Degree Programme in Tourism Management (MTM)	345-361
LV-B Master In Business Administration (MBA) –Hospitality and Tourism	362-362
LVI Doctor of Medicine and Master of Surgery (M.D./M.S.) Examinations	363-375
1. General	363
2. Admission	363
3. Registration as Post-graduate Student	365
4. Period of Study	365
5. Thesis-subject and Guide	366
6. Thesis- Change of Subject/Guide	368
7. Thesis-format and Submission	368
8. Thesis-evaluation, approval and Rejection	369
9. Assessment	371
10. Appointment and Eligibility of Post-graduate Teacher/Guide and Examiners	371
11. Remuneration	373
LVII Degree of M.Phil	376-382
LVIII Doctor of Philosophy in various Faculties	383-394
LIX Doctor of Literature/Science	395-397
LX Post-graduate Diploma Course in Business Management	398-402
LXI Post-graduate Diploma Course in Office Management and Secretarial Practice	403-406
LXII Post-graduate Diploma Course in Marketing and Sales Management	407-413
LXIII Post-graduate Diploma Course in Computer Science and Applications (PGDCA)	414-420
LXIV Post-graduate Diploma in Applied Electronics (T.V. Repair/Maintenance)	421-425

CHAPTER	PAGE NO
LXV Diploma Course in Sahityacharya in Sanskrit Literature	426-429
LXVI Post-graduate Diploma Course in Criminology and Police Science	430-433
LXVI-A The Diploma Courses in Kshar Sutra, Panchkarma and Yoga	434-438
LXVII Oriental Classical Languages (Old Scheme)	439-442
LXVIII Proficiency and High Proficiency in Sanskrit	443-448
LXIX Post-graduate Diploma Course in Sanskrit Language	449-454
LXX Modern Indian Languages	455-457
LXXI Various Diploma Courses in the Faculty of Medicine	458-460
LXXII Music & Fine Arts (Bachelor's Degree Course in Music)	461-473
LXXIII Bachelor Degree Course in Visual Arts	474-486
LXXIII-A I. Bachelor Degree in Physical Education (B.P.ED.)	487-492
II. Master's Degree Programme in Physical Education	493-496
LXXIII-A(I) I. Centre for Early Childhood Care and Education (ECCE) in the P.G. Department of Home Science	497-502
II. P.G. Diploma on Early Childhood Care and Development in the P.G. Department of Home Science	503-506
LXXIII-A(II) Centre for Media Studies	507-509
LXXIII-B I. P.G. Course in Fisheries	510-516
II. Three-year Post Graduate Course in Fisheries through Distance	517-519
LXXIII-C Directorate of Quality Assurance in the University of Jammu	520-520
LXXIII-D Global Understanding Course	521-522
LXXIII-E Establishment of International Resource Cell (IRC) in the University	523
LXXIII-F Establishment of Academic Staff College in the University of Jammu	524
LXXIII-G Establishment of Disaster Management Centre in the University	525
LXXIII-H Establishment of Centre for Women Studies	526
LXXIII-I Establishment of Jammu University Techno-bussiness Skill Development Centre	527
LXXIII-J Setting up of Institute of Hotel Management (IHM), University of Jammu at Patnitop Circuit	528
LXXIII-K Establishment of Patent Cell in the University of Jammu	529
LXXIII-L Post Degree Continuous Learning Certificate Programme (PDC) in the University of Jammu in Collaboration with University of Calgary, Canada	530
LXXIII-M International Centre for Cross-Cultural Research and Human Resource Management in the University of Jammu	531

	CHAPTER	PAGE NO
LXXIII-N	Centre for Research on Gojri and Pahari Languages and Culture in University of Jammu	532
LXXIII-O	Statues Governing Post Graduate Diploma Course in Human Rights and Duties Education	533-536
LXXIII-P	Research Centre for Persian Studies in the University of Jammu	537
LXXIII-Q	Centre for Marketing Science within the faculty of Commerce	538
LXXIII-R	Centre for studies in Museology in the University of Jammu	539
LXXIII-S	Regional centre for the study of History and Culture of Jammu & Ladakh	540
LXXIII-T	Centre for New Literature, Culture and Communication	541
LXXIV	Regulations	542-588
	1. Regulations Relating to Internal Assessment and Maintenance of Record in Practical Papers in the Subjects Comprised in the Faculties of Science, Life Sciences, Arts, Social Sciences and Behavioural Sciences	542
	2. Regulations Relating to the Award of Internal Assessment and Maintenance of Record in each Theory Paper of the B.A./ B.Sc./B.Com Part-I, II and III, M.A./M.Sc./M.Com. and Diploma Courses Examinations including B.A./ B.Com. (General Course) Examination and M.Com. Examination through Distance Education	546
Appendices		
	1. For P.G. Classes & Diploma Courses	552
	2. Record of internal Assessment in Theory papers	554
	3. Schedule of Dates of Commencement of various Examinations	557
	4. Dates of Receipt of Forms And Fee For The various Examinations in the University Office	558
	5. Rates Of Examination And Other Fees/Charges For Different Services	560
	6. Inspection/Application Fee To Be Paid By Colleges/Institutions For Grant Of Affiliation/Recognition To Impart Instructions In Various Courses	564
	7. 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	567
	6. Fee To Be Paid By Each Student Enrolled FoR P.g. Diploma Course In Marketing And Sales Management in the Centre of Adult, Continuing Education & Extention on Self-financing Basis	569
	7. Rates of Remuneration for various Assignments of Examination	570
	8. Rates of Remunerations for Self-financing Courses of DDE University of Jammu	576
	9. Remuneration for Evaluation of Project Report and Conduct of Viva-Voce Examination of MCA IV-Semester shall be as under	577
	10. List of papers etc. to be received by the Superintendent of the Examination Centre	578

Note : Appendices IV to VI as per S.No 7 above are under Updation

11.	List of papers to be sent by the Superintendent of Examination Centre to the Registry	579
12.	Schedule showing automatic deductions from the Remuneration of Superintendents	580
13.	Minimum Requirements for Passing the University Examinations	581
14.	Duties of the Checking assistants to the Head Examiners	584
15.	Scale of automatic Deductions from the Remuneration of Examiners and Tabulators	585
16.	Scale of Contingent Expenses payable to Examiners	586
17.	Application form for Registration For Ph. D. Degree	587

CHAPTER –XXXVIII

EXAMINATIONS GENERAL

EXAMINATIONS CONDUCTED

1. The following examinations shall be conducted by the University every year on the dates given in Appendix-I.
 - i) B.A./B.Sc./B.Com. (Part-I, II & III)
 - ii) a/ M.A./M.Sc./M.Com. (I, II, III & IV Semesters) in the following subjects:
Hindi, Urdu, English, Sanskrit, Dogri, Punjabi, History, Economics, Political Science, Buddhist Studies, Geography, Education, Commerce, Zoology, Botany, Physics, Geology, Chemistry, Mathematics, Statistics, Home Science.
b/ Master's Degree Programme in Environmental Sciences.
c/ Master's Degree Programme in Computer Applications (MCA).
d/ Master's Degree Programme in Business Administration (MBA).
e/ Master's Degree Programme in Electronics.
 - iii) B.Ed. and M.Ed.
 - iv) a/ Post-graduate Diploma course in Business Management (DBM).
b/. Post-graduate Diploma Course in Office Management & Secretarial Practice.
c/ Post-graduate Diploma Course in Applied Electronics.
d/ Post-graduate Diploma Course in Computer Science and Applications.
e/ Post-graduate Diploma Course in Criminology & Police Science.
f/ Post-graduate Diploma Course in Marketing & Sales Management.
g/ Post-graduate Diploma Course in Sanskrit,
 - v) B.Lib. & M,Lib.
 - vi) O.C. & M.I.L.
 - a/ Sahityacharya Part-I/II.
 - b/ Proficiency, High Proficiency and Honours in Hindi, Urdu, Punjabi, Dogri, Sanskrit, Persian and Arabic.
 - vii) LL.B. (Two year, three year courses and five year integrated course) & LL.M.
 - viii) M.B.B.S., M.D./M.S. and Diploma courses in the Faculty of Medicine,
 - ix) Preparatory Course in Music and Bachelor of Music .
 - x) Preparatory Course in Fine Arts & Bachelor of Fine Arts.
 - xi) M.Phil.
 - xii) Ph.D.
 - xiii) Degree of Bachelor of Engineering.

- xiv) Any other examination for which the University may provide or approve instruction in its own Departments or constituent/affiliated colleges or recognised institutions:

Provided that the Vice-Chancellor shall be competent to alter the statutory dates of commencement of various examinations in exceptional cases in consultation with the Heads of the University Departments or Principals of Colleges/Institutions. Notice of any such alteration of dates shall be given by the Controller of Examinations by a notification at least ten days before the respective dates fixed under this Statute for the commencement of these examinations.

APPLICATIONS FOR ADMISSION TO EXAMINATIONS

2. A candidate for any examination of this University shall on or before the date prescribed for the purpose vide Appendix-II submit to the Controller of Examinations his/her application for admission on the prescribed form alongwith the fees and certificates signed by an officer authorised for this purpose vide Statute 3 hereinafter appearing to the effect that he/she has fulfilled all the conditions laid down by the University in this behalf and is of good character.

OFFICERS COMPETENT TO ATTEST PERMISSION-CUM-ADMISSION FORM ¹

3. The following Officers shall be Competent to attest admission forms of the Regular candidates/admission-cum-permission examination forms of private candidates and request for duplicate marks certificate/ Roll Numbers of all candidates:

Heads of the post graduate department/Principal of the colleges/Heads of the institutes where the candidates have pursued the course for the examinations.

OR

Principals of all affiliated/constituent Colleges.

OR

Principals of all Higher Secondary Schools.

OR

Headmasters/Headmistresses of all Govt. High Schools.

OR

Commanding Officers of various Units of Army/Navy/Air Force

OR

All Professors of the University.

OR

Directors of Colleges, School Education/ Continuing Education/ Youth Welfare/ Physical Education/ Distance Education.

OR

Librarian/Dy. Librarian of the University/ Colleges.

OR

Gazetted Officers of the State/ Statutory Officers and Teachers of the University.

Note: Notwithstanding anything contained in the Statute a candidate who may be out of the jurisdiction of the University at the time of submission of application for admission, may sign the application in the presence of a First Class Magistrate or Principal of an affiliated/constituent College of an Indian University located near to the place of residence of the candidate. In such a case, the signature of the candidate on the application form shall be attested by the concerned competent Officer mentioned above.

EXAMINATION FEE

4. Each candidate shall pay the following fees along with his application for admission to an examination:

- 1) Marks fee : Rs.25/- : (If not included in the prescribed examination fee given in Appendix-III.)
- 2) Permission fee : Rs.15/-
(For private candidates only)
- 3) Examination fee: (Given in Appendix-III)
- 4) Registration fee : Rs.135/-²²

(In case the candidate is not already registered with the University).

Provided that blind and physically handicapped candidates as defined in the Statutes shall be exempted from payment of all the fees including charges for supervision and amanuensis. The examination fees must be paid in full. Part payment will not be accepted.

REAPPEAR/COMPARTMENTAL CANDIDATES

5. Candidates, placed under compartment in a particular examination of this University, who are reading in the next higher class, shall for the purpose of admission to the examination be treated as regular candidates.

WITHDRAWAL OF APPLICATION

6. The Head of the University Department/Principal of the constituent/affiliated college or recognized institution or the authority who attested the admission form shall be competent to withdraw before the commencement of the examination the admission form of a candidate sent up by him/her for an examination, for good and sufficient reasons to be recorded in writing.

REFUND OF FEE

7. (1) A candidate who fails to pass or is unable to present himself at an examination conducted by the University shall not be entitled to refund of the admission fee or to have it kept in deposit for a subsequent examination; unless –
- i/ he/she dies before the commencement of the examination or before he/she finishes the examination, the fee in either case shall be refunded to his/her legal heirs;
 - ii/ he/she is detained from appearing at the examination on account of shortage in lectures;
 - iii/ he/she is declared ineligible to appear at the examination;
 - iv/ he/she had paid the admission fee but has not submitted his/her admission form;

Provided that refund of fee or its being kept in deposit shall not be allowed to candidates whose admission forms have been rejected on account of their producing a false certificate or making a false statement in the form of application or who have failed to produce documents subject to production of which they were declared eligible;

- (2) Marks fee and late fee shall be refundable or adjustable wherever admission fee is refundable or adjustable;
- (3) The permission fee shall not be refundable;
- (4) Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the Statutes and Regulations may be refunded:

Provided that claims for refund of money shall not be entertained if the application for refund is not received within a period of one year from the date on which money was deposited in the University.

ADMISSION CARD

8. The Controller of Examinations shall, after satisfying himself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear at the examination.
9. A candidate shall not be admitted into the examination hall, unless he/she produces to the Superintendent of the examination centre his/her, admission card or satisfies such officer that It shall be produced on the next day of the examination. If he/she fails to do so, he/she shall not be allowed to continue his/her examination on the next day.
10. The Controller of Examinations may, if satisfied that the admission card furnished to a particular candidate has been lost or destroyed, grant, on payment of a fee of Rs.40/-²², a duplicate admission card on receipt of application on prescribed form complete in all respects. In the case of a regular student, the request must come through the Head of the Institution and in case of a private candidate through any of the officers authorised under the Statutes to attest admission form.

WITHDRAWAL OF PERMISSION

11. Permission to appear at a University examination may be withdrawn by the University before or during the course of an examination for such conduct of a candidate as in the opinion of the Syndicate or the Committee dealing with unfair means/misconduct cases justifies his/her expulsion.
12. The Controller of Examinations may withdraw, before or during the examination, the permission granted to a candidate by some mistake or omission, if he/she was not eligible for appearance at a University examination, even though an admission card has been issued and produced by him/her before the Superintendent of the examination centre.

SUBJECT/OPTIONAL PAPER OFFERED BY PRIVATE CANDIDATES

13. Private candidates and ex-students shall not be allowed to offer a subject or an optional paper of a subject prescribed in the syllabus, unless provision has been made for an examination in such subject or optional paper for regular students attending University Departments or affiliated/constituent colleges or recognized institutions:

Provided, however, that a private candidate or an ex-student who has once offered a subject of optional paper in any examination of the University, shall be allowed the same subject/paper when he/she appears at any subsequent examination within three years, if that subject/ paper forms part of the syllabus.

CHANGE OF SUBJECT/S

14. Unless otherwise contained in the Statutes governing an examination, a candidate having completed the prescribed course in a college/institution as a regular student for a particular examination, who has not appeared in that examination, may change one of his/her subjects once while appearing in a subsequent examination as a private candidate (late college student). A candidate who appears in an examination as a private candidate in any capacity other than that of a late college student and fails in the examination may offer subjects other than those previously offered by him/her while appearing at a subsequent examination in the same capacity, provided he is otherwise eligible to offer those subjects under Statutes.
- (A) (i) "A candidate who appears in B.A./B.Sc./ B.Com. examination as a regular student and fails in the examination may be allowed to offer subjects included in the faculty of Arts and Social Sciences not involving practicals other than those previously offered by him while appearing at a subsequent examination as a private candidate.
- (ii) The above concession is also admissible to a candidate who having pursued a course of study for the B.A./B.Sc./B.Com. (General Course) in an affiliated college does not appear in the examination in that course and thereafter appears in the examination as a private candidate in the capacity of a late college student."²
- (B) "The students placed under compartment/reappear category in the B.A./B.Sc. examination may appear in the examination in the subjects other than those in which they are placed under compartment/reappear category on fulfillment of other statutory requirements."³

ELIGIBILITY FOR ADMISSION TO BI-ANNUAL/SUPPLEMENTARY EXAMINATIONS

15. The following categories of candidates shall be eligible for admission to Bi-annual/ Supplementary examination :-
- (1) Failures;
 - (2) Compartmental cases;
 - (3) Re-appear cases;
 - (4) Late college students having completed the prescribed course before the annual examination but not having appeared therein;
 - (5) Candidates who were declared ineligible for admission to the last examination owing to shortages in lectures, provided they make up the shortage according to university Statues before the commencement of the Biannual / Supplementary examination;
 - (6) Candidates offering additional subjects;
 - (7) Candidates wishing to qualify in English only;
 - (8) Candidates wishing to complete an examination after having passed an examination in the Faculty of Oriental Learning and English (only) examination in the Faculty of Arts; and
 - (9) Candidates who were unable owing to ill health to appear in or complete the last annual examination.

16. Such of the failures (including exemption and compartment cases) as rejoin the college after the declaration of their results in the annual examination shall not be eligible for admission to the (Biannual/Supplementary) examination of the year. They shall be eligible after re-admission only at the next annual examination alongwith the batch of students with whom they got re-admitted into the college after their last failure.
17. The successful candidates of the Biannual/Supplementary examination shall be granted admission to the next higher class alongwith the successful candidates of the next annual examination.

PRIVATE CANDIDATES ELIGIBILITY TO VARIOUS EXAMINATIONS

18. The following categories of candidates may be allowed admission as private candidates to B.A./B.Sc./B.Com. (Part-I, II & III), M.A./M.Com. (other than M.A. Education) and Proficiency, High Proficiency and Honours examinations in Oriental Classical and Modern Indian Languages in the Faculty of Oriental Learning, subject to the fulfillment of all other conditions of eligibility for appearing in the examination prescribed by the University under Statutes or Regulations, provided that they have not been on the rolls of a University Department or a constituent/ affiliated college or any recognized institution or Directorate of Distance Education as regular students for more than 2 months from the date of classification in the course leading to the examination at which they intend to appear, during the academic year preceding the examination :-
 - (i) A permanent resident of the territorial jurisdiction of the University.
 - (ii) Any person residing within the territorial jurisdiction of the University continuously for a period of not less than 3 months immediately preceding the date prescribed by the University for submission of Permission-cum-Admission form without late fee for the examination concerned.
 - (iii) A member of the **Defence Forces of India or the Central Reserve Police or the Border Security Force or the Indo-Tibetan Border Police or the General Reserve Engineering Force (GREF) provided he is serving within the territorial jurisdiction of the University at the time of submitting the application form or is a permanent resident of the State of Jammu and Kashmir.

NOTE: **For purpose of eligibility to appear in the University examination as member of Defence Forces of India, the term DEFENCE PERSONNEL INCLUDES only persons in Uniform i.e., Officers, Junior Commissioned Officers, non commissioned officers, other ranks and non-combatants (enrolled) in the Army and corresponding personnel in the Navy and Air Force.

Explanation:

The civilians such as L.D.C's, U.D.C's, Store-Keepers. etc. employed in the Defence Forces cannot be termed as DEFENCE PERSONNEL in the matter.

"Provided that no candidate shall be permitted to appear in the following examinations in the capacity of Private Candidate w.e.f. the sessions as under:

- | | | |
|----|--|-----------------------------------|
| 1. | B.A./B.Com. Degree(General)
Course, Part-I,Part-II & Part-III | 1999 Annual session onwards |
| 2. | M.Com.(all terms/Semesters) | November/December,1999
onwards |

This will, however, not apply to the candidates likely to appear in the above examinations as “Failure”, “Re-appear”, “Illness”, “Additional subject/s” or “Late College Student” categories.

The candidates desirous of pursuing these courses may seek admission in the “Directorate of Distance Education”, University of Jammu for undergoing studies in these courses through correspondence.”¹⁷

19. The following categories of candidates may be allowed admission as private candidates to M.Sc. examination on production of a certificate from the Head of the University Department concerned to the effect that the candidate has completed the required number of practicals in the subject as whole time student after having remained on authorised leave for purpose of undertaking practical work in the Department concerned and having fulfilled all Statutory requirements :-

Teachers of a recognised School/Institution, Laboratory Assistants, Lecture Assistants and Computing Assistants employed in a University Department or in an affiliated/constituent college or a High/Higher Secondary School recognised by the Jammu & Kashmir State Board of School Education or Government Polytechnic Jammu, all such other Assistants employed in the above Institutions and Scientific Staff of an institution recognised by the Syndicate as a Centre for Ph.D. research whose duties are considered by the Vice-Chancellor to be identical with those of the Laboratory Assistants employed in the above Institutions.

20. The following categories of candidates may be allowed admission as private candidates to B.Ed. examination subject to fulfillment of all other conditions of eligibility for appearing in the examination prescribed by the University under Statutes or Regulations :-

(i) Graduate teachers who have passed the B.E.C. examination conducted by the Department of Education of the J&K Government and are serving in the Schools which are recognised by the State Government or the Government of India or in the Schools recognised by the J&K State Board of School Education and are located within the territorial jurisdiction of Jammu University provided they have teaching experience of not less than ten years upto the scheduled date for submission of permission-cum-admission forms for the B.Ed. examination by private candidates.

(ii) Graduate teachers who have successfully completed capsule Course conducted by the Department of Education of the J&K Government subject to the condition that they appear in the B. Ed. Examination within three years of their having successfully completed the above Course.

(iii) Candidates who have passed M.A. (Education) two-year Course of the University.

21. (a) Late College students who have completed the prescribed Course for an examination and have not appeared in the examination, shall be eligible to appear as late college students within three academic years following the one in which they completed the Course.

Illustration:

A candidate who has completed the Course for a particular examination in the academic year 1980-81, shall be eligible to appear as a late college student in that examination upto and including the annual examination of 1984.

- (b) Candidates who have failed in an examination shall be eligible to appear in that examination within a period of three years from the year of their last failure.

Note: (1) Candidates falling in the above categories shall have to appear in the examination according to the courses of study and syllabi prescribed by the University for the year in which the examination is taken by the candidates, unless otherwise notified by the University.

- (2) In the case of a student who has been disqualified from appearing in the examination on account of use of unfair means, the period of three years shall commence after the period of disqualification is over.

22. (a) Candidates having passed B.A./B.Sc./B.Com. examination may be allowed to appear at any subsequent examination in anyone or more elective subjects prescribed for that examination except the subjects in which they have already passed the examination in accordance with the Statutes governing that examination provided instruction is being imparted in that subject to the regular candidates in the University Departments or affiliated colleges as the case may be.
- (b) Candidates having passed the Master's Degree examination in a particular subject with one set of options from this University may be allowed to appear at any subsequent examination in anyone or more options prescribed for that subject but not offered by them before.
- (c) A candidate who has passed the Master's Degree Examination in any discipline of the University may be admitted to the Master's Degree Examination in any subject comprised in the Faculties of Arts and Social Sciences, other than that in which he has already passed, subject to the fulfillment of other Statutory requirements. Provided that a candidate holding the B.Sc. Degree will be eligible to appear in M.Sc. Mathematics Examination, if otherwise eligible.
23. Candidates having passed an Honours examination in the Faculty of Oriental Learning of this University or an equivalent examination of any other recognized University or body may be allowed admission to the B.A. Part-I examination in one or more subjects and on passing B.A. Part-I examination to B.A. Part-II & III examination in the subjects concerned.
24. Candidates who are eligible to appear as private candidates in an examination which is not conducted by the University of Kashmir, may be allowed to appear in such an examination in the University of Jammu in relaxation of restrictions regarding jurisdiction imposed by the existing Statutes and the provisions of the Act.
25. Notwithstanding anything contained in Statutes 18 to 24 above :-
- (i) A candidate who has been on the rolls of a University Department or a constituent/affiliated college or any recognised institution or Directorate of Distance Education as a regular student for more than 2 months from the date of classification in the course leading to the examination at which he intends to appear during the academic year preceding the examination shall not be eligible to appear in the examination as a private candidate;
- (ii) Employees of the University connected with confidential work relating to University examination shall not be allowed to appear at any examination of the University of Jammu but may be permitted to appear at examinations conducted by the University of Kashmir or any other University, if eligible;

- (iii) Every employee of the University intending to appear in an examination of the University of Jammu or any other University must seek prior administrative sanction of the Vice-Chancellor for doing so at least three months before the scheduled date of commencement of that examination. The Vice-Chancellor may refuse this permission to an employee for administrative reasons;
- (iv) Those persons who are employees must obtain a certificate of no objection for appearing in the examination from their employer:
- (v) A blind candidate appearing as a private candidate may offer Music as one of his elective subjects;

Provided further that blind candidates and such other candidates who are permanently disabled from writing with their own hands and are provided the service of amanuensis under Statutes be allowed the concession of 30 minutes extra time for answering a question paper of three hours duration or more at an examination.⁴

ADDITIONAL CONDITIONS TO BE FULFILLED BY TEACHERS ETC. TO APPEAR AS PRIVATE CANDIDATES

26. An applicant permitted by virtue of his holding an office must hold that office at the time of submitting the admission form and at the commencement of the examination. In case he/she ceases to hold the office before the commencement of the examination he/she should at once inform the Controller of Examinations through the attesting authority who forwarded his admission form. If he conceals the fact of his having ceased to hold the office, his examination shall be cancelled and the Syndicate may take such further action against him as may be deemed proper.

CERTIFICATE OF PRACTICAL TRAINING

27. A private candidate offering a Science subject or Home Science shall produce a certificate of having done the practical training or map work in the case of Geography, or surveying in the case of Geology, in accordance with the provisions of the Statutes governing the particular examination, in a laboratory of this University or of an affiliated college or in any other laboratory approved by the Syndicate for the purpose. The certificate duly signed by the Head of the University Department/College/Institution in which the practical training has been received must reach the Controller of Examinations at least 15 days before the commencement of the examination.

CANDIDATES NOT ALLOWED ADMISSION IN THE EXAMINATION ALREADY PASSED BY THEM

28. No one who has passed an examination of this University or an equivalent examination of another University shall be permitted to appear at the same examination except as specifically prescribed in the Statutes governing the examination.

FAILURE TO APPEAR IN EXAMINATION ON ACCOUNT OF ILLNESS ETC.

29. Subject to the conditions, if any, provided in the relevant Statutes, if a candidate accepted for an annual examination in :-
- i/ B.A./B.Sc./B.Com. (Part-I. II & III) or
 - ii/ A Course under the Faculty of Oriental Learning; or

iii/ B. Ed.

is unable to appear in or misses a paper/papers of the examination on account of his serious illness or an accident to himself or on account of the death of a near relative**

on one of the days of the examination, he may be given another opportunity of passing the examination at the biannual/ supplementary session in the same year by the Controller of Examinations on payment of fresh fee in full if he is satisfied by the evidence produced that the concession applied for is justified in accordance with the intention of this Statute.

A candidate having missed the examination partly may, at his/her option, be examined in the part of the subject he has missed or in the whole subject at the bi-annual/supplementary examination. To enable him to exercise this option the candidate shall be furnished with the marks certificate in respect of the subject/subjects or paper/papers in which he had appeared.

The application of a candidate prevented from appearing in or completing the examination on account of the aforesaid reasons shall be entertained only if it fulfills the following conditions:-

- (i) It is submitted so as to reach the Controller of Examinations not later than the tenth day from the date on which the candidate was incapacitated from appearing in the examination or missing it partly.
- (ii) It is submitted in the case of a regular candidate through the Head of the college/ institution concerned or in the case of a private candidate, through the officer who attested the application of the candidate for admission to the examination or the Superintendent of the Examination Centre concerned, who after making necessary enquiries, shall certify that the candidate could not appear in the examination or missed it partly because of his serious illness, or accident to himself or because of the death of a near relative on one of the days of examination.
- (iii) It is accompanied by a medical certificate from an Assistant Surgeon or a general practitioner being a medical graduate in case of illness or any accident.

Unless otherwise provided, only those candidates to whom this concession is granted by the University who have missed one paper/subject of the examination may be allowed provisionally, to read for the next higher class till the publication of the results of the supplementary examination:

Provided that in the case of a candidate who appears in any higher examination after having availed of the concessions provided in this Statute, the period of interval between the previous examination and the next examination in which he/she is appearing, shall be counted from the session in which he/she could not appear in the last examination or missed it partly:

Provided further that no candidate who passes under this Statute shall be eligible for a scholarship or prize.

CHANGE OF DATE/SESSION OF PRACTICAL TESTS IN B.A./B.SC. EXAMINATIONS

30. (i) If a candidate fails to appear in or complete practical test in a subject of the B.A./ B.Sc. examination on the date and session notified for him by the University,

***By a near relative is meant father, mother, full or half brother/sister, paternal or maternal uncle, paternal or maternal grand father/grand mother, wife, son, daughter or husband.*

owing to his serious illness or an accident to himself or on account of death of a near relative on that date or on account of any other unforeseen circumstances beyond his control, he may be given another opportunity of appearing in the test in that examination provided he can be accommodated within the programme of practical tests in that subject notified by the University and, as far as possible, his examiner is the person who would have given him the test on the date originally notified, and his application is submitted :-

- (a) So as to reach the Controller of Examinations immediately after the date on which the candidate was incapacitated from appearing in or completing the test;
 - (b) Through the officer who attested the application form of the candidate for admission to the examination and who certified that the candidate could not appear in or complete the test for any of the reasons mentioned in this Statute; and
 - (c) Accompanied by a fee of Rs.210/-²², or as may be prescribed from time to time, for each subject and, in case of serious illness or accident, medical certificate from a medical practitioner of the rank of not lower than that of an Assistant Surgeon.
- (ii) A candidate who, owing to circumstances beyond his control, is not in a position to take a practical test in a subject of the B.A./B.Sc. examination on the date notified by the University and desires a change in the date of his practical test, may be given another opportunity of appearing in the test in that examination provided he could be accommodated within the programme of practical tests in that subject notified by the University and the application of the candidate on the prescribed form reaches the Controller of Examinations not later than five days before the date fixed for the conduct of his practical test through the attesting authority of his admission form accompanied by a fee of Rs.210/-²² (or as may be prescribed from time to time) for each subject. As far as possible such a candidate shall be required to appear in the practical test at a centre where the examination is being conducted by the examiner who was to conduct his test on the date notified earlier.
- (iii) A candidate who fails to appear in or complete the practical test in a subject of the B.A./ B.Sc. examination for reasons beyond his control and the practical test in that session has already terminated may be given another opportunity to appear in the practical test to be arranged specially for him provided such a candidate submits an application immediately after being incapacitated from appearing in the test on the scheduled date, accompanied with a fee of Rs.210/-²² (or as may be prescribed from time to time) for each subject through the officer who attested the admission form for the examination, and a special fee of Rs.150/- (or as may be prescribed from time to time) per subject and also the amount of additional expenditure involved in holding a special practical test/tests for him as may be assessed by the Controller of Examinations.
- (iv) The fee of Rs.210/-²² is not refundable even if the request for the change in the date/ session of the practical test is not accepted.

- (v) Where a candidate misses the practical test owing to any inaccuracy in the date sheet for allotment of Centre notified by the University, the candidate shall not be required to pay any special fee and the practical test will be arranged by the University at its own expenses⁵

AMANUENSIS FOR PHYSICALLY HANDICAPPED CANDIDATES

31. (1). An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or are permanently disabled from writing with their own hands, on production of a certificate from the Civil Surgeon.
- (2) The Controller of Examinations shall arrange for the appointment of an amanuensis or authorise the Superintendent to arrange the same under rules.
- (3) The amanuensis shall be a student of a lower grade of education than the, candidate and must not be attached to the institution to which the candidate belongs.

Explanation:

If the candidate is appearing in the B.A. Part-I examination, the amanuensis must be a student of the Higher Secondary or lower class and so on.

- (4) The Superintendent shall arrange for a suitable room for such a candidate and appoint a special supervisor for him/her out of the list supplied by the Controller of Examinations.
- (5) Blind candidates may be permitted to type their answers, if they so desire.
- (6) The amanuensis will be paid @ Rs.25/- or, as may be prescribed from time to time, per session and the special supervisor according to the scheduled rate.

MEDIUM OF EXAMINATION

32. English shall be the medium of examination in all subjects except in Oriental Classical and Modern Indian Languages. The medium of examination in an Oriental Classical Language shall be the language itself or the cognate Modern Indian Language at the option of the candidate. The medium of examination in a Modern Indian Language shall be the language concerned.

Examinees in Indian Music under the Faculty of Arts may answer the question papers in the subject in English or Hindi or Urdu or Punjabi at their option. English/Hindi shall be the medium of instruction/examinations for examinations under the Faculty of Music & Fine Arts except in the case of Sanskrit and Modern Indian Languages where the medium shall be the particular language.

CONDUCT OF EXAMINATIONS

33. All examinations shall be held at Jammu and such other places as may be fixed by the Vice- Chancellor on the basis of the number of candidates appearing from such places as indicated in Statute 36.
34. Every regular candidate shall be required to appear at a centre fixed in the town where the college/ institution in which he/she has been studying is located and once centre is notified, no centre change will be allowed in the same city from one centre to another under any circumstances.

35. A regular candidate who wishes to take the examination in another town on genuine grounds or a private candidate who wishes to take the examination in a town other than the one indicated in his/her application for admission to the examination according to his/her permanent residence shall submit an application on the prescribed form alongwith a fee of Rs 600/-²², or as may be prescribed from time to time, to the Controller of Examinations for the purpose. The application must reach the University office one month before the commencement of the examination. An application for such a change of centre may be entertained as a special case after the prescribed date with a late fee of Rs. 100/-²², or as may be prescribed from time to time, upto the 20th day preceding the date of commencement of the examination:

Provided that change of centre shall be authorised only in the event of transfer of parent or guardian of a candidate where it is duly attested that the family of the transferee has shifted along with him/her. Fee paid for centre change will not be refunded even if the centre change is not sanctioned.

36. "No centre of examination (theory) be constituted for less than 100 candidates save in exceptional cases. In case the number of examinees for a particular examination is less than 100, a combined centre/s of various examinations held during that period be constituted."⁶

CONSTITUTION OF SPECIAL CENTRE

37. A special centre may be constituted for the conduct of B.A./B.Sc./B.Com. Part-I, II, III and O.C. & M.I.L. examinations on payment of Rs.300/-²², or as may be prescribed from time to time, per candidate short of the minimum prescribed in Statute 36.

Provided that the minimum number of candidates likely to appear from that centre is not less than 30 in the case of B.A./B.Sc./B.Com. and 25 in the case of Oriental Classical and Modern Indian Languages Examinations. The amount shall be realized from the institution concerned recommending the constitution of the special centre.

38. Notwithstanding anything contained in the forgoing Statutes, a special centre for an examination may be fixed :-

- (a) at Srinagar for the employees of the University of Kashmir appearing in any Annual examination of this University; or
- (b) at the Central Jail, Jammu.

39. (1) 15 candidates from the B.A./B.Sc. Part-I, II & III examinations shall be the minimum for the constitution of the centre for the conduct of practical test in the various subjects of these examinations. A special centre may be constituted for the purpose on payment of Rs.300/-²², or as may be prescribed from time to time, per candidate short of the said minimum, recoverable from the institution concerned provided the minimum number of candidates appearing from the centre is not less than 10 in each case.

- (2) No minimum shall be required for the constitution of practical centres in respect of the following examinations :-

- (i) M.Sc.
- (ii) Professional examinations.

40. No minimum shall be required for the conduct of viva-voce test when required for any examination independently of a theory or practical test,

NOTES:

1. The above provisions regarding the constitution of centres (Theory and Practical) are subject to the fundamental condition that satisfactory and adequate arrangement for the conduct of an examination at a centre are available; and
2. The number of candidates comprising a group to be examined in any University Department or College at the same time shall not be more than as justified by the capacity of the laboratory and the apparatus available there.

APPOINTMENT OF SUPERVISORY STAFF

41. The Controller of Examinations shall every year request the Heads of University Departments and Principals of constituent/affiliated colleges and Institutions to recommend panels from among their teaching and other subordinate staff for various duties (viz. Superintendents, Deputy Superintendents, Assistant Superintendents and other supervisory staff) in accordance with the strength of candidates to be indicated by the Controller of Examinations in each case, which shall not ordinarily be less than double the strength of staff required for the candidates sent up by the institution concerned.
42. The Committee for appointment of supervisory staff shall ordinarily make appointments from the panels sent by the Heads of Departments and Institutions. Where it becomes necessary to appoint some persons outside the panel, previous consent of the Head of the Institution concerned shall be obtained by the Controller of Examinations.
43. Ordinarily no person shall be entrusted with duty in connection with more examinations than one in a particular year. Where, for some exceptional reasons, it becomes necessary to appoint the same person for more than one examination, the Controller of Examinations shall obtain the previous consent of the Institution concerned.
44. "No one shall be appointed Deputy Superintendent unless he has worked as supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents. In case of non-availability of members of teaching staff, Assistant Librarians/ Deputy Librarians may be considered for appointment as Superintendent. Deputy Superintendents and Supervisors, as far as possible, teaching staff shall be appointed. However, in case of non-availability, teachers appointed on contractual/Adhoc/ Part time basis or officials of the technical cadre as in the grade of Rs.8000-13500 may be appointed as Deputy Superintendent or Supervisors. Section Officers in the grade of Rs.8000-13500 may be considered for appointment as Supervisor. Supervisor may also include apart from the above, Research Scholars of University Teaching Departments. Members of ministerial and subordinate staff shall also be eligible for appointment as Assistant Superintendents.

Provided that the Vice-Chancellor may relax in exceptional cases owing to special circumstances the above condition for appointment of any of the official of an examination centre."²¹

45. The Superintendents of examination centres shall appoint the inferior staff required for the conduct of an examination in consultation with the Head of the Institution where the centre is located. Such staff should preferably be appointed from among the employees of the institution concerned.

46. The practical examiners shall appoint the supervisors and inferior staff to assist in the conduct of practical examination from among the employees of the institution where the practical examination is conducted in consultation with the Head of the Institution.
- 46.A. No person from outstation shall be appointed as Superintendent in Jammu City. Other members of the supervisory staff i.e. Deputy Superintendents, Assistant Superintendent and Supervisors shall not be appointed at Jammu city or district headquarters from outstations save in exceptional cases.⁶

LOSS OF CANDIDATE'S ANSWER BOOK

47. "If a candidate's answer-book is lost after having been received by the Superintendent of the examination centre or by a member of his supervisory staff or in transit or from store or otherwise and if he passes in all other subjects of the examination, he may be required to appear in that one paper which is lost without payment of fee, on a date fixed by the Controller of Examinations and if he obtains pass marks, he shall be declared passed in the examinations if other conditions for passing the examination, if any, are also fulfilled. In case of dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations shall be final. However, in case of inordinate delay or if it is not feasible to hold the examination immediately or declare result the Controller of Examinations will be authorized to declare the result of the effected candidate by using one of the following options :
- (a) The candidate be given the benefit of average of marks obtained in other subjects/courses of the same semester/class.
 - (b) In case the candidate fails by taking the average of marks obtained in other subjects/courses; he/she may given minimum pass marks in that paper/s whose answer script/s has been lost.

Furthermore, that the candidate may be informed through registered letter about the loss of answer script/s as and when the office comes to know about it. In case the candidate fails to respond within 10 days from the receipt of letter, the decision of the Controller of Examinations shall be final and binding."²³

INSPECTION OF CENTRE OF THEORY EXAMINATIONS

48. (a) Each centre of examination shall be inspected by an Inspector/Inspectors appointed by the Vice-Chancellor. The Inspector shall advise the Superintendent of the centre in regard to any matter concerning conduct of examination and shall report to the Vice-Chancellor the results of his/their observations.
- (b) The Principal of a college shall be the Inspector and over-all incharge of the examination centre/s set up in the constituent/ affiliated college.
- (c) The Head of the University Department or the Dean of a Faculty may be appointed as Inspector and overall incharge of the examination centre/s constituted at the University Campus for examination in the Courses taught in the University Teaching Departments,
- (d) Inspectors for examination centres constituted at places other than the constituent /affiliated colleges or the University Campus shall be such person/persons as may be appointed by the Vice-Chancellor.

- e) The Vice-Chancellor may, in addition to the appointment of the Inspectors under clauses (b), (c) and (d), appoint special team/teams of Inspectors to pay surprise visits to a centre/centres of examination to ensure efficient conduct of examination. The Inspector/Inspectors shall render such help and guidance to the Superintendent of the examination centre as may be considered essential.
- (f) Subject to the confirmation of the Vice-Chancellor, an Inspector may appoint one or more, but not exceeding three, Supervisors for each centre of examination in addition to permissible strength of the supervisory staff to remain on duty outside the examination centres to ensure that there is no external interference with the conduct of examination.
- (g) The Vice-Chancellor may, at an examination centre mentioned in clause (d) authorize the Head of the institution concerned (if he is not the Inspector of the centre) to help the Superintendent in the conduct of examinations and check external interference to the examination hall. He shall be paid remuneration as prescribed per centre inclusive of all charges.
- (h) A combined centre of two or more examinations will be treated as one centre for the purpose of inspection. Centres for the 1st and IIIrd Semesters or IIInd and IVth Semesters examinations if held simultaneously in a Post-graduate course will also be treated as one Centre of examination for the purpose of inspection.⁶
- (I) The number of visits that could be made for the inspection of the centre referred to in clause (d) shall ordinarily be three. The Vice-Chancellor may, however, authorize more than three visits to a centre wherever necessitated by the special situation prevailing at a Centre.”⁷
- (j) An Inspector may visit two centres in a day with the previous permission of the Vice-Chancellor and claim his inspection fee accordingly and charge travelling allowance or daily allowance as admissible, under rules, Rates of payment of inspection fee to Inspectors and those placed in over-all charge of examination centre will be as given in Appendix-IV,

POWERS AND FUNCTIONS OF INSPECTOR-CUM-OVERALL INCHARGE OF EXAMINATION CENTRE

48. A. (i) In case of under-graduate examinations, the Inspector-cum-Overall incharge will arrange all the members of the Supervisory Staff including the menial staff but excluding the Superintendent in accordance with the statutory provisions. In the case of Post-graduate examinations, the Inspector-cum-Overall Incharge will also arrange Superintendents besides other Supervisory staff including menial staff for the centres under his charge. In case the Inspector-cum-Overall Incharge falls short of supervisors, he shall make a written request to the Controller of Examinations for providing the wanting supervisors before 10 days from the date of commencement of the examination. The supervisory staff will be arranged from within 13 kilometers radius of the examination centre but in exceptional cases and in the interest of smooth conduct of the examinations, Supervisors outside this limit may also be invited. But preference will be given to the qualified staff of the concerned institutions, A teacher posted in a mufasil College

who has once worked as Superintendent at either Kishtwar or Bhaderwah stations be considered for appointment as Superintendent in Jammu city.

The Superintendents for the under-graduate examinations will be appointed by the University.

- (ii) In the case of mufasil centres, sealed packets containing question papers will be delivered to Inspector-cum-Overall Incharge by the University. He will subsequently deliver the sealed packets to the concerned Superintendents appointed by the University and give them appropriate instructions for safe custody of the sealed packets containing question papers.

The Superintendents shall reach the station of their appointment a day before the commencement of the examination so as to enable them to collect the sealed packets of question papers from the Inspector-cum-Overall Incharge and to perform other statutory duties.

- (iii) In case of city centres, the sealed packets will be delivered by the University to the Superintendents concerned.
- (iv) The Superintendent must inform the Inspector-cum-Overall Incharge in the event of his going on leave so as to enable him/her to make alternative arrangement in his place. In emergent situation, Inspector-cum-Overall Incharge shall detail next senior Professor of his College to perform his duties before leaving the station. He shall send a report about his absence from his station of duties to the Controller of Examinations.

- (v) **STATIONERY:** In case of city centres, stationery articles etc. shall be collected by the Assistant Superintendent from the University who will be responsible for its safe custody. The Superintendent will ensure that the stationery etc. is kept at a safe place and for this purpose he will check issue and balance from time to time. The Assistant Superintendent will make use of the stationery articles etc. under the overall supervision of the Superintendent.

In case of Mufasil Centres, the stationery articles will be delivered by the University to the Assistant Superintendents nominated by the Inspector-cum-Overall Incharge. In case any of the Assistant Superintendent is not available, stationery of his/her centre will be delivered to the Principal of the College for onward delivery to the concerned Assistant Superintendent.

- (vi) **SEATING ARRANGEMENT:** It is the duty of the Inspector-cum-Overall Incharge to make adequate arrangements for items like furniture, accommodation for all the examination centres under his/her charge besides ensuring cooling and heating arrangements. He shall, however, take such assistance from the University as may be necessary in this regard.
- (vii) The Inspector-cum-Overall Incharge will visit all the centres under his/her charge on all days of the examination as far as possible.
- (viii) In the event of his/her finding that at a particular Examination Centre the examination is not being conducted in accordance with the Statutes and

Regulations made for the purpose, he/she shall -

- (a) have the authority to cancel the appointment of a member of the supervisory staff, other than the Superintendent, whom he/she personally finds negligent/unsuitable for the job or he/she may accept the recommendation of the Superintendent for cancellation of the appointment of the derelict supervisor.
- (b) have the authority to cancel the appointment of the Superintendent as a last resort in case he/she is found derelict in his/her duty or incompetent to handle the examination centre.

Action taken by the Inspector-cum-Overall Incharge in respect of (a) and (b) above shall be communicated to the Controller of Examinations immediately. He/she shall be authorized to make alternative appointments on his own or in consultation with the Controller of Examinations.

(ix) In the event of a walk-out or disruption of an examination centre -

- (a) The Inspector-cum-Overall Incharge will remain present in the centre/premises.
- (b) He/she will also establish contacts with the Law and Order authorities to provide protection to the property and persons present in the centre. He/she will also inform the University for further necessary action.
- (c) If there are more centres than one, he/she with the help of law and order authorities, try to ensure that the candidates of the centre do not disturb other examination centres, which are in close proximity of the centre in which walk-out has taken place.
- (d) The report of the Superintendent of the centre shall contain particulars of the candidates who staged or instigated for staging a walk-out and the report shall be routed through the Inspector-cum-Overall Incharge on the same day. The Inspector-cum-Overall Incharge shall forward the report to the University alongwith his/her detailed comments.
- (e) If the Inspector-cum-Overall Incharge finds that the report of the Superintendent is ambiguous/incomplete or in any manner unsatisfactory, he/she will immediately send for the Superintendent in order to ascertain all the facts relating to the incident as also its probable cause and identification of persons responsible for the same.
- (f) He/she will check that the seating arrangement is made in conformity with the rules and regulations and suggest changes to the Superintendent, if required.
- (g) He/she will check that all the persons assigned to a centre are on duty.

- (h) He/she will give a periodical check to the stationery articles/balance question papers to ensure maintenance of proper account.
- x) If any obvious printing error relating to the number of questions to be attempted by the candidates is noticed by the Superintendent, he/she will immediately bring the same to the notice of the Inspector-cum-Overall Incharge and the Inspector-cum-Overall Incharge shall be competent to make necessary change after verifying the same from the prescribed syllabus for the examination concerned and send a report to the University for further necessary action. A copy of the Syllabus for each course shall be, supplied to each Inspector-cum-Overall Incharge, free of cost,
- (xi) An Inspector-cum-Overall Incharge for an examination centre both for Graduate and Post-graduate examinations shall be paid “a remuneration @ Rs.225/- per centre of examination without ceiling of maximum amount (plus conveyance in case an examination is conducted in the afternoon session/holiday).”⁹
- (xii) Inspector-cum-Overall Incharge shall supervise the entire conduct of examination, which includes the receipt of question papers, daily issuance of relevant papers to the Superintendent, supervision of sealing and the despatch of answer books to the Controller of Examinations. If the Superintendent fails to despatch answer books on the day of examination on some account the Inspector-cum-Overall Incharge will take possession of these and arrange to despatch the same positively on the next day.
- (xiii) The advance cheque for the conduct of examination shall be sent to the Inspector-cum-Overall Incharge by the University and the final disbursement of remuneration to the Supervisory staff shall be the responsibility of the Inspector-cum-Overall Incharge. In the event of non-receipt of University cheque before the start of examination, the Inspector-cum-Overall Incharge shall make temporary financial arrangement till the time the cheque is received.
- (xiv) The Inspector-cum-Overall Incharge shall ensure that the seal is retained by the Deputy Superintendent after the answer scripts are sealed. In case the Deputy Superintendent is out of station or not needed, the seal shall be kept in the custody of the Inspector-cum- Overall Incharge.

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COMPLAINTS AGAINST QUESTION PAPERS

51. Complaints, if any, against an individual question paper must reach the Controller of Examinations (telegraphically, if necessary) by the 4th day of the examination in the particular paper. The Controller of Examinations shall immediately pass on the complaint to the expert nominated by the Vice-Chancellor who will send his comments and suggestions within two days. If the expert is of the opinion that the complaint deserves to be entertained, the relevant extracts from the complaint and the comments and suggestions of the expert shall be forwarded to the paper setter and Head Examiner/

Examiner for his remarks and suggestions. After the remarks have been received from the paper-setter and Head Examiner/Examiner, the complaint, with the connected paper shall be placed before the Vice-Chancellor.

If the examiner makes suggestions regarding moderation in the evaluation of answer-books to redress the grievances of the examinees, the Vice-Chancellor may accept the suggestions and the examiner shall be informed accordingly. In case the Vice-Chancellor feels that the suggestions are not adequate to meet the requirements of the case it may refer the case to the Results Publishing Committee for appropriate action or take any other action as it may deem necessary.

PUBLICATION OF RESULTS

52. The result shall be tabulated by two sets of tabulators from among suitable persons appointed by the Vice-Chancellor.
53. The results after being compiled by the two sets of tabulators shall be collated at the University Office by the employees not less than the status of Head Assistants of the University to be appointed by the Vice-Chancellor.
54. The schedule of remuneration payable to tabulators and collators is given in Appendix-V.
55. The collators shall prepare a statement showing the over all pass percentage in the examination and the subjectwise pass percentage for the year of examination and the preceding three years and the same shall be submitted to the Results Publishing Committee. If the Committee is satisfied with the results, it shall authorise their publication. If on scrutiny of the figures submitted, the Committee feels that there has been distinct fall in pass percentage in the whole examination or in a particular subject/paper, on the basis of genuine complaint against a question paper set for that examination which has adversely affected the results and the grievance of the candidates could not otherwise be redressed, it shall authorize the moderation of results to such an extent as it deems absolutely necessary:

Provided that for the publication of the results of supplementary/biannual/special examinations the Vice-Chancellor shall exercise the powers of the Results Publishing Committee. Unless otherwise provided in the Statutes, the Controller of Examinations shall publish a Result Gazette for each examination, indicating the Roll Numbers and names of successful candidates with total number of marks and division, and the Roll Numbers of candidates who have been placed under the categories of compartment and re-appear and whose result has been with-held for various reasons or not determined. The Result Gazette shall be published at the University Office and complimentary copies supplied to the members of the University Council and the Syndicate and such other offices and institutions, etc., as the Vice-Chancellor may consider necessary. The gazette may be sold to others on cash payment at the price to be fixed by the Controller of examinations.

56. "If a candidate has sought admission for higher studies in the Teaching Departments of this University or any other University within or outside the State or placed/ selected for a job on the basis of an examination taken by him / her from this University, his/her result may be communicated by the Controller of Examinations confidentially to the respective Head of the Department/ Institutions / Company before the declaration of the result of the concerned examination on payment of fee as may be prescribed from time to time plus postal and telegram charges (wherever applicable). In case a student desires to send the

confidential result to more than one institution in that event the fee will be payable separately for each Institution/ College/ Department/ University / Company to which the result and marks are to be communicated.”¹⁹

57. Save with the special permission of the Vice-Chancellor, the results shall be declared not later than the 6th week of the respective dates of termination of an examination.
58. The detailed marks certificate** will be supplied to the concerned colleges/students within 20 days after the declaration of the result of an examination.

However, if a candidate wishes to obtain the marks certificate from the University in person or by registered post, the same will be issued within 4 days after the receipt of an application on prescribed form complete in all respects, on payment of additional fee of Rs.25/- or as may be prescribed from time to time.

Duplicate and subsequent copies of the marks certificates will be issued within 4 days after the date of receipt of application on prescribed form, complete in all respects, on payment of Rs.40/-²² or as may be prescribed from time to time.

59. The marks certificate shall be prepared by the officials of the Examination Section. But where the Controller of Examinations is satisfied that the work of marks certificates cannot be carried out within stipulated time during the office hours, he shall get the marks certificates prepared by the officials of the University after the office hours, on payment of an honorarium at 50 paisa per candidate or as may be prescribed from time to time.

SCALE OF DEDUCTIONS:

Deduction at the following rates shall be made from the honorarium on account of mistakes:

- a) for wrong entry of marks made in the marks certificate affecting result Rs.4/-, or as may be prescribed from time to time, per pair per mistake;
 - b) for minor mistakes or omissions which do not change the result, in individual subject/paper Rs.2/- (or as may be prescribed from time to time) per pair per mistake; and
 - c) in both the cases, the deduction shall not be more than Rs.20/- (or as may be prescribed from time to time) per pair per examination.
60. Failure statements of the regular candidates showing the subject or subjects in which they have failed to obtain the prescribed minimum number of marks, shall be prepared and communicated to the University Department, College or Institution concerned within three weeks of the publication of results. .
 61. In any case where it is found that the result of an examination has been affected by an error the Controller of Examinations shall amend such result in such manner as shall be in accordance with the true position and report each such case to the Vice-Chancellor.
Provided that no such result shall be amended at the expiration of six months from the date of declaration.
 62. In any case where the result of an examinee has been ascertained and published and it is found that such result has been affected by malpractice, fraud, improper conduct

NOTE : ** The mere possession of the Marks Card, however, does not entitle a candidate to any right or privilege, on account of the result indicated on the marks card unless the result indicated is supported by the result Gazette and black list.

whereby an examinee has benefited and that such examinee has, in the opinion of the Syndicate, been party to, or connived, at such malpractice, fraud, or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Syndicate shall consider necessary in that behalf.

63. The Syndicate shall have power to quash the result of candidate after it has been declared, if he/she is disqualified for using unfair means in the examination.

RECHECKING OF RESULT

64. A candidate who has appeared at an examination conducted by the University may apply to the Controller of Examinations for the re-totaling of his/her marks in one or more subjects/ paper and the re-checking of his/her result in the manner prescribed as under :-

- (1) The application must be made on the prescribed form so as to reach the Controller of Examinations within 30 days of the date of declaration of the result.

The Vice-Chancellor may, however, get a case examined earlier on payment of double the prescribed fees provided the scripts have been received from the examiner.

- (2) The application must be forwarded by a gazetted officer or a University teacher.
(3) All such applications must be accompanied by a fee of Rs.125/-²² per script, or as may be prescribed from time to time, in which re-totaling and re-checking is sought.

65. A candidate shall not be entitled to a refund of the fee unless his/her over-all result of the examination is affected by the re-checking/re-totaling.

66. The work of re-totaling and re-checking does not include re-assessment of the answers of a candidate. It consists of re-checking the marks awarded on the answer-books and entered in the result registers with a view to ascertain whether there has been any mistake in totaling the marks assigned to individual questions or an omission to award marks in part of the answer-book. It is also verified whether the marks awarded to the candidate have been correctly entered in the award roll and the Result Register.

67. The re-checking shall be conducted by the Results Publishing Committee.

68. If on re-totaling and re-checking by the Results Publishing Committee a mistake in the result is detected, the result of rechecking shall be at once notified. In case the mistake has been caused by an omission of the examiner in evaluating answer or answers attempted by the candidate the answer-book shall first be sent to the examiner concerned who had originally marked the answer-book for completion of assessment. In all other cases the result of the re-checking shall be communicated to the candidate as soon as possible.

69. The decision of the Results Publishing Committee regarding the re-totaling of marks and rechecking of results shall be final.

CERTIFICATES & DEGREES

70. All the successful candidates shall be supplied with certificate signed by the Controller Examinations provided that the degree certificates to the candidates passing the degree

and Post-degree examinations in various Faculties signed by the Controller of Examinations and the Vice-Chancellor shall be awarded at the University/College convocation in accordance with the provisions of the statutes relating to convocation.

PROVISIONAL CERTIFICATES

71. A candidate having passed an examination of this University may, after the declaration of hi/her result and before the issue of proper certificate apply to the Controller of Examinations for a provisional certificate of having passed the examination of this University. Such an application shall be accompanied with a fee of Rs.170/-²² or as may be prescribed from time to time.

APPEARANCE CERTIFICATE

72. A certificate to the effect that a candidate has appeared in a particular examination of this University whose result has not been declared may be issued on payment of a fee of Rs.150/-²² or as may be prescribed from time to time.

DUPLICATE CERTIFICATE

73. Duplicate of a University Certificate/Diploma shall not be issued except in very special cases in which the Vice-Chancellor 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 lost his/her certificate or diploma, or that it has been destroyed, and that the applicant has a real need for a duplicate. In the former case, the applicant shall submit alongwith his application sufficient evidence to show the efforts put in by him in tracing the same such as through the Police, Press, his own efforts etc. and in the latter case, similar evidence in support of genuineness of one's request according to the circumstances of the case. In all such cases the duplicate of a certificate/diploma, the original of which was signed by the Controller of Examinations/Vice-Chancellor, shall be issued on payment of a fee of Rs.2500/-²⁰ or as may be prescribed from time to time:

The University should itself notify the names of such persons/candidates who have been issued the duplicate certificate/diploma after ensuring the genuineness of each case, through one national paper. ¹⁵

74. Notwithstanding anything contained in the above Statutes, fresh certificates shall be issued on payment of Rs. 120/- or, as may be prescribed from time to time, in the case of candidates in whose certificates or diplomas changes in name or father's name etc., is sanctioned by the Competent Authority:

Provided that the officer authorised to sign such certificates under the Statutes shall certify in each case that the original certificate or diploma, as the case may be, was produced before him and destroyed in his presence. .

MERIT CERTIFICATES

75. Merit Certificates be issued to all candidates securing first class first position, in order of merit, in the following examinations :-
1. B.A.
 2. B.Sc. (in Science & Home Science Groups separately)
 3. B.Com.
 4. Bachelor's Degree in Music
 5. Bachelor's Degree in Fine Arts

6. M.A. (in each subject separately)
7. M.Sc. (in each subject separately)
8. M.Com.
9. B.Ed. (Provided that first class is secured separately in both the theory as well as the practice of teaching parts of the examination. In order to determine first class first position, the marks secured in both theory and practice of teaching parts of the examination shall be taken into account.)
10. M.Ed.
11. M.B.B.S.
12. B.A.M. & S.
13. LL.B.
14. LL. B. (Professional)
15. Bachelor's Degree in Library Science
16. Diploma Course in Business Management
17. Diploma Course in Office Management & Secretarial Practice.
18. Diploma Course in Applied Electronics
19. Such other examinations as the University Council may approve for the purpose.¹¹

Those who obtain 60% or above marks.

CERTIFICATES OF POSITION IN THE PASS LIST

76. A certificate to be signed by the Controller of Examinations, indicating the position of merit (for the first ten positions only) in the pass list of an examination may be supplied to a successful candidate of that examination whenever he applies for it and pays a fee of Rs. 140/-²² or as may be prescribed from time to time.

ATTEMPT CERTIFICATES

77. A certificate to be signed by the Controller of Examinations showing the number of attempts availed of by a candidate to pass each examination in the Faculty of Medicine may be supplied on application which should be accompanied by a fee of Rs.200/-*, or as may be prescribed from time to time, for each certificate.

DISPOSAL OF ANSWER-BOOKS & AWARD ROLLS

78. "The University shall dispose of the evaluated answer books by auction after the re-evaluation/rechecking process of the respective examination is completed. However, the award rolls shall be destroyed three years after the declaration of the results relating to the respective examinations to which the award rolls pertains."²⁴

APPOINTMENT OF PAPER-SETTER & EXAMINERS

79. All paper setters and examiners for various examinations shall be appointed by the Committee appointed by the Syndicate for the purpose.
80. "Each Board of Studies shall prepare a panel of not less than five names of paper setters in each paper of the subject/s assigned to it and a panel of examiners separately for the following years. The Convener shall send the panel to the Controller of Examinations so as to reach on or before the end of July preceding the one for which the appointments are to be made with a certificate that the panel of paper-setters and examiners have emanated from the Board of Studies."

For each examination, the number of question papers to be set per year shall be worked out in such a way that the Controller of Examinations may have a pool of question papers

in that subject/course equal to the number of examinations to be held in the year plus at least one additional set.

(For P.G. Courses, panel should consist of at least three names for each course).

81. "The Controller of Examinations shall consolidate the panels received from the various Boards of Studies and place them before the Committee, together with a list of the members of the teaching staff of University Departments/Colleges and other institutions subject-wise in order of seniority and a panel of names of suitable teachers from other Universities not recommended by the Board of Studies

While making the panel of evaluators, the Board of Studies shall propose the names of only such teachers as have actual experience of teaching the subject/specialization."¹⁴

82. The Committee shall make the selection of paper setters and examiners out of the panels mentioned in Statute 81 subject to the provisions of the Statutes laid down here-under.

83. No one shall be appointed a paper setter or Head Examiner or Single Examiner for any examination, unless he has at least five years (desirably at least fifteen years) experience of teaching the subject for an examination of the standard for which he has been appointed a paper setter/Head Examiner/Single Examiner.

In the case of Project evaluation, the Controller of Examinations shall make alternate arrangement of Sub/Head Examiner/s (in case of non-availability of appointed Sub-Head Examiner/s). In case the panel is exhausted, the Controller of Examinations shall appoint eligible Sub/Head Examiner/s at the Under-graduate level out of the list of evaluators compiled by his office. However, for the Post-graduate Programme he shall take the Convener of the subject concerned into confidence to make an alternate arrangement provided the already existing panel for the year is exhausted. ¹⁴

84. "No one shall be appointed as sub-examiner/practical examiner for any examination unless he has at least one year experience of teaching the subject for an examination of the standard for which he is appointed Examiner/Evaluator/Sub-Examiner/Practical Examiner.

In addition, teachers appointed on contractual basis having experience of two academic sessions in the subject in which they have been engaged shall also be appointed as Examiner/Evaluator/Sub-examiner/Practical Examiner."²⁵

85. All appointments of examiners from among the teaching staff of the University Departments, colleges and other institutions shall be made on the principle of rotation.

86. A paper setter will ordinarily act as Head examiner/examiner for evaluating the answer-books in the subject in which he has set the question paper.

87. In a subject where the number of answer books does not exceed 300, all the answer books shall be evaluated by the paper setter or the single examiner to be appointed by the Committee. Where the number exceeds 300, a sub-examiner or sub-examiners shall be appointed to evaluate the answer books under the direction of the paper-setter/Head examiner. No examiner shall ordinarily examine more than three hundred answer books in all in a particular year as far as possible.

Provided that in examinations where marking of answer books is done at the centres of evaluation set up by the University -

- a/ The Head Examiner shall check 20% of the total number of answer books marked by the Sub-examiners in a paper. In exceptional circumstances a Head-examiner may check even more than 20% of the total number of answer books after obtaining prior permission of the Vice-Chancellor, and
 - b/ An examiner shall evaluate:
 - i/ answer books only of one centre at a time with clear understanding that he may take up a second assignment of evaluation only after he has completed the first assignment.
 - ii/ not more than 25 answer books of degree level examinations on a particular day in a shift.
88. There shall ordinarily be one Head Examiner for every count of 1000 candidates. However, in case the number of answer scripts exceeds 1000 by more than 300 two Head Examiners be appointed. The Head Examiner shall supervise the work of Sub-examiners allotted to him/ her.¹⁴
- 88-A "Single Examiners shall be appointed who have five years or more of evaluation experience in the subject in which they are appointed as Examiner/Evaluator irrespective of their place of working or retirement.
- However, Paper Setters/Moderators/ Head Examiners/Senior most Professors shall prepare value points/markings Scheme in detail to be circulated where the number of Evaluators is more than one. In case the number of answer scripts are more than mentioned in the statutes be evaluated by the single Examiners and if need be sub-Examiners shall be appointed. The senior most teacher in the subject shall act as the Head Examiner. Each Head Examiner shall supervise the work of three Sub-Examiners at the most. The answer scripts to be given to the Sub-Examiners will be as per prescribed Statutes."²⁵
89. Deleted vide U.C. Res. No.14 dt. 23.5.1998.¹²
- 89-A "At B.A./B.Sc./B.Com. Part-I level, so far as possible, college teachers, otherwise eligible, should be associated with evaluation. However, the frequency of association of University teacher/s with evaluation may increase in the case of B.A./B.Sc./B.Com. Part-II which may further increase at B.A./B.Sc./B.Com. Part-III level." ¹⁴
90. No paper setter/examiner shall, as far as possible, continue for more than 3 consecutive years for a particular examination. There shall be a gap of at least one year before he is re-appointed.
91. No one shall be examiner for more than one paper for a particular examination. In two semesters taken together, one shall not examine more than two papers.¹²
92. If it is found, after sample checking of assessment at any stage, that an examiner has been indifferent or erratic in his/her marking, he/she may be disqualified from such an assignment.
93. Instructions for evaluation of answer books shall be drawn up by the Head Examiner as soon as the question paper is released. If there are two or more Head Examiners in one paper the general instructions shall be prepared by them together. In the event of any dispute between them the decision of the Vice-Chancellor shall be final and binding on them. The Sub-examiners shall carry out these instructions while evaluating the answer-books and conform to the standard laid down by the Head Examiner.

94. [Deleted] ¹⁴

94-A **Moderation of Question Papers**

Unless otherwise prescribed, discreet moderation of question paper/s shall be resorted to. The Convener of the Board of Studies concerned and/or his nominee (if needed) shall moderate the question paper/s and ensure that the question paper should be as per the guidelines prescribed for the course and spread over the whole syllabus.

In case, the assistance of some specialist is taken for moderation of a paper/s, he should ordinarily do it in the presence of the Convener, Board of Studies. However, a senior Professor when directed to moderate a question paper by the Convener Board of Studies, would be free to do it of his own, if he so desires. ¹⁴

95. Question papers for practical of B.Sc. examinations shall be set by the examiners on spot and no remuneration shall be paid for this work. Where there are external and internal examiners, the question papers shall be set by them jointly:¹²

96. For practicals in B.A./B.Sc. (General Course), Honours and M.Sc. Examinations and for examining a thesis or dissertation and conducting the viva-voce examination in B.A./B.Sc. and M.A./M.Sc. examination there shall be two examiners, one external and the other internal, except in M.Sc. (I & II Semester) in the subject of Chemistry, Geology, Botany and Zoology where there shall be a Board of one external and two internal examiners. The practice of Teaching examinations in the B.Ed. Course shall be conducted by two external and one internal examiners:

Provided that the practical examination in the additional optional subjects, wherever necessary, in the case of B.Ed. examination shall be conducted by the external examiner only.

NOTE:

- (1) An external examiner for B.A./B.Sc. practicals shall be one who is a senior teacher of this or any other recognised University/College affiliated to it or a Principal or a Head of the Department of the rank of a Professor of an affiliated or constituent College of this University or a retired Professor in the subject of any College/University or a person of standing of an Institution recognised by the University as a centre for Post-graduate research.
- (2) "An external examiner for Post-graduate examinations, shall be a senior Associate Professor or Professor of any other recognised University. In case outside examiner is not available for conduct of Practical Examination in P.G. Colleges, a senior Associate Professor or Professor of this University may be appointed to act as external Practical Examiner." ¹⁸
- (3) An internal examiner shall be one who is a head of the department in the subject in an affiliated/constituent college. If a person of this status is not available, any senior staff member teaching the class having not less than 3 years teaching experience may be appointed as such in consultation with the Principal of the College concerned.
- (4) In the M.A./M.Sc. examinations the internal examiner shall be a senior teacher who has taught the candidates for the examination but not necessarily in the same paper.

BACHELOR'S DEGREE IN FINE ARTS

96-A. The internal examiner shall be teacher of the concerned subject from the college. He shall conduct the practical examination for the whole period of examination in each practical paper and arrange all types of Studio facilities. The external examiner shall send practical question paper set by him and a list of requirements in a separate cover addressed to the Controller of Examinations to be opened by the internal examiner 24 hours before the time of conduct of practical examination and arrange the requisitioned facilities. The external examiner shall be invited for the last three days of the practical paper of the Degree Course examination in Fine Arts to evaluate the practical work of the examinees. Assessment on the practical work of each candidate will be given by the external and internal examiners jointly.

BACHELOR'S DEGREE IN MUSIC

Practical paper will be set on spot by the external examiner and internal examiner jointly. The internal examiner shall be teacher of the concerned discipline from the college.¹³

97. Notwithstanding anything contained in these Statutes the committee for appointment of examiners etc., may relax in genuine cases any of the conditions prescribed for appointment of examiners.
98. If an examiner appointed by the Committee is unable to accept the assignment for one reason or the other the Vice-Chancellor shall make an alternative appointment from the panel of examiners submitted by the Controller of Examinations in terms of Statute 81.
99. The scale of remuneration fixed for the Paper-Setters/Head Examiners/Co-Head Examiners/ Practical Examiners and Sub-Examiners is given in Appendix-VI.

OPTION TO CANDIDATES PLACED IN COMPARTMENT/RE-APPEAR TO APPEAR IN FULL SUBJECTS

100. A candidate placed under compartment or exemption/re-appear in an examination in accordance with the Statutes governing that examination may be permitted, at his option to appear in all the subjects in that examination and the option once exercised shall be considered final.

References:

1. University Council Resolution No. 56 dt. 21.06.2004
2. University Council Resolution No. 28 dt. 23.03.77
3. University Council Resolution No. 26 dt. 4.6.77
4. University Council Resolution No. 4 dt. 17.12.83
5. University Council Resolution No. 31 dt. 17.10.78
6. University Council Resolution No. 13 dt. 23.3.77
7. University Council Resolution No. 46 dt. 6.10.89
8. University Council Resolution No. 40 dt. 6.10.89
9. University Council Resolution No. 5 dt. 23.5.1998
11. University Council Resolution No. 48 dt. 11.9.84

12. University Council Resolution No. 14 dt. 23.5.98
13. University Council Resolution No. 30 dt. 17.10.78
15. University Council Resolution No. 15 dated 15.01.2001
16. University Council Resolution No. 11 dated 27.07.1996
17. F. Acd/II/98/491-590 dated 09.05.1998
18. University Council Resolution No. 66.42 dated 21.04.2006
19. University Council Resolution No. 67.03 dated 25.02.2008
20. University Council Resolution No. 66.10 dated 21.04.2006
21. University Council Resolution No. 67.36 dated 25.02.2008
22. University Council Resolution No. 98 dated 21.06.2004
23. University Council Resolution No. 68.08 dated 27.03.2009
24. University Council Resolution No. 68.33 dated 27.03.2009
25. University Council Resolution No. 68.76 dated 27.03.2009

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CHAPTER –XXXIX

STATUTES RELATING TO MISCONDUCT/UNFAIR MEANS IN EXAMINATIONS¹

1. In these statutes, unless the context otherwise requires: -
 - a) "Examination" means an examination held by the University;
 - b) "Candidate" means if person appearing or claiming to appear or has appeared in an examination.
 - c) "Competent authority" means Committee constituted under the provision of these statutes for scrutiny and disposal of unfair means /misconduct cases in the examination.
 - d) "Sub-committee" means any sub-Committee of the Competent Authority
 - e) "Examination Hall" means the premises specified by the Controller of Examinations for holding of an examination.
 - f) "Officer Incharge Examination" means the officer incharge of an examination hall whether designated as Superintendent or Practical examiner or otherwise.
 - g) "Year" means two sessions or two semesters of an examination i.e. annual/main and bi-annual/subsequent/supplementary or special.
 - h) Disqualification means disqualification from appearing or being declared successful in all or any of the examinations of the University.
2.
 - a) Everyday before the examination begins, the "Officer/Incharge Examination" shall, by way of a general announcement, call upon all the candidates present in the Examination Hall to search their pockets/persons/seats and part with and deliver to him all papers, books or notes or any other incriminating material which they may have in their possession. Where a late comer is admitted this warning shall be repeated to him at the gate.
 - b) The "Officer Incharge examination" shall forward to the Controller of Examinations, everyday a declaration, signed by him and witnessed by all the invigilators then on duty, to the effect that he did, as a matter of fact, call upon the candidates to search their pockets and to surrender all papers , or notes or any other incriminating material in their possession , and that all the late comers were also given this warning as required under the preceding provision, and
 - c) The "Officer Incharge Examination" may make a search of a candidate's person suspected of having in his/her possession e.g. copying material or a lethal weapon, etc., at any time during the course of examination or even at the entrance of the examination hall before the commencement of examination.
3.
 - a) The "Officer Incharge examination" shall report to the Controller of examinations without delay and on the day of occurrence each case where use of Unfairmeans/ Misconduct in the examination is suspected or discovered with full details of evidence alongwith explanation of the candidate concerned, If given by him on the prescribed form supplied by the Controller of Examinations for the purpose.
 - b) In case the candidate refuses to give a statement, he is not to be forced to do so, only the fact of his refusal shall be recorded by the Officer Incharge and attested by

two witnesses out of which at least one should be a member of a supervisory staff on duty at the time of occurrence, on the prescribed form. However, if there are only two members in the supervisory staff including Superintendent, then the case be forwarded with only one witness.

- c) A candidate alleged to be guilty of Unfairmeans/Misconduct in the examination shall be permitted to answer the remaining part of question paper but on a separate answer book in which the unfairmeans/misconduct is suspected shall be seized by the officer Incharge, who shall sent both the answer scripts to the Controller of Examinations with his report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the officer Incharge and attested by two other members of the Supervisory staff on duty. However, if there are only two members in the supervisory staff including superintendent, then case may be forwarded with only one witness. It may be considered as conclusive proof of the fact that the candidate was resorting to or attempting to resort unfair means.
- d) Whenever an unfairmean case is suspected or detected by a coding officer/sub/single/Head/Practical examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation or even thereafter, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary inquiry and in case he is satisfied that a prima-facie case is made out against the candidate, he shall seek his/her explanation and place both the report and the explanation received, if any, before the concerned committee for appropriate action under the statutes.
- e) In case of general disturbance of the nature of strike/boycott/walkout, etc., by the examiners, the officer incharge/overall incharge/flying squad/inspector shall make a detailed report concerning the incident to the Controller of Examinations who after preliminary inquiry shall place the matter before the Competent Authority for appropriate action under these statutes.

4. MISCONDUCT/UNFAIRMEANS

A candidate commits misconduct/unfairmeans in respect of an examination, if he/she

- a) possess or keeps accessible in the examination hall any paper, note book, electronic gadget, or any other incriminating material* concerned with of relation to the subject of the examination in which he/she is appearing; or
- b) gives assistance or guidance to or receives if from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the examination hall in respect of any matter connected with or related to the subject of the examination in which he/she is appearing, or
- c) copies or has copied in the examination hall from any paper, book note, electronic gadget or any other incriminating material, relevant to the subject of the examination in which he/she is appearing or has appeared as the case may be; or

* *Incriminating material shall include any mark(s) or impression recorded on any part of the body apparel of the candidate, any other thing in possession of the candidate, which can be used as an aid in the subject of examination*

- d) changes his seat with any other candidate or occupies a vacant seat of any other candidate not allotted to him without prior permission of the officer incharge examination; or
- e) refuses to obey the orders of the Officers Incharge Examinations; or
- f) misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout or instigates others to walkout; or
- g) abets impersonation or impersonates or misrepresents any other candidate in connection with the examination; or
- h) smuggles in an answer book or continuation sheet or takes out or arranges to send out the question paper or an answer book, or continuation sheet or replaces the answer book, its inner sheets during or after the examination with or without the connivance of the staff on duty in connection with the examination; or
- i)
 - i) threatens the officer incharge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, ether spoken or written or by signs or by visible representation with a view to interrupting the Officer Incharge examination or any person on duty in or outside the hall to show any concession; or
 - ii) assaults the officer incharge or any person on duty in or outside the examination hall or any of his relations, with a view to coercing the officer incharge examination, or any person on duty to show any concession; or
 - iii) indulges in any other act of misconduct of mischief which results in damage to our destruction of property in the examination center or of the University/ college or of any other person connected with the examination; or
- j) makes a distinctive marks in the answer book with an intent to disclose his identity; or
- k) appeals to or approaches the examiner or the Controller of Examinations or officials subordinate to Controller of Examinations by himself/herself or through any other person for obtaining any concession in respect of the examinations in which he is to appear or appearing or has appeared, or makes an appeal to the examiner in his answer-book or continuation sheet(s); or
- l) uses abusive or indecent marks caricatures or language in the answer-book or continuation sheet(s); or
- m) obtains of attempts to obtain admission to an examination on false representation made on his/her admission for permission slip or forges another person/s signature on h is/her admission form or permission silp; or
- n) during the course of the examination, writes either on blotting paper or any other piece of paper/material a question set in the question paper or any thing connected with or relating to a question set in the question paper or solution thereof; or
- o) possesses a solution to a question set in the paper through connivance ofj any member of the supervisory or menial staff or an outside agency; or
- p) leaves the examination hall without delivering the answer book and takes away the

- same with him/her or intentionally tears off script or any part thereof or continuation sheet or part thereof inside or outside the examination hall; or
- q) approaches or influences, directly or indirectly, regarding his/her unfairmeans case a member of the Committee for Scrutiny of Misconduct/Unfairmeans cases or any University Official; or
 - r) forces or attempts to force his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination; or
 - s) possess any lethal weapon or fire arm or comes in drunken condition to the examination hall; or
 - t) engages in any other act or omission which in the opinion of the Competent Authority, amounts to use of unfairmeans or misconduct or has the tendency to disrupt the orderly conduct of the examination; and
 - u) Commits any other act before, during or after the examination, which in the opinion of the "Competent Authority" tantamount to unfairmeans/misconduct.
5. In all cases in which the alleged misconduct/unfairmeans of the candidate is for the first time during the course of the examination or examinations taken by him/her in the University. The following procedure shall be adopted: -
- a) on receipt of the report, an officer of the University authorized by the Controller of Examinations shall, within a period of 10 days after the termination of that examination send notice indicating a gist of report to the candidate and direct him/her to present himself/herself the committee concerned and defend himself/herself before the committee submitting a written explanation on or before the date fixed for hearing. The process of disposing of the cases of misconduct/unfairmeans by the Sub-committee and/or the "Competent Authority" shall in the normal course be completed within a period of 45 days for post-graduate courses and 60 days for under-graduate courses after the termination of that examination, excluding the practical examinations.
 - b) Papers connected with the case including the report of the Supervisory staff and written explanation of the candidate, if any, shall be placed before the Committee by the Officer authorized in this behalf by the Controller of Examinations.
 - c) The Committee shall afford a reasonable opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with Statute 5(a)
 - d) On consideration of the record of the case if the Sub-Committee is satisfied that the candidate has committed misconduct/unfairmeans, it shall cancel the papers in the courses/subject concerned or any no. of courses/subjects upto all courses/subjects of that examination and disqualify him/her from appearing or passing in that examination for a period of one year.

Provided that except in the case, covered by paragraph (i-j), (l), (m), (p), (r) of statute 4 the Sub-Committee is of the opinion that the candidate is repentant and willing to sign an undertaking that he/she shall not repeat the misconduct/unfairmeans in any examination, it may impose punishment prescribed in column-B for unfairmeans misconduct of the

nature described in column-A below: -

	A (Nature of Unfairmeans/Misconduct)	B (Punishment)
1.	Statute-4 Paragraphs (a), (b), (c), (d), (e), (j), (k), (n), (o), (q)	Cancellation of papers in theory in the concerned courses/subject or any number of courses/subjects upto all courses/subjects of that examination
2.	Satute-4, Paragraph (f), (i-l), (i), () , (p) and (r)	Cancellation of all papers of the concerned subjects/courses of that examination examination and Disqualification from appearing or passing that University examination for a period of one year. One year period shall be counted from the session in which the candidate had appeared in the said examination.

Provided further that cases of unfairmeans/misconduct of the nature described in paragraphs g, h and i(ii), i(iii), s, t and u of Statute-I shall not be referred to the Sub-Committee but to the "Competent Authority" for decision, by the Controller of Examinations. The "Competent Authority" shall have the authority to punish this kind of unfairmeans/misconduct by cancelling all his/her papers of that examination and disqualifying from passing or appearing in that University examination for a period of maximum of 3 years.

- c) The notice relating to the date of hearing shall invariably be sent on the permanent home address of the candidate. If the candidate has yet to appear in other papers of that examination, it shall be served on him/her through the Officer Incharge of the center on the next date for the examination. If the service of the notice is not affected owing to fault of the candidate, the Sub. Committee shall proceed exparte. In cases, in which delay has been caused in the service of the notice for no fault of the candidate and the sub-committee shall fix another date of the hearing of the case.
- 4) The "Sub-Committee" shall consist of three persons to be nominated by the Competent Authority as under: -

For cases relating to Under-graduate courses including O.C.& M.I.L	Principal of a Degree College and two other college teachers with not less than 10 years teaching experience.
For cases relating to Post-graduate and other Professional courses.	One Professor of Post-graduate Department and two other University teachers not below the rank of a Associate Professor.

Each Sub-Committee shall be assisted by an officer of the University to be nominated by the Controller of Examinations who shall act as Member Secretary.

- g) the meetings of the members Constituting the Sub-Committee shall take place as and when convened and majority of members shall form the quorum. All matters shall be decided by the majority of votes.

- h) The “Competent Authority” may, suo moto or at the request of the candidate concerned, call for the record of any case pending before or decided by a “Sub-Committee” and may pass such orders as it deems fit and proper.
 - i) Notwithstanding anything contained in these Statutes , if the Sub-committee is satisfied that a case of unfairmeans/misconduct is of exceptional gravity or involves complicated legal questions, it may refer the case for decision to the “Competent Authority” which shall have the power to disqualify a candidate for a period upto two years. Provided that no case shall be reopened at the instance of the candidate unless an application for reviewing the order of the “Competent Authority”, has been made to the “Vice-Chancellor” within two weeks of the decision or orders by the “Competent Authority”. Vice-Chancellor may issue such orders for the review of the case by the competent Authority if he is satisfied that the new facts or evidence have emerged which had not been considered by the “Competent Authority”.
6. a) In all cases in which the Misconduct/Unfairmeans is alleged to have been committed more than once during the course of examination or examinations taken by a candidate in the University, the procedure described in Statute-5, paras (a) to (c) and (c) shall be followed but the cases shall be considered by the “Competent Authority”.
- Explanation: When the first case of a candidate is pending disposal before a Sub-Committee, it shall be transferred to the “Competent Authority” on the receipt of information about the candidate committing misconduct/unfairmeans for the second time.
- b) On consideration of the record of the case, if the “Competent Authority” is satisfied that the candidate is guilty of the charge of misconduct/unfairmeans for the second time, it shall disqualify him/her from passing that examination and debar him/her from appearing and from passing all examination (s) of the University for a period from two to three years and which shall be counted from the session in which the candidate had appeared in the said examination(s)
 - c) And in case of the candidate who is guilty of the charge of unfairmeans/misconduct more that twice the “Competent Authority” shall disqualify him/her from passing and from appearing in that examination and declare him/her not fit and proper person to be admitted to any future examination of the University for a maximum period of three years. The period of punishment shall be counted from the session in which the candidate had last appeared in the examinations.
7. In cases in which the candidate, on being informed of the charges against him/her, fails to make any representation, the “Competent Authority” shall have the right to consider and decide the case exparte.

8. **INITIATION OF THE PROCEEDINGS**

No proceedings under these Statutes shall be initiated against any candidate except at the instance of the “Officer Incharge Examinations” or an inspector of the examination center or member of the special team of inspectors or examiner of the paper or the coding officer or the Controller of Examinations.

9. Where the officer incharge examination is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or to pre other candidates from taking the examination, he may expel the candidate from examination hall for that day only and report the mater to the Controller of Examination forthwith.

Provided that in case the candidate commits misconduct again on the next or a subsequent day of the examination and the officer Incharge feels that his presence would disrupt examination, he may for reasons to be recorded in writing expel the candidate for the of the examination and send a detailed report to the Controller of Examinations, who shall place it before the committee for unfairmeans/misconduct cases for action under these Statutes.

10. CONTINUATION OF THE EXAMINATION BY THE CANDIDATE

Where during the course of an examination any allegation of misconduct against candidate is made the candidate shall not unless otherwise directed by the Competent Authority or provided for in the Statutes, be debarred or prevented from appearing at Examination in that subject or any other subjects related to the examination.

Provided that if any such allegation exists or any enquiry under these statutes is pending against any candidate the result of the examination of the candidate shall be withheld pending the disposal of the allegation or the completion of the enquiry, as the case may be.

11. COMMENCEMENT OF DISQUALIFICATION

The period of disqualification of a candidate, shall unless otherwise specified, commence from the date of pronouncement of decision of the Committee (s) in which the candidate found to have committed misconduct.

12. ACTION UNDER OTHER LAWS

The punishment imposed under these statutes shall not preclude a candidate from any other criminal or civil liability under any law for the time being in force in the state.

13. If the Vice-Chancellor is satisfied on the report of the Officer Incharge examination or otherwise that the integrity of a University examination has been violated at an examination center as consequence of misconduct/unfairmeans by all or a majority of the candidates appearing at the center he may order cancellation of the examination of the examination held at the center without prejudice to any other action under the provisions of these statutes which may be taken by the "Competent Authority" or the "Sub/Committee" as the case may be.
14. If, a candidate is found having in his possession or accessible to him papers, books or notes which do not relate to the subject of examination and which could not possibly be of any assistance to him or of some material not relevant to the subject of examination is detected during the course of codification of scripts, the case may be placed before the Sub-Committee/" Competent Authority" for action as the Committee may deem fit.
15. A person who commits an offence under these statutes but is not a candidate for any University examination, shall be dealt with as under: -
 - i) The Vice-Chancellor may, if he so desires, report the case to the police to be dealt under the provision of any law of the State.

- ii) In the case of a teacher or a person connected with an institution his/her conduct shall be reported to his/her employer for disciplinary action and he/she shall be debarred from any remunerative job in the University for a period as may be decided by the "Competent Authority". The matter shall, however, be reported to the Syndicate.

16. The "Competent Authority" shall comprise the following: -

1. Vice-Chancellor
2. Pro-Vice-Chancellor, if any,
3. Dean Academic Affairs,
4. Three persons nominated by the Syndicate out of which at least one will be from the principals of the Govt. Degree Colleges,
5. Dean Faculty of Law,
6. Controller of Examinations Member Secretary

The member's constitutes the "Competent Authority" other than the Ex- Officio members shall hold office for a period of three years.

MEETINGS

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

CHAIRMAN

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

The Controller of Examinations shall be the Member-Secretary of the "Competent Authority". The proceedings of the meetings shall be recorded in writing by the Secretary and got approved and signed by the Chairman, and got confirmed at the next meeting.

QUORUM

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

17. (a) Any candidate aggrieved by an order of the Sub-Committee may prefer an appeal to the Competent Authority within 15 days from the date of the order on the prescribed form alongwith fee as may be prescribed from time to time.
- (b) Any candidate aggrieved by an order of the Competent Authority may prefer an appeal to the Syndicate within 15 days from the date of the order, on the prescribed form alongwith fee as may be prescribed from time to time.

18. PENDING CASES

Candidates whose case/cases are pending in the date on which these statutes come into force shall have the right to claim any benefit of these statutes on the terms and conditions contained therein. Cases already finally decided shall not be reopened.

**FORM FOR REPORTING CASES OF MICONDUCT/
UNFAIRMEANS IN UNIVERSITY EXAMINATIONS**

(To be filled in by the Superintendent and forwarded to the Assistant/Deputy Registrar (UFM) Jammu University, Baba Sahib Ambedkar Road, Jammu, by name. under a registered cover on the very day of the detection of the case).

GENERAL PARTICULARS

1. Name of the Examination _____
2. Centre of the Examination _____
3. Subject _____
4. Paper _____
5. Date and exact time of the detection of the case under report _____
6. Date of despatching the case to the University _____

I am sending herewith a case of the use of misconduct by an examinee whose particulars are given below:

1. Name of the candidate _____ Regd. No. _____
2. Name of the candidate's father _____
3. Roll No. _____
4. Centre _____
5. Permanent address of the candidate _____

This case was detected by _____ as detailed below:

Date _____

Signature _____

Designation _____

I am also enclosing the following evidence in support of allegation of the use of misconduct by this examinee in the University Examination:

- (i) The incriminating material recovered from the candidate (in case of loose papers, please indicate the exact number of pages recovered from the candidate whether printed or written).
- (ii) The scripts (Answer-books) of the candidate (Please indicate the No. of I & II Answer- book)
 - (a) No. of the 1st answer script _____
 - (b) No. of the 2nd answer script _____
- (iii) The statement of the candidate.
- (iv) A copy of seating plan.
- (v) A copy of the question paper.

It is certified that the said incriminating/ objectionable material was recovered from the candidate during the course of the University Examination. The material was found in/under the Candidate's. _____

Describe in detail where found:

Note :- Please indicate here, the precise nature of misconduct committed.

I further certify that,

The term "Misconduct/Unfairmeans" as defined in the Statutes relating to misconduct/unfairmeans in the University examinations was fully explained to all candidates before the commencement of the examination and that this was repeated to all late-comers.

2. Remarks of the Superintendent

Signature _____

Superintendent _____

Date _____

_____ Examination Centre No. _____

Permanent Address _____

Note :- In case the candidate refuses to give his statement or refuses to surrender the answer-book and does not accept the second answer-book, this fact shall also be recorded by the Officer Incharge alongwith his report.

Witness No. I

Signature _____

Deputy Supdt. _____

Address _____

Date _____

Statement of the Candidate at examination centre.

Witness No. II

Signature _____

Deputy Supdt./Supervisor _____

Address _____

Date _____

Signature _____

Name _____

Permanent Address _____

Name of the School/College. _____

Date _____

Reference:

1. University Council Resolution No. 67.41 dated 25-02-2008.

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CHAPTER–XL

CONDUCT OF EXAMINATIONS (THEORY)

GENERAL

1. Any deficiency in the question papers or infringement of Statutes and Regulations affecting the conduct of examinations such as opening of a wrong envelope, etc., shall immediately be reported to the Controller of examinations.
2. All enquiries in regard to candidates e.g., admission of candidates, Roll Numbers, subjects offered, etc., should be addressed to the Assistant Registrar (Examinations).
3. From the time the Superintendent reaches the station of examination upto the end of the examination he shall consider himself as an agent of the University and must not leave the station without the previous permission of the Controller of Examinations.
4. The Superintendent shall make his own arrangement for board and lodging, if posted outside his normal headquarters.
5. The Superintendent shall ask the supervisory staff to go through the list of their duties and directions for the candidates, a day before the commencement of the examination.
6. The Superintendent shall see that the duties assigned to the Deputy Superintendent and the supervisory staff are properly carried out.
7. Any infringement of Statutes and Regulations or disobedience or misbehaviour on the part of any member of the supervisory staff should be reported to the Controller of examinations on the day of the occurrence.
8. The Superintendent shall make a round of all the rooms comprising the centre after short intervals and shall not leave the supervision of any of the rooms or side galleries entirely to the Deputy Superintendent or the supervisors.

SUBJECTS NOT PROVIDED FOR

9. On the first day of the examination, the Superintendent shall announce to the candidates the subject/subjects/ paper/papers given in the date-sheet, but in which question papers have not been received by him/her or which have not been provided in the centre statement to verify that no candidate is appearing in any of these subjects/papers at his centre.

CUSTODY OF QUESTION PAPERS

10. The Superintendent shall be responsible for the safe custody of the sealed envelopes containing question papers from the time of taking the delivery. He/she shall see that the key of the box, in which the question papers are kept, remains always in his personal custody and that no one else possesses a duplicate.

SUPERINTENDENT'S RESIDENCE

11. In no case shall a Superintendent make arrangements for his/her stay in a student's hostel or on the school/college premises or in the house of a member of the supervisory staff or in the house of an examinee.

OPENING OF THE PARCEL

12. (1) The sealed parcel containing the sealed envelopes of question papers shall

beopened by the Superintendent one day before the commencement of examination in the presence of two witnesses, i.e., one of the Deputy Superintendents and one supervisor. If no supervisor is available, another person of known respectability shall be asked to witness the opening of the parcel. The Superintendent and the two witnesses shall examine carefully the state of the outer cover and that of the sealed envelopes contained in it. If the sealed cover of the parcel is found in proper condition with seals intact, the Superintendent shall open it and send the certificate on the prescribed form to the Controller of Examinations on the same day.

- (2) If the seals of the cover containing the envelopes of question papers appear to have been tampered with, the sealed envelopes inside shall be taken out without breaking the seals of the cover and the empty cover shall be returned immediately to the Controller of Examinations by name, with a detailed report which should be signed by the witnesses as well as the Superintendent.
- (3) The Superintendent shall check the total number of envelopes, see their condition, particularly that of the seals and compare the number of question papers shown on the envelopes in the list of candidates, subject-wise, in paper-wise in order to make sure that question papers have been supplied in adequate number in all the subjects, papers (including options, if any) indicated in the centre statement and the list of candidates. He/ she shall also make sure that the seals have not been damaged in transit. Any discrepancy shall be reported immediately to the Controller of Examinations. A certificate on the prescribed form, duly filled in, shall be sent to the Controller of Examinations on the same day.

INSUFFICIENT NUMBER OF COPIES OF QUESTION PAPERS

13. If by chance, the number of copies of a question paper is less than the number of candidates, the Superintendent shall dictate the paper to the candidates not supplied with the printed paper without disturbing other candidates and give them extra time equal to that spent in dictation. A report of this must be made to the Controller of Examinations.

OPENING OF ENVELOPES

14. (1) Each envelope containing question papers shall be opened in the examination hall by the Superintendent on the date and hour fixed for the examination in that subject and paper, in the presence of the Deputy Superintendent and the supervisors or in the absence of a supervisor, before a witness of known respectability after the condition of the envelope is carefully examined by them. If the envelope alongwith the seals is found in proper condition, the Superintendent shall open it keeping the seals intact, after signing, together with atleast two witnesses including the Deputy Superintendent, on the prescribed certificate given on the envelope containing the question papers.
- (2) The contents of the envelope containing question papers shall be removed by cutting the flap side of the envelope with a pen knife or a pair of scissors. The flap shall, in no case, be torn open. The seals must be left intact for purpose of inspection. After the completion of the examination, the empty envelopes shall be returned to the Controller of Examinations alongwith other documents.

- (3) No envelope containing question papers shall be opened unless the Superintendent is sure that there is at least one candidate present for taking the examination in that paper. If no candidate is present for a particular paper, the envelope shall be returned to the Controller of Examinations, by name, unopened, in a sealed cover, with a forwarding letter on the day of examination.
- (4) No remuneration shall be paid to a Superintendent who, through an oversight, opens a sealed envelope containing question papers meant for a different session. Likewise the Deputy Superintendent and the supervisors, who have acted as witnesses for the opening of the envelope, shall not be paid any remuneration. The matter shall be reported to the Vice-Chancellor for such action as he or the Committee for Appointment of Supervisory Staff may consider necessary.

DISTRIBUTION OF QUESTION PAPERS

15. (1) As soon as the sealed envelopes containing question papers have been opened, the Superintendent shall see, before distributing the question papers, that the envelopes contain the same question paper as is indicated on the envelopes and in the date sheet. Any discrepancy shall be reported to the Controller of examinations forthwith. The Superintendent shall also count the number of question papers immediately after opening the sealed envelopes. Discrepancies, if any, in the number of question papers shall also be reported to the Controller of Examinations. Report of all such discrepancies shall be signed by the witnesses who signed the prescribed certificate. After distributing the question papers, the Superintendent shall keep the balance in safe custody. In no case shall the question papers lie open on the table.
- (2) An account of consumption of question papers shall be maintained on the prescribed form.

MEDIUM OF TRANSLATION INTO ENGLISH

16. In some examinations, the candidates are given passages in Urdu, Hindi or Punjabi (according to their option) for translation into English. If by any chance, the sealed envelopes do not contain the passage in the language opted by a particular candidate, the Superintendent should arrange the translation into the required language and dictate the passage so translated to the candidate, sending a copy to the Controller of Examinations.

MISPRINTS IN THE QUESTION PAPERS

17. The Superintendent shall immediately bring to the notice of the Controller of Examinations any misprints, errors or ambiguities found by him/her in the question paper.

PERMISSION TO LEAVE THE EXAMINATION HALL

18. (1) No candidate shall be permitted to leave the examination hall until the expiry of an hour after the distribution of question papers.
- (2) Candidates leaving the examination hall before the expiry of half the time shall not be allowed to take their question papers with them.
19. (1) A day before the commencement of the examination, the Superintendent shall attend the centre for making proper seating arrangements. He/she shall so allot

seats to the candidates as to render all communication among them impossible. Care should, therefore, be taken to see that :-

- (i) the candidates from one and the same institution are not seated near one another when they are from more than one institution;
- (ii) the candidates from different institutions and those appearing privately are so seated that candidates of the same institution are not ordinarily permitted to occupy seats in close proximity to each other; and
- iii) the arrangement of seats of candidates is changed everyday.

NOTE: Only one person shall be appointed as centre chowkidar in respect of all the examinations to be held at the centre both in the morning and in the afternoon, in order to ensure safe custody of furniture and facilitate the seating arrangement in the two sessions everyday “Separate appointment of chowkidars in the centres for under-graduate examinations, both for morning and afternoon session.”¹

Roll Number and Photograph

- (2) A card supplied by the University for writing the Roll Number of each candidate shall be fixed on the candidate’s desk on each day of the examination, to enable him/her to locate his/her seat in the examination hall. Photographs of private candidates (in case of men candidates) affixed on attendance sheets shall be open to inspection by the Inspectors of Centres.

Plan of the Examination Hall

- (3) The Superintendent shall arrange to get a plan of the examination hall typed, showing the Roll Numbers of the candidates in the order of seats allotted to them on the first day of examination. The plan shall be pasted outside the hall at a conspicuous place a day before the commencement of the examination. Similar plans with appropriate changes made from time to time shall be pasted on all subsequent days of the examination. Copies of all the plans shall be sent to the Controller of Examinations on the termination of the examination.
- (4) The Superintendent shall be particularly careful about making arrangements for urinals and latrines for the use of candidates. A commode and a pot may be provided at a suitable place, near the examination hall, if there is no pacca latrine or urinal nearby. The Superintendent shall see that one of the supervisors always accompanies the candidate wishing to make use of urinal or latrine while the examination is going on. To prevent any possibility of the use of unfair means, the urinal or the latrine must be inspected by the Supervisor each time, before and after the candidate uses it. The roll numbers of candidates going out of the hall to use urinal or laterine should be invariably recorded by supervisors.

Separate arrangements shall invariably be made for girl candidates appearing at a centre common to boys and girls. In such a case an extra lady supervisor shall be provided at the centre to accompany the girls to the urinal.

20. (1) The doors shall be opened each day half an hour before the time specified in the date-sheet. All the candidates must be in their seats before the time fixed for the commencement of the examination. Care shall be taken that the examination starts according to the radio time.

- (2) The Superintendent may permit a candidate to take the examination, if the candidate is not late by more than fifteen minutes on a particular day of the examination.

The Superintendent shall not admit a candidate to the examination hall after fifteen minutes except under EXCEPTIONAL CIRCUMSTANCES when he/she is satisfied that the candidate was delayed for reasons beyond his/her control, in which case the Superintendent may provisionally admit him/her provided that the candidate is not late by more than half an hour from the commencement of the examination. No candidate shall be admitted to the examination hall for any reason whatsoever, after the expiry of half an hour, during which time no person including the inferior staff shall be allowed to leave the examination hall. The Superintendent shall send to the Controller of Examinations, on the prescribed form, a detailed report giving reasons why a candidate was late. The answer-book of a candidate who arrives at the centre late by more than fifteen minutes but within half an hour of the commencement of the examination shall be sent as stray answer-book. The candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she shall have no claim to have his/her script evaluated in case his/her admission to the examination is not approved.

LIST OF CANDIDATES

21. Before the commencement of the examination, the Superintendent shall be supplied with a list, showing the names of the candidates allotted to his centre of examination, and the subjects offered by them, and also a statement showing the number of candidates appearing in each subject of the examination.

The Superintendent shall not admit any candidate whose name does not exist in the list of candidates for that centre or about whom the Superintendent has no instructions from the Controller of Examinations except as provided under Statute 21.

ADMISSION CARD

22. (1) Each candidate is supplied by the University office with an admission card as an authority for admission to the examination centre. The candidates are to be admitted on production of the card which shall be collected from the candidates on the first day of the examination and returned to the University office alongwith other papers on the termination of the examination.
- (2) Each candidate (regular or private) must be directed to present the card to the Superintendent of the examination centre individually.

PROVISIONAL ADMISSION

23. The Superintendent of a centre may admit a candidate provisionally entirely at the candidate's own risk and responsibility under the following circumstances even though his/her name may not appear in the list of candidates, provided that question papers in the subject offered by the candidate are available at the centre. All cases of such admission are subject to the final orders of the authorities :-
- (1) When a candidate has not been issued an admission card by the University but he/she satisfies the Superintendent by production of original documentary proof that he/she has duly submitted his/her admission form and fee to the University

within the prescribed date, in which case the Superintendent must collect two copies of the photographs of the candidate (men only) with his name, father's name and examination written on the back and attested by the Superintendent. A copy of the photograph shall be forwarded, on the same date, to the Controller of Examinations along with a full report including the candidate's particulars.

- (2) In a city or town where there are several centres of examination it is possible that a candidate to be examined at one centre may, by mistake, go to another centre on the first day of the examination. Should there be time, the Superintendent shall permit such a candidate for that day only to appear at his/her centre and report the candidate's Roll Number and name to the Controller of Examinations and Superintendent of the original centre fixed for such a candidate.
- (3) In all cases of provisional admission, the Superintendent must also obtain a written statement from the candidate explaining the circumstances under which provisional admission to the centre has been sought. This statement must also be accompanied with a declaration, in the form given below, submitted to the Controller of Examinations immediately and further instructions from him awaited. Answer-books of such candidates shall be treated as stray and sent separately to the Controller of Examinations by name, each day till further instructions. If no Roll Number has been allotted to such a candidate by the University, the Superintendent shall attach a separate slip to the answer book mentioning the name of the candidate, and full particulars of the case :-

DECLARATION

I, _____ son/daughter of _____ being a candidate listed under Roll No. _____ for the _____ Examination, 20____, do hereby declare that, in the absence of any authority issued on behalf of the University of Jammu by its Controller of Examinations, I have solicited the favour of appearing at the centre named below at my own risk and responsibility and that the University of Jammu, or any member/members of its supervisory or other staff incur no liability whatsoever by permitting me to take the examination at this centre. I will abide by the orders of the University of Jammu, whose decision on my case shall be final and binding on me.

Name of the Examination Centre ;

Signature of the Candidate

Name of the Centre _____

Attested

Witness

(Dy. Superintendent)

(Superintendent)

- (4) In case a candidate does not produce his/her admission card on the first day of the examination, he/she should be directed to produce it on the following day positively provided that his/her-name exists in the list of candidates. If a candidate has lost the card, he/she should be directed to get a duplicate one from the University office on payment of Rs. 40/-⁷ or as may be prescribed from time to time.

In the case of mufasil centres, such a candidate may be admitted provisionally after realising from him a fee of Rs.60/- or as may be prescribed from time to time for intimating the Roll Number telegraphically. The Superintendent shall send a telegram to the Controller of Examinations for communicating the Roll Number of the candidate in case he/she has been allowed to appear in the examination.

DUES

24. All dues collected by the Superintendent from the candidate on behalf of the University must be remitted to the Registrar, University of Jammu, Jammu in time, under an intimation to the Controller of Examinations, to avoid complications in the payment of the Superintendent's bill.

CONCESSION FOR THE PHYSICALLY DISABLED CANDIDATES

25. (1) An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or are permanently disabled from writing with their own hands.
- (2) The Controller of Examinations may arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned or authorise the Superintendent of the centre concerned to make the appointment under rules.
- (3) The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
- (4) The Superintendent shall arrange for a suitable room for such a candidate and appoint special supervisor for him/her out of the list supplied by the Controller of Examinations.
- (5) Blind candidates may be permitted to type their answers.

LIST OF CANDIDATES NOT ADMITTED TO THE EXAMINATION

26. The Superintendent shall submit a list of candidates not admitted to the examination hall giving reasons for refusal of admission in each case.

DISCREPANCY IN THE SUBJECTS OFFERED

27. No candidate can appear in a subject not originally offered in his/her admission form unless a change had been applied for and duly sanctioned by the University before the commencement of the examination, according to the Statutes.

If, however, a candidate insists that he/she had offered a subject or option which is not shown in the list of candidates supplied to the Superintendent, the latter shall allow the candidate to appear in that subject or option provisionally, subject to the submission of a declaration to the effect that he/she is appearing in this subject/option entirely at his/her own risk and responsibility and shall have no claim to the evaluation of the answer-books, in

question, unless it is found that the candidate had actually offered the subject in his/her admission form in accordance with the instructions and was eligible to appear therein.

The Superintendent shall send the declaration obtained from the candidate to the Controller of Examinations on the same day along with his/her report. The answer-book shall be sent in a separate cover to the Controller of Examinations, by name, as a stray answer-book with a separate forwarding note.

28. The answer-book of a candidate admitted provisionally to an examination, for any reason whatsoever, shall be called a stray answer-book and shall be sent separately to the Controller of Examinations under double cover, the inner one to be labelled as under :-

Subject _____ Paper _____ Examination _____ Roll No. _____
Centre _____ Brief reasons for sending stray _____

A forwarding note stating in detail the reason for sending the answer-book as stray shall be placed outside the inner cover.

ATTENDANCE SHEETS

29. The Controller of examinations shall supply an attendance sheet of each candidate to the Superintendent. These shall be presented to the candidates by the Assistant Superintendent concerned on each day of the examination and the candidates shall fill in the blank columns in accordance with the instructions given in the sheet.

In case a variation is noticed between the signature of the candidate recorded on each day of his examination and the signature already borne on the attendance sheet, the matter shall be forthwith reported to the Controller of Examinations alongwith the candidate's explanation and the answer-book of the candidate treated as a stray answer-book.

ILLNESS OF A CANDIDATE

30. In case a candidate falls ill in the examination hall, the Superintendent may send for a qualified doctor for his/her treatment.

The doctor's fee in all such cases shall be paid by the candidate concerned and not by the University.

DAMAGE TO FURNITURE ETC.

31. Any candidate attempting to damage the furniture, etc., of the centre shall be required to make good the loss besides incurring any other penalty that may be imposed on him/her. The Superintendent of the centre shall communicate to the University the name, Roll Number and other particulars of such a candidate.

DIRECTIONS FOR THE CANDIDATES

32. A copy of "Directions for the Candidates" in poster form, as supplied by the University, shall be pasted outside the examination hall at a conspicuous place.

USE OF UNFAIRMEANS/MISCONDUCT

33. At each session immediately before the examination begins, the Superintendent shall read out to the candidates present and to the late comers as well, the following warning:-

- (i) Candidates shall search their pockets and deliver to the Superintendent all papers, books or notes which they may have in their possession.
- (ii) Candidates shall not attempt to disclose in their answer-books their identity in any manner whatsoever. They shall not give an indication of their caste or religion.
- (iii) Candidates shall not write their names or the name of their centre, college, school or district or indicate that they are appearing as private candidates.
- (iv) Candidates shall use fictitious marks like A, B, C or X, Y, Z after the closing subscription in a letter.
- (v) Candidates shall write their Roll Numbers on the answer scripts. Nothing except the Roll Number shall be written on the answer-book. They shall also write their Roll Numbers on the question papers. Nothing except the Roll Number shall be written on the question papers. They shall write their Roll Numbers on the blotting paper issued to them.

34. The Superintendent shall forward to the Controller of Examinations, on the termination of the examination, a declaration on the prescribed form signed by him and witnessed by the Deputy Superintendent, if any, or any other member of the staff to the effect that he/she did in fact read out the instructions to the candidates and called upon them to surrender all papers, books or notes in their possession.

Any infringement of these directions by the candidates shall be dealt with under Statutes relating to the use of Unfairmeans/Misconduct.

35. (1) The Superintendent and other supervisory staff shall carefully read the Statutes relating to the use of Unfairmeans / Misconduct by the candidates in the examination.
- (2) The Superintendent of the examination centre shall report to the Controller of Examinations, without delay and in details, each case of misconduct or use of unfairmeans with all available evidence and, with the explanation of the candidate concerned. In calling upon the candidate to explain his/her conduct with reference to the incident concerned, the material facts shall invariably be stated in precise terms.
- (3) The statement may be written by the candidate in the language of his/her choice viz. English, Urdu, Hindi, Dogri or Punjabi. Under no circumstances, should any statement be dictated to the candidate. If any candidate refuses to give his/her statement, the fact shall be noted in the report sent to the Controller of Examinations. The relevant answer-book and the Superintendent's report, in the prescribed form, shall always be sent together.
- The report of the Superintendent must be complete and conclusive and must include all known and relevant facts and all evidence bearing on the case.
- (4) The Superintendent shall send along with his report, a plan of the hall or room in which the candidate in question was seated, and he/she shall indicate in the plan, by an arrow mark, the direction which the candidate faced.
- (5) The Superintendent shall not cover more than one case of unfair means/misconduct in one and the same report unless the cases are inter-related. Each report shall ordinarily be sent separately alongwith its answer-book.

- (6) Each case of unfairmeans/misconduct shall be sent to the Controller of Examinations by name, in a double cover properly sealed. In the case of muffasil centres, the inner cover shall indicate that it is a case of unfairmeans/ misconduct.
- (7) The case of alleged unfairmeans/misconduct should be completed on the day of the examination to which it relates in the presence of all the supervisory staff on duty.

DISQUALIFICATION OF OFFICIALS WORKING AT A CENTRE

36. If an Unfairmeans/Misconduct case remains undetected in a centre and is later on brought to the notice of the University or if a member of the supervisory staff shows incompetence in the conduct of examination or the observance of Statutes and Regulations, the officials concerned i.e. the Superintendent, the Deputy Superintendent, the Assistant Superintendent and the supervisor/supervisors concerned, are liable to disqualification for appointment as members of the supervisory staff and any other penalty that the University authorities may deem fit in the circumstances of the case.

BLANK ANSWER-BOOKS AND CONTINUATION SHEETS

37. (1) Blank answer-books shall be supplied by the University office bearing the stamp of the Controller of Examinations.
- (2) The title page of each answer-book, in respect of examinations in which there is the system of code numbers, shall have "a foil and a counterfoil". The candidate shall write his/her Roll Number only on the counterfoil and absolutely nowhere else either on the title page or counterfoil of the answer-book.
- (3) The answer-books are serially numbered and these shall be issued on each day of examination in the serial order. The Superintendent shall see that the serial number of the answer-book is recorded by the candidate on his/her attendance sheet on each day of the examination. Superintendents are strictly prohibited to give more than one answer-book to a candidate in one paper except in the case of examinations in such papers as comprise two different subjects at one meeting or in the case of candidates found guilty of misconduct/unfair means in the examination.
- (4) Continuation sheets shall invariably be supplied in case the answer-book supplied is finished. To avoid detachment of continuation sheets, the candidates shall write, on the title page of the answer-book, the number of the sheets attached and the supervisors concerned shall, in the presence of the candidate, verify this statement while receiving the answer-book, otherwise the responsibility for loss, if any, shall be that of the supervisor.
- (5) Thread for stitching (soft and durable) shall be supplied to stitch the continuation sheets inside the cover of answer-books. Supervisors are instructed to see that the continuation sheets supplied to the candidates are stitched immediately.
- (6) The Superintendent shall keep a regular record of the blank answer-books utilized every day in every paper/subject and shall strike balances per meeting for the information of the Inspector of Centres who may check the account any time. The prescribed form should be submitted to the Controller of Examinations, duly filled. in, along with the Superintendent's bill at the close of the examination.

- (7) The supervisor concerned is required to keep a regular account of the continuation sheets issued by him/her to the candidates. A statement of such account shall be sent to the Controller of Examinations.

WRONG ROLL NUMBER ON AN ANSWER-BOOK

38. Candidates, sometimes, either through carelessness or inadvertance, omit to write or wrongly write their Roll Numbers on the answer-books. Such an omission or mistake, if left unnoticed by the Superintendent, causes complications. To avoid such a situation, the Superintendent must take special care to compare the Roll Numbers written on the answer-books with those given in the list of candidates supplied by the University. If any answer-book with a wrong Roll Number is discovered in the course of this comparison or otherwise, it shall be treated as a stray answer-book.

The Superintendent shall also ask the candidates in the examination hall to be particularly careful in writing their Roll Numbers correctly and legibly on the counterfoil of the answer-books. The attention of the supervisors shall also be drawn to the relevant provisions in these Statutes under the heading "Duties of Supervisors".

Ten minutes before the expiry of the examination, every day, the Superintendent shall ask the candidates to see that they have written the correct Roll Number on their answer-books.

ROLL NUMBER IN O.C. & M.I.L. EXAMINATION

39. In Oriental Classical and Modern Indian Languages examinations, the Superintendent shall instruct the candidates to write their Roll Numbers in English. They can seek the help of the supervisor concerned, if they do not know English figures.

SIGNING OF ANSWER-BOOKS

40. (1) Unless otherwise authorized by the Vice-Chancellor, the Deputy Super-intendent shall affix, during the examination hours (and in no case before the commencement of the examination), the signature stamp of the Controller of Examinations supplied to the centre by the University office inside each answer-book soon after the commencement of the examination on each day. Likewise, he/she shall affix the stamp on each continuation sheet issued to a candidate. Each answer-book shall bear such stamp on two different pages.
- (2) Graph paper and/or any other material, if any, required to be attached to the answer-book shall also be invariably stamped by the Deputy Superintendent.

COLLECTION OF ANSWER-BOOKS

41. The Superintendent shall close all exits ten minutes before the time allotted for each paper is due to end. During this interval, no candidate shall be allowed to leave the examination hall. As soon as the time is over, the answer-books shall be collected and no candidate allowed to remain in the examination hall. Under no circumstances shall the candidates leave their answer- books on their tables (desks). They should hand over these to the concerned supervisors. The candidates shall remain in their seats and not leave their place until the answer-books have been collected by the supervisors concerned and they are permitted to leave the hall. The supervisors shall then serially arrange the answer-books of the candidates allotted to them and hand over these to

the Superintendent or the Deputy Superintendent. Care should be taken to insert, in lieu of the answer-book of each absentee, a slip bearing his/her Roll Number, at the appropriate place in the series. Supervisors should see that even a candidate who does not attempt any part of the question paper does nevertheless submit the answer-book bearing his/her Roll Number and other particulars on the title page. Such answer-books should be superscribed "Not Attempted" by the Superintendent and other supervisory staff shall see that no candidate leaves the hall/room without handing over his/her answer-book.

FILLING UP OF MEMO FOR THE CONTROLLER OF EXAMINATIONS

42. The memo for the Controller of Examinations, in the case of answer-books bearing code numbers and in other cases the memo for the examiner, must be filled in correctly on the prescribed form giving all details for each paper. The Roll Numbers of candidates, whose answer books are despatched, must tally with those given on the answer-books and the list of the candidates supplied by the University. Roll Numbers of the candidates who are absent must be correctly mentioned in the memos.

The memo duly filled in shall be placed inside the packet of answer-books after each session of the examination.

DESPATCH OF ANSWER-BOOKS

43. (1) The answer-books in each paper shall be arranged serially and tied together securely after which the answer-books shall be packed in waste paper and wrapped in a cloth cover which shall be properly sealed. The cloth cover shall bear the following particulars :-

- (i) Name of examination;.
- (ii) Centre;
- (iii) Subject and Paper; and
- (iv) Number of answer-books.

All the answer-books pertaining to a particular paper, what-ever their number, shall be packed in one parcel unless otherwise instructed.

- (2) The Superintendent of each centre located in Jammu shall send each day through his/her Assistant Superintendent or, in exceptional cases, through any other member of the Supervisory staff to the Controller of Examinations, packages of answer-books collected; immediately after the examination is over.
44. The Superintendent of Centres outside Jammu shall send the packages of answer-books to the Controller of Examinations by name by registered parcel post the same day when the examination in a particular paper is held. When the examination is held in the afternoon session, the sealed packages shall remain for the night in the safe custody of the Superintendent and posted on the following morning, the seal remaining with the Deputy Superintendent. All the packages sent by Post must have a double cover –the outer one bearing the name and address of the Controller of Examinations and of the Superintendent, and nothing else, and the inner as indicated in Statute 43(1).

SUPERVISORY STAFF

45. The strength of the supervisory staff at each centre of examination under the Superintendent shall be as under:-

No.of candts.	Super-visor	Dy. Supdt.	Asstt. Supdt.	Superin-tendent	Remarks
1-9	-	-	1	1	-
10-30	-	*1	*1	1	*Both will help in super- -vision in addition to their own duties
31-45	1	*1	*1	1	* -do-
46-60	2	1	1	1	-do-

- N.B. (a) For increase of every 30 candidates or a part thereof, one more supervisor will be added
- (b) There will be two Deputy Superintendents when the number of candidates exceeds 150. One Deputy Superintendent will assist the Superintendent in general supervision and the other for stamping of answer-books. When the number falls below 151, the second Deputy Superintendent will be assigned the duty of a Supervisor within the permissible strength.
- (c) There will be two Assistant Superintendents (Clerks) when the number of candidates exceeds 240. The second Assistant Superintendent (Clerk) will perform supervisory duties within the permissible strength when the number falls below 241.
- (d) The Vice-Chancellor may authorise appointment of additional staff, i.e. Superintendent, Deputy Superintendents and Supervisors, in any examination centre over and above the staff admissible under Statute 45, in special circumstances of exceptional nature to be recorded in writing on any day of an examination on payment of remuneration prescribed under rules.
- (e) Assistant Superintendent of an examination centre shall make all preparations for holding the examination and ensure that everything is ready for examination. He will do all this preparatory work on the day immediately preceding the commencement of an examination. He will be paid remuneration for that day at the prescribed rates.

46. An Assistant Superintendent shall be engaged at each centre of examination in addition to the number of supervisors permissible under the rules; provided that he shall perform the supervisory duties also in addition to his normal duties when the number of examinees is less than 10.

47. The strength of the supervisory staff for the first day of the examination shall be according to the figures given in the centre statement, but on subsequent days, the strength shall be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the centre statement. The strength shall be increased or decreased daily according to the actual number of candidates taking the examination.

48. In a combined centre, women candidates, as far as possible, be seated in a separate room and a lady supervisor appointed to supervise them.
49. If in view of the peculiar nature of accommodation or for other special reasons, extra supervisors are required, previous sanction of the Controller of Examinations is necessary and should be applied for with the formal approval of the Inspector of the centre on Form SF-8. In centres outside Jammu city, in exceptional circumstances, when the sanction of the Controller of Examinations cannot be obtained in time, the Superintendents are authorised to engage the necessary additional supervisory staff with the approval of the Inspector of Examination Centres, wherever possible. Such appointments shall be subject to the formal sanction of the Controller of Examinations.

ALLOTMENT OF TURNS

50. The Superintendent shall see that the number of turns are equally distributed amongst the supervisors. A duty chart of the supervisory and other staff shall be maintained for inspection by the Inspector of Centres.

APPROVAL OF SUBSTITUTE

51. In case a member of the supervisory staff does not report for duty or for some reasons cannot undertake the work. the Superintendent shall appoint a substitute with the approval of the Inspector of the centre concerned. The name, qualification and Institution he belongs to, etc., of such substitute must be forwarded to the Controller of Examinations duly endorsed by the Inspector for confirmation as soon as an appointment is made.
52. When a relation* of a person is appearing in an examination that person shall not be appointed as Superintendent for that examination.

MENIAL STAFF

53. Superintendents shall appoint the other staff such as Daftaries, Watermen, Chowkidars and Sweepers required for the conduct of examination in consultation with the Head of the Institution where the centre is located, from the staff of that very Institution. In case of non-availability of such staff from the Institution where the centre is located, the Superintendent shall make other alternative arrangements subject to confirmation by the Controller of Examinations and forward the following certificate taken from the Head of the Institution :-

I certify that menial staff, such as Daftari, Waterman, Chowkidar and Sweeper, etc., required by the Superintendent Sh./Smt. _____ Centre _____ for the conduct of _____ examination 20_____ (Annual/ Bi-annual) have not been spared by me.

Signature of the Head of the Institution where centre is located with the designation stamp.

Forwarded in original to the Controller of Examinations for confirmation.

Signature of the Supdt.
Centre _____

RECORD OF ASSIGNMENT OF DUTIES

54. The Superintendent shall keep and preserve at least for six months a detailed statement regarding assignment of duties to each member of the supervisory staff showing the Roll Numbers which the latter was supervising on each day.

CERTIFICATE REGARDING DUTIES ASSIGNED

55. The Superintendent shall give a certificate to each member of the supervisory staff showing the number of sessions for which he/she has worked. This certificate shall be attached with the T.A. bill of the supervisor when such a claim is preferred.

DECLARATION BY THE SUPERVISORY STAFF

56. The Superintendent shall also obtain a declaration from the Deputy Superintendent, Assistant Superintendent, Supervisors and other staff that there were no relations* of theirs appearing from the centre.

DUTIES OF SUPERVISORY STAFF

57. One day before the commencement of the examination, the Superintendent shall read over to each member of the supervisory staff the duties as prescribed hereunder in these Statutes and obtain from each member of the staff a declaration to the effect that the duties have been explained to him/her. In case of a person appointed during the course of the examination, a similar declaration shall be obtained from him.
58. Any Superintendent or any member of the supervisory staff who commits a breach of trust shall make himself/herself liable to legal or departmental action or both.

The Deputy Superintendent and supervisors must report themselves to the Superintendent at 1 p.m. on the day preceding the examination at the centre of examination. On the days of the examination, they should reach the centre, when on duty, at least half an hour before the commencement of the examination.

DEPUTY SUPERINTENDENT

59. (1) The Deputy Superintendent shall assist the Superintendent in the conduct of the examination, especially in the supervision of side rooms, and if found necessary, shall perform any of the duties of the Superintendent temporarily, under his/her instructions. He/she is also expected to take charge of the examination in case of any accident to the Superintendent.
- (2) He/she must contact the Superintendent of his/her centre as early as possible, so that he/she can be present when the Superintendent opens the parcel containing envelopes of question papers one day before the examination. He/she must see that the parcel is, intact and that it has not been tampered with, in any manner whatsoever.
- (3) He/she must help the Superintendent in checking the envelopes. He/she and the Superintendent have to satisfy themselves that they have all the question papers for the subjects of the examination at their centre and that the number of question papers for each day is sufficient.

* "The term 'Relation' means wife or husband or son or daughter or brother or sister or son-in-law or daughter-in-law or brother-in-law or sister-in-law."²

- (4) He/she shall, invariably, be one of the witnesses to the opening of the envelopes of question papers. He/she shall examine the seals and the condition of the envelopes carefully every time and satisfy himself/herself that these are in the same state as was seen by him on the day of the examination. He/she must make sure that the envelope to be opened pertains to the date and paper indicated in the date sheet. The entire responsibility of opening the correct envelopes is that of the Superintendent. He/she should remember that the assistance of the Deputy Superintendent does not mitigate his/her responsibility or relieve him/her of it to any extent whatsoever. At the same time, it would be clear that if it is found that the Deputy Superintendent was not careful in scrutiny of the envelopes or if a wrong paper was distributed, he/she too shall be deemed to have been guilty of gross negligence and his/her name shall be reported to the appropriate University authority for disqualification for the future and/or any other action which may be considered necessary.
- (5) He/she shall not leave the station without the permission of the Controller of Examinations and shall take over the duties of the Superintendent in case of any accident to the Superintendent and report the matter by wire or on telephone to the Controller of Examinations and confirm the report in writing.
- (6) The Deputy Superintendent shall affix the signature stamp of the Controller of Examinations or record his/her signature, if so authorised by the Vice-Chancellor, on every answer-book and continuation sheet in strict accordance with Statute 40.

ASSISTANT SUPERINTENDENT (Clerk)

60. (1) The Assistant Superintendent shall be required to do all the clerical work under the direct supervision of the Superintendent.
- (2) He/she shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent.
- (3) He/she shall help the Superintendent in the despatch of answer-books.
- (4) He/she shall keep a record of the attendance of the supervisory staff and the candidates and prepare their bills, etc., at the close of the examination in addition to the duties assigned to him/her by the Superintendent from time to time.
- (5) He/she shall perform the supervisory duties when the number of examinees is less than 10, in addition to his/her normal duties.

SUPERVISORS

61. (1) Each supervisor is expected to supervise about 30 candidates.
- (2) A supervisor must see that every candidate takes his/her proper seat and writes his correct Roll Number in figures as well as in words and other particulars required of him/her, on the title page of the answer-book. In the case of an examination in which code numbers are assigned, Roll Numbers should be written on the specified portion of the title page only and nowhere else.
- (3) The supervisor himself/herself cannot allow a candidate to enter the examination hall after the question paper has been distributed, except with the express permission of the Superintendent.

- (4) No supervisor should speak or allow anyone else to speak to any candidate in his/her room after the question paper has been distributed. No supervisor should disturb candidates by unnecessarily halting near them and trying to read their answers except in a case of suspicion of misconduct/unfairmeans. He/she is expected to see that the candidates are promptly supplied with blank answer-books, continuation sheets, blotting paper, ink, water, etc.
- (5) Supervisors shall not allow any candidate to bring into the examination hall the carton of the ink-pot. The candidates shall not use ink of any colour other than blue or blue black or royal blue or black for writing on the answer scripts.³
- (6) The supervisor shall keep moving about his/her room and should not read a book or knit while supervising. No man supervisor is permitted to sit during the examination time except with the permission of the Superintendent. Women supervisors may sit down for a few minutes at intervals.
- (7) The supervisor shall distribute blank answer-books to candidates after they have taken their seats. No candidate shall be allowed to leave his/her seat after he/she has received the answer-book save as otherwise provided in these Statutes until the expiry of half the time after the distribution of the question paper. Only one answer-book will be issued to a candidate in a question paper, save as otherwise provided in the Statutes.
- (8) Before distributing the question papers to the candidates, the supervisor should see that the correct paper, according to the date sheet, is given to him/her for distribution. Should he/she find a wrong question paper, it should be returned to the Superintendent immediately without reading.
- (9) No question paper is to be taken from any candidate for reading it. As soon as the supervisor has finished distributing the question papers, he/she should return the remaining papers, if any, to the Superintendent without reading them. No question paper is to be given to any outsider under any circumstances.
- (10) The supervisors are responsible for the safe delivery of the answer-books of the candidates supervised by them to the Superintendent. They shall see that the answer-book and continuation sheets, if any, of each candidate are properly stitched together; that the answer-books delivered to the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that an absentee slip is inserted in place of the answer-book of an absentee.
- (11) In no case shall a member of the supervisory staff make a change in the Roll Number of a candidate. Answer-books with doubtful Roll Numbers shall be sent separately to the Controller of Examinations by the Superintendent.
- (12) The supervisor shall see that no candidate makes use of notes; attempts to copy from another candidate; or has in his/her possession or in his/her desk any book or paper not issued in the examination hall. If he/she happens to find a candidate using unfairmeans, he/she shall take possession of any book or article so used and report the matter to the Superintendent and sign the answer-book and any other document as the Superintendent may direct.

- (13) Absence of a supervisor without the written permission of the Superintendent or change of centre by a supervisor (by absenting himself from where he/she is appointed and getting himself/herself appointed at another centre), without the written permission of the Controller of Examinations, shall be treated as a serious breach of discipline for which action may be taken against him/her.
- (14) A supervisor shall obtain a certificate from the Superintendent showing the number of sessions he/she has worked in the examination.

NOTE: In case of any other difficulty or emergency not covered by the above Statutes, the Superintendent may be consulted and his/her decision obtained.

POSTING OF SUPERVISORS

62. The Superintendent shall see that the supervisors from a particular institution are not, as far as possible, asked to supervise candidates from the same institution. The supervisors should change their place of duty every day. In case no supervisors have been appointed by the University, the Superintendent should take the initiative and appoint the supervisory staff within the sanctioned strength with the approval of the Inspector of the centre subject to the confirmation of the Controller of Examinations.

RATES OF PAYMENT TO SUPERVISORY STAFF

63. The rates of payment to the supervisory staff are given in Appendix-IV.

LEAVING THE STATION WITHOUT PERMISSION

64. From the time the Superintendents reach their stations of examination upto the time of the conclusion of the examination, they shall consider themselves to be the agents of the University and shall not, therefore, leave the station during the examination days without the previous permission of the Controller of Examinations.

In case of centres situated within a radius of 15 kilometers from the residence of the Superintendent and where suitable accommodation for the Superintendent is not available he may, with the previous permission of the Controller of Examinations, reside at his headquarters but it shall be his/her responsibility to reach the centre at least an hour before the commencement of the examination. In such cases, the Superintendent shall be entitled only to the actual bus fare (both ways) and shall not be entitled to claim daily allowance.

LEAVING THE EXAMINATION CENTRE

65. The Superintendent shall not leave the centre during the time allotted for each paper. He/she shall, on no account, speak or permit anyone at the centre to speak to a candidate on any subject pertaining to the question paper during the hours of examination except for the purposes of correcting misprints or other errors likely to mislead the candidates.

ADMITTANCE OF VISITORS TO THE EXAMINATION HALL

66. No visitors, other than the officers of the University authorized for the purpose and an Inspector of Centres, shall be allowed to enter the centre during the examination unless specific instructions are issued by the Controller of Examinations to the contrary.

INFRINGEMENT OF RULES

67. On the conclusion of the examination, the Superintendent shall submit to the Controller

of Examinations a report in duplicate, on the prescribed form, about the conduct of the examination at the centre pointing out therein infringement of rules, if any, either by himself/herself or by any member of his/her supervisory staff or candidates. He/she should also note that infringement of rules, if any, has to be reported immediately to the Controller of Examinations. He/she should submit with his/her bills questionnaire duly signed.

68. **Deleted** not applicable as the examinations have been transferred to the J&K State Board of School Education.

LOGARITHMIC TABLES

69. The Superintendent should obtain the logarithmic tables from the Head of the Institution in which the examination is held or from the Controller of Examinations. These should be returned to him/her after the examination is over.

RETURN OF FURNITURE AND STATIONERY

70. (1) The Superintendent should be particularly careful in returning the furniture borrowed by him/her from the various institutions for the conduct of the examination immediately after the termination of the written examination unless otherwise instructed. Receipts for return of furniture should invariably be obtained from the authority of the concerned institution. In case of any breakage or damage to the furniture, the Superintendent shall give to the institution a certificate giving the details of such damage and the circumstances under which it was caused. A copy of this certificate shall be sent to the Controller of Examinations.
- (2) A separate report on the prescribed form containing an account of blank answer-books shall be submitted to the Controller of Examinations immediately on the termination of the examination by the Superintendent. The Superintendent shall, immediately after termination of the examination, deposit the balance of blank answer-books, continuation sheets and stationery articles left over on the termination of the examination with the University office against a proper receipt.

CONTINGENT EXPENSES

71. The Superintendent is expected to make arrangements for the examination under his/her charge efficiently. There should not be any wasteful expenditure. Articles purchased for the examination, if any, as sanctioned by the Controller of Examinations from time to time should be deposited, on the termination of the examination, with the Head of the Institution unless otherwise instructed by the University. At least three lists of such articles deposited should be prepared. One should be sent to the Controller of Examinations for record, another should be attached with the contingent bill and the third should be given to the Head of the Institution where the examination has been conducted.

ADVANCE OF MONEY TO SUPERINTENDENTS

72. An amount @ of Rs.2/- per candidate subject to a minimum of Rs.150/- and maximum of Rs.200/- and @ Rs.3/- per candidate subject to a minimum of Rs.200/- and maximum of Rs. 300/- will be advanced to each Superintendent appointed at city and mufasil centres respectively.

An additional amount to meet the contingent expenses at a centre of examination will also be advanced to the Superintendent as indicated below :-

i/	Centre running for 10 days or less	:	Rs.50/-
ii/	Centre where the duration of examination exceeds 10 days but is less than 15 days	:	Rs.75/-
iii/	Centre where the duration of examination is more than 15 days	:	Rs.100/- ⁴

ARTICLES TO BE SUPPLIED BY THE UNIVERSITY FOR THE CONDUCT OF EXAMINATIONS

73. The following articles shall be supplied to the Superintendent by the University office: -
Answer-books, continuation sheets, blotting paper, graph paper, drawing paper, tracing paper and packing cloth.

The use of the following articles shall be regulated as shown below :-

- i/ Blotting paper (size 6" x 4"); 6 pieces for the whole examination or one piece per candidate per day whichever is less.
- ii/ Graph paper: One piece per candidate whenever required.
- iii/ Packing Cloth: One metre for each packet containing more than 150 answer-books, 75 centimeters of cloth for each packet of about 100-125 answer-books and fifty centimeters for a smaller packet.

74. (1) A flat rate is fixed for purchase of the following articles: -

- i/ Stitching thread;
- ii/ Thread reel;
- iii/ Sutli;
- iv/ Stamping ink;
- v/ Needles;
- vi/ Gharas or matkas;
- vii/ Glass tumblers;
- viii/ Candle stick;
- ix/ Match box;
- x/ Waste newspaper (for packing of answer- books and pasting on glass panes); and
- xi/ Gum, sealing wax and card board, etc.

(2) Scale of flat rates for various articles needed at the centre of examinations.

- For a centre upto 10 days of examination. Rs.40/-
- For a centre beyond 10 days of examination. Rs.50/-
- Return of unconsumed stationery after termination of both theory and practical examinations. Actual TA/DA + Rs.20/- per centre subject to a minimum of Rs.40/- (one person will collect the balance stationery of the centres constituted in the Muffasil colleges subject to a maximum of 5 centres).
- Lifting of stationery both ways in Jammu. Rs.30/- upto centre of 20 candidates. Rs.50/- more than centre of 20 candidates.
- Within Campus Rs.20/-

- Arrangement of Urinal Rs.3/- per day of exam. subject to a maximum of Rs.50/-.

Carriage of parcels containing answer scripts to the Post Office in the Muffasil Centres

- Udhampur for Boys College for Girls Rs.20/- per visit
- College Rs.10/- per visit
- Rajouri College Rs.20/- per visit
- All other Muffasil centres Carriage of parcel containing answer scripts after the examination from Examination Centre to University Rs.15/-per visit
- Within Campus Rs.6/- per visit
- M.A,M. College Rs.10/- per visit
- Other colleges/Institutions Rs.20/- per visit
- Payment to the official who is detained to receive sealed parcels from the Superintendents of Exam. Rs.20/- per day in Summer

Centres constituted in Jammu city after office hours. (No refreshment charges are paid)⁵ Rs.15/- per day in Winter

(3) **Arrangement of urinal:** Only one pot and one commode per urinal is permissible where pacca urinals are not available nearby. At a combined centre for boys and girls, two separate urinals should be arranged.

The flat rate for articles used for setting up a urinal is as follows: -

Items:

- | | | |
|-------------------|---|---|
| i/ Tin | } | Rs.3/- per day of examination subject to a maximum of Rs.50/- |
| ii/ Bamboos | | |
| iii/ Hexine cloth | | |
| iv/ Phenyl | | |
| v/ Commode | | |

(4) The Superintendents are, however, expected to use the articles consistent with efficiency and economy. They will not be required to furnish vouchers for payment of the above amount. A certificate to the effect that this amount has actually been spent for the articles mentioned above will suffice. The Superintendents are required to use their own knives, pairs of scissors and stamps for which no payment will be made by the office.

PREVIOUS SANCTION

75. (1) Previous sanction for expenditure on postage of ordinary and registered letters and parcels, railway freight and octroi expenses is not required, but actual payees receipts should always be attached with the bill.
- (2) Previous sanction of the Controller of Examinations for the following is not necessary: -
- (i) Clock: In case there is no clock in the hall or made available by the Institution where the centre is located. clock/time-piece may be hired from the market and certificate to the effect of non-availability of clock/time-piece with the Institution may be obtained from the Head of the Institution and charge not exceeding 40 paise per day subject to a maximum of Rs.10/- or as may be prescribed from time to time for the entire period of

the examination preferred.

- (ii) Night Chowkidar: Deleted vide University Resolution No.12 dated 23.3.1977.
- (iii) Payment of taxi charges from centre to the University office for delivery of packages of answer books by the Assistant Superintendent shall be made according to the rates notified from time to time.

COOLING & HEATING ARRANGEMENTS

76. Cooling and heating arrangements are not permissible save with the special sanction of the Vice-Chancellor.

STATIONERY FOR SUPERINTENDENT & ASSISTANT SUPERINTENDENT

77. The Superintendent shall be supplied the stationery articles such as those mentioned below by the respective colleges in respect of centre(s) constituted therein and by the University in respect of other centre(s) for their personal use and that of the Assistant Superintendents: -

- i/ Plain paper
- ii/ Refils and pen ink
- iii/ Pins
- iv/ Tags
- v/ Pencils
- vi/ File covers.⁶

Bill OF CONTINGENT EXPENDITURE

78. In order to avoid lengthy correspondence and delay in payment, the Superintendent should prepare the bill strictly in accordance with the following instructions:-
- (1) The details of the expenditure incurred on account of postage on registered letters, registered parcels and ordinary letters should be given separately on different statements. The expenditure on ordinary postage should always be supported by certificates of posting and the other statements should invariably be supported by postal receipts. The items should be totalled and signed by the Superintendent.
 - (2) The appointments of inferior staff should always be made in accordance with the Statutes. No payment will be made for additional inferior staff except when it has been appointed with previous sanction, a copy of which should be enclosed with the bill.
 - (3) As regards expenditure incurred under Statute 75 and 76, a certificate from the Superintendent to the effect that the amount has actually been spent should invariably be attached with the bill, failing which the expenditure billed for will be disallowed. It should be noted that no payments beyond the maximum prescribed under these Statutes shall be allowed in any case.
 - (4) As regards miscellaneous expenditure, the Superintendents are required to charge for those items of expenditure only for which proper sanction has been obtained and enclosed with the bill. No item of expenditure should be included in the bill for which sanction has not been obtained.
 - (5) The Superintendent should note that expenditure shown in the bill should always

be supported by vouchers, as mere cash memo is not valid for acquittance of payments. The receipts of the payee should invariably be obtained on the face of the memo, bearing the words, "Received the payment in full".

- (6) Conveyance to a Superintendent will be paid at the rate as notified from time to time.⁵
 - (7) The bill should be signed, stamped and receipted at the places meant for the purpose.
79. The list of papers, etc., that the Superintendent must receive from the University is given in Appendix-VIII.
 80. The list of papers that the Superintendent is required to return to the University is given in Appendix-VIII.
 81. The scale of automatic deductions from the remuneration of Superintendents for various irregularities is given in Appendix-IX.

NOTE:

All the expenditure incurred in Form SF-13 (previous sanction), contingent bill, supervisory staff bill and alternative arrangements of supervisory staff made by the Superintendent at his/her Centre of Examination should be forwarded duly approved by the Inspector of the centre concerned for formal confirmation and sanction by the University.

References:

1. University Council Resolution No.9 dt. 25.9.1980
2. University Council Resolution No.47 dt. 6.10.1989
3. University Council Resolution No.34 dt. 17.10.1978
4. University Council Resolution No.35 dt.7.10.1976
5. University Council Resolution No.5 dt. 23.5.1998
6. University Council Resolution No.6 dt.14.10.1992
7. University Council Resolution No. 98 dt. 24.09.2004

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CHAPTER -XLI

I. EVALUATION OF ANSWER-BOOKS AND CONDUCT OF PRACTICAL EXAMINATION

1. APPLICATION

These Statutes shall apply to all the examiners both in the written examination and practical unless in the case of practical examiners and the examiners working together at the Evaluation Centre/Centres fixed by the University, these are repugnant with Statutes 37 and 38.

2. SECRECY

The names of examiners and the entire correspondence conducted with them are kept strictly confidential. The examiners are, therefore, required to keep their appointments strictly confidential and not disclose under any circumstances, whatsoever, their identity as examiners of the University.

3. All communications of whatever nature, in regard to matters pertaining to examinations, shall be addressed to the Controller of Examinations or any other officer authorized by him for the purpose by name, in closed covers, and in no case by means of post cards. Sub-examiners shall forward all documents through their Head Examiners. The envelopes containing such communications shall not indicate the name and address of the examiner.
4. If at any time it becomes necessary for an examiner to visit the University office in connection with the work entrusted to him/her or payment of his/her remuneration, he/she will see no person other than the Controller of Examinations or any other officer authorised for the purpose.
5. The examiners are required to keep the result of the examination including the marks assigned to the candidates strictly confidential. They shall not make known to any person the nature of any correspondence that may have passed between them and their Head Examiner or the Controller of Examinations. In case of leakage the person concerned is liable to disqualification. Getting assistance in the preparation of awards or marking of the answer-books shall also render an examiner liable to disqualification.
6. Examiners shall be responsible for the safe custody of the answer-books in their charge and they must keep them in a secure place under lock and key.

7. CHECKING OF PACKETS OF ANSWER-BOOKS.

- (1) On receipt of the packet of the answer-books, the examiner shall first satisfy himself/ herself that the seals affixed on the cover of the packet are intact. He/she shall then open the packet, count the answer-books received and check them with the memo contained inside the packet. The seals affixed on the cover shall be compared with the seal impression borne on the memo. Discrepancy, if any, in the number of answer-books shown in the memo and actual number received by the examiner, or in the Roll numbers or in the seals shall at once be reported to the Controller of Examinations.
- (2) If the cover or seals are found to have been tampered with, the contents shall be removed without breaking the seals and the empty cover returned immediately to the Controller of Examinations with a full report about the circumstances of the case.

- (3) All examiners shall acknowledge, on the prescribed form, receipt of the packets of answer-books on the day these are received by them, indicating the number of answer-books received.
8. If any answer-book, or a packet of answer-books, not meant for him/her, is sent by mistake to an examiner, he/she shall immediately return it to the Controller of Examinations in a sealed cover under a separate intimation.
9. If an examiner finds in his/her lot an answer-book written in a script or language with which he/she is unfamiliar, he/she shall return it to the Controller of Examinations immediately when it comes in his/her notice.

10. **EVALUATION**

The examiners shall arrange the answer-books serially before starting the evaluation and mark them strictly in accordance with the instructions issued by the Paper-setter/Head Examiner.

11. The examiners shall carefully examine the prescribed pass percentage for individual subjects and papers given in Appendix-X, before proceeding with the marking.
12. A sub-examiner, who has to work under a Head Examiner, shall, within two days of the receipt by him/her of the first packet of the answer-books, send to the Head Examiner for his/ her approval of the standard, a test installment of 10 answer-books of average, above average and below average candidates duly marked in accordance with the detailed instructions of the Paper-setter/Head Examiner together with the award Roll. The Head Examiner shall communicate, telegraphically, if stationed outside, his/her approval or otherwise of the standard within two days. Till the approval of the standard is received the sub-examiner shall proceed with the marking of the answer-books but shall despatch subsequent installments of the awards and marked answer-books only after receiving the Head Examiner's reply and modifying his/ her previous award, if necessary, according to the Head Examiner's instructions. In case the Head Examiner, disagrees with the standard of marking of a sub-examiner, he/she will return along with detailed instructions the relevant answer-books and the award rolls to the sub-examiner within two days for re-assessment.
13. The examiners are not authorised to award any grace marks.
14. No fraction other than $\frac{1}{2}$ shall be used by an examiner while awarding marks for the answers written by examinees. Half mark shall be raised only in the total number of marks awarded to a candidate in a particular paper, to the next whole number, e.g. $24\frac{1}{2}$ to 25.
15. If a candidate attempts more than the required number of answers, any answer or answers written in excess of the required number shall be ignored. The examiner will see that the answer/s which have secured the least marks are ignored for this purpose.
16. In examining the answer-books, the examiner shall clearly indicate in the margin and on the outer title page of the answer-book, in the column provided for the purpose, the number of marks awarded by him/her to each separate answer. The total number of marks shall be written distinctly in red ink in the examiner's own hand writing and under his/her signature.

17. The examiners shall report to the Controller of Examinations the Roll Numbers of the candidates guilty of communicating or attempting to communicate with the examiner in order to influence him/her in the award of marks, or in disclosing his/her identity or in making peculiar marks in his/her answer-book. The answer-book or books of such a candidate shall be forwarded to the Controller of Examinations alongwith the report. An entry to this effect shall be made in the award roll against the Roll Number of such a candidate.
18. The sub-examiner shall send the answer-books examined by him/her securely packed and sealed to the Head Examiner in regular weekly installments together with all the three copies of the award rolls pertaining to the relevant series of Roll Numbers. Each instalment shall be accompanied by a forwarding letter on the prescribed form.
19. On receipt of the answer-books by him/her from his/her sub-examiners, the Head Examiner shall thoroughly check the marking of the answer-books and if he/she is satisfied after necessary revision that a proper and uniform standard of marking has been maintained, he/she shall transmit all the award rolls, his/her own as well as those of his/her sub-examiners, to the Controller of Examinations in regular weekly instalments, alongwith a forwarding letter on the prescribed form. The covers containing the award rolls shall be properly sealed. Each Head Examiner shall be supplied with a list of the sub-examiners showing the number of answer-books allotted and the date of despatch of the final instalment to each in order to enable him/her to watch the progress of the work of the sub-examiners and issue periodical reminders to them.
20. The Head Examiner shall check thoroughly 20% of the answer-books marked by each Sub- examiner, excluding the test installment of answer-books mentioned at Statute 12 above. In case he/she finds it necessary to subject the work of a particular sub-examiner to a revision of more than 20%, he/she shall seek the previous permission of the Vice-Chancellor through the Controller of Examinations.
21. In case of the difference of opinion the decision of the Head Examiner shall prevail. But in no case shall the Head Examiner himself/herself increase or decrease the marks assigned to any answer-book by a sub-examiner except where the increase or decrease is not more than 5% of the marks awarded by the sub-examiners.
22. In case the Head Examiner considers personal consultation with a sub-examiner necessary in order to explain matters to him/her in the event of his/her work being unsatisfactory, he/she may send for his/her after obtaining the previous sanction of the Controller of Examinations. In such cases only one way journey will be permitted in accordance with the T.A. Regulations of the University.
23. The Head Examiner shall report to the Controller of Examinations cases of evaluation in which undue favour has been shown.
24. If the number of answer-books exceed five, the Head Examiner shall engage an Assistant for checking the answer-books marked by him/her and by his/her sub-examiners in the light of the instructions issued to him/her in this behalf by the Head Examiner and as per detailed instructions given in Appendix-XI. Remuneration payable to these assistants is Rs.225/- per thousand answer-books or as may be prescribed from time to time. The payment to the assistant shall be made only on presentation of a bill on the prescribed form duly attested by the Head Examiner. The assistant shall maintain a diary of errors detected by him/her and the Head Examiner shall forward it to the Controller of Examinations alongwith the assistant's bill.

25. The answer-books shall be retained by the Head Examiners for not more than a week after the final award rolls have been sent and shall be packed in serial order of Roll Numbers and despatched in sealed packets to the Controller of Examinations.

DESPATCH OF AWARD ROLLS AND MARKED ANSWER-BOOKS

26. Such of the examiners as are stationed within Jammu, Udhampur and Kathua districts, in order to save time and expenses, should deliver the award rolls and marked answer-books personally to the Head Examiner stationed in another town in any of these districts or to the Controller of Examinations, as the case may be, for which actual expenses will be paid. Other examiners shall send the documents by registered post.

TIME LIMIT FOR EVALUATION

27. No examiner shall send the answer-books and the award rolls in the same cover or the parcel unless otherwise provided in these Statutes.
28. (1) The time limit for marking of answer-books shall be six days for a hundred answer-books or part thereof, and shall be calculated from the date of the receipt by the examiner of the first packet of answer-books. In case the awards are not received by the Controller of Examinations within the prescribed period automatic deductions, under rules, are liable to be made from the remuneration of the examiner.
- (2) Head Examiners are allowed seven days as the maximum period from the date of receipt by them of the respective award rolls and answer-books from their sub-examiners for onward despatch.

29. LEAVING OF STATION

The examiners are required not to leave their respective stations, as far as possible, until the answer-books have been examined and sent to the Controller of Examinations or the Head Examiner, as the case may be. In case it becomes necessary for an examiner to leave the station, he/she should communicate the change in his/her address to his/her Head Examiner/ Sub-examiners and the Controller of Examinations. While communicating such a change the examiner shall mention the name of the examination, subject and paper with his/her identification mark.

30. FILLING IN THE AWARD ROLLS

The award roll is to be prepared in triplicate unless otherwise instructed.

31. (1) Such examiners as have to work under a Head Examiner shall send the award rolls to the Head Examiner along with the relevant answer-books duly marked by them.
- (2) Head Examiners and such examiners as have to work independently of a Head Examiner shall send (by registered post in the case of out stations) the award rolls to the Controller of Examinations.
- (3) The award rolls shall always be accompanied with the prescribed forwarding memo. No other papers should be sent with the award rolls. When the examiner runs short of award rolls, he/she should ask the Controller of Examinations telegraphically for more. In no case shall ordinary paper be used for writing awards.

- (4) All entries in the award roll shall be made legibly in blue black ink by the examiner in his/ her own hand; use of pencil is strictly prohibited.
- (5) Roll Numbers shall be entered serially and different half centurial series shall be kept apart. A new half centurial series shall be entered on a new sheet.
- (6) Award of Roll Numbers belonging to the same half centurial series shall be entered on one award sheet (not page) in serial order. A half-centurial series is a continuous series of numbers from one to fifty; 1-50, 51-100,101-150,151-200,1001-1050 and the like are half centurial series.
- (7) In no case shall any Roll Number belonging to more than one half centurial series be entered on the same award sheet.
- (8) Whenever there is a break in the continuity of Roll Numbers belonging to the same half centurial series, the examiner, while writing Roll Numbers on the award sheet, shall leave a gap of couple of spaces to indicate the break.
- (9) Roll Numbers of absentees shall invariably be mentioned on the relevant award roll.
- (10) Only one Roll Number shall be entered in one space.
- (11) No entry in the award rolls shall be erased. Corrections shall be avoided. If a correction is unavoidable, it shall be made neatly by drawing a line across the wrong figure or word and noting the correct figure or word instead. No over-writing is permitted. Each such correction must be initialled by the examiner, where there is one.
- (12) The total number of marks, both in figures and words, shall be shown against the correct Roll Numbers.
- (13) No fractional marks shall be given in the award roll.
- (14) The name and year of the examination, the name of the subject and paper, and the number of passes and failures, after reference to the schedule of minimum pass marks given in Appendix-X shall be noted on each copy of the award roll.
- (15) Each page of the award rolls shall be signed legibly in full (not initialled) by the examiner, the Head Examiner, if any, and the checking assistant to the Head Examiner. Use of signature stamp is strictly prohibited.

REPORT REGARDING GENERAL CHARACTER OF THE ANSWER-BOOKS

32. Every examiner shall send to the Controller of Examinations, after completing the evaluation of answer-books, a report on the prescribed form, on the general character of the answer-books examined by him/her making suggestions, if any, for improvement in the standard of teaching. These reports shall be sent within one week of the despatch of the final instalment of awards. The Sub-examiners shall send their reports through the Head Examiners.

CONFIDENTIAL REPORT

33. The Head Examiner shall send to the Controller of Examinations, on the prescribed form, a confidential report of the work done by each of his/her Sub-examiners, intimating the number of errors, if any, committed by them. This report together with the report regarding

receipt and despatch of award rolls of Sub-examiners shall be sent alongwith the bills of remuneration.

PAYMENT OF BILLS

34. (1) The Sub-examiners should send their bills of remuneration through the Head Examiner and other examiners to the Controller of Examinations.
- (2) The attention of the Head Examiners is drawn to the fact that payment to sub-examiners cannot be made until the Head Examiner's Confidential Report, statement of errors and omissions and other documents are received.
- (3) No remuneration shall be paid except on receipt of the bill on the prescribed form.
- (4) Revenue stamps of 50 paise should always be affixed on the bill for a claim of Rs.20/- and above.
- (5) The contingent expenses should be claimed on the form prescribed for the purpose which should be appended to the bill alongwith the necessary vouchers attested by the examiner.
- (6) Payment shall be made after the declaration of result of the examination for which person has acted as examiner/checking assistant.
- (7) Save with the special sanction of the Vice-Chancellor, no claim for money due from the University shall be valid unless made within one year of the date on which the payment falls due.

AUTOMATIC DEDUCTION

35. The detail of the automatic deductions fixed for mistakes and unauthorised delay committed by the examiners in their work is given in Appendix-XII.

CONTINGENT EXPENSES

36. The scale of contingent expenses payable to examiners is given in Appendix-XIII.

EVALUATION CENTRE

37. Notwithstanding anything contained in the foregoing paragraphs in regard to the procedure for evaluation of answer-books, the Vice-Chancellor may, whenever he/she considers necessary, in order to expedite the marking of answer-books and for ensuring the uniform standard of assessment in a particular examination or examinations, authorize the evaluation of answer-books in that examination in the manner prescribed below :-
- (1) The Head Examiner and all his/her sub-examiners shall be called to a particular place.
- (2) They will discuss and frame detailed guidelines for assessment of answer-books in the subject/paper allotted to them. The Head Examiner shall then distribute the answer-books, supplied to him/her by the Controller of Examinations at the centre fixed for evaluation of answer-books, among the sub-examiners equally, as far as possible.
- (3) The number of scripts to be evaluated by an examiner per day shall be 25 answer-books for Degree examinations and other examinations.
- (4) The sub-examiners shall invariably execute the evaluation in the presence of

Head Examiners who, while closely supervising the work of the sub-examiners, shall also side by side revise the answer-books marked by them to the extent authorised by the Vice-Chancellor.

- (5) Each Head Examiner shall revise answer scripts of all candidates obtaining 60% or more marks and also of marginal cases failing by one or two marks within the ceiling authorized to him by the Vice-Chancellor and report the Roll Numbers of such candidates to the Controller of Examinations, by name, in a sealed cover marked '**confidential**'.
- (6) The award rolls shall be prepared by each Sub-examiner bi-weekly and submitted to the Controller of Examinations through the Head Examiner duly signed by the Head Examiner and the checking assistant nominated by the Controller of Examinations.
- (7) The Controller of Examinations shall supply to each Head Examiner a steel box in which the Head Examiner shall keep the answer-books in safe custody.
- (8) The marked answer-books arranged in the serial order of Roll Numbers shall be handed over to the Controller of Examinations or any of the assistants nominated by him for this purpose immediately after the evaluation of answer-books is completed.
- (9) The examiners shall abide by the general instructions contained in these Statutes.

PRACTICAL EXAMINATION

38. (1) The practical examiner shall examine and mark, at the examination centre, the note-books of the candidates who are appearing in the examination for the first time. The examiner shall satisfy himself/herself that the note-books are signed by the teachers concerned and counter-signed by the Head of the Department in the subject concerned. The plucked students appearing as private candidates are not required to present their note-books and the marks allotted for the note-books in the question paper shall be added to the marks allotted to the viva-voce test.
- (2) Examiners shall lay emphasis on the actual work done by the candidates in the laboratory.
- (3) Late arrival of candidates at the practical examination centres may be permitted by the examiners only up to a maximum of ten minutes on payment of penalty of Re.1/-, or as may be prescribed from time to time, by each candidate. The amount of penalty recovered from such candidates shall be remitted to the University as soon as the practical examination of the concerned group is over.
- (4) The examiner shall keep a complete record of the answer-books and continuation sheets issued to the candidates.
- (5) Subject to confirmation by the Controller of Examinations, an examiner outside Jammu city shall have the power to affect change in the date of science practical examination of a candidate and examine him/her on any other scheduled date with another group of students, provided satisfactory evidence is produced that the change was called for. In the case of local centres, such change shall always be affected with the previous approval of the Controller of Examinations.

- (6) Omitted as Pre-University and B.Sc. Part-I Examinations (10+2) have been transferred to the J&K State Board of School Education.
- (7) In such examinations in which there is a Board of Examiners consisting of external and internal examiners for the conduct of practical test and viva-voce, the candidates shall be examined jointly by them and the awards signed by each examiner.
- (8) The practical test held at two or more centres in the same examination by the same examiner shall be taken as one examination and remuneration shall be calculated accordingly.
- (9) Every examiner shall send to the Controller of Examinations after completing the examination, a report on the prescribed form, on the general character of the work of the examinees and the observations recorded by him/her while conducting the examination. He/she will also make suggestions, if any, for improvement in the standard of teaching and maintenance of apparatus and laboratory equipment. The report shall be sent to the Controller of Examinations by name within one week of the despatch of the final instalment of award rolls. Sub-examiners shall send their reports through their Head Examiners.
- (10) Omitted as it pertains to Pre-University and B.Sc. Part I examinations (10+2).
- (11) The examiners shall maintain a chart showing the award of marks to each candidate for various steps in individual questions and shall send these charts to the Head Examiner alongwith the award rolls and the answer-books.
- (12) Award rolls and the answer-books, securely packed and sealed, shall be sent in the following manner within 24 hours of the date of the termination of the practical examination of the concerned group, unless otherwise instructed:-
 - (a) In the case of each practical examination in which there is a Head Examiner, the award rolls and the answer-books shall be packed together by the sub-examiner in one bundle (after the answer-books have been arranged in serial order), alongwith a copy of each of the relevant question papers and instructions, and the chart showing award of marks for various steps as indicated in Statute 38 (11). The bundle shall be packed in the cover provided by the University office, properly sealed and sent to the Controller of Examinations. Examiners in Jammu city will deliver these packets in the office of the Controller of Examinations or at a place in the city fixed by him.
 - (b) The Head Examiner where there is one, after necessary revision, shall send the awards in the manner indicated in Statutes 26 and 27.
 - (c) In the case of practical examination in which there is no Head Examiner the award rolls and the answer-books shall be packed in two separate covers and sent to the Controller of Examinations within three days of the completion of examination in the manner indicated in Statute 26 and 27.
- (13) The practical examiner shall abide by the general instructions contained in these Statutes.

APPOINTMENT OF CODING OFFICERS

39. (1) All answer scripts of the various examinations conducted by the University before being passed on to the examiners for evaluation shall be duly coded by the Coding Officer to be appointed by the Vice-Chancellor.
- (2) A person appointed to assign code numbers will forward alongwith his acceptance a certificate that none of his relatives has appeared in the examination for which he has been appointed.
- (3) He will not leave the station before the work assigned to him has been completed.
- (4) Before taking up the job, he will prepare a key wherein the full code roll numbers will be shown against each actual Roll Number. Whatever the formula adopted, the code roll numbers be mentioned in full and not in the form of a formula.
- (5) The code roll numbers will be written on the main body of the scripts and the perforation slips and the slips will not be torn off immediately. The code will be assigned to at least two hundred scripts, again compared and checked, and then the slips torn off. The perforation slips will be, arranged serially, stitched in bundles of 200 and sealed in envelopes which will denote on their covers, examination, year, subject, paper and serial number of the slips contained.
- (6) In an examination where the number of candidates is 1000 or less, only one Coding Officer shall be appointed. Wherever the number exceeds 1000, the Vice-Chancellor may appoint two or more Coding Officers and designate the senior person among them as Head Coding Officer. In that case the key shall be prepared by the Head Coding Officer, and the Coding Officer/s appointed with him shall work under his over-all supervision and carry out all instructions that may be issued by him. The allotment of number of candidates, as far as possible, shall be made equally.
- (7) The person/s incharge of the scheme will not remove any paper or record in connection with the assigning of code numbers to his/their residence. The key and the torn slip sealed covers will remain under his personal custody locked in the steel almirah or trunk in the room allotted to him/them for the work.
- (8) The Coding Officer/s will hand over the record to the Assistant/Deputy Registrar (Evaluation) after he has decoded the roll numbers on the result registers (tabulator A and tabulator B).
- (9) He/they will also give the code roll numbers against practical awards and on the statement supplied by the office in regard to the data pertaining to compartmental, exemptional, illness, completion and English only etc. categories.
- (10) The Coding Officer/s shall be paid remuneration at prescribed rates per candidate, who actually appear in the examination. They shall also be authorized conveyance charges at prescribed rates per working day subject to the maximum of 20 days. The Head Coding Officer, whenever appointed, in addition to the above remuneration, shall be paid remuneration at the flat rate of Rs.70/- (or as may be prescribed) per examination.

APPOINTMENT OF CHECKING ASSISTANT

40. (1) The person appointed to assign code numbers will be allowed the services of a checker who will be appointed by him in consultation with the Controller of Examinations. In an examination where the number of candidates is 1000 or less only one checking assistant shall be appointed. Wherever the number exceeds 1000, two or more checking assistant may be appointed.
- (2) The checker shall be given the answer-books for final check after the perforation slips have been removed and he be directed to remove any identification mark still left. He will arrange serially the scripts, prepare a challan and hand over the same, under the signature of the Coding officer, to the Controller of Examinations or any other officer authorized by him in this behalf.
- (3) A person appointed as checking assistant will not be eligible to act as such if any of his relative is appearing in the examination assigned to him.
- (4) Before taking up the assignment. the checking assistant will have to submit a certificate that none of his relatives has appeared in the examination for which he has been appointed.
- (5) The checking assistant shall check the answer-scripts and remove any mark of identification or entry of actual roll number from them.
- (6) The checking assistant shall be paid remuneration at the prescribed rates per candidate plus conveyance charges at prescribed rates per working day subject to the maximum of 20 days.

II. STATUTES GOVERNING RE-EVALUATION OF ANSWER SCRIPTS ¹

1. Re-evaluation of answer books shall be permissible in the following examinations conducted by the University:
 - a/ B.A./B.Sc./B.Com./BBA²/BCA⁴
 - b/ Master's Degree and other Post-graduate Diploma Courses taught in the University excluding M.B.A., M.C.A., LL.M.
 - c/ LL.B. (3 year & 5 year course)⁸
 - d/ B.Ed.
 - e/ M.Ed.
 - f/ B.Lib. Science.
 - g/ M.Lib. Science.
 - h/ O.C. & M.I.L. Examinations.
 - i/ Bachelor's Degree Course in Business Administration (BBA course). ²
 - j/ B.P.Ed.⁹
 - k) Such other examination/s as the University may approve from time to time.
2.
 - a/ Re-evaluation shall not be permitted in the Practicals, Internal Assessment, Project Reports, Dissertations, Theses and viva-voce.
 - b/ Re-evaluation shall not be permissible for ,candidates connected with 'Improvement of Division' , wherever admissible.
3. If a candidate feels dissatisfied with the evaluation of his/her answer scripts, he/she may apply for re-evaluation of the same to the Controller of Examinations, on the prescribed application form duly attested by a Gazetted Officer or University Teacher/Officer accompanied with an attested copy of marks certificate and one self addressed stamped envelope.
4. "The fee for the re-evaluation shall be Rs.310/-⁷ (or as notified from time to time) per answer script.
 - a/ The application on the prescribed application form, duly attested along with the requisite fee, should reach the University Office within 15 days after the date of the declaration of the result of the main examination concerned (date as printed on the first result gazette/notification).
 - b/ The application form shall, however be entertained thereafter also with a late fee of Rs 300/- (or as notified from time to time) per answer script in addition to normal fees for another count of five days.

Notwithstanding contained above, if the result of an examination of a particular candidate has been kept withheld under the category of "**Later On**" or/ and the candidate is let off under Unfairmeans/Misconduct and his /her result could not be declared with the main result by the University, though he/ she had completed all the formalities within the prescribed period, or his/her result is amended, shall be permitted to apply for re-evaluation within 10 days the date of declaration of his/her result.

- NOTE:** Candidates having failed or placed under re-appear category in an examination and intending to apply for re-evaluation of their answer script/s are advised to submit permission-cum-admission form for the subsequent examination simultaneously to obviate the risk of losing a chance pending declaration of unfavorable re-evaluation result ^{“3}
5.
 - a/ “The re-evaluation for B.A./ B.Sc/ B.Com/ BBA/ BCA or any other examination considered fit by the controller of Examinations shall be considered as a Project under the direct supervision of a person of the rank of Dean/ Director Colleges Development Council/ Registrar/ Principal of an affiliated College or Professor of the University Teaching Department.
 - b/ The Project Director shall be paid a lumpsum honorarium at the rates prescribed by the University and conveyance for the actual number of days of the Project work @ Rs. 50/- per days subject to the maximum of Rs. 1000/-. The Project Director is to ensure that the work is completed, as far as possible, within 20 days from the date of the start of the project work so that the result is declared in time. If, however, the work, due to one reason or the other, has to be stretched beyond 20 days, prior permission from the Vice-Chancellor is required. The Project Director, then may be paid @ 120/- per day and the Deputy Project Director @ Rs. 80/- per day and the conveyance charges as approved for additional; days to be fixed by the Vice-Chancellor.” ³
 - c/ In order to assist the Project Director in the timely declaration of re-evaluation result, help of University officers/officials shall be provided by the Controller of Examinations on the lines as is being done in the case of table evaluation, and they shall be paid remuneration at the same rates as has been fixed for each job under the table evaluation scheme. However, the Deputy Project Director & store-keeper may be considered associated till the declaration of result and paid remuneration for a maximum period of three additional days for the post-re-evaluation work.
 6. The entire correspondence relating to re-evaluation shall be handled by a person not lower in rank than the Assistant Registrar of the concerned Branch.
 7. “A candidate will be permitted to see his/her answer script/s for identification only on the payment of an additional fee Rs. 40/- per answer script during working hours on the written request made within 15 days from the date of declaration of result of re-evaluation.”³
 8. “Fee paid by a candidate for re-evaluation of his/her answer script/s shall not be refunded unless he/she withdraws his/her application within the three days from the last date for submission of form (with late fee)”⁶
 9.
 - a/ “Re-evaluation will be done by an independent examiner. The final result after re-evaluation shall be the best of the two scores obtained by the student after re-evaluation/ original evaluation”. ⁵
 - b/ “Notwithstanding anything contained above, in case a candidate who having failed or placed under re-appear category applies for re-evaluation of his/her answer script/s, but the result of re-evaluation is not declared before the commencement of the subsequent examination in the concerned paper/s and subject/s, as the

case may be, the candidate shall be required to appear in the subsequent examination. He/She will however, send a separate intimation to the Controller of Examinations that he/she was appearing in the subsequent examination pending declaration of the result of the re-evaluation. In such case a candidate shall be given the benefit of better of the results of the re-evaluation and the subsequent examination.

- c/ In such a case, if the candidate is given the benefit of re-evaluation, he she will be entitled to refund of examination fee paid by him/ her for the subsequent examination except the permission fee. But if he/she is given the benefit of the result of the subsequent examination, the examination fee paid by him/her for the subsequent examination shall not be refunded. In that case he/she will be entitled to the refund of the fee paid for the re-evaluation of his/her answer script/s only
- d/ In no case the student shall be given the benefit of the better of the two scores i.e., re-evaluation score and the score of the subsequent examination, if the result of re-evaluation is declared even a day before the commencement of the examination in the said subject/s, paper/s. In such a case, result of the re-evaluation shall be final and binding on the candidate”.³

10. “The requisite answer scripts from the store shall be retrieved under the supervision of the Officer-in-charge Evaluation and Re-evaluations Sections.

The answer shall then be verified, rechecked and marks defaced by the Assistants under the supervision of the Officer Incharge Re-evaluation and a nominee of the Vice-Chancellor who, individually, shall be paid remuneration at the rates prescribed for Deputy Project Director. The assistants shall be paid remuneration prescribed for Checking Assistant.

The code officer shall then allot fresh code numbers and maintain a secret Code key which shall be handed over to the Officer-in-charge Re-evaluation in a sealed cover for further necessary action. The Checking Assistant attached with the code officer shall ensure that all markings original examiner/s are defaced”.³

11. a/ “A teacher/officer as approved by the Controller of Examinations shall be appointed as Coding Officer. He shall ensure that every blank page portion of it, is crossed in red ink.
- b/ The code for allotting marks by the original examiner on title cover of the answer script, intended for re-evaluation, shall be torn off by the Code Officer. Thereafter, the answer scripts shall be coded. The re-evaluator/s will allot marks, question wise on the title cover”.³
12. The appointment of re-evaluators at the B.A./B.Sc./B. Com/B.B.A/BCA level shall be made by the Controller of Examinations out of the panel of examiners approved by the Competent Authority.
13. a/ “In case of B.A./B.Sc./B.Com./BBA/BCA the re-evaluation will be done by two independent examiners.
- b/ The re-evaluation in case of other examinations i.e. B.Ed., O.C. & M.I.L, M.Lib Science, Post Graduate classes (wherever applicable), LL.B.(3 years & 5 years course) , B.Lib science, Post graduate Diploma courses and any other examination/ s for which re-evaluation is permissible shall be done by two independent re-

evaluators appointed from outside the University of Jammu. However, in exceptional cases, local re-evaluator/s may be appointed by the Controller of Examinations. The Official/s deputed to other Universities for re-evaluation may be paid remuneration on the lines of Project work keeping in view their Status and quantum of work. The official deputed should also ensure that appointment of examiners should be in consultation with Dean or convener or HOD of the concerned subject of that University".³

- c/ "In order to facilitate calculations of local conveyance, TA/DA, the workload of re-evaluators shall be reckoned @ 25 answer scripts per day.
 - d/ The re-evaluators shall not be below the rank of Assistant Professor (Senior Scale)".⁶
14. "Instructions for evaluation as prepared by the Head/ single examiners during the original_evaluation be made available to the re-evaluators".³
15. a/ "The rate of remuneration for re-evaluation of each answer script shall be Rs.18/- per answer script per evaluator, subject to a minimum of Rs. 100/- (or as notified).
- b/ The re-evaluators appointed shall make themselves available according to the dates and time fixed by the Project Director/ Officer-in-charge (Re-evaluation). In case, any re-evaluator does not stick to the schedule, the project Director/ Officer-in-charge (Re-evaluation) in consultation with the Controller of Examinations shall make alternative arrangement without giving any notice to the defaulter.
- c/ The outstation re-evaluators shall be paid TA/DA and conveyance charges, while the local re-evaluators and the Project staff excluding daily wagers shall be paid conveyance charges permissible under rules".³
16. a/ "Award Rolls/ Award Slips shall be prepared and signed by the concerned re-evaluator/s after the answer scripts have been checked and okayed by the Checking Assistant invariably on daily basis. In the case of slip marking, the result shall be reassessed from the award slips.
- b/ Ordinarily tabulation work be computerized . However, where a manual tabulation is done, the tabulator shall have to work under the direct supervision of the Branch officer concerned at a specified place and each tabulator shall be paid remuneration @ Rs.5/-per candidate. This remuneration shall also include the work relating to transfer of entries of marks secured by such candidates from the result register to the re-evaluation result register. In case the work regarding transfer of entries of marks secured earlier by the candidate is given to a different person, the said official shall be paid remuneration.@ Rs.1.50 per candidate and the tabulator shall be paid remuneration @ Rs.3.50 per candidate. However, two sets of registers shall be prepared. One set of registers shall be tabulated by one or more than one senior persons of the rank of Professor or equivalent, and the other set shall be tabulated by an Officer/Associate Professor of the University teaching department".⁶
17. a/ Checking Assistants will be provided with the Code Officer and the evaluators. They will be paid remuneration as prescribed by the University. Deduction for mistakes shall be made @ Rs.2/- per mistake.

b/ Remuneration for collation and typing of the result gazette shall be as prescribed by the University. The Controller of Examinations may associate one of the officers who is conversant with the examination statutes, as collator.

18. Subject to the provision of Statute 10(b) the result of re-evaluation whether favourable or unfavourable shall be binding on the candidate.

19. [Deleted] ⁶

20. "If the University is unable to get the answer script/s of any candidate re-evaluated due to the loss of the same in transit or otherwise the candidate shall be entitled to :-
Refund of full fee paid by him for re-evaluation of the concerned answer script/s

AND

Re-examination in the concerned paper/s without payment of any fee at the subsequent examination on the written request of the candidate". ⁶

21. "Every effort shall be made to get the answer script/s re-evaluated expeditiously within six weeks from the last date for submitting application form for re-evaluation with late fee, but the University does not undertake any responsibility of the delay in completing of the process of re-evaluation.

NOTE: As far as possible the marks certificate of the re-evaluation result will be dispatched to all concerned candidates under certificate of posting within two days after the date of declaration of result".⁶

22. "The Vice-Chancellor shall be competent to interpret Statutes and his interpretation shall be final and binding on all concerned. The Vice-Chancellor may relax Statutes in an emergent situation/s or may condone the delay in the submission of re-evaluation form up to three days on payment of special late fee of Rs. 350/- per answer script in addition to fees prescribed under statute 4(b). Such a request shall, however, be considered within three days after the last date with late fee is over. Thereafter no application form shall be entertained in any case".³

References:

1. University Council Resolution No. 54 dated 05-04-1999
2. University Council Resolution No. 44 dated 26-04-2000
3. University Council Resolution No.64 dated 21-06-2004
4. University Council Resolution No. 66.88 dated 21-04-2006
5. University Council Resolution No. 67.91 dated 25-02-2008
6. University Council Resolution No. 42 dated 21-02-2003
7. University Council Resolution No. 98 dated 21-06-2004
8. University Council Resolution No. 66.69 dated 24-04-2006
9. University Council Resolution No. 66.114 dated 21-04-2006

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CHAPTER -XLII

STATUTES GOVERNING THE THREE-YEAR B.A./B.SC./B.COM. (GENERAL) COURSE EXAMINATION

1. DURATION

The period of instruction for the Three-Year B.A./ B.Sc./B.Com. (General) Course shall extend over three years and the examination shall be held in three parts. viz. B.A./B.Sc./ B.Com. Part-I at the end of the course of first year, B.A./B.Sc./B.Com. Part-II at the end of the course of second year and B.A./B.Sc./B.Com. Part-III at the end of the course of third year.

2. QUALIFYING EXAMINATION FOR ADMISSION ⁹

- (i) The B.A./B.Sc./B.Com. (General) Course Part-I examination shall be open to a person who has passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto.
- (ii) The B.A./B.Sc./B.Com. Part-II examination shall be open to a person who has passed the B.A./B.Sc./B.Com. Part-I examination of this University.
- (iii) The B.A./B.Sc./B.Com. Part-III examination shall be open to a person who has passed the B.A./B.Sc./B.Com. Part-II examination of this University.

“Provided that a candidate having been placed under re-appear in one subject only of the Higher Secondary Part-II examination (10+2 pattern) of the J&K State Board of School Education or any other examination recognised as equivalent thereto, if otherwise found eligible, may be allowed admission provisionally in the Directorate of Distance Education and Private affiliated Colleges to the B.A./ B.Sc./B.Com Part-I Course subject to the condition that intake capacity in the private affiliated Colleges including these students will not exceed the approved intake capacity sanctioned for each College by the University. He/She shall also be allowed to appear in the B.A./B.Sc./B.Com Part-I examination provisionally on fulfilment of other Statutory conditions provided that the result of the said examination shall be declared only after he/she clears the backlog of Higher Secondary Part-II examination under re-appear category within the prescribed chances, failing which the admission to the said course as well as permission to appear in the examination granted provisionally in his/her favour shall stand automatically cancelled.

- iv) Each part of examination shall be open to a person who has passed not less than one academic year previously the qualifying examination. Provided that in the case of a candidate who passes the qualifying examination under the category of compartment/illness or re-appear in one subject, the period of one year shall be counted from the session in which he was placed under compartment or re-appear in one subject or illness category “. ¹⁴

3. MINIMUM ATTENDANCE FOR REGULAR STUDENTS

“Each part of the examination shall be open to a student who is of good character and has attended not less than “75%” of the periods of the full course of lectures delivered

to the class in each of the subjects offered and in the case of a candidate intending to appear in a subject involving practicals, of having attended not less than “75%” of the period assigned to practical work, map work in Geography or surveying in Geology or Tutorials or Seminars, as the case may be. A student must have attended 135 practical sessions (75% of the total) per subject. Provided that the minimum irreducible number of practical sessions required to be attended by each student in a subject in each examination shall be 90 (each session of 40 minutes) i.e.30 practical days”.⁵

4. CONDONATION OF LECTURES ¹¹

- (i) The Principal of an affiliated/ constituent college may condone shortage in attendance of a student in each subject upto five lectures in theory and three sessions in practicals in each part of B.A./B.Sc./B.Com. examination, as the case may be, if 75% of the periods assigned to practical work in a subject exceed the minimum irreducible number of practical sessions required under Statutes i.e. 90 (each session of 40 minutes) i.e. 30 practical days in each subject. A student whose deficiency is not condoned or is not condonable by the Principal under the authority vested in him by this Statute shall not be permitted to appear in the annual examination but shall be permitted to appear in the same year at the supplementary examination, if he remains on the rolls of the college as a regular student and attends 75% of lectures delivered from the date of next classification or the date on which he has joined, whichever is earlier, upto the commencement of the supplementary examination, provided that the number of lectures he attended is not less than the number by which he fell short in the subject or subjects. Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the supplementary examination.
- (ii) A student who fails to meet the above requirements of Statute 4(i) shall not be permitted to appear in the supplementary ,examination but may be permitted to appear in the next annual examination provided he continues to remain on the rolls of the College upto the commencement of the next annual examination and attends 75% of the lectures delivered during the full academic session from the date of classification or the date on which he joined for the supplementary examination whichever is earlier, upto the commencement of the next annual examination. Provided that in case such a student again falls short of lectures he shall not be allowed to seek admission to that course in any affiliated college in any subsequent year.

Such a student shall study and appear in the annual examination according to the syllabi and courses of study prescribed for the regular students of that session.

5. INTER-UNIVERSITY MIGRATION

- (A) A candidate having remained on the rolls of an affiliated/constituent college for less than one academic year but before his admission to the college as an inter-University migration case during the session has attended the corresponding course in that session in any other recognized University for the period short of that prescribed may be admitted to the course of either Part-I or Part-II or Part-III by the Principal of a College provided he is satisfied that –
 - (i) migration is not being sought to evade the admission requirements of the University;

- (ii) the courses of study prescribed/pursued by the candidate in the University from which he seeks migration are not materially different from the courses prescribed to be pursued in this University;
 - (iii) the candidate would be in a position to satisfy the attendance and other statutory requirements prescribed by the University for admission to the course and appearance in the examination.
- (B) A candidate who has passed Part-I/Part-II examination/s from any other recognized University may be considered for admission by the Principal of an affiliated/constituent college to Part-II/Part-III class if the candidate is otherwise eligible.

Provided that such a candidate who has not qualified the Part-I or Part-II examination with the subjects/combination of subjects for which he intends to seek admission to the next higher class of this University shall be required to qualify such subject or subjects of the qualifying examination of this University as may be determined by the Vice-Chancellor

The marks obtained in B.A./B.Sc./B.Com. Part-I and Part-II or equivalent examinations conducted by another University from which the candidate has migrated shall be taken into account for determining the final result/division (by increasing or reducing the marks in accordance with the maximum marks of the B.A./B.Sc./B.Com. Part concerned of this University).

6. STATUS OF STUDENTS ENROLLED IN THE DIRECTORATE OF DISTANCE EDUCATION

Notwithstanding anything contained in the above Statutes, the Three-Year B.A./B.Sc./B.Com. (General) Course examinations shall also be open to a person who has been on the rolls of the Directorate of Distance Education of the University and he shall be treated as a regular candidate:

Provided that he satisfies all conditions of eligibility prescribed in the Statutes for a regular candidate except that of attendance requirement in theory classes.

- 6-A** “Rs. 300/- as Practical fee be charged from the students admitted in the Directorate of Distance Education for undergoing under-graduate course/s, in the subject involving practicals, for conducting their practicals in the College/University departments over and above the fee as prescribed for practical Examinations”.⁶

7. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 30 working days in an academic session:

- (a) State representation in International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
- (b) Participation in the Inter-University Competitions held under the auspices of a University or any other recognized Institution as a member of the University team.
- (c) Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.

- (d) Participation in the N.C.C., N.S.S. and National integration Samiti activities as a member of recognized Institutions.
- (e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/ Inter- University Competitions.
- (f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.

8. CHOICE AND COMBINATION OF SUBJECTS

Every student for the B.A./B.Sc./B.Com. examination shall offer General English as a compulsory subject in each part viz. Part-I, Part-II and Part-III examinations and such other subjects/combination of subjects as may be prescribed by the Academic Council from time to time.

9. SUBJECTS OFFERING ¹⁷

- (a) Except in the case of Geology and Geography no candidate for the B.Sc. Part-I examination shall take up any subject unless he had taken up same subject in Higher Secondary Part-II of 10+2 pattern or an equivalent examination, provided that a candidate having passed Higher Secondary Part-II examination with-
 - (i) Biology as a subject will be eligible to take up Botany or Zoology or both
 - (ii) Mathematics and Physics as subjects will be eligible to take up Electronics in the B.Sc. Part-I Course.
- (b) No candidate will offer Mathematics for B.A./B.Sc. Part-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.
- (c) No candidate will be admitted to the B.Com. Part-I Course unless he has passed Higher Secondary Part-II (10+2 Pattern) examination with Commerce stream.
 Provided that a candidate after having passed Higher Secondary Part-II examination in stream other than Commerce stream with atleast 45% marks in the aggregate shall be allowed to seek admission to the B.Com. Part-I Course.
- (d) No candidate will be admitted to the B.Sc. Home Science stream Part-I course/ examination unless the candidate had taken up Home Science stream or Home Science as an elective subject or Science group of subjects in the Higher Secondary Part-II (10+2 Pattern) examination or an examination recognized equivalent thereto.
- (e) A candidate for the Three Year B.A./B.Sc.(General) Part-II and Part-III Examinations shall have to offer the same subjects with which he passed the Three Year B.A./B.Sc. (General) Part-I Examination.
 Provided that candidate shall be allowed to change one or more of his subjects, either in the Part-II or Part-III of the course. Such a candidate shall, however, be required to qualify the same subject/s in Part-I or both in Part-I and Part-II, as the case may be, if otherwise eligible.

- (f) In case of B.Com./B.Sc. Home Science stream, a candidate shall have to offer the subjects prescribed for the course by the Academic Council.
- (g) No candidate will offer Statistics for B.A./B.Sc. Part-I Course unless he has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/ Business Mathematics.

10. SCHEME OF EXAMINATION

“The scheme of examination for B.A./B.Sc./B.Com. part-I of the three year B.A/B.Sc./ B.Com(General) course shall be as under:”¹⁸

A) B.A./B.Sc. (Other than Home Science Stream)

A student shall offer four subjects including General English and the scheme of examination in each subject shall be as under :-

- i) “In Part-I, II & III examinations, General English shall consist of two written papers carrying 50 marks each. The duration of examination in each paper shall be three hours”.¹⁸
- ii) Each subject in the Faculties of Arts and Social Sciences not involving practical including Mathematics shall consist of two written papers carrying 75 marks each. The duration of examination in each paper shall be three hours.
- iii) In a subject involving practicals (other than Indian Music and Chemistry) there shall be two written papers carrying 50 marks each and a practical test of 50 marks (including field work wherever prescribed).

In Chemistry, there shall be three written papers each carrying weightage as may be determined by the Academic Council and a practical test of 50 marks.

In Indian Music, there shall be two written papers in theory each carrying 30 marks, and a practical paper of 90 marks. The duration of examination in each written paper shall be three hours.

- iv) In Home Science (Elective subject) there shall be two written papers of 50 marks and of three hours duration each and a practical paper of 50 marks.
- v) The duration of each practical test shall be determined by the Faculty concerned in consultation with the Board of Studies concerned.

B) B.Com.

A candidate shall offer six subjects including General English and the scheme of examination in each subject shall be as under :-

- i) “In Part-I, II & III examinations, General English shall consist of two written papers carrying 50 marks each. The duration of examination in each paper shall be three hours”.¹⁸
- ii) Each Commerce subject shall consist of one written paper carrying 100 marks each. The duration of examination in each subject shall be three hours.

C) **B.Sc. Home Science**

A student shall offer 8 subjects including General English and the scheme of examination in each subject shall be as under :-

- i) "In Part-I, II & III examinations, General English shall consist of two written papers carrying 50 marks each. The duration of examination in each paper shall be three hours." ¹⁸
- (ii) Each remaining Home Science subject shall consist of one written paper carrying 100 marks of three hours duration including practical examination carrying 30 marks of 2 hours duration wherever prescribed by the Academic Council.

11. AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES

The Syllabus and Courses of Study for each subject shall be prescribed by the Academic Council. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his general knowledge of the subject.

12. CHANGE OF STREAM

A candidate who having passed B.A./B.Sc./B.Com. Part-I examination of the Three-Year (General) Course desires to change the stream from Science to Arts, Commerce to Arts or Science/Arts to Commerce shall be permitted to do so provided that he takes the examination in all the subjects of the changed stream of Part-I examination (excluding the subjects in which he has already passed) subject to fulfillment of other statutory conditions for appearing in Part-I examination and the requirements prescribed for offering subjects other than those with which he has passed the Higher Secondary examination or an equivalent examination.

13. INTERNAL ASSESSMENT

20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field work wherever prescribed shall be reserved for internal assessment. The internal assessment shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose. There will be no internal assessment for private candidates and in their case the marks secured in the theory/practical examinations shall be raised proportionately in lieu of internal assessment.

14. ADDITIONAL SUBJECTS

- (i) A candidate who has passed Part-I/Part-II examination of the Three-Year (General) Course in any of the Faculties of Arts, Science, Social Sciences or Commerce and desires to appear in one or more subject(s) prescribed for the Part-I or Part-II examinations as additional subject(s) shall appear in any subsequent examination of Part-I or Part-II examination, as the case may be, in the subject(s) concerned provided he fulfills the other conditions prescribed under Statutes.
- (ii) A candidate who has already qualified all the parts of the B.A./B.Sc./B.Com. (General) Course be permitted to appear in additional subject(s) in a subsequent session/s or even all the three parts simultaneously in one session.

Provided that in the case of subject(s) involving practical examination a candidate

must have attended at least minimum of the irreducible number of practical sessions prescribed for the subject(s) in an affiliated/ constituent college.

No formal certificate shall be issued in lieu of having passed Part-I or Part-II examination in an additional subject. However, a candidate who qualifies all the three parts of additional subject(s) shall be conferred a formal certificate of having qualified the additional subject(s) concerned.

15. DATES OF EXAMINATIONS ¹⁰

Annual examination in each part will generally be held during March-April every year. Supplementary examination in each part will generally be held during October-November every year. However, exact dates and the centres of examination shall be fixed by the Controller of Examinations.

There shall be separate examination for regular and private candidates at B.A./B.Sc./B.Com. Part-I level in the annual session.

Notwithstanding anything contained above, candidates placed under reappear in two subjects of B.A./B.Sc.(other than Home Science group of subjects) and three papers of B.Com./B.Sc. Home Science group of subjects shall be eligible to appear in the Supplementary Examination of Part-I and Part-II of Three Year B.A./B.Sc./B.Com (General) Course Examinations.

16. DATES FOR SUBMISSION OF FORMS

Candidates shall fill up their examination forms prescribed by the University for seeking permission to sit in an examination within 45 days from the last date of admission without late fee to the class concerned of the college. They shall also pay the fees on the dates to be determined by the Principals of the Colleges concerned. The forms together with the fee shall be furnished to reach the University Office both in respect of Regular as well as Private candidates, not later than the dates indicated below:

Examination	Annual Examination		Supplementary Examination	
	Regular	Private	Regular	Private
Part-I	15 Oct.	15 Sept.	16 Aug.	1st July
Part-II	1st Nov.	1st Oct.	16 Aug.	1st July
Part-III	10 Nov.	10 Oct.	16 Aug.	1st July

or on such dates as may be approved by the Vice-Chancellor.

17. LATE ENTERTAINMENT OF FORMS

“Wherever the examination form/fee or both of a candidate is/are received in the University Office after the last prescribed date, he shall have to pay late fee as mentioned hereunder:

- a) For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. Rs. 90/-
- b) For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- Rs. 150/-

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

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination . Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination".¹²

18. EXAMINATION FEES

"The following shall be the rates of examination fees for the regular and private candidates for each part of the Three-Year B.A./B.Sc./B.Com. (General) Course Examination: ¹²

S.No.	Examination	Regular	Private Subjects	Science
(i)	Full subjects	Rs.250/-	Rs.330/-	Rs.30/- Each sub.
(ii)	Re-appear in more than one subject	-	Rs.330/-	
(iii)	Re-appear in one subject	-	Rs.250/-	
(iv)	Additional subject	-	Rs.250/-	
(v)	Maintenance of Service fee	Rs.20/-	Rs.20/-	
(vi)	Desk fee	Rs.25/-	Rs.25/-	

The above rates shall be subject to enhancement as may be determined by the Vice-Chancellor from time to time."¹²

19. PASS PERCENTAGE

- (i) The minimum number of marks required to pass the B.A./B.Sc. Part-I, Part-II and Part-III examinations shall be as follows :-
- 33% marks in General English (separately in the University examination and internal assessment).
 - 36% marks in other subjects not involving practical separately in the University examination and internal assessment.
 - 36% marks in the subject involving practical separately in the University examination and internal assessment in theory and also in practical.
- (ii) **B.Com.**
33% marks in each subject, separately in the University examination and internal assessment.
- (iii) A candidate who appears in more than one subject in Part-I or Part-II or Part-III of B.A./B.Sc./B.Com. (General) examination but fails in one or more than one subject in the University examination and/or internal assessment by a deficiency of not more than 1% marks of the maximum marks of the subjects in which he

appeared; shall be deemed to have passed the examination by adding the required number of marks in the subject(s) to his best advantage:

Provided that if a candidate appears in one subject only and fails in the University examination by a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the subject:

Provided further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

20. EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

A candidate who appears and passes in the practical examination (separately in the internal assessment and the University examination) of a subject but fails to qualify in that subject shall be exempted from appearing in the practical examination of that subject subsequently and the marks obtained by him in the last attempt in which he passed in the practical examination of a subject shall be carried over. Consequently he shall be required to appear in the theory part of that subject at the subsequent examination.

21. RE-APPEAR CATEGORY FOR FAILURES

“A candidate who fails in B.A./B.Sc./B.Com. Part-I, Part-II or Part-III examination but has secured pass marks, (separately in the internal assessment and the University examination) in a subject or subjects, shall, if he so desires, be exempted from appearing in such subject(s) and shall be allowed to appear in the remaining subject(s) in a subsequent examination(s) irrespective of the chances already availed on the payment of prescribed fee on each occasion and if he passes in the subject(s), he shall be declared to have passed the examination.

Provided that re-appear/failure candidates shall have to appear in the three year B.A./B.Sc./B.Com Part-I, II and III examination as per the syllabi in vogue”.¹⁵

“Provided that the examination shall be completed within seven consecutive chances from the date of his passing in one or more subject(s) in the first instance. However, if a candidate does not clear one or more backlog subject(s) in the stipulated time period, he shall be given one mercy chance over and above the chances mentioned above to clear the backlog in the session next to the last chance available under the statutes as per the prevailing courses of studies”.³

Provided further that whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he has missed to avail of any chance thus available to him for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

Provided also that if a candidate does not wish to avail of this concession, he shall intimate his intention to the University while submitting the examination form for the subsequent examination and the option once exercised will be treated as final and he shall not be allowed to revise his option thereafter.

“Notwithstanding anything contained in the aforesaid statute, the candidate who has

appeared in Part-III examination on the basis of his/her having re-appear in one subject/ paper only in Part-I or Part-II or Part-III and has availed all the chances, permissible under the Statute, may be given special chance over and above the chances permissible to him in the one subject only in Part-I or Part-II or Part-III, as the case may be".¹⁶

22. PROVISIONAL PERMISSION TO JOIN NEXT HIGHER CLASS UNDER RE-APPEAR CATEGORY

A candidate who has to re-appear in one subject only in either Part-I or Part-II examination shall be eligible to seek provisional admission/permission to the next higher class/ examination at his own risk and responsibility on a clear understanding that he shall qualify the subject in which he has been placed under re-appear category in one subject within the permissible Statutory chances failing which his provisional admission/ permission to the next higher class/examination shall stand cancelled.

23. PROVISIONAL ADMISSION FOR RE-APPEAR IN ONE SUBJECT AND PROVISIONAL DECLARATION OF RESULTS OF HIGHER EXAMINATIONS

"A candidate placed under re-appear in one subject/ paper of B.A./B.Sc./B.Com. Part-I examination may join Part-II class provisionally and /or be granted provisional permission to appear in the examination of Part-II subject to the condition that he has qualified the Higher Secondary Part-II (10+2) examination in full subjects. Result of B.A./B.Sc./B.Com. Part-II examination shall be declared provisionally till the clearance of the re-appear subject of Part-I examination within permissible chances. However, the result of B.A./ B.Sc./B.Com. Part-III examination of a candidate who has re-appear in one subject either in the Part-I or Part-II examination shall not be declared if passing in Part-III till he/she clears the backlog papers of Part-I/ II. A candidate who has passed the B.A./B.Sc./ B.Com. Part-I examination and has been placed under re-appear category in one subject of Part-II shall be eligible for admission/ permission to join/ appear in Part-III class/ examination provisionally. In such case if a candidate fails to clear the re-appear subject of Part-I or Part-II examination within permissible chances, his provisional admission/ permission to the next higher examination shall automatically stand cancelled and he/she may appear subsequently in all the subjects of the examination as a failure candidate".¹⁶

Explanation : It is intended that a candidate with two re-appears in two different Examinations compartments shall not be considered for admission to the next higher class. The result of such a candidate, who has to re-appear in one subject of Part- I/Part-II examination but has appeared in the Part-III examination provisionally shall not be declared till such time he successfully complete the Part-I/Part-II examination within permissible chances. In case such candidate fails to clear the re-appear subject of Part-I/Part-II examination within permissible chances, his provisional admission/ permission to Part-III/Part-II class/examination shall automatically stand cancelled and he may appear subsequently in all the subjects, as a failure candidate, of-

Part-I, Part-II and Part-III examinations if he fails to clear the re-appear subject of Part-I examination within the permissible chances.

OR

Part-II and Part-III examinations if he fails to clear the re-appear subject of

Part-II examination within the permissible chances.

If the result of higher examination of such a candidate is declared by mistake or oversight etc., the Controller of Examinations shall be competent to quash the same at any stage.

24. ISSUANCE OF MARKS CERTIFICATE

No formal certificate of having passed the Three-Year B.A./B.Sc./B.Com. (General) Part-I and Part-II examinations shall be issued. The candidates will, however, be supplied marks certificates indicating the marks secured in each subject (separately in the internal assessment as well as University examination) immediately after the declaration of result of each part of examination.

25. DETERMINATION OF DIVISION/DISTINCTIONS ETC.

- (i) The division of each successful candidate shall be determined on the basis of combined result of the Three-Year B.A./B.Sc./B.Com. (General) Course Part-I, Part-II and Part-III examinations.
- (ii) Successful candidates of B.A./B.Sc./B.Com. examinations who obtain 60% or more of the aggregate number of marks in the Part-I, Part-II and Part-III examinations taken together shall be placed in the first division. Those who obtain 48% or more but less than 60% shall be placed in the second division and all below 48% shall be placed in the third division.
- (iii) Those who obtain 75% or more of the aggregate number of marks shall be placed in the first division with distinction.
- (iv) A deficiency upto 1 % marks in the aggregate number of marks required for 1st or 2nd division shall be condoned for placing a candidate in the first or second division, as the case may be.

26. ISSUE OF DEGREE

A candidate who is declared to have qualified all the three parts viz. Part-I, Part-II and Part-III of the Three-Year B.A./B.Sc./B.Com. (General) Course examinations shall be awarded a Degree in the faculty concerned under Statutes.

27. NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR/COMPLETION/ ILLNESS CATEGORY

No candidate who passes the examination in parts i.e. under the categories of re-appear, completion and illness shall be entitled to a scholarship or a prize or medal.

28. COMPLETION CATEGORY

- (a) A candidate who has passed Honours examination in a Modern Indian Language or an Oriental Classical Language in the Faculty of Oriental Learning of the University or an equivalent examination of any other University or a body recognized by the University and examination in the subject of English of Higher Secondary Part-II (10+2 Pattern) examination of the J&K State Board of School Education or an examination recognized as equivalent thereto, may be permitted to appear in the B.A. Part-I examination in full subjects in the Faculty of Arts or Social Sciences at any subsequent examination. Such a candidate may, if he so desires, be

exempted from passing in the language in which he has passed the Honours examination.

- (b) A candidate who has passed B.A. Part-I examination under sub-Statute (a) above may be permitted to appear in the B.A. Part-II examination, after a gap of not less than one year from the date of his having appeared in B.A. Part-I examination. Such a candidate shall have to offer the same subjects in the B.A. Part-II examination with which he passed the B.A. Part-I examination and would be eligible for exemption from appearing and passing in the language in which he has passed the Honours examination.
- (c) A candidate who has passed B.A. Part-II examination under sub-Statute (b) above may be permitted to appear in the B.A. Part-III examination, after a gap of not less than one year from the date of his having appeared in the B.A. Part-II examination. Such a candidate shall have to offer the same subjects in the Part-III examination with which he passed the Part-II examination and would be eligible for exemption from appearing and passing in the language in which he has passed the Honours examination.

Provided that a candidate who seeks exemption from passing in the language in which he has passed the Honours examination may be awarded the same percentage of marks as obtained by him in the Honours examination in the language concerned by way of decreasing the marks proportionately to the level of 150 marks for determining the result of each part of examination in that subject.

29. PRIVATE CANDIDATE

A candidate who fulfills the statutory requirements as prescribed for regular candidates in the foregoing Statutes except the requirements of attendance and has been residing within the territorial jurisdiction of the University for a period of 3 months preceding the last date without late fee fixed for submission of forms for various parts of Three-Year B.A./B.Sc./B.Com. (General) Course examinations may be permitted to appear in either Part-I or Part-II or Part-III of the Three-Year B.A./B.Sc./B.Com. (General) Course examination as a private candidate.

Provided that a candidate who has remained on the rolls of an affiliated/constituent college or Directorate of Distance Education as a regular student for more than two months from the date of classification in the course leading to the examination in which he intends to appear during the academic year preceding the examination, will not be allowed to appear in the examination as a private candidate in that year.

Provided further that in respect of subjects where practical tests are involved such a candidate shall be required to produce a certificate duly signed by the Principal of the affiliated/constituent college concerned to the effect that the candidate has attended minimum irreducible number of practical sessions i.e. 25 in each practical subject proposed to be offered by him.

“Provided lastly that no candidate shall be permitted to appear in the BA/B.Com. Degree (General) Course, Part-I, Part-II and Part-III examinations w.e.f 1999 (Annual Session) onwards.

This will, however, not apply to the candidates likely to appear in the above examinations

as “Failure”, “Re-appear”, “Illness”, “Additional subject/s” or “Late College Student” Categories.

The candidates desirous of pursuing these courses may seek admission in the “Directorate of Distance Education”, University of Jammu for undergoing studies in these courses through correspondence”.¹³

30. AUTHORITY TO INTERPRET STATUTES

With a view to removing any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give authoritative interpretation of these Statutes and his interpretation shall be final and binding on all concerned.¹

References:

1. University Council Resolution No.36 dated 3.9.1991
2. University Council Resolution No.5 dated 23.5.1998
3. Notification No.Exams/BP/96/11 047-99 dated 9.10.96
4. Notification No. F Acd II/97/2204-2303 dated 29.05.1997
5. University Council Resolution No.41 dated 26-04-2000
6. University Council Resolution No. 32 dated 26-04-2000
7. University Council Resolution No. 46 dated 26-04-2000
8. University Council Resolution No. 39 dated 26-04-2000
9. University Council Resolution No. 36 dated 04-12-2001
10. University Council Resolution No. 28 dated 04-12-2001
11. University Council Resolution No. 24 dated 21-02-2003
12. University Council Resolution No. 98 dated 21-06-2004
13. No. F.A.Acd/II/98/491-590 dated. 09-05-1998
14. University Council Resolution No. 11 dated 21-06-2004
15. University Council Resolution No. 67.45 dated 25-02-2008
16. University Council Resolution No. 73 dated 21-06-2004
17. University Council Resolution No. 74 dated 21-06-2004
18. University Council Resolution No. 66.68 dated 21-04-2006

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CHAPTER XLII-A¹

ADD-ON COURSES FOR CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA COURSES

S.No.	Course Approved By UGC	For Starting In
1.	Commerce 1. E-Journalism 2. Entrepreneurship Development 3. Insurance Sciences 1. Bio-technology 2. Information technology 3. Food and Nutrition	Govt. Degree College, Kathua
2.	Arts/Social Science 1. Communicative skills & personality development 2. Creative writing and Journalism 3. Administrative and Management skills 4. Chinese Language Sciences 1. Clinical Dietetics 2. Pathological Laboratory techniques 3. Basic of Computers	Govt. college for Women, Gandhi Nagar, Jammu
3.	Commerce 1. Tourism & Travel Management 2. basic Statistics 3. Tax Procedures & Practices Sciences 1. Environment and Science Management 2. Non-conventional Energy Sources 3. Computer Applications (Data Care Management)	Maulana Azad Memorial College, Jammu
4.	Sciences 1. Advanced Computer Course 2. Web Designing 3. Industrial Electronics	Govt. GGM Science College, Jammu
5.	Arts/Social Sciences 1. Functional English 2. Tourism 3. E-Journalism	Govt. Degree College, Rajouri
6.	Arts/Social Sciences 1. Archeology and Museology 2. Functional English 3. Tourism and Travel Management Sciences 1. Food Processing and Quality Control 2. Information Management 3. Bio-Informatics	Govt. College for Women, Prade Ground
7.	Commerce 1. Insurance 2. Entrepreneurship 3. Secretarial Practice	Govt. Degree College, Udhampur

STATUTES GOVERNING ADD-ON COURSES (CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA)

Duration:

1. The period of instructions for the Certificate, Diploma and Advanced Diploma courses shall extend over a period of one year in each case. The examination shall be held as under:-
 - a) Certificate course at the end of first year
 - b) Diploma course at the end of second year; and
 - c) Advanced Diploma course at the end of the third year.

Qualifying Examination for Admission

2. The courses shall be open to a person while undertaking a Three Year (General) Degree course as a regular student in the college as under:-
 - a) Certificate course - a candidate who has passed the higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognised as equivalent thereof.
 - b) Diploma Course - a candidate who has passed the part-I examination of the three year degree course and certificate course at 2(a), examination of this University.
 - c) Advanced Diploma - a candidate who has passed the Part-II examination of the three year degree course and Diploma course at 2(b), examination of this University.

Number of Seats

3. Number of seats in any Add-on course shall be determined by the Principal of the College keeping in view infrastructure, faculty, Guest Faculty available in a college.

Minimum Attendance for Regular Students

4. Each Add-on Course examination shall be open to a student who is of good character and has attended not less than 75% of the periods of the each Add-on course of lectures delivered to the class in each of the Add-on courses offered, and where Practical work is involved in the Add-on Course, a candidate intending to appear having attended not less than 75% of the periods assigned to practical work or any other component. In addition to theory part, as the case may be. A student should put in at least six sessions each of 40 minutes of practical work per week. Provided that the minimum irreducible number of practical sessions required to be attended by each student in each part of the examination shall be 25.

Note : "Authorization to the Govt. and Private Degree Colleges affiliated to the University of Jammu to run the Add-on Courses on their own level and get the certificates to be issued to the candidates authenticated by the Controller of Examinations."²

Condonation of Lectures

5. i) The Principal of an affiliated/constituent college may condone shortage in attendance of a student in each subject upto five lectures in theory and three sessions in practicals in each part of examination, as the case may be, if 75% of the periods assigned to practical work in a subject exceed the minimum irreducible number of practical sessions required under statutes i.e. 25 in each subject. A student whose deficiency is not condoned or is not condonable by the Principal under the authority vested in him by the statutes shall not be permitted to appear in the annual examination but shall be permitted to appear, if he remains on the rolls of the college as a regular student and attends 75% of lectures delivered from the date of next classification or the date on which he has joined, whichever is earlier, upto the commencement of the examination, provided that the number of lectures he attended is not less than the number by which he fell short in the Add-on Course. Provided also that no Condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the next year examination.
- ii) A student who fails to meet the above requirements at 4(i) shall not be permitted to seek further admission in Add-on course.

Inter college Migration

6. No Inter-college migration shall be allowed in Add-on courses.

Status of Students Enrolled in the Directorate of Distance Education

7. No candidate, admitted to Directorate of Distance Education shall be allowed to seek admission in any add-on course.

Attendance in Lieu of Participation in Games etc.

8. Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal of the concerned institution shall for the purpose of condoning deficiency in attendances incurred by the student on account of such participation be treated as present on all the working days during the days of his absence for a period not exceeding 15 working days in an academic session:
 - a) State representation in International/ All India competitions organised by agencies, which are recognised by the Board of Sports and Youth Welfare.
 - b) Participation in the Inter University competitions held under the auspices of University or any other recognised Institution as a member of the University team.
 - c) Participation in the Inter-College Competitions organised by the University as a member of the team of participant Institutions.
 - d) Participation in N.C.C, N.S.S. and National Integration Samiti activities as a member of a recognised Institution.
 - e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/ Inter University Competitions.

- f) Participation in the Mountaineering/Hiking/ Trekking/ Skiing/ rock Climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University.

Scheme of Examinations

9. i) The number of papers shall be as approved by the Academic Council
- ii) Duration of Examination:
- a) Theory - 3 hrs
- b) Practical - 2hrs
- iii) There will only be annual examination. There shall be No Supplementary examinations.
- iv) Max. Marks : 100
- Distribution of marks shall be as under:
- a) Where practicals are not involved:
- | | | |
|----------------------|---|----------|
| Written examinations | : | 80 marks |
| Internal assessment | : | 20 marks |
- b) Where practicals are involved:
- | | | |
|-------------------------|---|----------|
| i) Theory | : | 60 marks |
| Written examination | : | 48 marks |
| Internal Assessment | : | 12 marks |
| ii) Practical | : | 40 marks |
| University Examinations | : | 20 marks |
| Internal Assessment | : | 20 marks |

Authority For Prescription of Courses of Studies

10. The Academic Council shall prescribe the syllabi and courses of study for each Add-on course. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books are prescribed, a candidate shall be required not only to show a through knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to test the candidates general knowledge of the course.

Internal Assessment

11. 20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including fieldwork wherever prescribed shall be reserved for internal assessment shall be awarded and record thereof maintained in accordance with the regulations prescribed for the purpose in case of B.A./B.Sc./B.Com(Gen) course.

Date of Examinations

12. Annual examination in each course will generally be held during March-April every year. However, exact dates and centres of examination shall be fixed by the Vice Chancellor and notified by the Controller of Examinations.

Dates for submission of forms

13. Candidates shall fill up their examination forms prescribed by the University for seeking permission to sit in an examination within 45 days from the last date of admission without late fee to the concerned class of the respective college. They shall also pay the fees on the dates to be determined by the principal of the concerned college. The forms together with the fee shall be furnished to reach the University office not later than the dates fixed for B.A./B.Sc./B.Com (Gen) course or on such dates as may be approved by the Vice chancellor.

Late Entertainment of Forms

14. Wherever the examination form/fee or both of a candidate is/are received in the University Office after the last prescribed date, he shall have to pay late fee as mentioned hereunder:
- i) Rs. 90/- 1st count of 15 days after the last date prescribed for receipt of form/fee or both
 - ii) Rs. 150/- another count of 15 days delay after the expiry of last date with a late fee of Rs. 90/-
 - iii) An additional late fee of Rs. 30/- per day after the expiry of last date with late fee of Rs. 150/- subject to a maximum of Rs. 750/- upto 30 days before the commencement of examination and thereafter Rs. 1000/- late fee upto 5 days before the commencement of the examination, provided question papers are available and can be sent to the centre of examination. Further, late submitted case @ Rs. 2000/- with special permission from the Vice Chancellor provided question papers are available and can be sent to the centre of examination.

Examination Fees

15. There shall be a fee of Rs.250/- to appear in the examination as a regular student. In addition to the said fee, a candidate offering a subject including practical test shall have to pay additional fee of Rs. 30/- per subject. The candidate shall have also to pay Rs. 20/- as maintenance fee and Rs. 25/- as a Desk fee. No other fees shall be charged by the University from the students having enrolled for Add-on courses except the fees fixed/ to be fixed by the college in consultation with the State Govt.

Pass Percentage

16. The minimum number of marks required to pass the Add-on courses examination shall be as follows:
- 40% in each paper

Re-evaluation

17. There will be no provision for re-evaluation in the Add-on courses.

Issuance of Marks Certificate

18. No formal certificate of having the Add-on course shall be issued. The candidate will, however, be supplied marks certificates indicating the marks secured in each subject (separately in the internal assessment as well as University examination) immediately after declaration of result of each part of the examination.

19. i) The division of each successful candidate shall be determined on the basis of combined result of the three years of Add-on courses i.e. Certificate Course/ Diploma course/Advanced courses.
- ii) Successful candidates of three years of Add-on courses i.e. certificate course/ Diploma course/Advanced course examination that obtain 60% marks in the examinations taken together shall be placed in the first division. Those who obtain 50% or more but less than 60% shall be placed in the second division and all below 50% shall be placed on the third division. A minimum of 40% shall be the pass percentage for a given course.
- iii) Those who obtain 75% or more of the aggregate number of marks shall be placed in the first division with distinction.
- iv) A deficiency upto 1% marks in the aggregate number of marks required for 1st and 2nd division shall be condoned for placing a candidate in the first or second division, as the case may be.

Issue of Certificate/Diploma

20. A candidate who is declared to have qualified in the certificate course at the end of first year shall be awarded certificate for the respective Add-on course. A candidate who is declared to have qualified in the Diploma course/Advance Diploma course at the end of second/third year shall be awarded Diplomas for the respective Add-on courses.

Authority to Interpret Statutes

- 21 With a view to removing any difficulty arising out of the application and implementation of these Statutes, the Vice chancellor shall be competent to give authoritative interpretation of these Statutes, and his interpretation shall be final and binding on all concerned.

Reference:

1. University Council Resolution No. 66.94 dated 21-04-2006
2. University Council Resolution 67.93 dated 25-02-2008

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CHAPTER-XLIII

STATUTES GOVERNING BACHELOR'S DEGREE COURSE IN BUSINESS ADMINISTRATION (B.B.A. COURSE).¹

1. NOMENCLATURE

There shall be a Bachelor's Degree Course in Business Administration (hereinafter referred to as BBA Course) in the Faculty of Management Studies.

2. DURATION

The BBA Course shall be of the duration of three academic years and examination shall be conducted in three parts viz. Part-I at the end of the first year of the course, Part-II at the end of the second year of the course and Part-III at the end of third year of the course.

3. INTAKE

The number of seats in the first year of the BBA Course in an academic year shall not exceed 30 in an affiliated/constituent College.

4. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be English.

5. ELIGIBILITY AND SELECTION PROCEDURE

5.1 "Admission to Part-I class of the BBA Course shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized as equivalent thereto and has obtained at least 50% of the aggregate marks in the qualifying examination in case of General Category candidate and 45% marks in case of SC/ST candidates.

Provided further that only those candidates will be admitted to BBA Part-I class who have appeared in the Common Written Entrance Test to be conducted by the University. The test would be objective in nature and cover English, Verbal Reasoning, General Knowledge and quantitative aptitude. The admission shall, however, be made strictly in order of rank in the merit list of the result of Entrance test."⁵

5.2 All candidates seeking admission to BBA Course Part-I shall be required to appear in the written Entrance Test of 80 maximum marks to be designed and conducted by an Agency approved by the Principal in case of Government College and by the Vice-Chancellor in case of Non-Government College.

5.3 Minimum marks required to pass the Entrance Written Test shall be 50% of the aggregate marks assigned to this component.

5.4 In case more than 90 candidates qualify the Written Entrance Test, only first 90 candidates in order of merit shall be called for group discussion and interview. The group discussion and interview, each, shall carry 10 maximum marks.

5.5 Merit list of candidates based on the performance in the Written Entrance Test, group discussion and interview shall be prepared and selection of candidates for admission shall be made strictly in order of merit.

6. ELIGIBILITY TO THE EXAMINATION

6.1 Part-I examination of the BBA Course shall be open to a regular student who having fulfilled the qualifications and conditions mentioned in Statute-5:

- a/ has been on the rolls of the College for at least one academic year immediately preceding the examination;
- b/ has been a person of good conduct and has performed the work of the class satisfactorily;
- c/ has attended not less than 75% of the lectures, seminars, tutorials, etc. in each paper conducted upto 15 days before the commencement of examination;
- d/ submits the prescribed Application Form for admission to the examination in accordance with the Statutes and the schedule prescribed for the purpose.

6.2 Part-II examination shall be open to a person who has passed Part-I examination not less than one academic year previously, and Part-III examination shall be open to a person who has passed Part-II examination not less than one academic year previously and fulfils the conditions mentioned at Statute 6.1 (a), (b), (c) and (d).

Provided that in the case of a candidate who passes BBA Part-I or BBA Part-II examination under the category of compartment/re-appear/illness in one paper only, the period of one academic year shall be counted from the session in which he was placed under compartment/re-appear/illness category in one paper only.

7. SUBMISSION OF APPLICATION FORMS FOR ADMISSION TO EXAMINATIONS

Application in the prescribed form for admission to Part-I, Part-II or Part-III examination duly filled in and accompanied by the fee as prescribed under Statute-9 and the requisite certificates must reach the Controller of Examinations on or before the dates mentioned below :-

Examination	Annual	Supplementary
Part-I	15 October	16 August
Part-II	1st November	16 August
Part-III	10 November	16 August

or such dates as may be approved by the Vice-Chancellor.

8. LATE ENTERTAINMENT OF FORMS

“Wherever the examination form/fee or both of a candidate is/are received in the University office after the last date mentioned in the Statute- 7, he shall have to pay late fee as mentioned hereunder :-

- i) For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. Rs. 90/-

- ii) For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- Rs. 150/-
- iii) An additional late fee per day after the expiry of last date with late fee of Rs. 150/- Rs.30/-per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination . Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination”.³

9. EXAMINATION FEES

"The following shall be the rates of examination fees for the regular and private candidates for each part of the BBA Course/examination:

S.No.	Examination	Regular	Private Subjects	Science
i)	Full subjects	Rs.250/-	Rs.330/-	Rs.30/- Each sub.
ii)	Re-appear in more than one subject	-		Rs.330/-
iii)	Re-appear in one subject	-		Rs. 250/-
iv)	Additional subject	-		Rs.250/-
v)	Maintenance of Service fee		Rs.20/-	Rs.20/-
vi)	Desk fee		Rs.25/-	Rs.25/-

The above rates shall be subject to enhancement, as may be approved by the Vice-Chancellor, from time to time.”³

10. Notwithstanding anything contained in these Statutes, the Syndicate of the University shall have the power to exclude any candidate from appearing in any examination, if it is satisfied after enquiry, that such a candidate is not a fit person to be admitted thereto.

11. DATES OF EXAMINATIONS

Annual examination in each part shall normally begin in March-April or May every year. Supplementary examination in each part shall normally start in October-November every year. However, exact dates shall be fixed by the Vice-Chancellor in consultation with the Controller of Examinations.

12. CONDONATION OF LECTURES

- i/ The Principal of the College may condone shortage in attendance of a student upto five only in each paper. A student, whose deficiency in attendance is not condoned or is not condonable by the Principal under the authority vested in him by this Statute, shall not be permitted to appear in the Annual examination but shall be permitted to appear in the same year at the supplementary examination,

if he remains on the rolls of the College as a regular student and attends the required number of lectures delivered and/or seminars/tutorials held from the date of next classification or the date on which he has joined, whichever is earlier, upto the commencement of the supplementary examination, provided that the number of lectures he attended is not less than the number by which he fell short in the paper(s). Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures/ seminars/tutorials for admission to the supplementary examination.

- ii/ A student who fails to meet the above requirements of the Statute shall not be permitted to appear in the supplementary examination but may be permitted to appear in the next annual examination provided he continues to remain on the rolls of the College upto the commencement of the next annual examination and attends 75% of the lectures delivered and/or seminars/tutorials held during the full academic session from the date of classification or the date on which he joined for the supplementary examination, whichever is earlier upto the commencement of the next annual examination. Provided that in case such a student again falls short of lectures he shall not be allowed to seek admission to that course in any affiliated/constituent College thereafter.

13. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 30 working days in an academic session :-

- a/ State representation in International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
- b/ Participation in the Inter-University Competition held under the auspices of a University or any other recognized Institution as a member of the University team.
- c/ Participation in the Inter-College Competitions organised by the University as a member of the team of participating Institutions.
- d/ Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognized Institutions.
- e/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of state or University team in the National/All India/Inter-University Competitions.
- f/ Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-climbing or other such activities organised under the auspices of the State Govt./University as a member of the Institution affiliated/recognised by the University.

14. COURSES OF STUDIES

The syllabi & courses of study for each part shall be prescribed by the Academic Council. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his general knowledge/skills of the paper.

15. INTERNAL ASSESSMENT

20% of the marks allotted to each paper shall be reserved for internal assessment. The internal assessment shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose. The internal assessment awards of the candidate who fails in the examination shall be carried forward to the subsequent examination.

16. SCHEME OF EXAMINATION ²

The scheme of examination for each part of the BBA Course shall be as under :-

A. Part-I

The following papers are prescribed for the Part-I of the BBA Course :-

- I - Business Organisation and Management
- II - Business Communication
- III - Principles of Economics
- IV - Business Statistics
- V - Fundamentals of Accounting
- VI - Office Organisation and Management
- VII - Introduction to Computers

B. Part-II

The following papers are prescribed for the Part-II of the BBA Course.:-

- I - Business Laws
- II - Personnel Management
- III - Financial Management
- IV - Marketing Management
- V - Management Techniques & Practices
- VI - Management Accounting
- VII - Quantitative Techniques

C. Part-III

The following papers are prescribed for the Part-III of the BBA Course :-

Compulsory:

- I - Management Information System
- II - Industrial & Business Environment

III Specialisation Group:

Any four of the following prescribed papers should be opted by the students:-

A. Marketing Group:

1. Sales and Distribution System
2. Consumer Behaviour and Marketing Research
3. Advertising & Sales Promotion
4. Marketing of Services
5. Foreign Trade and Exchange.

B. Accounting and Finance Group:

1. Management of Working Capital
2. Financial Decision Analysis
3. Indian Financial System

4. Corporate Tax Planning
5. Corporate Law and Practice.

C. Human Resource Development Group:

1. Industrial Relations
2. Labour Legislation
3. Human Resource Development
4. Labour Welfare & Social Security

IV	Comprehensive Viva-voce examination	...50 marks
V	Project Report	...50 marks

There shall be a job training spread over a period of 30 days after the termination of BBA Part-II examination in an Industrial/Business/Commercial organisation on the specialization group of study to be allotted by the College concerned. After completion of the job training, a certificate of successful completion of training from the Head of the concerned organization shall be obtained and a project report on the training undergone shall be submitted by each student. There shall be a viva-voce examination on the project report submitted by the candidate.

The viva-voce examinations shall be conducted jointly by one external and one internal examiner to be appointed by the University.

Each paper in Part-I, Part-II or Part-III course shall be of 100 marks, of which 20 marks shall be reserved for internal assessment. Consequently each question paper set for Part-I, Part-II or Part-III examination shall carry 80 maximum marks and shall be of the duration of 3 hours. Viva-voce examinations mentioned at 16-IV and V each shall carry 50 marks.

17. PASS PERCENTAGE

- i/ The minimum number of marks required to pass Part-I, Part-II or Part-III examination shall be as under :-
 - a/ 40% of the total marks in each paper (separately in the University examination and internal assessment);
- ii/ A candidate who appears in more than one paper in Part-I, Part-II or Part-III of BBA examination but fails in one or more than one paper in the University examination and/or internal assessment by a deficiency of not more than 1 % marks of the maximum marks of the paper/s in which he appeared, shall be deemed to have passed the examination by adding the required number of marks in the paper(s) to his best advantage;

Provided that if a candidate appears in one paper only and fails in the University examination for a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the paper;

Provided further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

18. RE-APPEAR CATEGORY

A candidate who fails only in one paper of BBA Part-I or Part-II examination but has

secured pass marks (separately in the internal assessment and the University examination) in the remaining papers, shall, if he so desires, be exempted from appearing in such papers of Part-I or Part-II, as the case may be. Likewise, a candidate who fails only in one paper of BBA Part-III examination but has secured pass marks (separately in the internal assessment and the University examination) in the remaining papers or a candidate who fails only in one of the two viva-voce examination but secures pass marks in all the written papers and one viva-voce examination, shall, if he so desires, be exempted from appearing in such papers or viva-voce examination, as the case may be.

Such a candidate shall be allowed to appear in the paper or viva-voce examination, as the case may be, in which he has failed in the subsequent examination(s) on payment of prescribed fee on each occasion and if he passes in the paper or viva-voce examination, as the case may be, he shall be declared to have passed the examination.

Provided that the examination shall be completed within next two consecutive chances from the date of his/her passing in six written papers in the first instance. In case he fails to secure pass marks in the paper (in which he had failed) within next two subsequent chances, he shall not be eligible to pursue the course or appear in examination thereafter.

Provided further that if a candidate does not wish to avail of this concession, he shall intimate his intention to the University while submitting the examination form for the subsequent examination and the option once exercised will be treated as final and he shall not be allowed to revise his option thereafter.

19. PROVISIONAL ADMISSION TO NEXT HIGHER CLASS ⁴

A candidate placed under re-appear in one paper of B.B.A Part-I examination may join Part-II class provisionally and /or be granted provisional permission to appear in the examination of Part-II subject to the condition that he has qualified the Higher Secondary Part-II (10+2) examination in full subjects. Result of BBA Part-II examination shall declared provisionally. However, the result of BBA Part-III examination of a candidate who has re-appear in one paper either in the Part-I and/or Part-II examination shall not be declared till he/she clears the backlog papers of Part-I/II. A candidate who has passed the BBA Part-I examination and has been placed under re-appear category in one paper of Part-II shall be eligible for admission/permission to join/appear in Part-III class/ examination provisionally. In such case if a candidate fails to clear the re-appear paper of Part-I or Part-II examination within permissible chances, his provisional admission/ permission to the next higher class/ examination shall automatically stand cancelled without further notice. Thereafter, such a candidate shall not be eligible either to pursue the course or to appear in the examination(s) of this course as a private candidate.

20. ISSUANCE OF MARKS CERTIFICATE

No formal certificate of having passed the BBA Part-I and Part-II examinations shall be issued. The candidate will, however, be supplied marks certificates indicating the marks secured in each paper (separately in the internal assessment as well as University examination) immediately after the declaration of result of each part of examination.

21. DETERMINATION OF DIVISIONS/DISTINCTION

The successful candidates shall be classified in the following three categories determined on the basis of aggregate marks in Part-I, Part-II and Part-III examination taken together:-

First Division with distinction	75% and above
First division	60% and more but less than 75%
Second division	50% and more but less than 60%
Third division	40% and more but less than 50%

Deficiency upto 1 % marks in the aggregate marks required for 1st or 2nd division only shall be condoned for placing a candidate in the first or 2nd division, as the case may be.

22. ISSUE OF DEGREE

A candidate who is declared to have qualified all the three parts viz. Part-I, Part-II and part III of the BBA Course shall be awarded a Degree in the Faculty of Management studies under Statutes.

23. NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR/ILLNESS CATEGORY

A candidate who passes Part-I, Part-II or Part-III examination under re-appear or illness category shall not be entitled to a scholarship, prize or medal.

24. REMOVAL OF DIFFICULTIES

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 orders as he may deem fit under the circumstances.

References:

1. University Council Resolution No. 12 dated 05-04-1999
2. University Council Resolution No. 14 dated 15-01-2001
3. University Council Resolution No. 98 dated 21-06-2004
4. University Council Resolution No. 66.109 dated 21-04-2006
5. University Council Resolution No. 68.16 dated 27-03-2009

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CHAPTER XLIII-A

STATUTES GOVERNING BACHELOR'S DEGREE COURSE IN COMPUTER APPLICATIONS(B.C.A.). ¹

1. NOMENCLATURE

There shall be a Bachelor's Degree Course in Computer Applications (Hereafter referred to as B.C.A. Course) in the Faculty of Science.

2. DURATION

The B.C.A. Course shall be of the duration of three academic years and the examination shall be conducted in three parts viz. Part-I at the end of the first year, Part-II at the end of the second year and Part-III at the end of third year of the course.

3. INTAKE

The number of seats in the first year of the BCA Course in an academic year in each college shall be those as prescribed by the University from time to time.

4. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be English.

5. ELIGIBILITY AND SELECTION PROCEDURE

Admission to Part-I class of the BCA Course shall be open to those candidates who have passed Higher Secondary Part-II Examination (Under 10+2 pattern) of the J&K State Board of School Education or an examination recognized as equivalent thereto with Mathematics as one of the subjects and has obtained atleast 50% of the aggregate marks in the qualifying examination.

Provided that only those candidates will be admitted to BCA Part-I class who have passed the Common Written 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.

6. MINIMUM ATTENDANCE REQUIREMENT

Each part of the examination shall be open to a student who is of good character and has attended not less than 75% of the periods of the full course of lectures delivered to the class in each of the subjects offered and 75% of the sessions assigned to practical work i.e. each session will be of two hours duration.

7. CONDONATION OF LECTURES

- i) The Principal of an affiliated/constituent college may condone shortage in attendance of a student in each subject upto five lectures in theory and three sessions in practical in each part of BCA examination as the case may be. A student, whose deficiency is not condoned or is not condonable by the Principal under the authority vested in him by this Statute, shall not be permitted to appear in the same year at the supplementary examination, if he remains on the rolls of the College as a regular student and attends 75% of lectures delivered from the date of next classification or the date on which he has joined, whichever is earlier, upto the commencement of the supplementary examination provided that the number of lectures he attended is not

less than the number by which he fell short of attendance in the subject or subjects. Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the supplementary examination

- ii) A student who fails to meet the above requirements of Statute 7(i) shall not be permitted to appear in the supplementary examination but may be permitted to appear in the next annual examination provided he continues to remain on the rolls of the College upto the commencement of the next annual examination and attends 75% of the lectures delivered during the full academic session from the date of classification or the date on which he joined the course to complete the shortage to appear in the supplementary examination whichever is earlier, upto the commencement of the next annual examination. Such a student shall study and appear in the annual examination according to the Syllabi and Courses of Study prescribed for the regular students of that session.

Provided also that in case such a student again falls short of lectures he shall not be allowed to seek admission to that course in any affiliated College in any subsequent year.

8. INTER-UNIVERSITY MIGRATION

- a) A candidate having remained on the roll of an affiliated/constituent College for less than one academic year but before his admission to the college as an inter-University migration case during the session has attended the corresponding course in that session in any other recognized University for the period short of that prescribed may be admitted to the course of either Part-I or Part-II or Part-III by the Principal of a College provided he is satisfied that-
 - i) migration is not being sought to evade the admission requirements of the University;
 - ii) the courses of study prescribed/pursued by the candidate in the University from which he seeks migration are not materially different from the courses prescribed in this University;
 - iii) the candidate would be in a position to satisfy the attendance and other Statutory requirements prescribed by the University for admission to the course and appearance in the examination.
- b) A candidate who has passed Part-I/Part-II examination/s from any other recognized University may be considered for admission by the Principal of an affiliated/Constituent college to Part-II/Part-III class if the candidate is otherwise found eligible.

Provided that such a candidate who has not qualified Part-I or Part-II examination with the subjects/combination of subjects for which he intends to seek admission to the next class in this University shall be required to qualify the subject or subjects of the qualifying examination/s of this University as may be determined by the Vice-Chancellor in consultation with the Convener, Board of Studies. The Marks obtained in BCA Part-I and Part-II conducted by another University from which the candidate has migrated shall be taken into account for determining the final result/division (by increasing or reducing the marks in accordance with the maximum marks of the BCA Part concerned of this University).

9. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

Any candidate who participates in Games, Cultural and other co-curricular activities as defined below with the prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on a period not exceeding 30 working days in all the working days during the days of his absence such account for an academic year

- a) State representation in International/All India Competitions organized by agencies, which are recognized by the Board of Sports and Youth Welfare.
- b) Participation in the Inter-University Competitions held under the auspices of a University or any other recognized Institution as a member of the University team.
- c) Participation in the Inter-College Competitions organized by the University as a member of the team of participating institutions.
- d) Participation in NCC, NSS and National Integration Samiti activities as a member of recognized institutions.
- e) Participations in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.
- f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.

10. SCHEME OF EXAMINATION

A student shall offer the following subjects:-

1. General English
2. Mathematics
3. Computer Science and Application-I
4. Computer Science and Application-II

The scheme of examination in each part of the course shall be as under:-

a) General English

In Part-I, II & III examinations, General English shall consist of two written papers carrying 40 marks in each paper and 20 marks for internal assessment. The duration of the written examination in each paper shall be three hours.³

b) Mathematics

There shall be two written papers carrying 60 marks in each paper and 30 marks for Internal Assessment. The duration of the written examination in each paper shall be three hours.

c) Computer Science and Application I & II

There shall be two written papers carrying 40 marks in each paper and 20 marks for Internal Assessment and a practical test in each part carrying 25 marks for external examination and 25 marks for Internal Assessment in the practical of each part. The duration of examination in each written paper shall be three hours.

d) Practical

The duration of each practical test shall be as mentioned in the Syllabi & Courses of Study.

11. INTERNAL ASSESSMENT

The marks in Internal Assessment shall be awarded to the candidates and record thereof maintained in accordance with the Regulations prescribed for the purpose.

12. DATES OF EXAMINATIONS

Annual examination in each part will generally be held during March-April every year. Supplementary examination in each Part will generally be held during October-November every year. However, exact dates and the centers of examination shall be fixed by the Controller of Examinations.

13. DATE OF SUBMISSION OF EXAMINATION FORMS

Prescribed application form for Part-I, Part-II or Part-III examinations, duly filled in and accompanied by the fee as prescribed from time to time alongwith the requisite certificates as required under the Statutes must reach the Controller of Examinations on or before the date mentioned below:-

Examination	Annual Examination	Supplementary Examination
Part-I	15th October	16 August
Part-II	1st November	16 August
Part-III	10 November	16 August

14. EXAMINATION FEES

"The following shall be the rates of examination fees or as may be prescribed from time to time for the Regular/Re-appear candidates for appearing in each part of the BCA examinations:-

	Regular	Private
I Full Subjects	Rs.250/-	Rs.330/-
II Re-appear in one subject only		Rs. 250/-
III Maintenance of Service fee	Rs.20/-	Rs. 20/-
IV Desk Fee	Rs.25/-	Rs.25/-

In addition to the above, a candidate shall have to pay additional fee @ Rs.25/- per subject, involving practicals or as may be prescribed from time to time."⁴

15. LATE ENTERTAINMENT OF EXAMINATION FORMS

"Wherever the examination form/fee or both of a candidate is/are received in the University office after the last date mentioned in Status-13, he shall have to pay late fee as mentioned hereunder or as may be prescribed by the University from time to time.

- i) Rs. 90/- for 1st count of 15 days after the last date prescribed for receipt of form/fee or both without late fee.

- ii) Rs. 150/- for another count of 15 days delay after the expiry of last date with a late fee of Rs. 90/-
- iii) An additional late fee of Rs.30/- per day after the expiry of last date with late fee of Rs. 150/- subject to the maximum of Rs.750/- upto 30 days before the commencement of the examination and thereafter Rs. 2000/- late fee upto 15 days before the commencement of the examination. Further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to the centre of examination."⁴

16. PASS PERCENTAGE

The minimum number of marks required to pass Part-I, Part-II or Part-III examination shall be as under:-

- I. (a) 33% marks in General English(Separately in the University examination and internal assessment)
- (b) 36% marks in Mathematics(Separately in the University examination and the Internal Assessment).
- c) 40% marks in each paper of Computer Application separately in the written examination, practical and Internal Assessment.
- II A candidate who appears in the full examination of Part-I, Part-II or Part-III but fails in one subject in the University examination by a deficiency of not more than 1% marks of the maximum marks of the subjects in which he has appeared, shall be deemed to have passed the examination by adding the required number of marks in the subject(s) to his best advantage;

Provided that if a candidate appears in one subject and fails in the University examination for a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the subject;

Provided further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

17. REAPPEAR CATEGORY

A candidate who fails only in one subject of BCA Part-I, Part-II examination but has secured pass marks (separately in the University examination and the Internal Assessment) in the remaining subjects shall be exempted from appearing in such subject/s of Part-I or Part-II, as the case may be. Likewise, a candidate who fails only in one subject of BCA Part-III examination but has secured pass marks(separately in the University examination and the internal assessment) in the remaining subjects shall be exempted from appearing in such subjects. Such candidate shall be allowed to appear in the subject in which he has failed in the subsequent examination(s) on payment of prescribed fee on each occasion and if he passes in the said subject he shall be declared to have passed the examination.

Provided that the examination shall be completed within next four consecutive chances from the date of his/her passing in the three subjects in the first instance. In case he fails

to secure pass marks in the subject (in which he had failed) within four chances, he shall not be eligible to pursue the course or to appear in the examination thereafter.

18. EXEMPTION TO REAPPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED

A candidate who appears and passes in the practical examination (separately in the University examination and internal assessment) of a subject but fails to qualify in that subject shall be exempted from appearing in the practical examination of that subject subsequently and the marks obtained by him in the practical examination shall be carried over. Consequently he shall be required to appear in Theory part of the subject at the subsequent examination.

19. PROVISIONAL ADMISSION/PERMISSION TO JOIN NEXT HIGHER CLASS UNDER REAPPEAR CATEGORY. ²

A candidate placed under re-appear in one paper of B.C.A Part-I examination may join Part-II class provisionally and /or be granted provisional permission to appear in the examination of Part-II subject to the condition that he has qualified the Higher Secondary Part-II (10+2) examination in full subjects. Result of BCA Part-II examination shall be declared provisionally. However, the result of BCA Part-III examination of a candidate who has re-appear in one paper either in the Part-I and/or Part-II examination shall not be declared till he/she clears the backlog papers of Part-I/II. A candidate who has passed the BCA Part-I examination and has been placed under re-appear category in one paper of Part-II shall be eligible for admission/permission to join/appear in Part-III class/ examination provisionally. In such case if a candidate fails to clear the re-appear paper of Part-I or Part-II examination within permissible chances, his provisional admission/ permission to the next higher class/ examination shall automatically stand cancelled without further notice. Thereafter, such a candidate shall not be eligible either to pursue the BCA course or to appear in the examination(s) of this course as a private candidate.

20. DECLARATION OF RESULT OF HIGHER EXAMINATIONS GRANTED PROVISIONAL PERMISSION UNDER REAPPEAR CATEGORY

A candidate placed under reappear in one subject of BCA Part-I and joined Part-II class provisionally and /or granted provisional permission to appear in the examination of Part-II, his result of BCA Part-II examination shall not be declared till he passes in the reappear subject of Part-I within the permissible chances. Likewise the result of Part-III of a candidate who has to reappear in one subject of Part-II examination and granted provisional permission to appear in Part-III examination shall not be declared till he clears the subject of Part-II within the permissible chances.

21. ISSUANCE OF MARKS CERTIFICATES

No formal certificate of having passed Part-I and Part-II of Three Year BCA (General) course examinations shall be issued. The candidate/s will, however, be supplied marks certificates indicating the marks secured in each subject (Separately in the written examination, practical examination and internal assessment) immediately after the declaration of result of each part of the examination.

22. DETERMINATION OF DIVISION/DISTINCTION ETC.

The successful candidates shall be classified in the following categories determined on the basis of aggregate marks in Part-I, Part-II and Part-III examinations taken together:-

- i) First Division with Distinction 75% and above

- | | |
|----------------------|---------------------------------|
| ii) First Division | 60% and above but less than 75% |
| iii) Second Division | 50% and above but less than 60% |
| iv) Third division | Less than 50% |

Deficiency upto 1% marks in the aggregate marks required for I or II Division only shall be condoned for placing a candidate in the I or II Division, as the case may be.

23. ISSUANCE OF DEGREE

A candidate who is declared to have qualified all the three parts viz, Part-I, Part-II and Part-III of the Three Year BCA course examination shall be awarded a degree in the faculty concerned under the Statutes.

24. NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR/ILLNESS CATEGORY

No candidate who passes the BCA examination in parts i.e. under the categories of reappear or illness shall be entitled to a scholarship or a prize or a medal.

25. AUTHORITY TO INTERPRET STATUTES

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 orders as he may deem fit.

Regulations governing admission to three years Bachelor's Degree course in Computer Applications⁵(BCA) in colleges/institutions(Govt. & Non-Govt.) affiliated to the university of Jammu

1. These regulations shall be called "Regulations governing admission to 3 years BCA course in the colleges/institutions (Govt./Non Govt.) affiliated to the University of Jammu through Common Entrance Test.

2. Eligibility:

Admission to Part-I class of the BCA course shall be opened to those candidates who have passed higher secondary Part-II examinations (under 10+2 pattern) of the J&K State School Education or an examination recognized as equivalent thereto with Mathematics as one of the elective subject, and as obtained atleast 45% of the aggregate marks in the qualifying examination in the case of general category, and 40% marks in the case of SC/ST categories of candidates. (Business Math shall not be treated as elective subject for this purpose)

Provided further that only those candidates will be admitted to BCA Part-I class who have passed common written entrance test to be conducted by the University as per procedure laid down in the regulations. The admissions shall, however, be main strictly in ;order of rank in the merit list of the result of entrance test. The merit in the entrance test in the case of students belonging to SC/ST category shall be determined may accordance with the same norms as operative for their admission in the Govt. Degree Colleges in under graduate course.

Provided further that no candidate shall be considered for admission who secures less than 35% marks or as may be prescribed from time to time by the University.

3. The Vice Chancellor shall constitute the admission committee for conducting centralized admission to the Govt./ Non-Govt. Affiliated Colleges comprising at least 3 members not below the rank of a Associate Professor or College Lecturer of selection grade and the Director College Development and the concerned Branch Officer as Ex-Officio convener and the member Secretary respectively.
4. The admission shall be made purely on the basis on the merit in the common entrance test to be conducted by the University and merit list shall be prepared on the basis on the marks secured in the entrance test. No weightage to any other component shall be given:-

The entrance test shall comprised only one paper of 100 multiple choice questions with alternatives each carrying 1 mark. The candidates shall be required to attempt all the questions in 2 hours duration.

The weightage to the entrance test component shall be as under: -

- | | |
|-----------------------------------|-----|
| a) Mathematics 12 th Level | 40% |
| b) Analytical and Logic/Reasoning | 40% |
| c) General Knowledge | 20% |

5. Selection of the candidate for admission to BCA course shall be made strictly according to the merit in the entrance test subject to fulfillment of the other eligibility conditions.
6. In case two or more candidates have equal merit in the written test the inter-seat order of priority for admission of such candidate shall be determined in the following order: -

- a) Candidates obtaining higher percentage of marks in the qualifying examinations, if marks in the written test are equal.
 - b) Candidates obtaining higher percentage of marks in the 10th class examinations, if percentage of marks at serial (a) is also equal.
 - c) Candidate older in age if the percentage of marks at serial (b) too is equal.
7. Under no case (Govt./Non-Govt.) College/Institution call for application for admission separately or individually.
 8. The Director College Development shall issue a brochure containing therein an application form for admission on the seventh day of declaration of the result of 10+2 examination of the proceeding session of the J&K Board of School Education. So that the admission of the BCA course is completed simultaneously with the admission of the students of the other faculties in the affiliated colleges for the concerned session. The brochure shall contain full particulars of the course and the number of seats available, the names of the (Govt./Non-Govt.) affiliated colleges/institutions, their location, the fee chargeable, the minimum eligibility condition and such other particulars/ information as may be deemed necessary by the Director College Development.
 9. The Director College Development in consultation with the admission committee shall prepare a detailed schedule every year relating to inviting of application, conduct CET, preparation of merit/waiting list etc. and counseling of students in accordance with these regulations and shall act accordingly with such schedule
 10. The Director College Development shall invite application on the prescribed application forms through an advertisement published in the national/local dailies and/or in other such media as it may deem fit, from the eligible candidates desirous of seeking admission of BCA first year course according to the schedule devised.
 11. The Director College Development shall conduct the entrance test through an outside agency appointed with the approval of the Vice Chancellor. He shall prepare a merit list of the candidates. The admission of the candidates and allotment of the college shall be made by the admission committee by way of counseling of the candidates in order of merit in entrance test.
 12. The Director College Development shall fix the cost of brochure –cum-application form and Quantum of entrance test fees to be charged from the candidates in consultation with the admission committee and with approval of the Vice Chancellor. The other details of the test, such as date of publication notice, last date of the receipt of application form for the conduct of common entrance test, and publication of merit list or any other such detail as may be found necessary shall be fixed by the Director College Development in consultation with the committee.
 13. The admission may cancel the CET taken by a candidate and may disqualify him /her from appearing in such test for a period of one year. If a candidate is found guilty of misconduct /unfair means in the CET after the candidate is provided an opportunity of being heard by the admission committee.
 14. The Director College Development will engage official staff for secretarial assistance. Such staff will be paid remuneration as may be approved by the Vice Chancellor from time to time.

The staff engaged shall work from beginning until the CET is finally concluded and the admission is finalized. The work related to sale of forms, their consolidation, helping in preparing, printing and stocking of admission brochure, maintenance of accounts, incurring day to day contingent expensive, issue of advertisements, maintenance of liaison with the institutes, attending to queries, rendering secretarial /typing assistants and all other allied work etc.

Conduct of written test:

The supervisory staff etc. on the day of conduct of the CET will be appointed by the Director as per University norms on payment of remuneration as may be approved by the Vice Chancellor on the recommendation of the Director College Development from time to time.

15. The Director College Development shall have the power to make decisions and take appropriate actions as may be necessary for the implementation of these regulations.
16. Litigations, if any, arising out of the admissions may under these regulations shall be subject to the jurisdiction of the courts in Jammu.
17. In case of any difficulty being felt by the Director College Development in implementing any provision of these regulations interpretation given by the Vice Chancellor to remove the point of doubt shall be final and binding on all concerned.

Reference:

1. University Council Resolution No. 49 dated 21-02-2003
2. University Council Resolution No. 66.109 dated 21-04-2006
3. University Council Resolution No. 66.68 dated 21-04-2006
4. University Council Resolution No. 98 dated 21-06-2004
5. University Council Resolution No. 67.56 dated 25-02-2008

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CHAPTER XLIV

"STATUTES GOVERNING B.ED. COURSE/B.ED. SPECIAL EDUCATION (MENTAL RETARDATION) COURSE"⁶

1. The course for the Degree of Bachelor of Education shall extend over a period of one academic year.
2. Admission to the course shall start on August 16 and shall be completed by September 30 every year.
3. The terms and vacations for the course shall be as under :-

First Term	-	August 25 to December 25
Winter break	-	December 26 to January 9
Second term	-	January 10 to June 15
Summer break	-	June 16 to August 24.
4.
 - i) The annual examination for the Degree of Bachelor of Education shall be held in "August" ¹ at Jammu and other places as may be fixed by the Vice-Chancellor.
 - ii) The bi-annual/supplementary examination shall be held in November -December at Jammu.
 - iii) The exact date for the examination in Practice of Teaching shall be notified by the Controller of Examinations in consultation with the Principals of the Colleges.
5. The examination shall be open to any person who -
 - i/ has been on the rolls of an affiliated/constituent college for one academic year;
 - ii/ "The examination shall be open to a person who has passed not less than one academic year previously the Bachelor's Degree Examination in any Faculty of this University or an examination of any other University recognised as equivalent thereto. Provided that in the case of a candidate who has passed the Bachelor's Degree examination under compartmental category, the period of academic year shall begin from the year in which he was placed in compartment".¹²
 - iii/ has his name submitted to the Controller of Examinations by the Principal of the College he has most recently attended;
 - iv/ produces the following certificate signed by the Principal of the College he has most recently attended:-
 - a/ a good conduct and character;
 - b/ of having completed 75% of attendance in each subject.Provided that any candidate, who participated in Inter-University or Inter-College Sports Tournaments or N.C.C. Course/Camp, may for purpose of condoning deficiency in attendances incurred by him/her for such participation be treated as present during his/her absence on this account for a period not exceeding 15 working days in one academic year; Provided further that the Principal of the College shall have authority to condone shortages upto 5 lectures in one or more subjects in exceptional cases

only. Students falling short of the required number of attendances beyond 5 lectures and those whose deficiency is not condoned by the Principal under the authority vested in him by this Statute, shall not be permitted to appear in the annual examination, but shall be permitted to appear in the bi-annual/supplementary examination provided they remain on the rolls of the constituent College as regular students and attends four times the number of lectures by which they fell short in the subject/s.

Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the bi-annual/supplementary examination:

c/ of having given lessons in an approved practising school of which 30 shall be supervised, 15 in each subject, excluding two criticism lessons;

d/ of having satisfactorily performed the work of the class provided that the Syndicate shall have power to exclude any candidate from the examination if it is satisfied that such a candidate is not a fit person to be admitted thereto.

NOTE : Blind and permanently disabled person seeking admission to the course in the Directorate of Distance Education shall be exempted from payment of tuition and other fees, except enrolment fee.

6. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by persons authorised in this behalf under the Statutes.
7. "The amount of examination fee to be paid by each candidate shall be as prescribed by the University from time to time."³

LATE FEE

8. "Whenever the examination form/fee or both of a candidate is/are received in the University office after the last prescribed date, he/she shall have to pay late fee as prescribed by the University from time to time."³
9. "The scheme and the syllabi & courses of study will be as approved by the Academic Council from time to time."³
10. English shall be the medium of instruction and examination except in the case of Modern Indian Languages, where the medium shall be the particular language.
11. The marks reserved for Internal assessment in theory papers (Part-I of the examination) shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose. This applies to regular students including students of the Directorate of Distance Education as well as ex-students.

EXPLANATION

An ex-student means a student who has completed the prescribed courses of study in an affiliated / constituent College or the Directorate of Distance Education but has not appeared in the University examination or has appeared but declared fail and does not rejoin a College the following year.⁵

12. Part-II (Practice of Teaching)

"The scheme and the syllabi & courses of study will be as approved by the Academic Council from time to time."³

13. In order to pass the examination a candidate shall be required to obtain.
- a/ not less than 36% marks in each paper of Part-I, separately in the written test (Theory), sessional work and practical;⁷ and
 - b/ “a candidate who appears in the whole examination and fails in one or more than one paper/s in the University Examination and/or internal assessment by a deficiency of not more than 1% marks of the maximum marks of all papers in which he/she appears, shall be deemed to have passed the examination by adding the required number of marks in the paper(s) to his best advantage.

Provided further that a candidate who appears in one paper only and fails in the examination by a deficiency of not more than two marks, shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the paper”⁸

14. The successful candidates shall be classified as under:-

(A) THEORY

- i/ Those who gain 60% or more marks of the aggregate number of marks in Paper-I to VII shall be placed in the first division.
- ii/ Those who gain 50% or more marks but less than 60% of the aggregate number of marks in Paper-I to VII shall be placed in the second division.
- iii/ Those who gain below 50% of the aggregate number of marks in Paper-I to VII shall be placed in the third division.
- iv/ Those who obtain 75% or above of the aggregate number of marks shall be placed in the first division with distinction.

(B) PRACTICE OF TEACHING

The same percentage shall apply to practice of teaching.

15. “A candidate who appears in B.Ed. Examination of the University be exempted in the paper/s in which he/she qualifies and that the category of such students be provided eight chances only to complete the backlog papers within the maximum period of four years from the session in which the candidate was placed under re-appear category for the first time, on the payment of prescribed fee, in the paper/s in which she/he had failed and that she/he shall be deemed to have qualified the B.Ed. Examination for Degree of Bachelor of Education after he/she qualifies all the papers prescribed for the course. However, if a candidate does not clear one or more backlog subject(s) in the stipulated time period he/she shall be given one mercy chance over and above the chances mentioned above to clear the backlog papers in the session next to the last chance available in the statute as per prevailing courses of study.

Provided further that whenever the Vice Chancellor is satisfied by the evidences given by the candidate that he/she has missed to avail of any chance thus available to him/her on the reasons of illness, detention, death of a near relative or any other genuine cause, the candidate may be allowed to avail one or more chance to complete the examination at the session next to the mercy chance available under statute. The marks of internal assessment and external teaching practice shall be carried forward.

Provided also that if a candidate is unable to pass in all the theory papers within the period mentioned above, the eligibility of such a candidate will remain intact but he/she has to

appear in all theory papers afresh in the syllabi in vogue. The marks of internal assessment shall be increased proportionately in such cases. However, the candidates in such cases shall have to appear in external teaching practice only. The marks of internal teaching practice shall be awarded equivalent to the marks of external teaching practice".¹⁴

16. Deleted vide University Council Resolution No.13 dated. 23.5.1998.
17. A candidate, who passes, in Theory but fails in Practice of Teaching examination shall not be required to appear in the Theory part of examination again, and a candidate, who passes in Practice of Teaching examination but fails in Theory Part of the examination, shall not be required to take the examination again in Practice of Teaching.
18. The syllabi and courses of study shall be prescribed by the Academic Council. In case where text-books are prescribed, the candidate shall be required not only to show thorough knowledge of text-books but also to answer questions of similar standard set with a view to test his/her general knowledge of the subject. Changes in the courses of study shall always be duly notified separately at least one year before the examination in which they will take effect.
19. As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates indicating against each, his/her result. Each successful candidate shall be awarded a degree stating the division in which he/she has passed the examination.
20. A candidate, who has already passed the examination for the degree of Bachelor of Education, may appear privately in anyone of the subjects mentioned in papers V and VI not already taken by him/her for this examination. The examination fee payable by such a candidate shall be one half of the total fee prescribed for the Bachelor of Education examination.
21. " A person, so long as he is a student of the B.Ed. course shall not be permitted to attend any other course of instruction or appear in any other examination of this University or any other University.

Provided that a candidate having backlog of one or more than one paper(s)/subject(s) in P.G. course or any other course but has completed required residential period of that course before seeking admission to B.Ed. course shall not fall under the purview of this Statute".¹³

- 21-A The Vice-Chancellor shall be empowered, at his discretion to authorize admission of either one blind or one orthopaedically handicapped student to the B.Ed. course in the MIER College of Education and M.C. Khalsa College of Education separately. Only such orthopaedically handicapped students shall be considered under this category who suffer disability of 45% and above.

NOTE: Admission of students granted under discretionary power of the Vice-Chancellor shall be considered as a seat in addition to the normal number of seats.¹¹

22. The above Statutes governing B.Ed. course/Examination shall be applicable to the B.Ed. Course/Examination through correspondence also with the following exceptions:-
 - i/ Admission to the B.Ed. Course shall be completed by 15th May every year:
Provided that the Vice-Chancellor may in very exceptional cases and subject to the

availability of seats authorize late admission upto 31st May on payment of Rs.30/- on the recommendation of the Director, Directorate of Distance Education.

- ii/ The Course in Practice of Teaching shall consist of 20 lessons, 10 in each subject excluding 2 criticism lessons.

NOTE:

1. Statutory dates for submission of forms by the constituent Colleges shall be 20th February every year.¹
2. Introduction of Dogri as one of the teaching subjects in B.Ed course.¹⁰
3. Introduction of Sanskrit as one of the teaching subjects in B.Ed. course. ⁹

References :

1. University Council Resolution No.51 dated 15-12-1988
2. University Council Resolution No.54 dated 11-9-1984
3. University Council Resolution No. 66.78 dated 21-04-2006
4. University Council Resolution No. 28 dated 8-10-1993
5. University Council Resolution No.19 & 11 dated 3-1-1979 & 27-7-1996
6. University Council Resolution No. 67.57 dated 27-02-2008
7. University Council Resolution No.21 dated 17-10-1978
8. University Council Resolution No.31 dated 6-10-1994
9. University Council Resolution No. 67.90 dated 25-02-2008
10. University Council Resolution No. 67.44 dated 25-02-2008
11. University Council Resolution No.33 dated 14-10-1992
12. University Council Resolution No.75 dated 21-06-2004
13. University Council Resolution No. 66.82 dated 21-04-2006
14. University Council Resolution No. 67.37 dated 25-02-2008

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CHAPTER XLV

STATUTES GOVERNING BACHELOR'S DEGREE PROGRAMME IN LIBRARY SCIENCE B.L.I.Sc.⁶ (SEMESTER PATTERN)

1. The course instruction for the B.L.I.Sc. Degree Programme shall extend over a period of one academic year, divided into two semesters.
2. "For admission to B.L.I. Sc. Degree course a candidate to be eligible, must have passed the qualifying degree examination in any disciplinary stream with atleast 40% of the aggregate marks (36% for Scheduled Caste/Tribe candidates)." ⁵
3. The mode, procedure and order of preference for selection of students to the Bachelor's Degree in Library Science Programme, fees and other charges payable, reservations for special category and other conditions to be fulfilled by persons seeking admission as regular students in the Department of Library Science shall be such as may be prescribed under Statutes and Regulations from time to time.
4. Admission of students to the Bachelor's Degree in Library Science will be made by the Department of Library Science of the University under the conditions and within the dates prescribed under Statutes.
5. No person shall be eligible for the award of B.L.I. Sc. Degree unless he/she has passed not less than one academic year previously the Bachelor's Degree examination of the University or an examination recognised equivalent thereto by the University has undergone regular courses of study in the courses prescribed for the B.L.I.Sc. in the Department of the University for not less than two semesters (one academic year) and has earned at least the minimum credits in the manner prescribed under Statutes.
6. Selection of courses for the Bachelor's Degree in Library Science Programme will be made by a student to make up credits in the manner provided in Statute 15 and Statute 16 of the Statutes out of the courses approved by the Academic Council for this purpose.
7. The nature, number, scope and content of courses for the Bachelor's Degree in Library Science, contact hours, the number of credits, and the duration of examination of each course in a semester shall be approved by the Academic Council on the recommendations of the Board of Studies and the Faculty of Social Sciences.
8. Instruction in each course shall be in the form of lectures, *tutorials, seminars, problem sessions, case studies, group discussions, etc. according to the needs of each group as may be decided by the Board of Studies.
9. Continuous sessional assessment shall be a constituent part of the semester programme except for viva-voce if any. The weightage of marks to be given to semester examination and to the continuous sessional assessment shall be in the ratio of 80:20. The sessional assessment shall be awarded and record thereof maintained in the manner prescribed by the Academic council. There will be no sessional assessment for viva-voce.
10. There shall be an examination called the semester examination at the end of each semester in the prescribed courses in the manner approved by the Academic Council. Examination for the first and 2nd semester courses will be held on such dates as may be approved by the Vice-Chancellor.

* Lectures Include tutorials, seminars and moot courts

11 A semester examination for Bachelor's Degree in Library Science shall be open to the following categories of persons :-

(a) A regular student, i.e. a person who has undergone a regular course of study in the Department of Library Science of the University for the period specified for that course of study, by having been on the rolls of the Department immediately preceding the examination and submits his/her application on the prescribed form to the Controller of Examinations through the Head of the Department where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department.

i/ he/she has been a person of good conduct;

ii/ "he/she has attended not less than 75% of the lectures delivered including seminars, tutorials etc. in each course offered by him/her in that semester".³

iii/ he/she has satisfactorily performed the work of the class;

iv/ he/she has obtained the minimum marks required for passing the sessional assessment in the semester courses in which he/she is appearing; and

v/ he/she has paid the prescribed fee.

The application on the prescribed form duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose.

(b) An ex-student i.e. a person who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having either failed to pass the examination in that course/s or been unable to appear in the examination in that course, provided he/she appears in the examination within the maximum period under Statutes and submits his/her application on the prescribed form alongwith prescribed fees and certificates to reach the Controller of Examinations within the date fixed for the purpose.

12. The Head of the University Library Science Department may condone shortages in attendance of a student in a semester for special reasons to be recorded in writing upto three lectures in each course separately. A student whose deficiency in lectures in a course is not condoned by the Head of the Department or is not condonable, shall not be eligible to appear in the semester examination in that course.

13. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days during the days of his/her absence on such account for a period of not exceeding 15 working days in a semester.

(a) State representation in International/All India competitions organised by an agency recognised by the Board of Sports and Youth Welfare.

(b) Participation in the Inter-University competition held under the auspices of a University or any recognised institution as a member of the University team.

(c) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the recognised institution.

- (d) Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University Team in the National/All India/Inter-University competitions:
 - (e) Participation in the Mountaineering/Hiking/ Trekking/Skiing/Rock Climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University; and
 - (f) Participation in Inter-college Competitions organised by the University as a member of the teams of participating Institutions.
14. Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
 15. In order to be eligible for the B.L.I.Sc. Science Degree, a student must accumulate atleast 32 credits through semester courses provided by the University spread over to not less than two semesters.
 16. In order to earn the credits for a course a student must have -
 - (a) “attended not less than 75% of the lectures including tutorials, seminars etc. delivered in each course separately”.³
 - (b) “obtained not less than 36% of marks in each course (separately in the internal assessment and the University examination) and 36% of the total marks in viva-voce, if any”.²
 17. A student who has earned the minimum credits in a course including viva-voce if any in the manner provided in Statute 16 above shall be exempted from appearing in that course again.
 18. A student who does not fulfill the minimum requirement of attendance in lectures in a course will not be eligible to sit in the semester examination in that course. He/she will have either to repeat the course when classes in that course are held by the Department or opt for a new course or courses in that or any other semester if facilities of instruction are available and the course in which he/she failed to fulfill the requirement of attendance in lectures or in the sessional work was not a compulsory, basic or a pre-requisite course. In all such matters final decision will be taken by the Head of the Department of Library Science after consulting the adviser of the students in the Department and keeping in view the statutory position.
 19. The Head of the Department of Library Science shall be competent to cancel admission of a student enrolled for the B.L.I.Sc. Science Degree in the Department if -
 - i/ the student remains absent without permission of the Head of the Department for a period of one month continuously; or
 - ii/ the student does not attend 50% or more of the total lectures delivered in the semester concerned after an opportunity has been given to him/her to explain as to why such an action be not taken against him/her.
 20. A student who has completed the minimum attendance requirement in the 1st semester but has either failed to appear in the semester examination in that session or having

appeared has failed to pass in any or all the courses prescribed for the semester may be permitted to keep terms for the second semester.

21. A student who has been on the rolls of the University "Department of Library & Information Science"⁶ in the 1st semester of the B.Lib. Programme and earns eligibility to join the 2nd semester when he/ she was due to join or discontinue his studies for any reason whatsoever after earning eligibility to join the 2nd semester may be considered for admission to the 2nd semester in a subsequent year if he/she submits application to this effect before the commencement of the 2nd semester provided a seat and other facilities for the courses offered by the students are available in the department in the 2nd semester and the student seeks admission within a period of two years from the date he/she discontinues his/her studies.

The final decision regarding admission of such a student shall be taken by the Head of the "Department of Library & Information Science."⁶

22. A transcript shall be issued to a student in respect of his/her performance in each semester after evaluation of the semester examination is done. The transcript shall indicate marks obtained in sessional assessment as well as semester examination in each course.
23. After a candidate has appeared and passed in all courses of study offered by him/her in the 1st and 2nd semester and has earned at least the minimum credits, required in two semester examinations in accordance with these Statutes, his/her result shall be assessed and he/she shall be declared successful in the Bachelor's Degree Programme in the Library & Information Science. He/she shall be awarded a degree stating the division in which he/she has passed in the following manner: -
- i/ a candidate who has obtained 60% or more of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the first division.
 - ii/ a candidate who has obtained 50% or more but less than 60% of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the 2nd division;
 - iii/ a candidate who has obtained 36% marks or more but less than 50% of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the 3rd division.

24. "The following shall be the rates of examination fees payable by each candidate appearing in a semester examination for B.L.I.Sc. Science Programme or as may be prescribed from time to time :-

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.380/-
ii)	Re-appear in more than one subject		Rs.380/-
iii)	Re-appear/Compartment in one paper		Rs.310/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-" ⁴

25. Every candidate for a semester examination shall submit his/her application for appearance at each semester examination to the Controller of Examinations so as to reach him not

later than the date notified in this behalf, on the prescribed form accompanied by the prescribed fees and necessary certificates signed by the Head of the Department of Library & Information Science or the officer authorised under Statutes to attest and sign such forms. Whenever the application or fee or both of a candidate is/are received after the last prescribed date as notified by the Controller of Examinations, he/she shall also pay late fee as mentioned hereunder:

- | | | |
|----|---|-----------------|
| a) | “For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs.90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs.150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination . Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination”.⁴

26. A candidate who does not pass B.L.I.Sc. Science Programme within the prescribed period of one academic year consisting of two semesters shall not be entitled to a scholarship or a prize or a medal.
27. A person so long as he/she is a student of B.L.I.Sc. Science Programme shall not be permitted 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 compartment or has to re-appear in one paper/subject only of an examination other than that of B.Lib. Science Programme shall not fall under the purview of this Statute.

28. English shall be the medium of instructions/ examination.
29. The Vice-Chancellor shall interpret and remove any difficulty arising in the application and implementation of these Statutes and shall decide forms and procedures for the same.

1. DEFINITIONS:¹

- 1.1 **Semester:** An academic year is divided in two semesters. A semester is half an academic year corresponding to about 16 to 18 calendar week. The academic year will comprise the first and 2nd semesters. First semester will begin from the date notified by the Vice- Chancellor.
- 1.2 **Programme:** The term stands for courses of study leading to Bachelor's Degree in Library Science.
- 1.3 **Course:** It means a course in a subject lasting for a semester. It is focused on an identifiable knowledge segment and is able to stand on its own an organic whole. Bachelor's Degree in Library and Information Science will consist of number of courses to be studied over a period of one academic year (two semesters). Each course will be identified by a title and also bear a code number.
- 1.4 **Credits:** It means the number of contact hours (which include lectures, tutorials and

seminars) in a class per week throughout a semester. A course extending over four hours per week carries four credits. A shorter course extending over two hours per week in a semester carries two credits.

- 1.5 **Semester examination:** The assessment of a student in a course will be made partly by his performance in the sessional work and partly by an examination at the end of the course, which will be called the semester examination. Thus there will be external assessment in the form of a semester examination for each course that a student may undertake to study. The term may be used for the whole set of examination which may be held at the end of a semester but meaning of the term will always be clear from the context.
- 1.6 **Continuous Sessional Assessment:** Sessional assessment will refer to the part of the evaluation of a student performance during the session in the form of regularity in attendance, home or class room assignments, tutorials, seminars, quizzes (announced and unannounced) term papers, problems sessions, case studies, project work, viva- voce and field work etc. to be decided by the academic Council on the recommendation of the Board of Studies and the Faculty of Social Sciences.

2. GUIDELINES: ¹

- 2.1 Every student seeking admission to the Bachelor's Degree in Library Science (1st Semester) shall have to submit his/her application on the form prescribed by the University. He/she will also be required to submit an application on prescribed form for being enrolled in the 2nd semester of the programme.
- 2.2 Every student admitted to the Bachelor's Degree in Library & Information Science Programme shall pay the prescribed fee at the time of his/her seeking admission to the 1st Semester.
- 2.3 Every student admitted to the Bachelor's Degree Programme in Library & Information Science will be allotted by the Department concerned a roll number consisting of:-
 - i/ Year of admission
 - ii/ Serial Number
 - iii/ Code name of the Programme.

Thus a student admitted to this course in the year 1982-83 at serial No. 30 will have Roll No.82-B.L.I.Sc.-30. This roll number will remain allotted to the student till he/she remains on the rolls of the programme and he/she will also appear in all semester examinations under this Roll No.

- 2.4 Every student intending to appear in a semester examination will have to submit application on the prescribed form alongwith the prescribed fees and certificates through the Head of the University department concerned so as to reach the Controller of Examinations not later than the date fixed for the purpose.
- 2.5 All the semester examinations shall be conducted by the University. The teachers who are teaching the courses will also be eligible for appointment as examiners/paper setters.
- 2.6 Continuous sessional evaluation of each student will be done and its record will be maintained by the teacher concerned with the course in the manner approved by the Academic Council and it will be transferred to a master register maintained in the office of the Head

of the Department concerned not later than two weeks before commencement of each semester examination. The sessional work which is evaluated and marked will be shown to the students. The University will devise suitable checks for this purpose as may be decided by the Vice-Chancellor.

References:

1. University Council Resolution No. 28 dated 4-8-1983.
2. University Council Resolution No. 22 dated 27-7-1986.
3. University Council Resolution No. 24 dated 21-02-2003
4. University Council Resolution No. 98 dated 21-06-2004
5. University Council Resolution No. 20 dated 26-04-2000
6. University Council Resolution No. 64.27 dated 25-02-2008

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CHAPTER XLVI

I STATUTES FOR THE DEGREE OF BACHELOR OF LAWS TWO YEARS, THREE YEARS AND FIVE YEARS COURSES ¹

1. There shall be the following courses of study in the University:-

- (A) Bachelor of Laws (Two years)
- (B) Bachelor of Laws (Three years)
- (C) Bachelor of Laws (Five years)

The course for the degree of Bachelor of Laws (Two years) shall extend over a period of two academic years, course for the degree of Bachelor of Laws (Three years) shall extend over a period of three academic years and the course for the degree of Bachelor of Laws (Five years) shall extend over a period of five academic years. Each academic year shall be divided into two semesters.

- 2. There shall be two examinations in an academic year, at the end of each semester respectively.
- 3. The examination shall be held in accordance with the syllabi approved by the Academic Council.
- 4. The Academic Council may, on the recommendations of the Faculty of Law, make such changes in the courses of study prescribed in the Statutes as may be considered necessary from time to time.
- 5. English shall be the medium of instruction and examination.
- 6. One paper carrying 100 marks shall be set for each course of study prescribed for a Semester. There shall be written examination of three hours duration in each paper. However, the Practical Training Courses shall be conducted as per the regulations separately framed in this regard.
- 7. The examination shall be open to:-
 - a) a regular student who produces the following certificates signed by the Head of the Department of Law/Principal of the affiliated College or any other teacher of the Department/affiliated College authorized by the Head of the Department of Law/Principal of the affiliated College in this behalf.
 - i) a good character;
 - i) of having completed the prescribed course of lectures delivered during the semester.
 - b) a candidate who has completed the prescribed course of lectures in a Semester but has been:
 - i) either unable to appear in the examination, or
 - ii) unable to pass the examination in a paper/papers shall be eligible to appear in the examination within three Semesters next following the semester in which he was unable to appear or unable to pass the examination, as the case may be.

8. Candidates shall submit their applications to the Controller of Examinations on the prescribed forms accompanied by the prescribed fee and the necessary certificates signed by the Head of the Department/Principal of the affiliated College in this behalf on the dates as prescribed by the University.

Whenever the application/fee or both of a candidate is/are received after the last prescribed date, he shall also pay late fee as notified by the University from time to time.

9. The examination fee for a Semester examination shall be as may be prescribed from time to time by the University.
10. Without prejudice to the provisions of Statute-7, the Syndicate shall have the power to exclude any candidate from appearing in the examination, if it is satisfied after issuing a show-cause notice to the candidate and holding an inquiry that such a candidate is not a fit person to be admitted thereto.
11. No candidate shall be deemed to have completed the prescribed course unless he has attended 75% or more of the lectures delivered during the Semester preceeding the examination.

Provided that any candidate, who participate in Inter-Departmental or Inter University Sports Tournaments, games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department/Principal of the affiliated College shall for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/her absence on such account for a period not exceeding 15 working days in Semester in courses.

- i) State representation in International/All India competitions organized by an agency recognized by the Board of Sports and Youth Welfare.
- ii) Participation in Inter-University competition held under the auspices of a University or any other recognized institution as a member of the University team.
- iii) Participation in the Inter-College competitions organized by the University as a member of the team of participating institutions.
- iv) Participation in the NCC,NSS or national Integration Smiti Activities as a member of the affiliated/recognized institutions.
- v) Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions.
- vi) participation in the mountaineering/hiking/trekking/skiing/rock climbing or other such activities organized under auspices of the State Government, University as a member of the institution affiliated/recognized by the University.

Provided further that deficiency in the number of attendance upto 5% of the lectures delivered during the Semester may be condoned by the Head of the Department of Law/Principal of the affiliated College.

12. A person, so long as he is student of LL.B. Course, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University.

Provided that a candidate, who has been placed in 'compartment' or 'Re-appear' category in one paper/subject only of an examination held under any Faculty other than the Faculty of Law, shall not fall within the purview of this Statute.

13. No student shall be allowed to remain on the rolls of the teaching Departments of the University in the following courses exceeding the total period indicated against each:
- | | |
|--|---------|
| (a) M.A./M.Sc./M.Com. and/or Certificate/
Diploma course(s) excluding LL.B. and
Ph.D. courses. | 4 years |
| (b) M.A./M.Sc./M.Com. and/or Certificate/
Diploma course(s) including LL.B. but
Excluding Ph.D. courses. | 6 years |
| (c) LL.B. 5 years
Excluding Ph.D. courses. | 8 years |
14. The remuneration for setting a question paper and for evaluating an answer-book shall be as prescribed by the University from time to time.
15. No formal certificate of having passed the First, Second, Third and Fifth Semesters examinations shall be issued to any candidate. However, a statement of marks obtained in each semester examination shall be supplied to every candidate.
- 15.A No formal certificate of having passed the second, third, fourth, fifth, sixth, seventh, eighth and ninth semesters examinations of LL.B. 5 years shall be issued to any candidate. However, a statement of marks obtained in each semester examination shall be supplied to every candidate.
- 15.B. In no case, a student admitted in LL.B. 2 years, 3 years and 5 years LL.B. Course in any of the affiliated Law College(s) shall be permitted, at any stage, to have migration to the Department of Law of the University of Jammu and vice-versa.
- (A) LL.B. (Two years).
16. Every candidate for admission to the course leading to the Degree of Bachelor of Laws shall have passed a Bachelor Degree examination of any discipline of this University or an examination of any other University recognized as equivalent thereto.
17. Admission to the course for the Degree of Bachelor of Laws shall be made by the Admission Committee with the approval of the Dean Academic Affairs. The Admission Committee shall consist of:-
1. Dean, Faculty of Law;
 2. Head of the Department/Principal of the Affiliated College;
 3. Two or more teachers nominated by the Dean Academic Affairs on the recommendation of the HOD/Principal of the Affiliated College.
- Admissions shall be governed by the Statutes governing admissions to the teaching departments of the University.
- Three members shall form the quorum of the Committee.
18. No candidate shall be eligible for the Degree of Bachelor of Laws unless he has undergone a regular course of instructions in the University for a period of two academic years comprising of four Semesters.

19. There shall be the following courses of study for the LL.B. (Two years) Course:-

First Semester

Paper-I	Contract-I (General Principles of Contract-Secs. 1-75) & Specific Relief
Paper-II	Law of Torts and Consumer Protection
Paper-III	Law of Crimes
Paper-IV	Legal Language including Gen. English.
Paper-V	Family Law-I

Second semester

Paper-I	Contract-II (Partnership Act, Sale of Goods, Indemnity, Guarantee, Bailment and Agency)
Paper-II	Criminal procedure Code and Juvenile Justice Act 2000.
Paper-III	Property Law Including Transfer of Property Act and Easement.
Paper-IV	International Law & Human Rights-I.
Paper-V	Family Law-II

Third semester

Paper-I	Constitutional Law of India-I
Paper-II	Civil Procedure Code and Limitation Act.
Paper-III	Labour Law-I
Paper-IV	International Law & Human Rights-II.
Paper-V	Jurisprudence
Paper-VI	Professional Ethics Accountancy for Lawyers & Bench- Bar Relations.

Fourth semester

Paper-I	Constitutional Law of India-II
Paper-II	Company law
Paper-III	Labour Law-II
Paper-IV	Criminology and Penology.
Paper-V	Law of Evidence
Paper-VI	Drafting, Pleading & Conveyancing.

“OR

as may be prescribed by the Academic Council from time to time

Provided that Paper-VI of LL.B. III term and LL.B IV term shall carry 100 marks each, out of which 80 marks shall be for written examination and 20 marks for viva-voce.

The procedure for conduct of Viva-voce of the candidates shall be prescribed by the Regulations governing Internal evaluation and conduct of viva-voce of Practical Training in LL.B.III, IV,V and VI terms, respectively “.⁴

20. Promotion shall be regulated as under:-

(a) No student shall be promoted from first to second, second to third and third to fourth Semester unless he-

- (i) fulfils the statutory requirements of attendance; and
- (ii) takes the Semester examination in all the courses of study prescribed for the Semester.

Provided that a candidate, who has been unable to appear in or complete the examination on account of illness or circumstances beyond his control, may on the recommendations of the Dean, Faculty of Law and with the approval of the Vice-Chancellor, be promoted to the next higher Semester and allowed to appear in the paper/papers in which he has been unable to appear.

Provided further that the application of such a candidate shall not be entertained unless it satisfies the following conditions:-

- i. it reaches the Controller of Examinations not later than the tenth day from the date on which the candidate was incapacitated from taking or completing the examination.
 - ii. it is accompanied by a medical certificate issued by a Civil Surgeon/registered Medical Practitioner in case of illness or documentary proof in the case of absence due to circumstances beyond the control of the candidate.
- (b) Promotion from first to second Semester may be allowed to a student even if he fails to qualify in the paper/s prescribed for the respective Semester examination.

Provided that every student shall qualify in all the papers prescribed for the first and second or third and fourth Semesters within 5 years of joining the first or third Semester, as the case may be.

Provided further that the candidate who fails to qualify all the Semester examinations in full within the prescribed time, may be allowed to avail of one more chance to qualify the backlog paper/s at the immediate next session after the expiry of statutory period.

21. In order to qualify for the Degree of Bachelor of Laws a candidate shall obtain not less than 40% marks in each paper :-

Provided that a candidate, who fails in one or more papers at a Semester examination, shall be allowed grace marks upto 1% of the total marks prescribed for a term examination

Provided further that the Vice-Chancellor may award one grace mark to a candidate who, after getting the benefit of grace marks mentioned in the foregoing provision, fails by one mark-

- a) to qualify in all the papers prescribed for the first or second Semester examinations; and/or
- b) to qualify in all the papers prescribed for the third or fourth Semester examination.

Explanation

A candidate who fails in one or more papers at a semester examination and reappears thereafter in a subsequent examination in one or more papers, as the case may be, may be given the benefit of statutory marks either on the basis of the marks in the paper/s when he appeared for the first time or on the marks obtained in the paper/s in the subsequent examination to his/her best advantage.

22. A candidate who fails to obtain 40% marks in one or more papers in a Semester examination, shall be permitted to re-appear in each such paper.
23. The Controller of Examinations not later than six weeks after the termination of the fourth Semester examination or thereafter as soon as possible, shall publish a list of successful candidates classified as under:-
- (i) Those who obtain 60% or more marks in the aggregate of all the four Semester examinations shall be placed in the first division.
 - (ii) Those who obtain 48% or more marks but less than 60% marks in the aggregate shall be placed in the second division.
 - (iii) Those who obtain 40% or more marks but less than 48% marks in the aggregate shall be shown as pass.

A candidate having obtained 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction.

Deficiency upto 1% marks in the aggregate number of marks required for first and second divisions shall be condoned for purposes of placing a candidate in the first or second division.

24. Each successful candidate shall be awarded a degree stating the division in which he has passed and distinction obtained in the paper/s, if any.
25. A candidate, who already passed the LL.B. examination from this University may, on the recommendations of the Dean, Faculty of Law, be allowed to appear privately in the additional paper/papers of the examination, in which he had not already passed, on payment of requisite fee. Such a candidate on obtaining pass marks in the paper/papers shall be granted a certificate to that effect.

B. LL.B. (Three Years)

26. Every candidate for admission to the course leading to the Degree of Bachelor of Laws (Three years) shall have passed Bachelor of Laws (two years) examination of this University :

Provided that a candidate who fails to qualify in one or more paper/s prescribed for the first, second, third and fourth Semester examinations shall be promoted to fifth Semester unless he is otherwise ineligible to continue his studies under any other provision of these statutes:

Provided further that no candidate shall be admitted to LL.B. (Professional) course unless he gives a written undertaking to the University with regard to surrender of his LL.B. Degree on form 'A' in Annexure-I.

27. There shall be the following courses of study for each semester:

Fifth Semester

Paper-I	Taxation
Paper-II	Arbitration, Conciliation and Alternative Dispute Resolution Systems
Paper-III	Administrative Law
Paper-IV	Land Laws including Ceiling and Local Laws
Paper-V	Environmental Laws including Laws for the Protection of Wild Life and other Living Creatures including Animal Welfare
Paper-VI	Moot Court, Pre-trial Preparations and Participation in Trial Proceedings

Sixth Semester

Paper-I	Insurance Law
Paper-II	Women and Law
Paper-III	Interpretation of Statutes
Paper-IV	Intellectual property Law.
Paper-V	Indian Legal History
Paper-VI	Public Interest Lawyering, Legal Aid & Para Legal Services.

OR

"as may be prescribed by the Academic Council from time to time.

Provided that Paper VI of LL.B. V term and LL.B.VI term shall carry 100 marks each to be distributed as under:-

Paper VI of V term

a)	Moot Court	30 marks
b)	Observance of Trial	30 Marks
c)	Interviewing Techniques and Pre-Trial Preparation	30 marks
d)	Viva-Voce	10 marks

Paper VI of VI term

a)	Legal Aid	20 marks
b)	Legal Literacy	10 marks
c)	Law Office Management	S10 marks

d)	Legal Research	20 marks
e)	Field Study	20 marks
f)	Viva-Voce	20 marks

The procedure for internal evaluation, conduct of Viva-Voce and maintenance of record shall be prescribed by the Regulations governing internal evaluation and conduct of Viva-Voce in practical training of LL.B III, IV,V and VI term examinations".⁴

28. (A) No candidate shall be promoted from fifth Semester to Sixth Semester unless he-
- (i) fulfils the statutory requirements of attendance; and
 - (ii) takes a semester examination in all the courses of study prescribed for the semester.

Provided that a candidate, who is unable to appear in or complete the examination on account of illness or circumstances beyond his control may, on the recommendations of the Dean, Faculty of Law and with the approval of the Vice-Chancellor, be promoted to the next semester and allowed to appear in the paper/s in which he had failed to appear:

Provided further that the application of such a candidate shall not be entertained unless it satisfies the following conditions:-

- (i) It reaches the Controller of Examinations not later than the tenth day from the date on which the candidate was incapacitated from taking or completing the examination.
- (ii) It is accompanied by a medical certificate issued by a Civil Surgeon/registered Medical Practitioner in case of illness or documentary proof in the case of absence due to circumstances beyond the control of the candidate.

- (B) Every candidate shall qualify in all the papers prescribed for fifth and sixth semesters within 5 years of joining the fifth Semester.

Provided that the candidate who fails to qualify all the Semester examinations in full within the prescribed time may be allowed to avail of one more chance to qualify the backlog paper/s at the immediate next session after the expiry of statutory period.

29. In order to qualify for the Degree of Bachelor of Laws (Professional), a candidate shall obtain not less than 40% marks in each paper:

Provided that a candidate, who fails in the paper/papers at a term examination, shall be allowed grace marks upto 1% of total marks prescribed for a semester examination.

Provided further that the Vice-Chancellor may award one grace mark to a candidate who, after getting the benefit of grace marks mentioned in the foregoing provision, fails by one mark to qualify for the Degree of Bachelor of Laws (Professional).

30. A candidate, who fails to obtain 40% marks in one or more papers, shall be permitted to re-appear in each such paper.

31. The Controller of Examinations not later than six weeks after the termination of the Sixth Semester examination or thereafter as soon as possible, shall publish a list of successful candidates classified as under on the basis of percentage of marks secured by the candidate in both the examinations i.e. LL.B. (Two Years) and LL.B. (Professional) comprising six semesters:-

- (i) Those who obtain 60% or more marks in the aggregate of six semester examinations shall be placed in the first division.

- (ii) Those who obtain 48% or more marks but less than 60% marks in the aggregate shall be placed in the second division.
- (iii) Those who obtain 40% or more marks but less than 48% marks in the aggregate shall be shown as pass.

Candidates obtaining 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction.

Deficiency upto 1% marks in the aggregate number of marks required for first and second division shall be condoned for purpose of placing a candidate in the first or second division.

32. Each successful candidate shall be awarded a Degree starting the division in which he has passed and distinction obtained in the paper/papers, if any :

Provided that a candidate, who has qualified for the degree of LL.B. (Professional), shall be deemed to have withdrawn all the claims and privileges pertaining to the LL.B. degree. He shall also surrender the LL.B. degree in case the same had been awarded to him before qualifying for LL.B. (Professional) degree.

33. A candidate, who has already passed LL.B. (Professional) examination from this University, may, on the recommendations of the Dean, Faculty of Law, be allowed to appear privately in the additional paper/papers in which he had not already passed, on payment of requisite fee. Such a Candidate on obtaining pass marks in the paper/papers shall be granted a certificate to this effect.

33-A. "Fee Structure for 3-year LL.B Course run by the non-government colleges affiliated to the University of Jammu (w.e.f. 2003-04)

1.	Tuition fee	Rs. 25000/-	Per year
2.	Other fee	Rs. 5000/-	payable only once at
3.	Development fee	Rs. 2000/-	the time of admission
4.	Library Security (Refundable)	Rs. 1000/-	to the 1st Semester of the Course." ⁵

NOTE : "The Degree of LLB(3 year course) be treated as equivalent to Master's Degree for the purpose of selection to the administrative posts in the University system."⁶

C. LL.B. (Five years)

34. Every candidate for admission to the course leading to 5 years Degree of Bachelor of Laws shall 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.
35. "Admission to the course for 5 years Degree of Bachelor of Law with not less than 44.50%⁸ marks (40% in case of Scheduled Caste/ Scheduled Tribe) shall be made by the admission Committee with the approval of the Dean Academic Affairs. Admission committee shall consist of :-
- i) Dean Faculty of law
 - ii) Director of the Law School/ Principal of Affiliated college
 - iii) Two or more teachers nominated by the Dean Academic Affairs on the recommendations of the Director of the Law School/ Principal of Affiliated college

Three members shall from the quorum of the committee.

Admission to LL.B 5 years course is merit based and the selection of the candidates shall be on the basis of their performance in a written Entrance Test to be conducted by the Law School for the Law School".²

- i) "the students who are already pursuing their studies in LL.B (5 years course) in the Private Law Colleges affiliated with the University of Jammu and interested to seek admission in semester 1st of LL.B. (5 years course) be allowed to appear in the Entrance Test conducted by the Law School, University of Jammu, provided the candidate will submit a written affidavit at the time of the Entrance Test that he/she will not claim the benefit of the Semester/s of LL.B. (5 year course) already passed by him/her. Provided further that the candidate will also reveal in the admission from the name of his/her Law College and the semester in which he/she is studying at the time of Entrance Test;
- ii) that no Inter-College or Inter-University Migration or Transfer will be allowed in the Law School of the University of Jammu."¹¹

36. Admission shall be governed by the Statutes governing admissions to the teaching departments of the University.
37. No candidate shall be eligible for 5 years Degree of Bachelor of Laws unless he has undergone a regular course of instructions in the University/Affiliated college for a period of five academic years comprising ten Semesters.
38. "The Scheme for 5 years L.L.B Course is as under:-

Semester First:

Paper-I	General English –I
Paper-II	Political Science –I
Paper-III	Economics-I
Paper-IV	Sociology-I
Paper-V	History-I
Paper-VI	Legal Methods-I

Semester Second:

Paper-I	General English –II
Paper-II	Political Science –II
Paper-III	Economics-II
Paper-IV	Sociology-II
Paper-V	History-II
Paper-VI	Legal Methods-II

Semester Third:

Paper-I	General English –III
Paper-II	Political Science –III
Paper-III	History of Courts, Legislature and Legal Profession in India
Paper-IV	Cyber Law-I
Paper-V	Comparative Law
Paper-VI	Clinical Legal Education-I

Semester Fourth:

Paper-I	Law and Population
Paper-II	International Organization
Paper-III	Sociology-III
Paper-IV	Cyber Law-II
Paper-V	Law, society and Development
Paper-VI	Clinical Legal Education-II

Semester Fifth:

Paper-I	Contract-I (General Principal of Contract Sec.1-75 and Specific Relief)
Paper-II	Law of Torts and Consumer Protection.
Paper-III	Law of Crimes
Paper-IV	Legal Language Including General English
Paper-V	Family Law-I
Paper-VI	Clinical Legal Education-III

Semester Sixth:

Paper-I	Contract-II (Partnership Act, sale If Goods, Indemnity, Guarantee Bailment And Agency)
Paper-II	Criminal Procedure Code including, Juvenile Justice Act 2000.
Paper-III	Property Law Including transfer of Property Act and Easement
Paper-IV	International Law & Human Rights-I
Paper-V	Family Law-II
Paper-VI	Clinical Legal Education-IV” 2

Semester Seventh:

Paper-I	Constitutional Law of India-I
Paper-II	Civil Procedure Code and Limitation Act.
Paper-III	Labour Law-I
Paper-IV	International Law & Human Rights-II.
Paper-V	Jurisprudence
Paper-VI	Professional Ethics Accountancy for Lawyers & Bench- Bar Relations.

Semester Eighth:

Paper-I	Constitutional Law of India-II
Paper-II	Company law
Paper-III	Labour Law-II
Paper-IV	Criminology and Penology.
Paper-V	Law of Evidence
Paper-VI	Drafting, Pleading & Conveyancing.

Semester Ninth:

Paper-I	Taxation
Paper-II	Arbitration, Conciliation and Alternative Dispute Resolution Systems
Paper-III	Administrative Law
Paper-IV	Land Laws including Ceiling and Local Laws
Paper-V	Environmental Laws including Laws for the Protection of Wild Life and other Living Creatures including Animal Welfare
Paper-VI	Moot Court, Pre-trial Preparations and Participation in Trial Proceedings

Semester Tenth:

Paper-I	Insurance Law
Paper-II	Women and Law
Paper-III	Interpretation of Statutes
Paper-IV	Intellectual property Law.
Paper-V	Indian Legal History
Paper-VI	Public Interest Lawyering, Legal Aid & Para Legal Services.

39. Promotion shall be regulated as under:-⁷

"Promotions from the First to Second, Second to the third, third to the fourth Semesters and so on may be allowed to a student even if he/she fails to qualify in the paper/s prescribed for the respective Semester examinations.

Provided that a candidate shall not be allowed to attend classes of the next higher semester unless he/she has appeared in the examination of immediate preceding semester.

Provided that a candidate, who has been unable to appear in or Complete the examinations on account of illness or circumstances beyond his control, may on the recommendation of the Dean, Faculty of Law, and with the approval of the Vice-Chancellor be promoted to the next higher Semester and allowed to appear in the paper/s (in which he has been unable to appear) in the forthcoming examinations.

Provided further that the application of such a candidate shall not be entertained unless it satisfies the following conditions:-

- i) It reaches the Controller of Examinations no later than the tenth day from the date on which the candidate was incapacitated from the taking or completing the examination.
- ii) It is accompanied by a medical certificate.

In case of illness or documentary proof in case of absence due to circumstances beyond the control of the candidate.

Provided that every student shall qualify in all the papers prescribed for the 5 year Law course within 7 years of joining the first semester, failing which his/her examination shall stand cancelled and he/she shall neither be allowed to continue Law course as a regular student nor to appear in the examination (of LL.B. 5 year course) as a private candidate."¹²

"The student of LL.B. (5 year course) to be enrolled in the 4th, 6th and 8th semesters as the case may be, on the condition that after completion of the 10th semester they will have to undergo the courses prescribed for 3rd, 5th and 7th semesters as the case may be, and appear in the respective examination, as one time exception and not to form precedent for future."¹¹

40. "Promotions shall be regularized as under:

In order to qualify for 5 year degree of LL.B. a candidate shall obtain not less than 40% marks in each paper.

Provided that a candidate, who fails in one or more papers at a semester examination and reappears thereafter in a subsequent examination in one or more papers, as the case may be, may be given the benefit of a statutory marks upto 1% of the total marks prescribed for a semester examination either on the basis of the marks in the paper/s when he/she appeared for the first time or on the marks obtained in the paper/s in the subsequent

examination to his/her best advantage. However, his/her appearance in the prescribed paper/s is must in the current examination of that semester for getting the benefit of the above Statute."⁹

41. "A candidate who fails to obtain 45% marks in one or more papers at a semester examination or who fails to obtain 50% marks in aggregate in any semester examination, shall be permitted to re-appear in each such papers or semester examination as the case may be".²

41-A i). "that a supplementary chance be given to the students of LL.B. 5 years course in 6th and 10th term only.

ii) That in case of overlapping of re-evaluation and supplementary examination, the benefit of best of the score be given to the students. However, in case the result of re-evaluation is declared before the commencement of supplementary examination and the candidate is declared pass he/she be not allowed to appear in the supplementary examination."¹⁰

42. "Not later than six weeks after the termination of 10th semester examination or with special permission of the Vice-Chancellor as soon thereafter as possible, the Controller of Examinations shall publish as list of successful candidates classified as under:

i) Those who obtain 75% or more marks in the aggregate of all the term examinations shall be placed in the first division with distinction.

ii) Those who obtain 60% or more marks in the aggregate of all the term examinations shall be placed in the first division.

iii) Those who obtain 50% marks or more marks but less than 60% marks shall be placed in second division."²

43. "Each successful candidate shall be awarded a degree stating the division/distinction which he has passed and distinction obtained in the paper/s, if any"²

44. A candidate who has already passed the LL.B. examination from the University may, on the recommendation of the Dean, Faculty of Law, be allowed to appear privately in the additional paper/papers of the examination, in which he had not already passed, on payment of requisite fee. Such a candidate shall be granted a certificate to that effect.

45. Fee Structure for 5-year LL.B Course of the Law School, for the session 2007-08³

1.	Tuition fee(Per Annum)	Rs. 9,000/-
2.	Guest Lecture/Extension	Rs.1,500/-
3.	Lecture fees etc. Printed Study Material	Rs.500/-
4.	Library Security	Rs. 1000/-
5.	Field/Extension work	Rs. 300/-
6.	Social Activities Fund	Rs.75/-
7.	Student Assistance/Aid Fund	Rs.40/-
8.	Reading Room Fee	Rs.75/-
9.	Identity Card/Badge	Rs.20/-
10.	Miscellaneous	Rs.15/-
11.	Development Fee	Rs.2000/-(to be deposited in the University Chest & Rs.110/- to be remitted to the Central Library)
12.	NSS	Rs.50/-(To be remitted Programme

		Coordinator, NSS)
13.	Placement & Quality assurance Fund	Rs.100/- (To be remitted to Convenor IQAC)
14.	Cultural/Literary Fee	Rs.75/- (To be remitted to the DSW)
15.	Medical Assistance	Rs.45/- (Rs.10/- to be remitted to DSW to be utilised for the purpose and in the manner as prescribed by the regulations in this regard)
16.	Games Fee	Rs.200/- (Rs.150/- to be deposited with the Department of Sports and Physical Education on and Rs.50/- to retained by the Law School)
17.	University Sports Fee	Rs.70/-
18.	Bulletin Fees	Rs.35/-
19.	Corpus Fund	Rs.60/- (To be deposited in the University Chest)
20.	Stationery Fee	Rs.35/-
21.	University Prospectus Fee	Rs.150/-
22.	Placement & Training Fee	Rs.1000/-
23.	Moot Court/Mock Trial	Rs.200/-
24.	Insurance Fee	Rs.40/-

46. "Fee structure for 5-years L.L.B Course run by non-govt. colleges affiliated to the University of Jammu w.e.f 2003-04:⁵

1.	Tuition Fee	Rs.21,000/- per year	
2.	Other Fees	Rs.5,000/-	} Payable only once at the Time of admission to the 1 st Semester of the Course
3.	Development Fees	Rs.2,000/-	
4.	Library Security	Rs.1,000/-	
		(refundable)	

Reference:

1. University Council Resolution No. 67 dated 21-06-2004
2. University Council Resolution No. 63 dated 21-06-2004
3. University Council Resolution No. 67.49 dated 25-02-2008
4. University Council Resolution No. 71 dated 21-06-2004
5. University Council Resolution No. 68 dated 21-06-2004
6. University Council Resolution No. 67.94 dated 25-02-2008
7. University Council Resolution No. 67.42 dated 25-02-2008
8. University Council Resolution No. 67.95 dated 25-02-2008
9. University Council Resolution No. 68.04 dated 27.03.2009
10. University Council Resolution No. 68.09 dated 27.03.2009
11. University Council Resolution No. 68.14 dated 27-03-2009
12. University Council Resolution No. 68.24 dated 27-03-2009

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REGULATIONS FOR ASSESSMENT OF PRACTICAL TRAINING

SCHEME-I

- I. 20 marks in pleadings, Conveyancing and Drafting, Paper-IV of LL.B. 5th Term, (Researching of Legal Materials).
 1. Attendance in researching of legal material:
Maximum Marks: 5
5 marks 90% to 100%
4 marks 80% to 89%
3 marks 70% to 79%
2 marks 50% to 69%
1 mark 30% to 49%
 2. Preparation of Practical Training Registers.
Each student shall make a record in his practical training register of the following matters:
Maximum Marks: 15
 - i/ The issues contained in Problems selected by the teachers for researching of legal material from time to time.
 - ii/ Summary of the contribution made by the student in all the sittings in Practical Training class. The Teacher incharge shall initial the register of each student at the end of every fort-night. These registers shall also be countersigned by the Head of the Department of Law at the end of every month.
 - II. 20 marks in Principles of Equity, Prof. Ethics and Advocates Act. Paper-V of 6th Term: (Court Visit/ Moot-Court or MockTrials)
 1. Attendance in Court Visit/Moot-Court or Mock Trial.
Maximum Marks: 5
5 marks 90% to 100%
4 marks 80% to 89%
3 marks 70% to 79%
2 marks 50% to 69%
1 mark 30% to 49%
 2. Preparation of Practical registers.
Each student shall make a record in his practical training register of the following matters:
Maximum marks:15
 - i/ The issues contained in problems selected by the teacher for moot-courts or trial from time to time.
 - ii/ Summary of the contribution made by the students in all the sittings in practical training class.
 - iii/ In case of Court Visits.
 - a/ Description of Courts visited from time to time.
 - b/ A brief discussion of the proceedings. The teacher incharge shall initial the register of each student at the end of every fort-night. These registers shall also be countersigned by Head of the Department of Law at the end of every month.
 - III. The assessment marks shall be computed and added at the end of Fifth Term for Moot Courts and at the end of Sixth Term for Courts Visits.
 - IV. The marks awarded to each student shall be forwarded to the Controller of Examinations through the Head of the Department of Law one week before the examination for Fifth Term and Sixth Term examinations respectively.
- NOTE:**
- a/ Guidance to students in researching of legal materials be confined to whole-time teachers of the Department of Law.
 - b/ Practice and procedures of Courts in practical training classes be conducted, so far as possible, by the part-time practising lawyers engaged by the Department of Law.
 - c/ Practical training groups should be small and manageable.
 - d/ The possibility of establishing contact with senior practising lawyers should be explored with a view to attaching the 4th year students with them.
 - e/ Court visits supplemented by moot courts must form part of the assessment in the 6th term.

ANNEXURE -III

SCHEME -II

Regulations II for assessment of practical training applicable to the students of 5th & 6th Terms of LL.B. course who are selected for work in legal aid clinic.

I. V. Term

1. 10 marks shall be reserved for Court Visit. The Director of the Centre shall fix the Programme of Court Visits in the beginning of the session which shall be notified to the concerned students.
2. 10 marks shall be reserved for the work to be assigned by the Director in connection with (1) Propagation of Legal Aid Literacy, (2) Eliciting responses on Questionnaires, Interview schedules, and (3) participation in Legal Aid Camps. The Director shall determine the type of work as shown above which may be allotted to each student.
3. Each student shall maintain a register in which he shall record (i) details of court visits, and (ii) the work done by him on assignments shown in para 2 above.

II. VI. Term

1. Attendance in the office of Director, Legal Aid Centre in connection with the work of Legal Aid Camps for atleast 10 days in the term as per programme of the Directors.

5 marks
2. Researching of materials relevant to the cases accepted by the Centre, or attending Legal Aid Camps for a period of atleast 5 days in the term of carrying out duties assigned to him in connection with the preparation of filing of a suit/cases of a needy person, or helping register five cases of eligible needy persons in the centre in the term.

15 marks
3. Marks shall be awarded on the basis of written record which shall be prepared by the student under the direction of the Director of the Centre. Registers shall be submitted to the teacher in charge not less than 10 days before the commencement of term examination. Delay in submission in time may be condoned by the Board of studies in Law in genuine cases.

NOTE:

- a/ Guidance to students in researching of legal materials be confined to whole-time teachers of the Department of Law.
- b/ Practice and procedures of Courts in practical training classes be conducted, so far as possible, by the part-time practising lawyers engaged by the Department of Law.
- c/ Practical training groups should be small and manageable.
- d/ The possibility of establishing contact with senior practising lawyers should be explored, with a view to attaching the 4th year students with them.
- e/ Court visits supplemented by moot courts must form part of the assessment in the 6th term.

II. STATUTES GOVERNING LL.B. (ACADEMIC) COURSE THROUGH DIRECTORATE OF DISTANCE EDUCATION

1. The University of Jammu shall provide instruction in the LL.B. (Academic) Course of two years duration through the Directorate of Distance Education, University of Jammu. The minimum qualification for admission shall be a Bachelor's degree in any discipline of the University of Jammu or an examination recognized as equivalent thereto.
2. The number of seats for admission to the course shall be determined before the commencement of each session by the Advisory Committee of the Directorate of Distance Education with the approval of the Vice-Chancellor.
3. Last date for receipt of application forms and fee shall be May 31, or such date as may be fixed by the Vice-Chancellor.
4. The Director of the Directorate of Distance Education may authorize late entertainment of application form for admission to the course upto 5 days of grace with a late fee of Rs.5/-, or as may be prescribed from time to time, after the last prescribed date under Statutes and the merit of such candidates shall be determined alongwith the applicants who apply in time.
5. If seats are available, the Director may authorize late entertainment of application forms for admission on payment of late fee as mentioned hereunder or as may be prescribed from time to time :-
 - a/ with a late fee of Rs.90/-³ for 15 days after the last date prescribed for admission;
 - b/ with a late fee of Rs.150/-³ for another count of 15 days delay from the last date prescribed under Statutes.
6. If the number of applicants exceeds the number of seats available, the following order of priorities shall be observed: -
 - a/ employees of the State and Central Governments;
 - b/ employees of the public undertakings;
 - c/ all such applicants as have submitted their application forms within the prescribed time to the Law Department of Jammu University for admission to LL.B. 1st term course and who were not selected for admission to that course;
 - d/ residents of Jammu and Kashmir State;
 - e/ others.

The candidates from different categories shall be selected on the basis of merit.
7. No application for admission to LL.B. (Academic) Course shall be entertained unless it is accompanied by the fees prescribed for the purpose. Details of fee and deposits shall be notified by the Director.
8. Mere acceptance of fee would not amount to the selection of the candidates for admission to the course.
9. The Director, Directorate of Distance Education with the approval of the Vice-Chancellor shall have the authority to refuse or cancel admission to/of a candidate who either

fails to produce any requisite certificate in original within the time prescribed by the Director or provides information in the application form which is not found to be correct or misrepresents the facts.

10. The course for the degree of Bachelor of Law (Academic) through Distance Education shall extend over a period of two academic years and each academic year shall be divided into two terms which, as far as possible, shall be as under: -

1st term August 1 to December 20

2nd term January 8 to May 20

11. There shall be two examinations in an academic year, one at the end of each term.

12. There shall be the following courses of study for the LL.B. Course: -

First term	Paper I	Constitutional Development of India
	Paper II	Principles of Contract
	Paper-III	Law of Torts
	Paper-IV	Criminal Law-I
	Paper-V	Family Law-I.

Second term	Paper I	Constitutional Law of England
	Paper II	Transfer of Property Act
	Paper-III	Public International Law
	Paper-IV	Criminal Law-II
	Paper-V	Family Law-II.

Third term	Paper I	Constitutional Law-I
	Paper II	Civil Procedure Code
	Paper-III	Business Association-I
	Paper-IV	Labour Law-I
	Paper-V	Jurisprudence.

Fourth term	Paper I	Constitutional Law -II
	Paper II	Commercial Transactions
	Paper-III	Business Association-II
	Paper-IV	Labour Law-II
	Paper-V	Evidence.

Course contents for the purpose of examination for each term shall be the same as prescribed or may be prescribed from time to time for regular LL.B. candidates of the University of Jammu.

13. The date for each term examination of the LL.B. (Academic) Course through Distance Education shall be as under:

- | | | |
|---------------------------------|---|---|
| LL.B. I & III Term Examinations | - | 2nd week of February every year |
| LL.B. II & IV Term Examination | - | 2nd week of August every year |
| Reappear Category | - | To be fixed by the Director, Directorate of Distance Education under an intimation to the Controller of Examinations: |

Provided that the Examination for such (re-appear) cases shall not be held earlier than one month from the date of declaration of result in which they were placed under reappear category:¹

14. No student shall be admitted to any term of LL.B. (Academic) examination unless he has submitted a minimum of 25 percent of response sheets in each course of study prescribed for the examination, provided that the Vice-Chancellor may, if he is satisfied that there are genuine grounds for not complying with the requirements, waive the above mentioned condition to the extent of 10% of response sheets so that minimum number of response sheets submitted by the candidate is not less than 15%.
15. Promotion of a student from 1st term to 2nd term, 2nd term to 3rd term and 3rd term to 4th term shall not be withheld for the reason that the candidate has not taken examination in any or all papers prescribed for a term examination or failed to qualify any or all papers prescribed for the term examination.
16. In order to pass LL.B. (Academic) examination the candidate shall be required to secure at least 40% marks in each course of study, provided that a candidate who fails in a paper/ papers at a term examination shall be allowed grace marks upto 1 % of total marks prescribed for the term examination.

Provided further that the Vice-Chancellor may award one grace mark to a candidate who after getting the benefit of grace mark mentioned in the foregoing provision fails by one mark.

a/ to qualify in the papers prescribed for the first or second term examination; and/
or

b/ to qualify in all the papers prescribed for the third or fourth term examination.

Provided that every student shall qualify in all the papers prescribed for the first and second or third and fourth term within 5 years of joining the first or third term, as the case may be, failing which he will not be allowed to sit at any subsequent examination and he will have to rejoin afresh for the LL.B. Course.²

17. "The examination fee for a term examination shall be as under or as may be prescribed from time to time:-

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject	Rs.360/-	
iii)	Re-appear/Compartment in one paper	Rs.300/-	
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/- ³

18. Candidates shall submit their applications to the Controller of Examinations on the following dates, on the prescribed forms accompanied by the prescribed fee and the necessary certificate signed by the Director, Directorate of Distance Education, or any other person authorised by him in this behalf.

Examination	Date of receipt of forms & fee in the University	
	Regular	Private
LL. B. I & III Term	15 November	1st November

LL.B. II & IV Term

2nd April

15 March

Re-appear

Within 30 days from the date of declaration of the result.

"Whenever the application/fee or both of a candidate is/are received after the last date prescribed above, he shall also pay late fee as mentioned hereunder:

- | | | |
|----|--|-----------------|
| a) | For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination."³

19. On the recommendations of the Director, Directorate of Distance Education, the Vice-Chancellor may authorize setting up of examination centre outside the territorial jurisdiction of Jammu University but within the territory of India, on such terms and conditions as he considers necessary for efficient conduct of the examination.
20. A student, so long as he is a student of LL.B. course, in the Directorate of Distance Education, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University. Provided that failures, late college students and candidates who have been placed in compartment or re-appear category in one paper/subject only of an examination held under the Faculty other than the Faculty of law, shall not fall within the purview of this Statute.
21. As soon as possible after the end of 2nd year examination the Controller of Examinations of the University shall publish a list of successful candidates classified as under :-
 - i/ Those who obtain 60% or more marks in the aggregate of all the four terms examinations shall be placed in first division.
 - ii/ Those who obtain 48% or more marks but less than 60% marks shall be placed in second division.
 - iii/ Those who obtain 40% or more marks but less than 48% marks shall be shown as pass.

Candidates obtaining 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction.

Deficiency upto 1 % marks in the aggregate number of marks required for first and second division shall be condoned for purpose of placing a candidate in the first or second division.

22. Each successful candidate who has cleared all the 20 papers shall be awarded the degree stating the division in which he has passed with distinction in the paper/s if any. The degree awarded shall be LL.B. (Academic) degree which shall indicate that the degree has been obtained through the Directorate of Distance Education.
23. No formal certificate of having passed the first, second and third term examinations shall be issued to any candidate. However, a statement of marks obtained in each term examination shall be supplied to every candidate.
24. Notwithstanding anything contained in these Statutes, any matter not covered under Statutes shall be governed under the Statutes prescribed for LL.B. Two Years Regular Course.
25. Transitional provision:
Students admitted to the LL.B. two years (Academic) Course through Correspondence in the academic year 1977-78 will appear in the examination at the end of each year.
26. The examination of each year of LL.B. Course shall be held in two parts. The papers comprising first part of first year shall be the same as prescribed for LL.B. 1st term; Papers prescribed for 2nd part of 1st year shall be the same as prescribed for LL.B. 2nd term. Papers prescribed for 1st part of 2nd year shall be the same as prescribed for LL.B. 3rd term and papers prescribed for 2nd part of 2nd year shall be the same as prescribed for LL.B. 4th term regular course.
27. The fees of each year of LL.B. examination/comprising of 10 papers shall be Rs.60/-. The fees for re-appearing in each paper shall be Rs.15/- subject to the maximum of Rs.60/-.
28. The dates for the commencement of each part of examination shall be as under :-
 1. Part-I of 1st year and Part-I of 2nd year Alongwith Regular students of Law Deptt. in the supplementary examination.
 2. Part-II of 1st year and Part-II of 2nd year Alongwith Regular students of Law Deptt. in the Annual examinations.

Provided however, that the students admitted to the LL.B. 1st year academic course in the academic year 1977-78 may appear at the LL.B. Second part of 1st year examination either in May 1978 alongwith the regular LL.B. students or in October 1978 alongwith the LL.B. 2nd term re-appear students of Dept. of law of Jammu University. Such students who opt for taking 2nd part examination of first year in October 1978 and who have paid examination fee of Rs.60/- shall not be required to pay the examination fee in respect of that examination. They shall, however, be required to pay a marks fee of Rs.2/-.

29. The benefit of automatic promotion available to students under Statute Number 14 shall also extend to the students registered for the LL.B. 2 years (Academic) course with the Directorate of Distance Education in the academic year 1977-78 for promotion from the first year to second year.

Provided that all candidates shall qualify in all papers prescribed for first year or second year. as the case may be, within the 5 years of joining the first year or the second year, as the case may be, failing which they will not be allowed to appear at

any subsequent LL.B. Academic examination.

30. The candidates registered in 1977-78 who fail to qualify one more paper shall be eligible to re-appear at any regular or supplementary examination of LL.B. Course.

References:

1. University Council Resolution No.38 dated 10.6.1985
2. University Council Resolution No.48 dated 24.7.1986
3. University Council Resolution No.98 dated 21-06-2004
4. University Council Resolution No. 5 dated 23-05-1998
5. University Council Resolution No.37 dated 10.6.1985

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CHAPTER XLVII

STATUTES GOVERNING THE DEGREE OF BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.) ¹

1. ADMISSION

1.1. No candidate shall be eligible for admission to the M.B.B.S. Course until he/she :-

- (a) has completed the age of 17 years at the time of admission or will complete the age on or before first day of July of the year commencing the prescribed academic session of the said course.
- (b) has passed the Pre-Medical examination of the University of Jammu or the Higher Secondary Part-II (final) examination under the 10+2 pattern of school education of the Jammu & Kashmir State Board of School Education or an examination of any other University or Statutory Board recognised equivalent thereto for the purpose by the Academic Council securing not less than 50% marks in the aggregate of English, Physics, Chemistry and Biology taken together:

Provided that for candidates belonging to scheduled castes and such other categories, as are notified by the State Government for the purpose from time to time, the minimum marks required for admission shall be 40 percent in the aggregate of English, Physics, Chemistry and Biology taken together in the above examination.

2. DURATION OF COURSE

2.1 Every student shall undergo a period of certified study extending over four and a half academic years from the date of commencement of studies to the completion of Final M.B.B.S. Examination, followed by one year's compulsory rotatory internship.

2.2 The period of study shall consist of the following courses/phases :-

- (a) First Professional Course/Phase I extending over one academic year shall be devoted to the study of Pre-clinical subjects of Anatomy, Physiology and Bio-Chemistry, and the subjects of Community Medicine (P&SM).
- (b) Second Professional Course/Phase II, extending over one and half academic years after the completion of Phase I, shall be devoted to the study of both Para-clinical (Pathology & Microbiology, Pharmacology, Forensic Medicine) and Clinical (Medicine, Surgery, Obstetrics & Gynaecology, Pediatrics, Ophthalmology, Otorhinolaryngology and Community Medicine (P& SM) subjects.
- (c) Final Professional Course/Phase III extending over the remaining two academic years shall be devoted to the continuation of study in the clinical subjects.

3. EXAMINATIONS

3.1 For the award of the Degree of Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) the following examinations shall be held by the University in accordance with the provisions contained in the Statutes hereinafter appearing:-

- (i) First Professional — at the end of Phase I, viz. one academic year from the

date of commencement of class-work of First Professional Course to the date of completion of the examination.

- (ii) Second Professional — at the end of Phase II, viz. one and a half academic years from the date of completion of first phase to the date of completion of the examination.
- (iii) Final Professional examination will be held in two parts :-
 - (a) Final Professional Part-I one year after completion of Phase II viz. two and a half academic years after completion of Phase I to be counted from the date of completion of 1st Professional exam. to the completion of Final Professional Part-I Exam.
 - (b) Final Professional Part-II — at the end of Phase III viz. three and a half academic years after completion of Phase I to be counted from the date of completion of First Professional examination to the end of Final Professional Part-II examination.

3.2 Each examination will be held twice a year i.e. one regular and one subsequent on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, Faculty of Medicine.

Note: However, the subsequent examination will be held between 3 to 4 months after declaration of the result of the regular examination.

3.3 "Applications on the forms prescribed by the University, for admission to the Professional examinations alongwith the prescribed fee must reach the Controller of Examinations at least one month before the date of commencement of the regular examination. Such application may be accepted with a late fee of Rs. 70/- for delay of upto 5 days and Rs. 135/- for a delay of upto ten days from the last date fixed for the receipt of form without late fee. After this date the application may be accepted with an additional late fee of Rs. 25/- per day for the next count of five days. Thereafter with a late fee of Rs. 1650/- upto ten days before the commencement of the examination and with a further late fee of Rs. 2200/- with special permission from the Vice Chancellor upto 5 days before the commencement of the examination provided question papers are available and can be sent to Centre of Examination."⁴

3.4 Admission forms and fees for the subsequent examination must reach the Controller of Examinations within 30 days after the declaration of the result of the regular examination. Late fee as given in Statue 3.3 shall be charged if the forms and fees are received thereafter.

3.5 "The amount of examination fee to be paid by the candidate shall be as follows:-

S.No.	Examination	Regular	Private
i)	First Profesional	Rs.500/-	
ii)	Second Professional	Rs.500/-	
iii)	Final Professional Part-I	Rs.500/-	

iv)	Final Professional Part-II	Rs.500/-	
v)	Re-appear in more than one subject		Rs.525/-
vi)	Re-appear in one paper		Rs.375/-
vii)	Maintenance of service fee	Rs.20/-	Rs.20/-
viii)	Desk fee	Rs.25/-	Rs.25/- ²

4. INTERNAL ASSESSMENT

- 4.1 It shall be based on day to day assessment, evaluation of student's assignment, preparation for seminar, clinical case presentation etc.
- 4.2 Regular/periodical examination shall be conducted throughout the course subject to a minimum of two in each subject.
- 4.3 Day to day records should be given importance during internal assessment.
- 4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

5. MIGRATION

- 5.1 Migration from one medical college to other is not a right of a student. However migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds, provided following criteria are fulfilled. Routine migration on other grounds shall not be allowed.
- 5.2 Both the colleges, i.e. one at which the student is studying at present and one to which the migration is sought, are recognised by the Medical Council of India.
- 5.3 The applicant candidate should have passed first professional MBBS examination.
- 5.4 The applicant candidate submits his/her application for migration, complete in all respects to all authorities concerned within a period of one month of passing (declaration of result) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) Examination.
- 5.5 The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at Ind Professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

Note: 1

- (i) Migration during clinical course of study shall not be allowed on any ground.
- (ii) All applications for migration shall be referred to Medical Council of India by College authorities. No Institution/University shall allow migration directly without the approval of the Council.

Note: 2 Compassionate grounds criteria:

- (i) Death of a supporting guardian.
- (ii) Illness of the candidate causing disability

(iii) Disturbed conditions as declared by Government in the Medical colleges area.

6.1 "A candidate before being allowed to sit for any of the Professional examinations:

- (i) Must have been enrolled during the prescribed duration, in accordance with the Statute 2.2. and 3.1 preceding the examination in a Medical College affiliated to the University.
- (ii) Has his/her name submitted to the Controller of Examinations by the Head of the College in which he/she is enrolled.
- (iii) Produces the following certificates signed by the Head of the college in which he/ she is enrolled.

(a) of having good moral character;

(b) of having attended not less than 75% of the full prescribed course of lectures delivered and 75% of practicals and/or clinics held, separately in each subject of the examination provided that deficiency upto 10% of the lectures and practicals separately may be condoned by the Principal. Candidates falling short of required percentage of attendance and those whose deficiency is not condoned by the Principal shall not be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 75% of the practicals and/or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination;

Provided further that the number of lectures and practicals they attend is not less than the number by which they fell short in the subject or subjects;

Provided also that no condonation whatsoever, shall be allowed for deficiency in lectures and practicals for the subsequent examination in such case;

(c) of having satisfactorily performed the work of class;

(d) of having undergone the full duration of the prescribed course in each subject preceding the examination in accordance with Statutes 2.2. and 3.1; and

(e) of having secured at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject".³

6.2 The minimum number of marks required to pass the examination shall be 50% in theory and oral (including internal assessment) taken together and 50% in practical and/or clinical (including internal assessment where provided), separately in each subject ;

"A candidate who has appeared in an examination in full and fails in one theory subject only by not more than 5 marks in the subject in which he/she failed shall be deemed to have passed the examination by adding the required number of marks in the subject. The benefit of grace marks upto a maximum of 5 marks in only one subject shall be given at each examination of the MBBS course provided the candidate getting benefit of grace marks in one subject has passed in all other subjects."⁶

6.3 Candidates who pass the Professional examination within the minimum prescribed duration and secure not less than 75% marks in any subject shall be declared to have passed with distinction, in that subject.

- 6.4 The Controller of Examinations shall publish a list of candidates who are declared successful in various professional examinations, showing the total number of marks secured and distinction, if any, obtained in the subjects by them.
- 6.5 A candidate who, having completed the statutory requirement of eligibility to appear in any of the professional examinations, fails to present himself for the examination, or appears and fails to pass in one or more subjects in the regular/subsequent examination, shall be eligible to appear in the next examination on payment of the prescribed fee on each occasion:
- Provided that in the case of First Professional and Final Professional Part-II examination only, the candidate presents a certificate to the effect that subsequent to his/her last failure he/she had attended an additional course of training in the subject or subjects in which he/she failed, for at least one term to be counted from the completion of the regular/subsequent examination to the next examination as the case may be.
- 6.6 A candidate who passes in one or more subjects in any of the professional examinations but does not pass the examination in full will be exempted from appearing in the subject/subjects in which he/she has passed, in the next examination;
- Provided that in the case of First Professional examination this concession shall be available only to such candidates who have/had appeared in all the three subjects i.e. Anatomy, Physiology and Bio-Chemistry at their first appearance in the examination
- 6.7 **Deleted** ³
- 6.8 A student who does not appear in one or more examinations in which he/she was otherwise eligible to appear, in part or in full, shall be deemed not to have passed the said examination in the first attempt even though he/she may have passed the examination at the first appearance. In such cases the number of missed chances shall be taken as number of attempts.
- 7.1 A candidate who fails to pass the 1st Professional examination in one or more subjects in the regular examination may be permitted to attend classes provisionally in the 2nd Professional course till the subsequent examination of the First Professional course is held. If such a candidate passes the 1st Professional Exam. in full at the subsequent examination his provisional admission shall be regularized from the date of joining the 2nd Professional course. If he fails to qualify in any of the subjects of 1st Professional course in the subsequent examination, his provisional admission to the 2nd Professional course shall stand cancelled.
- 7.2 A candidate, who having completed the statutory requirement of eligibility to appear in the second Professional examination fails to present himself/herself for the examination in one or more subjects or appears but fails to pass in one or more subjects shall be allowed to join the next higher class but shall not be allowed to sit for the Final Part- I examination unless he/she has passed in all the subjects of the second Professional examination.
- 7.3 A candidate who having completed the statutory requirement of eligibility to appear in the Final Professional Part-I examination, fails to present himself/herself for the examination in one or more subjects or appears but fails to pass in one or more subjects shall be allowed to join the next higher class but shall not be allowed to sit for the final Professional Part-II examination unless he/she has passed the Final Professional Part- I examination in full.

8. FIRST PROFESSIONAL EXAMINATION:

8.1 Every candidate for the first Professional examination shall be required to have attended the full prescribed course for one academic year and pass in the following subjects:-

- (i) Human-Anatomy : A course of 650 hours of teaching
- (ii) Human Physiology : A course of 480 hours of teaching
- (iii) Bio-Chemistry : A course of 240 hours of teaching

8.2 Scheme of examination for the First Professional examination shall be as follows:-

(a) Anatomy:		
Theory -Two papers of 50 marks each (one applied question of 10 marks in each paper)		100 marks
Oral (Viva)		20 marks
Practical		40 marks
Internal Assessment (Theory-20 ; Practical-20)		40 marks
	Total	200 marks
(b) Physiology including Biophysics :		
Theory- Two papers of 50 marks each (one applied question of 10 marks in each paper)		100 marks
Oral (Viva)		20 marks
Practical		40 marks
Internal Assessment (Theory-20 : Practical-20)		40 marks
	Total	200 marks
(c) Bio-Chemistry:		
Theory- Two papers of 50 marks each (one applied question of 10 marks in each paper)		100 marks
Oral (Viva)		20 marks
Practical		40 marks
Internal Assessment (Theory-20: Practical-20)		40 marks
	Total	200 marks

9. SECOND PROFESSIONAL EXAMINATION:

9.1 Every candidate appearing for the second Professional examination shall be required to have attended the full prescribed course for one and a half academic years in accordance with Statutes 2.2 and 3.1 and to pass in all the following subjects:-

- (i) Pathology : A course of 300 hours of teaching
- (ii) Microbiology : A course of 250 hours of teaching
- (iii) Pharmacology : A course of 300 hours of teaching
- (iv) Forensic Medicine : A course of 100 hours of teaching

9.2 The scheme of examination for the 2nd Professional examination shall be as follows:-

a) Pathology:

Theory -Two papers of 40 marks each (one applied question of 10 marks in each paper)	80 marks
Oral (Viva)	15 marks
Practical	25 marks
Internal Assessment (Theory-15 : Practical-15)	30 marks
Total	150 marks

b) Microbiology:

Theory- Two papers of 40 marks each (one applied question of 10 marks in each paper)	80 marks
Oral (Viva)	15 marks
Practical	25 marks
Internal Assessment (Theory-15 : Practical-15)	30 marks
Total	150 marks

c) Pharmacology:

Theory-Two papers of 40 marks each containing one question on clinical therapeutics	80 marks
Oral {Viva}	15 marks
Practical	25 marks
Internal Assessment (Theory-15 ; Practical-15)	30 marks
Total	150 marks

d) Forensic Medicine:

Theory-one paper (Two parts: A&B)	40 marks
Oral (Viva)	10 marks
Practical	30 marks
Internal Assessment (Theory-10: Practical-10)	20 marks
Total	100 marks

NOTE : Separate answer books shall be provided for each part of theory papers.

10. FINAL PROFESSIONAL PART-I

10.1 Every candidate appearing for the Final Professional Part-I examination shall be required interalia to have attended the full prescribed course of studies for the two and a half academic years, in addition to a course of study in Phase-I for Community Medicine (P&SM) in accordance with Statute 2.2 and to pass in the following subjects:-

- | | |
|------------------------------|--|
| a) Community Medicine (P&SM) | A course of 310 hours of teaching
(study from 1st semester) |
| b) Ophthalmology | A course of 160 hours of teaching |
| c) E.N.T | A course of 70 hours of teaching. |

10.2 The scheme of examination for the Final Professional Part-I examination shall be as follows :-

a) Ophthalmology:	
Theory-one paper of two parts (A&B) (should contain one question on pre-clinical and para-clinical aspect of 10 marks)	40 marks
Oral (Viva)	10 marks
Clinical	30 marks
Internal Assessment (Theory 10 ; Practical 10)	20 marks
Total	100 marks

Note: Separate answer books shall be provided for each part of the paper.

b) Oto-Rhino-Laryngology:	
Theory-one paper of two parts (A & B) (should contain one question on pre-clinical and para-clinical aspects, of 10 marks)	40 marks
Oral (Viva)	10 marks
Clinical	30 marks
Internal Assessment (Theory-10; Practical-10)	20 marks
Total	100 marks

Note: Separate answer books shall be provided for each part of the paper.

c) Community Medicine including Humanities:	
Theory- Two papers of 60 marks each (including problem solving, applied aspects of management at primary level including essential drugs occupational (agro based diseases, rehabilitation and social aspects of community) :	120 marks
Oral (Viva)	10 marks
Practical/Project evaluation	30 marks
Internal Assessment (Theory-20; Practical-20)	40 marks
Total	200 marks

11. FINAL PROFESSIONAL PART-II EXAMINATION;

11.1 Every candidate appearing for the Final Professional Part-II examination shall be required interalia to have attended the full prescribed course of studies for three and a half years after passing 1st Professional M.B.B.S. examination in accordance with Statute 2.2. and to pass in the following subjects :-

- | | | |
|---|--|-----------|
| i) Medicine | A course of 370 hours of teaching as under : | |
| General Medicine | | 300 hours |
| Chest Diseases | | 20 hours |
| Psychiatry | | 20 hours |
| Dermatology | | 30 hours |
| ii) Surgery | A course of 450 hours of teaching as under : | |
| General surgery | | 300 hours |
| Orthopaedics | | 100 hours |
| Radiotherapy | | 20 hours |
| Anaesthesia | | 20 hours |
| Dentistry | | 10 hours |
| iii) Obstetrics & Gynaecology: | A course of 300 hours of teaching | |
| iv) Paediatrics: | A course of 100 hours of teaching. | |

11.2. Scheme of Final Professional Part-II Examination shall be as follows: -

a) Medicine	
Theory- Two papers of 60 marks each	120 marks
Paper-I -General Medicine	
Paper-II- General Medicine (including Psychiatry, Dermatology & S.T.D.) (shall contain one question on basic sciences and allied subjects)	
Oral (Viva) Interpretation of X-Ray, ECG Etc.	20 marks
Clinical (Bed side)	100 marks
Internal Assessment (Theory-30; Practical-30)	60 marks
Total	300 marks
b) Surgery	
Theory— Two papers of 60 marks each Paper-I	
General Surgery (Section I) Orthopaedics (Section 2)	120 marks
Paper-II -General Surgery including Anaestheology,	

Dental diseases and Radiology. (shall contain one question on basic sciences and allied subjects)	20 marks
Oral (Viva) interpretation of investigative data	100 marks
Clinical (Bed side)	60 marks
Internal Assessment (Theory 30 : Practicals 30)	
Total	300 marks

Paper-I of Surgery shall have one section in Orthopaedics.. The questions on Orthopaedic Surgery be set and assessed by examiners who are teachers in the Orthopaedic surgery. Two separate answer sheets be provided for each section of Paper I in General Surgery.

c) Obstetrics and Gynaecology :

Theory- Two Papers of 50 marks each	100 marks
Paper-I Obstetrics including social obstetrics. Paper-II-Gynaecology, Family Welfare and Demography (shall contain one question on basic sciences and allied subjects)	
Oral (Viva) including record of delivery cases (20 + 10)	30 marks
Clinical	30 marks
Internal Assessment (Theory-20 ; Practical-20)	40 marks
Total	200 marks

d) Paediatrics (including Neonatology) :

Theory Paper of two parts A&B (shall contain one question on basic sciences and allied subjects)	40 marks
Oral (Viva)	10 marks
Clinical	30 marks
Internal Assessment (Theory-10 ; Practical-10)	20 marks
Total	100 marks

Note: Separate answer books shall be provided for each part of the paper.

12. INTERNSHIP

- 12.1 Every candidate shall be required, after passing Final Professional M.B.B.S. examination to undergo compulsory pre-registration rotating internship, to the satisfaction of the University for a period of 12 months, so as to be eligible for the award of degree of M.B.B.S.
- 12.2. A provisional certificate of having passed the Final M.B.B.S. examination may be issued by the Principal of the College concerned to a candidate, on his/her passing the said examination, to enable him/her to take provisional registration.
- 12.3 The compulsory rotating internship shall be done in teaching and non-teaching approved Hospitals like District Hospitals and upgraded Primary Health Centres/Rural Health Training Centres attached to teaching institutions and approved by the Medical Council of India for the said purpose.

The internship will include training of 12 weeks in Community Medicine, and 5 weeks each in General Medicine and General Surgery, 8 weeks in Gynaecology and Obstetrics including MCH, FW and post-mortem programmes, 4 weeks in Paediatrics including Paediatric nutrition and immunization, 3 weeks in Orthopaedics including physical medicine and rehabilitation, 2 weeks each in Ophthalmology, ENT, Anaesthesia, Forensic Medicine and CD/DTC one and a half weeks each in Dermatology including STD and Psychiatry and one week each in Radio diagnosis and Blood Bank and Transfusion Department.

"In the light of the MCI guidelines, It is desirable that internship for students should be restricted to the college from where they have undertaken their medical studies. However, for students residing at such places as fall outside the purview of the parent University an exception can be made allowing them to pursue their internship in colleges which are not under the University from where they have pursued the Under-graduate course."⁷

- 12.4 The intern shall be entrusted with clinical responsibilities under the supervision of a senior Faculty Member/Senior Medical Officer.
- 12.5 The Intern shall maintain a record of the work which is to be verified and certified by the HOD/MO under whom he/she works. Based on the record and performance of the intern, the Principal/Dean shall issue a certificate of satisfactory completion of the training by the candidate, following which the University shall award the Degree of M.B.B.S. or declare him/her eligible for the same.
- 12.6 If the performance of the candidate for any specific period of internship has not been satisfactory, he/she shall be required to repeat the internship for the said period before a certificate of satisfactory completion of internship is issued by the Principal/ Dean in his/her favour.
- 12.7 One year's approved service in the Armed Forces Medical Services after passing the Final M.B.B.S. examination shall be considered as equivalent to the pre-registration internship training as detailed above.

13. APPOINTMENT AND ELIGIBILITY OF EXAMINERS

- 13.1 No person shall be appointed as an examiner in any of the subjects of the professional examinations leading to the award of degree of Bachelor of Medicine and Bachelor of Surgery unless:-
 - a) he/she has taken atleast five years previously a Postgraduate degree (MD/MS) or an equivalent qualification in the particular subject or an allied subject, as per the recommendations of the Medical Council of India on teachers eligibility qualifications, and has at least five years teaching experience after obtaining the Post-graduate qualification in the subject concerned in a Medical College affiliated to a recognised University at a Faculty position.
 - b) is of the rank of an Associate Professor or equivalent and above, with the requisite qualification and experience as given in above sub-clause (a). Provided that when an Associate Professor or equivalent and above are not available, an Asstt. Professor of 5 years standing as Asstt. Professor with requisite qualifications and experience in the subject may be appointed as examiner.
 - c) Non-Medical teachers of the rank of Associate Professor or equivalent and above, or in their absence, an Assistant Professor with 5 years standing as Assistant Professor entrusted with the teaching of Medical students, may be appointed as examiner in their concerned subjects, provided they possess the Ph.D. degree qualification as per Medical Council of India recommendations on the teacher's eligibility qualifications and have atleast given 5 years teaching experience in a Medical College affiliated to a recognised University or a recognised Post-graduate institute.

Provided further that 50% of the examiners (internal and external) preferably are from the medical qualification stream.

Note:

- i) The subject(s) to be considered allied to the subjects concerned shall be according to the list of allied subjects approved by the Medical Council of India from time to time.
- ii) In the case of (b) & (c) above, under exceptional circumstances when Asstt. Professor and above are not available, a Assistant Professor with five years standing as Assistant Professor, with requisite qualifications and experience in the subject may be considered for appointment as examiner.

13.2 There shall be atleast four examiners for upto 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior-most internal examiner will act as the chairman and co-coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, two additional examiners (one external and one internal) for every additional 50 or part thereof candidates appearing, be appointed.

Note- I: For students upto 50 there shall be two examiners one external and one internal.

Note-II: For examination in Surgery

- a) For upto 50 students, there shall be three examiners one external and two internal. One of the internal examiners shall be the senior-most teacher in Orthopaedics.
- b) For students above 50 and upto 100 there shall be four examiners, two external and 2 internal and one of the internal examiners shall be the senior-most teacher in Orthopaedics.
- c) When number of candidates is more than one hundred, for each set of 50 students or part above hundred there shall be two additional examiners, one external and one internal. The external examiner shall be a teacher in Orthopaedics.

13.3 Notwithstanding the number of candidates registered for the examination, one external examiner and one internal examiner who shall be the senior of the two internal examiners, in case of more than 100 students, will set and assess one question paper each (where there are two papers in a subject) or one part of a question paper each (where there is only one question paper in the subject). Seniormost internal examiner of affiliated Medical College shall be Chairman of the board of paper setters and act as moderator by rotation for one year.

13.4 The external examiner shall ordinarily be an in-service teacher in the subject or an allied subject from any Medical College affiliated to a recognised University other than Jammu University or a recognised Post-graduate Institute.

13.5 The Internal examiner shall ordinarily be an in-service senior teacher/HOD in the subject in the affiliated Medical College who has actually been working in the department for a minimum period of six months.

13.6 In the case of non-availability of an examiner in a subject, a retired teacher with requisite qualification and teaching experience may be appointed either as external or internal examiner provided that for being appointed as external examiner he should have retired two years prior to the examination.

13.7 The practical/clinical and oral examination in each subject shall be conducted jointly by the external and internal examiner(s) and the award sheet containing the marks of oral practical and/or clinical (including the internal assessment) shall be compiled and signed by all external and internal examiner(s) before it is submitted to the University by the senior-most internal examiner of each affiliated College.

- 13.8 Award sheet containing marks of theory alongwith duly evaluated and signed answer scripts shall be submitted to the University separately by each examiner.
- 13.9 There shall be separate sets of examiners (Internal & External) for each medical college with internal examiner from the concerned college/Institution. In case of non-availability of internal examiners in a particular college the internal examiner can be appointed from some other Medical College affiliated to the University of Jammu.
- 13.10 External examiners shall rotate at an interval of two years.
- 13.11 Except Head of the Department of the subject concerned in a College all others with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subject every year.
Provided that where Professor or Associate Professor is not available, an Assistant Professor with five years teaching experience as Assistant Professor may be considered for appointment as examiner.
- 13.12 The external & internal examiners will be appointed by the University from the panel of examiners (external & internal) submitted by seniormost teachers/HODs of each subject from each affiliated Medical College.
- 13.13 In case of non-availability of second/third internal examiner, the examination may be conducted with only three/five examiners, i.e. two/three external and one/two internal. In exceptional circumstances when one of the external examiners is not able to reach for the conduct of practical/clinical examination on account of unavoidable circumstances and no alternative arrangement can be made to the satisfaction of the Dean, Faculty of Medicine, the examination may be conducted with one/two external and two/three internal examiners only.
- 13.14 External examiners shall not be from the same University & preferably be from outside the State.
- 13.15 The internal examiner in a subject shall not preferably accept external examinership for a College from which external examiner is appointed in his/her subject for that session.
14. Interpretation, if any, shall be determined by the Vice-Chancellor in consultation with the Dean Faculty of Medicine and the decision taken shall be final and binding on all concerned.

REGULATIONS GOVERNING AWARD OF INTERNAL ASSESSMENT AND MAINTENANCE OF RECORD FOR BACHELOR OF MEDICINE AND BACHELOR OF SURGERY EXAMINATION

1. The internal assessment marks reserved for theory part of the examination in each subject shall be calculated on the basis of performance in Theory and Viva in periodical assessment examinations, and the marks reserved for the practical part of the examination shall be calculated on the basis of performance in practicals in periodical assessment examination and day to day assessment of the candidate.
2. For periodical assessment at least two terminal examinations in each subject will be arranged by the concerned Head of the Department at regular intervals of not less than four months, throughout the duration of the course of study for the subjects, in which the candidate will be examined in theory, oral and clinical. The last terminal examination shall be held not later than one month before the commencement of the University examination in the subject.
3. The internal assessment marks reserved for theory part of the examination shall be calculated from the total number of marks in theory and oral obtained by a candidate in the terminal examination (and other class tests that may be held from time to time if the department so desires), irrespective of the fact whether a candidate has appeared in all of these or not.
4. Day to day assessment marks (to be added to practical part of the examination) will be allotted from the total number of marks in practical obtained by a candidate in terminal examination and general performance of the candidate throughout the course of study, on the basis of records of clinical case sheets, ward leaving tests, quiz and/or stage examinations depending on the subject and the convenience of the department concerned.
5. Marks in both cases of internal assessment i.e. those reserved for theory and those for practical shall be computed on the basis of direct percentages from the total marks obtained in the terminal examinations (including any class test) and day to day assessment.
6. The total marks allotted to each terminal examination shall be same and the marks allotted in each examination shall be distributed between theory, oral, practical and/or clinical part in the same proportion as stands allotted for the University examination of the subject.
7. In all calculations marks shall be calculated upto the first place of decimal. At the time of final internal assessment at the end of session, fractions less than half a mark shall be disregarded and fractions of half marks or more shall be raised to the next whole number.
8. After termination of each terminal examination (any class test if held) the Head of the Department shall prepare a statement of award in triplicate on the proforma enclosed showing part-wise marks obtained by the candidate in the concerned subject. One copy of the said award will be submitted to the Principal of the College, other copy will be notified to the candidates and the third copy shall be kept in the office records of the department concerned.

The Head of the Department shall maintain a bound and machine number register. where marks secured by each candidate in each assessment examination shall be recorded alongwith the final score of internal assessment calculated at the end of the course of study for the subject.

9. The record of the awards of terminal examinations (and class test) and the final internal assessment marks based on these tests and day to day assessment shall remain in the custody of the Head of the Department of the subject concerned and shall be retained for a period of not less than six months after the declaration of the results of the concerned University examination.
10. The record of periodical examination and internal assessment shall be opened to periodical inspection by the Principal/Dean Faculty of Medicine at least once during the course of study of the subject concerned and by the Inspector to be appointed by the Vice-Chancellor.
11. Internal Assessment of remanded students will be calculated on the basis of marks secured by the candidate in one terminal examination to be arranged one month before the next University examination as well as on day to day assessment during the term preceding the next examination. In the event of these marks being less than the internal assessment marks obtained by the candidate during the period of study preceding the examination in which he/she failed, the better of the two will be considered for inclusion in the next examination.
12. In the case of a candidate who fails to appear in the regular examination due to any reason, the internal assessment marks based on all the periodical examinations and day to day assessment during full academic period will be considered for any subsequent examination in which he/she appears for the first time. However, such a candidate can appear in the terminal examination held before the subsequent University examination for bettering the assessment record. In such cases marks obtained by the candidate in two out of the three terminal examinations will be considered to the best advantage of the candidate for calculating internal assessment.

References:

- 1 University Council Resolution No. 62 dated 05-04-1999
2. University Council Resolution No. 98 dated 21-06-2004
3. University Council Resolution No. 66.26 dated 21-04-2006
4. University Council Resolution No. 66.63 dated 21-04-2006
5. University Council Resolution No. 67.32 dated 25-02-2008
6. University Council Resolution No. 67.33 dated 25-02-2008
7. University Council Resolution No. 68.55* dated 27.03.2009

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* Corrigendum No. Coord./Corri-UC-Noti./09/8973-100 dated 03.12.2009

CHAPTER XLVII-A¹

STATUTES GOVERNING THE DEGREE OF BACHELOR OF PHYSIOTHERAPY (B.Ph.T)

1. ELIGIBILITY FOR ADMISSION

1.1 "No candidate shall be eligible for admission to the Physiotherapy Course until he/she has:-

- i/ attained or shall attain the age of 17 years on 31st December of the year of his/her admission to the Institute/College.
- ii/ passed the Higher Secondary Part-II examination (10+2 pattern) of the J&K State Board of School Education or an examination recognised as equivalent thereto with 50% marks in aggregate of English, Physics, Chemistry and Biology taken together.

In case of candidates belonging to Scheduled Caste and Scheduled Tribe and other reserved categories notified by the State Government for the purpose from time to time, the minimum percentage of marks shall be 40%".⁵

2. ADMISSION

The admission to the Degree of Bachelor of Physiotherapy will be made in the affiliated Colleges of the University of Jammu on the basis of-

- i) merit of the candidates in the Common Entrance Test conducted by a Competent Authority;
- ii) medical fitness of the candidate for which the selected candidates will furnish a medical certificate to the Principal of the College from a Medical Officer to the effect that the candidate is fit for undergoing the Degree Course;
- iii) payment of admission fees as prescribed by the University from time to time.

3. DURATION OF COURSE

- i) Every student shall undergo a period of certified study extending over four academic years from the date of commencement of studies to the completion of Final B.Ph.T. Examination, followed by 6 months compulsory internship.
- ii) The period of study shall consist of the following Courses/Phases:-
 - a) First Professional Course/Phase-I extending over one and half academic years shall be devoted to the study of subjects like Human Anatomy, Human Physiology, Movements and Biomechanics, Pathology and Bacteriology.
 - b) Second Professional Course/Phase-II, extending over one and half academic years after the completion of Phase-I, shall be devoted to the study of subjects like General & Social Psychology, Exercise Therapy, Medicine, Surgery, Pharmacology and Medical Electronics and Electrotherapy.
 - c) Final Professional Course/Phase-III extending over the remaining one academic year shall be devoted to the study of the subjects like Physiotherapy in Medical Conditions, Physiotherapy in Surgical Conditions, Rehabilitation Medicine, Applied Mathematics and Statistics and Psychiatry.

4. EXAMINATIONS

4.1 For the award of the Degree of Bachelor of Physiotherapy (B.Ph.T.) the following examinations shall be held by the University in accordance with the provisions contained in the Statutes hereinafter appearing:-

- i) First Professional at the end of Phase-I, viz. one and half academic years from the date of commencement of class-work of First Professional Course to the date of completion of the examination.
- ii) Second Professional at the end of Phase-II, viz. one and half academic years from the date of completion of first phase to the date of completion of the examination.
- iii) Final Professional examination at the end of Phase-III, viz. one year from the date of completion of Phase-II viz. three academic years after completion of Phase-I to be counted from the date of completion of 1st Professional examination to the completion of Third Professional Examination.

4.2 Each examination will be held twice a year, i.e., one annual and one supplementary on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, Faculty of Medicine.

Note:- However, the supplementary examination will be held between 3 to 4 months after declaration of the result of the Annual Examination.

4.3 Applications on the forms prescribed by the University, for admission to the Professional examinations alongwith the prescribed fee must reach the Controller of Examinations at least two months before the date of commencement of the Annual Examination, such applications may be accepted with a late fee as prescribed by the University from time to time.

4.4 Admission forms and fees for the supplementary examination must reach the Controller of Examinations within 30 days after the declaration of the result of the Annual Examination. Late fee as prescribed by the University shall be charged if the forms and fees are received thereafter.

4.5 "The amount of examination fee to be paid by the candidate shall be as follows:-

- | | |
|--------------------------------------|----------|
| i) First Professional Examination | Rs.500/- |
| ii) Second Professional Examination | Rs.500/- |
| iii) Third Professional Examination | Rs.500/- |
| iv) Re-appear in more than one paper | Rs.525/- |
| v) Re-appear in one paper | Rs.375/- |

or as prescribed by the University from time to time.

Note: In addition to the fees prescribed above, every candidate appearing in any examination conducted by this University will have to pay Rs. 20/- as maintenance or service fee and Rs. 25/- as "Desk Fee".⁶ These two funds will be kept at the disposal of the Controller of Examinations.

5. SYLLABI AND COURSES OF STUDY

The candidates shall have to follow the same Syllabi and Courses of Study as approved by the Academic Council.

6. MEDIUM OF INSTRUCTION AND EXAMINATION

English shall be the medium of instruction and examination.

7. INTERNAL ASSESSMENT

- 7.1 It shall be based on day to day assessment, evaluation of student's assignment, preparation for seminar etc.
- 7.2 Regular/Periodical examination shall be conducted throughout the course subject to a minimum of two in each subject.
- 7.3 Day to day records will be given importance during internal assessment.
- 7.4 Weightage for the internal assessment shall be 20% in theory and 50% in practical (wherever required) of the total marks in each subject.

8. ELIGIBILITY FOR EXAMINATION

8.1 A candidate before being allowed to sit for any of the Professional Examinations:-

- i) Must have been enrolled during the prescribed duration, in accordance with Statute 3.2 and 4.1 preceding the examination in the College affiliated to the University.
- ii) Must have his/her name submitted to the Controller of Examinations by the Head of the College in which he/she is enrolled.
- iii) Must produce the following certificates signed by the Head of the College in which he/she is enrolled:-
 - a) Of having good moral character;
 - b) Of having attended not less than 75% of the lectures delivered in each subject separately and 75% of practicals separately in each subject. 15% of the lectures and practicals separately may be condoned by the Principal with the permission of the Board of Studies. Candidates falling short of required percentage of attendance and those whose deficiency is not condoned by the Principal shall be permitted to appear in the Supplementary examination provided they remain on the roll of the College as regular students and attend 75% of the lectures delivered and 75% of the practicals from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the supplementary examination;

Provided further that the number of lectures and practicals they attend is not less than the number by which they fell short in the subject or subjects;

Provided also that no condonation, whatsoever shall be allowed for deficiency in lectures and practical for the supplementary examination in such case;
 - c) Of having satisfactorily performed the work of class; and
 - d) Of having undergone the full duration of the prescribed course in each subject preceding the examination in accordance with Statutes 3 and 4.

- 8.2 “The minimum number of marks required to pass the examination shall be 50% in theory (including internal assessment) taken together and 50% in practical and/or clinical (including internal assessment where provided), separately in each subject; Provided that a candidate who has appeared in an examination in full and fails in one subject only or part thereof by not more than one percent of the maximum marks in the subject in which he/she has failed, shall be deemed to have passed the examination by adding the required number of marks in the subject or its parts as the case may be.
- Provided further that if a candidate appears in one or more than one course and fails in the University exam. by a deficiency of not more than one mark shall be deemed to have passed the examination and the required number of one mark in one course shall be added in the course”.⁴
- 8.3 Candidates who pass the Professional Examination within the minimum prescribed duration and secure 75% marks in any subject shall be declared to have passed with distinction, in that subject.
- 8.4 The Controller of Examinations shall publish a list of candidates who are declared successful in various professional examinations, showing the total number of marks secured and distinction, if any, obtained in any subject by them.
- 8.5 A candidate who, having completed the statutory requirement of eligibility to appear in any of the professional examinations, fails to present himself/for the examination, or appears and fails to pass in one or more subjects in the Annual/Supplementary examination, shall be eligible to appear in the next examination on payment of the prescribed fee on each occasion;
- Provided that in the case of First Professional and Third Final Professional examination only, the candidate presents a certificate to the effect that subsequent to his/her last failure he/she had attended an additional course of training in the subject or subjects in which he/she failed, for atleast one term to be counted from the completion of the Annual/Supplementary examination to the next examination as the case may be.
- 8.6 A candidate who passes in one or more subjects in any of the professional examinations but does not pass the examination in full will be exempted from appearing in the subject/subjects in which he/she has passed, in the next examination:
- Provided that in the case of First Professional examination this concession shall be available only to such candidates who have/had appeared in all the subjects at their first appearance in the examination.
- 8.7 A candidate who fails to appear in or pass the First Professional Examination in four attempts within a period of three years to be counted from the date of first examination of the batch of students with which he/she was admitted to the College shall not be allowed to continue the studies:
- Provided that the candidate before being allowed to take the fifth and final attempt shall be required to attend the classes in the subject(s) concerned regularly for at least one term, and to secure not less than 50% marks in aggregate in the send up examination to be held by the College before the university examination in such cases.

8.8 A student who does not appear in one or more examinations in which he/she was otherwise eligible to appear, in part or in full, shall be deemed not to have passed the said examination in the first attempt even though he/she may have passed the examination at the first appearance. In such cases the number of missed chances shall be taken as number of attempts.

9. PROVISIONAL PERMISSION FOR ADMISSION TO NEXT HIGHER CLASS

9.1 Final examination in one or more subjects in the Annual examination may be permitted to attend classes provisionally in the Second Professional Course till the supplementary examination of the First Professional Course is held. If such a candidate passes the 1st Professional Examination in full at the Supplementary examination, his/her provisional admission shall be regularized from the date of joining the Second Professional Course. If he/she fails to qualify in any of the subjects of 1st Professional Course in the subsequent examination, his/her provisional admission to the 2nd Professional Course shall stand cancelled.

9.2 A candidate, who having completed the Statutory requirement of eligibility to appear in the Second Professional Examinations fails to present himself/herself for the examination in one or more subjects or appears but fails to pass in one or more subjects shall be allowed to join the next higher class but shall not be allowed to sit for the Third Professional Examination unless he/she has passed in all the subjects of the Second Professional Examination.

10. SCHEME OF EXAMINATION

A) Every candidate for the First Professional examination shall be required to have attended the full prescribed Course for one and half years in the following subjects:-

- i) Human Anatomy
- ii) Human Physiology
- iii) Movements and Bio-mechanics
- iv) Pathology & Bacteriology
- v) Bio-Chemistry

The duration of examination and marks allotted to each subject for the First Professional Examination shall be as follows:-

“i) Human Anatomy:	Marks	Time
Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	
i) Human Physiology:-	Marks	Time
Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	

iii) Movements, Manipulations and Biomechanics:-

Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	

iv) Pathology & Bacteriology

Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of all the topics as indicated in the existing syllabi from serial No. 1 to 8

Part-II shall comprise of all the topics as indicated in the existing syllabi from serial No. 9 to 17

v) Bio-Chemistry

Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of all the topics as indicated in the existing syllabi from serial No. 1 to 5, 7 and 8.

Part-II shall comprise of all the topics as indicated in the existing syllabi from serial No. 6, 9 to 13".³

B SECOND PROFESSIONAL EXAMINATION:

- a) Every candidate appearing for the Second Professional Examination shall be required to have attended the full prescribed course for one and a half academic years in the following subjects:-
- i) General & Social Psychology
 - ii) Exercise Therapy
 - iii) Medicine
 - iv) Surgery
 - v) Pharmacology
 - vi) Medical Electronics and Electrotherapy
- b) The duration of examination and the marks allotted to each subject for the 2nd Professional examination shall be as follows:-

i) General & Social Psychology	Marks	Time
Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of whole of section I as indicated in the existing syllabi, i.e., General Psychology.

Part-II shall comprise of whole of section II of the existing syllabi, i.e., Social Psychology.

ii) **Exercise Therapy:**

Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	

iii) **Medicine:**

	Marks	Time
Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Internal Assessment	20	
Practical University Examination	25	
Internal Assessment	25	
Total	150	

iv) **Surgery:**

Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Internal Assessment	20	
Practical University Examination	25	
Internal Assessment	25	
Total	150	

v) **Pharmacology:**

Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of all the topics as indicated in the existing syllabi from serial No. 1 to 9

Part-I shall comprise of all the topics as indicated in the existing syllabi from serial No. 10 to 17.

vi) **Medical Electronics and Electrotherapy:**

Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200 ³	

C) THIRD PROFESSIONAL EXAMINATION:

- a) Every candidate appearing for the Third Professional examination shall be required to have attended the full prescribed course of studies for one academic year in the following subjects:-
- Physiotherapy in Medical Conditions
 - Physiotherapy in Surgical Conditions
 - Rehabilitation medicine
 - Applied mathematics & Statistics Psychiatry

- b) The duration of examination and the marks allotted to each subject for the Third Professional examination shall be as follows:-

“ i) Physiotherapy in Medical Conditions	Marks	Time
Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	

ii) Physiotherapy in Surgical Conditions:		
Theory—One paper of 80 marks having two parts		
Part I –40 marks	80	3 hours
Part II – 40 marks		
Practical	50	
Internal Assessment (Theory 20, practical 50)	70	
Total	200	

iii) Rehabilitation Medicine:		
Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of all the topics as indicated in the existing syllabi from serial No. 1, 2 and 5.

Part-II shall comprise of all the topics as indicated in the existing syllabi from serial No. 3, 4 and 6.

iv) Applied Mathematics & Research Methodology:		
Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of section 1 of the existing syllabi i.e. Mathematics

Part-II shall comprise of section II of the existing syllabi i.e. Research Methodology

v) Psychiatry:		
Theory—One paper of 40 marks having two parts		
Part I –20 marks	40	2 hours
Part II – 20 marks		
Internal Assessment (Theory)	10	
Total	50	

Part-I shall comprise of mental retardation and child psychiatry of the existing syllabus.

Part-II shall comprise of

- | | | |
|--|-----------------------|-----------------------|
| i) General | | |
| ii) Symptoms and Treatment of | | |
| a) Psychosis | b) Effective disorder | c) Epileptic disorder |
| iii) Neurosis of the existing syllabus | | |

NOTE I: In all the subjects it is proposed that Part-I of each paper should be set by the external examiner and Part-II by the internal examiner who shall also be the moderator of the question paper.

NOTE II: For each subject, every candidate shall be given two answer sheets to attempt each part of the question paper separately.

The following instructions for examiners be followed:-

- a) In all major subjects of all the Professional examinations except for 1st Prof. B.Ph.T. examination, the sections I and III may be got set by the External and Section II by the Internal Examiners with weightage of 40 marks for each of the examiner as indicated in the instructions for paper setters (Sec. A and C shall comprise of 16 & 24 marks to be set by the external examiner as Part-I and Sec. B of 40 marks as Part-II to be set by the internal examiners).
- b) As there are no prescribed instructions for paper setters for 1st Prof. B.Ph.T. examination as such the External and Internal Examiners may set one part of the prescribed section I and section II respectively with the weightage of 40 marks each. This provision be adopted for the students admitted in the session 2001-2002 only, whereas from the session 2002-2003 onwards, the instructions to the examiners as in vogue for the 2nd & 3rd Prof. be adopted.
- c) The subjects of all the three Profs. namely 1st, 2nd and 3rd having total of 40 marks each be divided into two parts 1st for the external and II for the Internal examiners having weightage of 20 marks each, with section I, III and section II respectively (Sec. A & C shall comprise of 8 and 12 marks respectively for external examiners as Part-I of the paper and section B comprise of 20 marks for Internal examiners as Part-II of the paper".³

11. INTERNSHIP

11.1 Every candidate shall be required, after passing Third Professional B.Ph.T. examination to undergo compulsory pre-registration internship, to the satisfaction of the University for a period of 6 months, so as to be eligible for the award of degree of Bachelor of Physiotherapy.

"Prescription of the schedule of internship for the B.Ph.T students :-

1. Medicine	1½ months
2. Orthopaedics/Surgery	1½ months
3. Gynae	1½ months
4. Physiotherapy	1½ months
Total	6 months" ⁷

11.2 A Provisional certificate of having passed the Third B.Ph.T. examination may be issued by the Principal of the College concerned to a candidate, on his/her passing the said examination, to enable him/her to take provisional registration.

11.3 The students of B.Ph.T to undergo compulsory rotatory internship for a period of six months in Govt. Medical College, Jammu and also in other institution within and outside the state which are recognized by the Medical Council of India on production of 'No Objection Certificate' from the parent institution and the institution/s where they intend to go for undergoing the internship.

The prescription of fee of Rs.500/- for issue of 'No Objection Certificate' for doing internship training from (within and outside State) institutions other than the parent College of Physiotherapy."⁸

The compulsory rotating internship shall be done in teaching and non-teaching approved Hospitals like District Hospitals and upgraded Primary Health Centres/

Rural Health Training Centres attached to teaching institutions and approved by the Medical Council of India for the said purpose.

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- 11.4 The intern shall be entrusted with clinical responsibilities under the supervision of a senior Faculty member/Senior Medical Officer.
- 11.5 The intern shall maintain a record of the work which is to be verified and certified by the HOD/MO under whom he/she works. Based on the record and performance of the intern, the Principal shall issue a certificate of satisfactory completion of the training by the candidate, following which the University shall award the Degree of B.Ph.T. or declare him/her eligible for the same.
- 11.6 If the performance of the candidate for any specific period of internship has not been satisfactory, he/she shall be required to repeat the internship for the said period before a certificate of satisfactory completion of internship is issued by the Principal in his/her favour.

12. APPOINTMENT AND ELIGIBILITY OF EXAMINERS

- 12.1 No person shall be appointed as an examiner in any of the subjects of the professional examinations leading to the award of degree of Bachelor of Physiotherapy unless:-
 - a) He/she has taken atleast five years previously a Postgraduate Degree or an equivalent qualification in the particular subject or an allied subject, as per the recommendations of the medical Council of India on teachers eligibility qualifications, and has at least five years teaching experience after obtaining the Post-graduate qualification in the subject concerned in a College affiliated to a recognised University at a Faculty position.
 - b) Is of the rank of an Associate Professor or equivalent and above, with the requisite qualification and experience as given in above sub-clause(s). Provided that when an Associate Professor or equivalent and above are not available, an Asstt. Professor of 5 years standing as Asstt. Professor with requisite qualifications and experience in the subject may be appointed as examiner.
 - c) Non-Medical teachers of the rank of Associate Professor or equivalent and above or in their absence, an Assistant Professor with 5 years standing as Assistant Professor entrusted with the teaching of Medical students, may be appointed as examiner in their concerned subjects, provided they possess the Ph.D degree qualification as per Medical Council of India recommendations on the teacher's eligibility qualifications and have atleast given 5 years teaching experience in a College affiliated to a recognised University or a recognised Post-graduate Institute.

Provided further that 50% of the examiners (internal and external) preferably are from the medical qualification stream

Note:

- i) The subject(s) to be considered allied to the subjects concerned shall be according to the list of allied subjects approved by the Medical Council of India from time to time.
- ii) In the case of (b) & (c), above, under exceptional circumstances when Asstt. Professor and above are not available, a Assistant Professor with five years standing

as Assistant Professor with requisite qualifications and experience in the subject may be considered for appointment as examiner.

- 12.2 There shall be atleast four examiners for upto 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the seniormost internal examiner will act as the Chairman and Co-ordinator of the whole examination Programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, two additional examiners (one external and one internal) for every additional 50 or part thereof candidates appearing, be appointed.

Note-I: For students upto 50 there shall be two examiners one external and one internal.

Note-II: For examination in practical

- a) For upto 50 students, there shall be two examiners, one external and one internal for each subject except for the subject of Surgery which in addition shall have one more internal examiner who shall be the senior most teacher in Orthopaedics. ²
 - b) For students above 50 and upto 100, there shall be four examiners, two external, one internal and one nominee of the Convener, Board of Studies concerned. The internal or the nominee shall be the seniormost teacher in Orthopedics.
 - c) When number of candidates is more than one hundred, for each set of 50 students or part above hundred, there shall be two additional examiners, one external and one internal. The external examiner shall be a teacher in Orthopedics.
- 12.3 Notwithstanding the number of candidates registered for the examination, one external examiner and one internal examiner (the H.O.D. from an affiliated College) will set one question paper each (where there are two papers in a subject) or one part of a question paper in each (where there are two parts of a question paper in the subject). The H.O.D. in the subject concern from an affiliated Physiotherapy College shall be the Chairman of the Board of paper setters and act as moderator.
- The Principal of each affiliated College shall sent a panel of external and internal examiners to the Convener Board of Studies concerned for placing the same before the Board of Studies for its recommendation and send the same to the Controller of Examinations through Dean Faculty of Medicine.
- 12.4 The external examiner shall ordinarily be an inservice teacher in the subject or an allied subject from any Medical/Physiotherapy College affiliated to a recognised University other than Jammu University or a recognised Post-graduate Institute.
- 12.5 The Internal examiner shall ordinarily be an inservice senior teacher/HOD in the subject in the affiliated Physiotherapy College who has actually been working in the department for a minimum period of six months.
- 12.6 In the case of non-availability of an examiner in the subject, a retired teacher with requisite qualification and teaching experience may be appointed either as external or internal examiner provided that for being appointed as external examiner he should have retired two years prior to the examination.
- 12.7 The practical examination in the subject concerned shall be conducted jointly by the external and internal examiner(s) and the award sheet containing the marks of practical (including the internal assessment) shall be compiled and signed by all

external and internal examiner(s) before it is submitted to the University by the seniormost internal examiner of each affiliated College.

- 12.8 Award sheet containing marks of theory alongwith duly evaluated and signed answer scripts shall be submitted to the University separately by each examiner.
 - 12.9 "There shall be separate set of examiners (internal & external) for each College with internal examiner from the concerned College/Institution. In case of non-availability of internal examiners in a particular College the internal examiner can be appointed from some other Physiotherapy College or Medical college affiliated to the University of Jammu."²
 - 12.10 External examiners shall rotate at an interval of two years.
 - 12.11 Except Head of the Department of the subject concerned in a College all others with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subject every year.
 - 12.12 The external & internal examiners will be appointed by the University from the panel of examiners (external & internal) submitted by senior most teachers/HOD of each subject from each affiliated Physiotherapy College.
 - 12.13 In case of non-availability of second/third internal examiner, the examination may be conducted with only three/five examiners, i.e. two/three external and one/two internal. In exceptional circumstances when one of the external examiners is not able to reach for the conduct of practical examination on account of unavoidable circumstances and no alternative arrangement can be made to the satisfaction of the Dean, Faculty of Medicine, the examination may be conducted with one/two external and two/three internal examiners only.
 - 12.14 External examiners shall not be from the same University and preferably be from outside the State.
 - 12.15 The internal examiner in a subject shall not preferably accept external examinership for a College from which external examiner is appointed in his/her subject for that session from the same University.
13. Interpretation, if any, shall be determined by the Vice-Chancellor in consultation with the Dean, Faculty of medicine and the decision taken shall be final and binding on all concerned.

Reference:

1. University Council Resolution No. 55 dated 21-06-2004
2. University Council Resolution No.66.06 dated 21-04-2006
3. University Council Resolution No. 66.70 dated 21-04-2006
4. University Council Resolution No. 67.32 dated 25-02-2008
5. University Council Resolution No. 67.128 dated 25-02-2008
6. University Council Resolution No. 98 dated 21.06.2004
7. University Council Resolution No. 68.05 dated 27.03.2009
8. University Council Resolution No. 68.10 dated 27.03.2009
9. University Council Resolution No. 68.55* dated 27.03.2009

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* Corrigendum No. Coord/Corri-UC-Noti./09/8973-100 dated 03.12.2009

CHAPTER XLVII-B¹

Statutes Governing Bachelor's Course in Dental Surgery.

1. The course of instruction for the BDS course shall extend over a period of four and a half years followed by rotatory internship of one year.
2. A candidate having completed the age of 17 years at the time of admission or will complete this age on 31st December of the year of his admission, being physically fit to undergo the course and having passed the Higher Secondary Part-II (12th class) examination with general English, Physics, Chemistry and Biology from a recognized University/Board/Body with 50% marks shall be eligible for admission to the course.

Provided that the candidate belonging to reserved categories and having passed the qualifying examination with 40% marks shall be eligible for admission to the course.
3. Any student in a Dental College affiliated to a University whose standards and examinations are recognised as equivalent to the standards and examinations of the University on the recommendation of Dean, Faculty of Dental Surgery shall be eligible to migrate to the Dental college of this University on fulfillment of requirements prescribed for grant of eligibility certificate and subject to the condition hereinafter appearing: -
 - i) The migration shall be allowed within three months after passing the first professional examination.
 - ii) In any hard case the matter may be referred to the Dental Council of India for their consideration and each such case shall be decided on its merits.
 - iii) The number of students' migration to the University from outside jurisdiction of the University shall not exceed the limit of 5% of the intake capacity of the college concerned subject to the maximum of 5 students in calendar year.
 - iv) An intimation about the admission of migrated students in the Dental College of the University shall be sent to the Dental Council of India as soon as the migration is sanctioned by the University.

FIRST PROFESSIONAL EXAMINATION.

4. The first Professional examination shall be held twice in a year on such dates and such places as may fixed by the Competent Authority from time to time and shall be open to a student who has passed not less than one year (12 academic months) previously the Higher Secondary Part-II (12th class) examination from the J&K Board of School Education or an equivalent examination from the recognized University/Board/Body and satisfies the following conditions: -
 - i) Has been on the rolls of the Dental College for one year (12 academic months) proceeding the examination.
 - ii) Has his name been submitted to the Controller of Examinations by the Principal of the Dental College.
 - iii) Produce the following certificates signed by the Principal of the Dental College: -
 - a) of good character.

- b) of having attended 75% of full course of lecture delivered and 85% of the practicals/clinicals in each subject of examination.
- c) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% Assistant Professors & 10% practicals/ clinicals may be condoned by the Principal, students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 85% in practicals/clinicals from the date of next commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

5. Every candidate shall be required to take the following subjects:

- i) General Human Anatomy including Embryology and Histology.
- ii) General Human Physiology.
- iii) Bio-Chemistry.
- iv) Dental Materials.

6. Scheme of Examination :

Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner.

The distribution of marks of each paper shall be as follows: -

University examination	Theory	Practical/Clinical
Written	50	75
Oral	25	—
Internal Assessment	25	25
Total	100	100

Each written paper shall be of three hours duration and each practical/clinical examination shall ordinarily be of three hours duration.

The marks obtained in the internal assessment of each paper shall be submitted to the University by the Principal of College before the commencement of examination.

7. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical/clinical parts of the examination separately.

"Grace marks upto a maximum of 5 may be awarded either in theory or in Practical/Clinical examination to students who have failed in only one subject but passed in all other subjects".²

8. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.

9. A candidate who has secured a pass in one of the four subjects in the 1st Professional examination shall be exempted from appearing in that subject again at a subsequent examination.
10. A candidate who has not cleared all the four subjects in the 1st Professional examination shall not be allowed to join the next higher class unless he/she has qualified in the subjects in which he/she has failed in the previous examination.
11. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
12. A candidate who fails to appear in or to pass the 1st Professional examination in four attempts within a period of 2 years from the date of his/her first appearance in the examination shall not be allowed to continue his/her studies.
13. The Controller of Examinations shall publish a Result Gazette indicating the Roll Numbers and names of the successful candidates with distinction, if any, obtained in a subject and the Roll Nos. of the candidates having been placed under the category of examination and those whose result is withheld for one reason or the other.

SECOND PROFESSIONAL EXAMINATION

14. The second professional Examination shall be held twice in a year on such dates and places as may be fixed by the Competent Authority from time to time and shall be open to a student who: -
 - i) Has passed the first BDS Examination of this University or an Examination of some other University recognized as equivalent thereto.
 - ii) Has undergone a course of study during a period of one year subsequent to his/her appearance in the 1st BDS Examination.
 - iii) Has his name been submitted to the Controller of Examinations by the Principal of College and produces the following certificates signed by the Principal of the College: -
 - a) of good character.
 - b) of having attended not less than 75% of full course of lecture delivered and 85% of the practicals/clinicals in each subject of examination; and
 - c) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% Assistant Professors & 10% practicals/ clinicals may be condoned by the Principal, students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 85% in practicals/clinicals from the date of next classification or the date on which they have joined, which ever is earlier, upto the commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

15. Every candidate shall be required to take the following subjects:

- i) General Pathology including Microbiology
- ii) Human Oral Anatomy including Embryology and Histology
- iii) General and Dental Pharmacology and Therapeutics.

Scheme of Examination

16. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner.

The distribution of marks of each paper shall be as follows: -

University examination	Theory	Practical/Clinical
Written	50	75
Oral	25	—
Internal Assessment	<u>25</u>	<u>25</u>
Total: -	100	100

Each written paper shall be of three hours duration and each practical/clinical examination shall ordinarily be of three hours duration.

The marks obtained in the internal assessment of each paper shall be submitted to the University by the Principal of College before the commencement of examination.

17. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical/clinical parts of the examination separately.

"Grace marks upto a maximum of 5 may be awarded either in theory or in Practical/Clinical examination to students who have failed in only one subject but passed in all other subjects".²

18. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.

19. A candidate who has secured a pass in one of the four subjects in the 2nd Professional examination shall be exempted from appearing in that subject again at a subsequent examination.

20. A candidate who has failed in one subject only of the 2nd professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University examination of the next higher class until he/she passes the lower examination in full.

21. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.

22. The Controller of Examinations shall publish a Result Gazette indicating the Roll Numbers and names of the successful candidates with distinction, if any, obtained in a subject and

the Roll Nos. of the candidates having been placed under the category of examination and those whose result is withheld for one reason or the other.

THIRD PROFESSIONAL EXAMINATION

23. The third professional Examination shall be held twice in a year on such dates and places as may be fixed by the Competent Authority from time to time and shall be open to a student who: -

- i) Has passed the 2nd BDS Examination of this University or an Examination of some other University recognized as equivalent thereto.
- ii) Has undergone a course of study during a period of one year subsequent to his/her appearance in the 2nd BDS Examination.
- iii) Has his name been submitted to the Controller of Examinations by the Principal of College and produces the following certificates signed by the Principal of the College :-
 - a) of good character.
 - b) of having attended not less than 75% of full course of lecture delivered and 85% of the practicals/clinicals in each subject of examination; and
 - c) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% Assistant Professors & 10% practicals/ clinicals may be condoned by the Principal, students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 85% in practicals/clinicals from the date of next classification or the date on which they have joined, which ever is earlier, upto the commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

24. Every candidate shall be required to take the following subjects:

- i) General Medicine.
- ii) General Surgery.
- iii) Oral Pathology including Microbiology.

25. Scheme of Examination

Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner.

The distribution of marks of each paper shall be as follows :-

University examination	Theory	Practical/Clinical
Written	50	75

Oral	25	—
Internal Assessment	<u>25</u>	<u>25</u>
Total :-	100	100

Each written paper shall be of three hours duration and each practical/clinical examination shall ordinarily be of three hours duration.

The marks obtained in the internal assessment of each paper shall be submitted to the University by the Principal of College before the commencement of examination.

26. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical/clinical parts of the examination separately.

"Grace marks upto a maximum of 5 may be awarded either in theory or in Practical/Clinical examination to students who have failed in only one subject but passed in all other subjects".²

27. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
28. A candidate who has secured a pass in one subject in the 3rd Professional examination shall be exempted from appearing in that subject again at a subsequent examination.
29. A candidate who has failed in one subject only of the 3rd professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University examination of the next higher class until he/she passes the lower examination in full.
30. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
31. The Controller of Examinations shall publish a Result Gazette indicating the Roll Numbers and names of the successful candidates with distinction, if any, obtained in a subject and the Roll Nos. of the candidates having been placed under the category of examination and those whose result is withheld for one reason or the other.

PRE-FINAL PROFESSIONAL EXAMINATION

32. The Pre-final professional Examination shall be held twice in a year on such dates and places as may be fixed by the Competent Authority from time to time and shall be open to a student who: -
- i) Has passed the 3rd BDS Examination of this University or an Examination of some other University recognized as equivalent thereto.
 - ii) Has undergone a course of study during a period of one year subsequent to his/her appearance in the 3rd BDS Examination.
 - iii) Has his name been submitted to the Controller of Examinations by the Principal of College and produces the following certificates signed by the Principal of the College: -
 - a) of good character.

- b) of having attended not less than 75% of full course of lecture delivered and 85% of the practicals/clinicals in each subject of examination; and
- c) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% of Lectures & 10% practicals/ clinicals may be condoned by the Principal, students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 85% in practicals/clinicals from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

33. Every candidate shall be required to take the following subjects:

- i) Pedodontics.
- ii) Orthodontics.
- iii) Oral Medicine (Oral diagnosis) and Radiology
- iv) Preventive and Community Dentistry.

34. Scheme of Examination

Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner.

The distribution of marks of each paper shall be as follows: -

University examination	Theory	Practical/Clinical
Written	50	75
Oral	25	—
Internal Assessment	25	25
Total	100	100

Each written paper shall be of three hours duration and each practical/clinical examination shall ordinarily be of three hours duration.

The marks obtained in the internal assessment of each paper shall be submitted to the University by the Principal of College before the commencement of examination.

35. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical/clinical parts of the examination separately.

"Grace marks upto a maximum of 5 may be awarded either in theory or in Practical/ Clinical examination to students who have failed in only one subject but passed in all other subjects".²

36. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
37. A candidate who has secured a pass in one subject of the Pre-final Professional examination shall be exempted from appearing in that subject again at a subsequent examination.
38. A candidate who has failed in one subject only of the Pre-final Professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University examination of the next higher class until he/she passes the lower examination in full.
39. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
40. The Controller of Examinations shall publish a Result Gazette indicating the Roll Numbers and names of the successful candidates with distinction, if any, obtained in a subject and the Roll Nos. of the candidates having been placed under the category of examination and those whose result is withheld for one reason or the other.

FINAL PROFESSIONAL EXAMINATION

41. The Final professional Examination shall be held twice in a year on such dates and places as may be fixed by the Competent Authority from time to time and shall be open to a student who: -
 - i) Has passed the Pre-final BDS Examination of this University or an Examination of some other University recognized as equivalent thereto.
 - ii) Has undergone a course of study during a period of one year subsequent to his/her appearance in the Pre-final BDS Examination.
 - iii) Has his name been submitted to the Controller of Examinations by the Principal of College and produces the following certificates signed by the Principal of the College: -
 - a) of good character.
 - b) of having attended not less than 75% of full course of lecture delivered and 85% of the practicals/clinicals in each subject of examination; and
 - c) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% lectures & 10% practicals/ clinicals may be condoned by the Principal, students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 85% in practicals/clinicals from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

42. Every candidate shall be required to take the following subjects:

- i) Prosthodontics and Crown and Bridge.
- ii) Conservative Dentistry including Endodontics.
- iii) Oral Surgery
- iv) Periodontics.

43. Scheme of Examination

Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner.

The distribution of marks of each paper shall be as follows: -

University examination	Theory	Practical/Clinical
Written	50	75
Oral	25	—
Internal Assessment	<u>25</u>	<u>25</u>
Total	100	100

Each written paper shall be of three hours duration and each practical/clinical examination shall ordinarily be of three hours duration.

The marks obtained in the internal assessment of each paper shall be submitted to the University by the Principal of College before the commencement of examination.

44. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical/clinical parts of the examination separately.

"Grace marks upto a maximum of 5 may be awarded either in theory or in Practical/Clinical examination to students who have failed in only one subject but passed in all other subject".²

45. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.

46. A candidate who has secured a pass in one of the Final Professional examination shall be exempted from appearing in that subject again at a subsequent examination.

47. A candidate who fails to pass or to present himself for the examination in all or one of the subject/s may be admitted to subsequent examination on payment of the prescribed fee.

48. The Controller of Examinations shall publish a Result Gazette indicating the Roll Numbers and names of the successful candidates with distinction, if any, obtained in a subject and the Roll Nos. of the candidates having been placed under the category of examination and those whose result is withheld for one reason or the other.

INTERNSHIP/HOUSEJOB

49. Every candidate who has passed his/her BDS examination in full shall (prior to his/her admission to the degree) be required to do rotating internship as per programme appearing hereinafter, in a hospital recognized by the University for the purpose for a period of 12 months.

Provided that the students whose parents reside outside the J&K State and have passed their final BDS examination be permitted to do their internship outside the State in the Hospitals recognized by the Dental Council of India for the purpose.

Provided further that foreign students be permitted to do the internship in any hospital of their own country.

Provided also that a candidate having passed his/her Final Professional examination of the BDS course from University whose examinations have been recognized as equivalent thereto and for the reasons beyond his/her control has not been able to do rotating internship in the Hospitals recognized by that University shall be permitted to do his/her internship in the hospitals recognized by the University of Jammu.

BREAKUP OF ROTATORY INTERNSHIP/HOUSE JOB OF BDS COURSE

1.	Conservative Dentistry including Endodontics	6 weeks
2.	Oral Surgery	6 weeks
3.	Periodontics	6 weeks
4.	Presthedentics	6 weeks
5.	Orthodontics	6 weeks
6.	Oral Medicine and Radiology	6 weeks
7.	Community Dentistry (Rural)	5 weeks
8.	Oral Pathology and Microbiology	5 weeks
9.	Pedodontics	6 weeks

Total: 52 weeks

50. Students admitted to the BDS course shall be required to complete the course within a period not exceeding 10 years from the date of their admission to the 1st professional year of the course.
51. No person shall ordinarily be appointed as examiner unless he/she is a Professor or Associate/Assistant Professor and has at least 5 years teaching experience in the subject concerned. The internal examiner must have taught the subject/s for which he is appointed as examiner.
52. The oral practical/clinical examination shall ordinarily be conducted by the two internal and two External Examiners jointly regardless of the number of examinees one of the Internal Examiner shall be Head of the Department and for the 2nd Internal Examiner other eligible persons including Postgraduate teachers in the subject concerned shall rotate.
53. The supplementary examination of each examination of the BDS course shall be held at least after 12 weeks from the date of declaration of the result of main examination.
54. Candidates passing an examination of the BDS course at the subsequent examination shall be adjusted with the next available batch for the purposes of appearing in the next higher examination.

Provided no candidate who qualifies an examination of the BDS course at the supplementary session shall be eligible for the award of a Scholarship, Prize, Medal or Distinction.

Reference:

1. University Council Resolution No. 66.84 dated 21.04.2006
2. University Council Resolution No. 68.23 dated 27.03.2009

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CHAPTER XLVIII

BACHELOR OF AYURVEDIC MEDICINE AND SURGERY

Statutes governing the Degree of Bachelor of Ayurvedic Medicine and Surgery(B.A.M.S.).¹

1. GENERAL

The B.A.M.S. course shall consist of three parts namely First Professional, Second Professional and Third Professional (Final) spread over a period of five and a half years including one year compulsory internship.

2. ELIGIBILITY

No candidate shall be eligible for admission to the B.A.M.S. course until he/she :-

- i) has attained the minimum age of 17 years at the time of admission or will complete the age on first day of October of the year commencing the prescribed academic session of the said course.
- ii) has passed the Higher Secondary Part-II (Final) examination under 10+2 pattern of school Education of the Jammu and Kashmir State Board of School Education or an examination of any other University or Statutory Board recognized as equivalent thereto securing not less than 50% marks in English, Physics, Chemistry and Biology taken together.

Provided that for candidates belonging to Scheduled Caste and such other reserved categories, as are notified by the State Govt. for the purpose from time to time, the minimum marks required for admission shall be 45% in English, Physics, Chemistry and Biology taken together in the above examination.

3. DURATION OF THE COURSE

3.1 Every student shall undergo a period of certified study extending over four and a half academic years from the date of commencement of studies to the completion of Final B.A.M.S. Examination followed by one year's compulsory statutory internship.

3.2 The period of study shall consist of the following courses/phases:-

- a) First professional course/phase-I extending over one and a half academic year shall be devoted to the study of subjects Padarth Vigyan, Astang Sangraha, Sanskrit, Ayurved Ka Ithas, Rachna Sharir and Kriya Sharir.
- b) Second professional course/phase-II extending over one and a half academic year shall be devoted to the study of the subjects – Ras Shastra Avam Bhesajy Kalpana, Dravyagunan Vigyan, Agad Tantra, Vyavhar Ayurveda Avam Vidhi Vaidyak, Rog Vigyan Avam Vikriti Vigyanam, Charak Samhita and Swasth Vritha.
- c) Third (Final) professional course/phase-III extending over one and a half academic year shall be devoted to the study of the subjects – Prasuti Tantra Avam Striroga, Kaumar Bhritya, Kaya Chikitsa, Shalya Tantra, Shalaky Tantra, Charak Samhita.

4. EXAMINATIONS

- 4.1 For the award of the Degree of Bachelor of Ayurvedic Medicine and Surgery (BAMS) the following examinations shall be conducted by the University in accordance with the provisions contained in the statutes hereinafter appearing:-
- i) First professional at the end of phase-I viz. one and a half academic year from the date of commencement of class work of 1st professional course to the date of completion of the examination.
 - ii) Second professional examination shall be held at the end of three years from the date of commencement of class work of the 1st professional to the date of completion of the examination of 2nd professional course.
 - iii) Third professional examination shall be held at the end of four and a half years from the date of commencement of class work of 1st professional to the date of completion of the examination of the 3rd professional course.

- 4.2 Each examination will be held twice a year i.e. one regular and one subsequent (supplementary) on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, Faculty of Ayurvedic Medicine.

Note: The subsequent examination will be held after 4 months from the date the regular examination is over.

- 4.3 Applications on the prescribed forms for admission to the professional examinations alongwith the prescribed fee must reach the Controller of Examinations atleast 2 months before the date of commencement of the regular examination.

Applications with late Fee as prescribed by the University from time to time shall also be entertained. No application Form shall be entertained if it is not received atleast 3 days before the commencement of the Examination

- 4.4 Admission forms and fee for the subsequent examination must reach the Controller of Examinations within 30 days after the date of declaration of the result of the regular examination without late fee and thereafter with the late fee as per Statute 4.3.

- 4.5 The amount of examination fee to be paid by a candidate shall be as follows :

S.No.	Examination	Regular	Private
i)	1st Professional	Rs.500/-	
ii)	2nd Professional	Rs.500/-	
iii)	3rd Professional	Rs.500/-	
iv)	Re-appear in more than one subject		Rs.525/-
v)	Re-appear in one paper		Rs.375/-
vi)	Maintenance of service fee	Rs.20/-	Rs.20/-
vii)	Desk fee	Rs.25/-	Rs.25/- ²

5. INTERNAL ASSESSMENT

- 5.1 It shall be based on the day to day assessment, evaluation of student's assignment and class tests.

- 5.2 Regular/Periodical examination shall be conducted throughout the duration of the course subject to a minimum of two in each subject.
- 5.3 Day to day records should be given importance while awarding internal assessment.
- 5.4 Weightage for the internal assessment shall be 10% of the total marks allotted to each subject (Practical exam.)

6. MIGRATION

- 6.1 Migration from one Ayurvedic College to other shall not be a right of the student. However, migration of a student from one Ayurvedic College to another Ayurvedic College in India may be considered by the Central Council of Indian Medicine, New Delhi only in exceptional cases on extreme compassionate grounds on the recommendations of the Faculty of Ayurvedic Medicine.
- 6.2 Both the colleges, i.e. one at which the student is studying at present and one to which the migration is sought, stand recognized by the Central Council of Indian Medicine, New Delhi.
Provided that the migration will only be possible if the seats are available in the college.
- 6.3 The candidate must submit an affidavit stating that he/she shall pursue 18 months of prescribed course of study before appearing at second/third professional examination of Bachelor of Ayurvedic Medicine and Surgery (B.A.M.S.) at the transferee Ayurvedic College, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be considered only after receipt of the affidavit.

Note

- i) Migration during 1st professional course shall not be allowed on any ground.
- ii) All applications for migration shall be referred to the Central Council of Indian Medicine, New Delhi by College Authorities. No migration shall be allowed directly without the approval of the Central Council of Indian Medicine, New Delhi.
- 6.4 Inter-college migration shall be considered against payment seat.

Note: **Compassionate Grounds Criteria**

- i) Death of supporting guardian.
- ii) Illness of the candidate causing disability.
- iii) Disturbed conditions as declared by the Govt. in the Ayurvedic Colleges area.
- iv) Any other cause beyond the control of the candidate.

7. ELIGIBILITY FOR EXAMINATION

- 7.1 A candidate before being allowed to sit for any of the professional examination.
 - i) Must have undergone the prescribed course of study as given in Statute 3.2 and 4.1 preceding the examination.

- ii) Has his/her name submitted to the Controller of Examinations by the Principal of the college in which he/she is enrolled.
- iii) Produces the following certificates signed by the principal of the college in which he/she is enrolled:-
 - a) of having good moral character.
 - b) of having attended not less than 75% of the prescribed course of lectures delivered and 75% of practicals and /or clinics held, separately in each subject of the examination provided that deficiency upto 10% of the lectures and practicals separately may be condoned by the Principal. Candidates falling short of required percentage of attendance and those whose deficiency is not condoned by the Principal shall be permitted to appear in the regular examination but shall be permitted to appear in the subsequent examination provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 75% of the practicals and/or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.

 Provided further that the number of lectures and practicals they attend is not less than the number by which they fell short in the subject or subjects.

 Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures and practicals for the subsequent examination in such case.
 - c) of having satisfactorily performed the work of the class.

8. PASS PERCENTAGE

- 8.1 The minimum number of marks required to pass the examination shall be 50% in theory & oral and 50% in practical and/or clinical(including internal assessment where provided), separately in each subject.

Provided that a candidate who has appeared in an examination in full and fails in one subject only or part thereof by not more than one percent of the maximum marks in the subject in which he/she has failed, shall be deemed to have passed the examination by adding the required number of marks in the subject or its parts, as the case may be.

- 8.2 Candidates who pass the professional examination within the minimum prescribed duration and secure not less than 75% marks in any subject shall be declared to have passed with distinction in that subject.

Note: As soon as possible after the end of professional examination, the Controller of Examinations shall publish the result of various professional examinations.

- 8.3 A candidate who fails in professional examination but has secured pass marks in one or more subject(s) shall be exempted from appearing in the subject/subjects in which he/she has secured pass marks.

Provided that such a candidate shall be required to pass in all the subjects of the professional examination within a period of three years from the date of his/her 1st appearance in the professional examination i.e. commencement of the course.

Provided further that the candidate if fails to qualify the examination within the period as stipulated above shall have to repeat the professional course as a regular student of the college when class work in that professional commences.

- 8.4 A student who does not appear in one or more examination in which he/she was otherwise eligible to appear in full, shall be deemed not to have passed the said examination in the first attempt even though he/she may have passed the examination at the subsequent exam. in the first appearance. In such a case, the number of missed chances shall be taken as number of attempts.

9. PERMISSION TO JOIN THE NEXT PROFESSIONAL COURSE

- 9.1 A candidate who fails to pass the first professional examination in one or more subjects in the regular examination may be permitted to attend classes provisionally in the second professional course till the subsequent examination of the first professional course is held. Candidates who fail to pass the first professional examination in three opportunities shall not be allowed to continue their studies. However, in case of personal illness of a serious nature of a candidate and in unavoidable conditions/circumstances, the Vice-Chancellor of the University may permit one more opportunity for passing the first professional course. If such a candidate passes in the first professional in full at the subsequent examinations his provisional admission shall be regularized from the date of joining the second professional course. If he fails to qualify in any of the subjects of first professional course in the subsequent examinations, his provisional admission to the second professional course shall stand cancelled. Such a candidate shall be required to repeat the 2nd professional course with next regular batch of students.
- 9.2 A candidate who having completed the statutory requirement of eligibility to appear in the second professional examination fails to present himself/herself for the examination in one or more subjects or appears but fails to pass in one or more subjects shall be allowed to join the third(Final) professional course but shall not be allowed to sit for the final examination unless he/she has passed in all the subjects of the second professional examination.

10 FIRST PROFESSIONAL EXAMINATION

- 10.1 Every candidate for the first professional examination shall be required to have attended the full prescribed course for one and half years and pass in the following subjects:-
- | | | |
|------|------------------|--|
| i) | Padarth Vigyan | A course of 150 lectures of teaching |
| ii) | Astang Sangraha | A course of 50 lectures of teaching(Sythasthan). |
| iii) | Sanskrit | A course of 150 lectures of teaching |
| vi) | Ayurved ka Ithas | A course of 60 lectures of teaching |
| v) | Rachna Sharir | A course of 210 lectures of teaching. |
| vi) | Dissection Class | A course of 210 lectures of teaching. |
| vii) | Kriya Sharir | A course of 210 lectures of teaching |
| | Practicals | 90 |

10.2 Scheme of examination for the First professional examination shall be as follows:-

i) Padarth Vigyan			
a)	Theory	Two papers of 100 marks each and each paper has two parts A&B of 50 marks each.	200 marks
b)	Practical/Oral		45 marks
c)	Internal assessment Practical		05 marks
Total:			50 marks
ii) Astang Sangraha			
a)	Theory	One written paper of 100 marks	100 marks
b)	Viva/Practical/Oral		45 marks
c)	Internal assessment Practical		05 marks
Total:			50 marks
iii) Sanskrit			
a)	Theory	Two written papers of 100 marks each	200 marks
b)	Oral(Viva)		45 marks
c)	Internal assessment		05 marks
Total:			50 marks
iv) Ayurved Ka Ithas			
a)	Theory	One written paper of 100 marks	100 marks
v) Rachna Sharir			
a)	Theory	Two written papers of 100 marks each consisting of two parts A&B having 50 marks each part.	200 marks
b)	Viva/Practical/Oral		180 marks
c)	Internal assessment		20 marks
Total:			200 marks
vi) Kriya Sharir			
a)	Theory	Two written papers of 100 marks each consisting of two parts A&B having 50 marks each part	200 marks
b)	Oral/Viva		90 marks
c)	Internal assessment		10 marks
Total:			100 marks

11. SECOND PROFESSIONAL EXAMINATION

11.1 Every candidate appearing for the second professional examination shall be required to have attended the full prescribed course for one and a half academic year in accordance with Statutes 3.2 and 4.1 and to pass in all the following subjects:-

a) Ras Shastra Avam Besajya kalpana			
	Theory	Two written papers of 100 marks each consisting of two parts A&B having 50 marks each part.	200 marks

	Viva/Practical/Oral	180 marks	
	Internal assessment	20 marks	
	Total:	200 marks	
b)	Dravyagunan Vigyan		
	Theory	Two written papers of 100 marks each consisting of two parts A&B having 50 marks each part.	200 marks
	Viva/Practical/Oral	180 marks	
	Internal assessment	20 marks	
	Total:	200 marks	
c)	Agad Tantra, Vyavhar Ayurved Avam Vidhi Vaidyak		
	Theory	One paper of two parts A&B having 50 marks each.	100 marks
	Oral/Viva/Practical (Pardarshani-Post-Martum-50 to be Seen)	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
d)	Rog Vigyan Avam Vikriti Vigyanam		
	Theory	Two papers of 100 marks each consisting of two parts A&B having 50 marks each part	200 marks
	Practical(Rog Prikhshan)	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
e)	Charak Samihta		
	Theory	One paper consisting of two parts	100 marks
	A part(Sutra-asthan)		40 marks
	B part(Nidan Asthan, Bimanasthan,Indrasthan)		60 marks
	Oral/Practical(Viva)	45 marks	
	Internal assessment	05 marks	
	Total:	50 marks	
f)	Swastha Vrita		
	Theory	Two papers of 100 marks each consisting of two parts A&B having 50 marks each part	200 marks
	Viva/Practical/Oral	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	

12. THIRD PROFESSIONAL EXAMINATION

12.1 Every candidate appearing for the third professional examination shall be required to have attended the full prescribed course for one and a half year in accordance with Statutes 3.2 and 4.1 and to pass in all the following subjects:-

a)	Prasuti Tantra, Striroga		
	Theory	Two papers of 100 marks each consisting of two parts A&B having 50 marks each part	200 marks

	Viva/Practical/Oral	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
b)	Kaumar Bhritya		
	Theory	One paper of 100 marks consisting of two parts A&B having 50 marks each part	100 marks
	Viva/Practical/Oral	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
c)	Kaya Chikitsa		
	Theory	Four papers of 100 marks each containing A&B parts of 50 marks each part.	400 marks
	Viva/Practical/Oral	180 marks	
	Internal assessment	20 marks	
	Total:	200 marks	
d)	Shalya Tantra		
	Theory	Two papers of 100 marks each consisting of two parts A&B of 50 marks each .	200 marks
	Viva/Practical/Oral	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
e)	Shalakya Tantra		
	Theory	Two papers of 100 marks each consisting of two parts A&B having 50 marks each part	200 marks
	Viva/Practical/Oral	90 marks	
	Internal assessment	10 marks	
	Total:	100 marks	
f)	Charak Samhita		
	Theory	One paper consisting of A&B parts	100 marks
	A part (Chikstasathan)		50 marks
	B part(Kalapasthan,Sidhasthan)		50 marks
	Oral/Practical	45 marks	
	Internal assessment	05 marks	
	Total:	50 marks	

13. INTERNSHIP

13.1 Every candidate shall be required, after passing B.A.M.S.(Final) professional examination, to undergo compulsory internship to the satisfaction of the University for a period of 12 months, so as to be eligible for the award of degree of BAMS.

- 13.2 The compulsory rotating internship shall be completed in the teaching hospital/ Ayurvedic Hospital as available in the State or outside the state.
- 13.3 The intern shall be entrusted with clinical responsibilities under the supervision of a senior faculty member/Senior Medical Officer.
- 13.4 If performance of the candidate for any specific period of internship has not been reported as satisfactory, he/she shall be required to repeat the internship for the said period before a certificate of satisfactory completion of internship is issued by the Principal/Dean in his/her favour.
- 13.5 The intern shall maintain a record of the work which is to be verified and certified by the HOD/MO/authorities under whom he/she had worked. Based on the record and performance of the intern the Principal/Dean shall issue a certificate of satisfactory completion of the training by the candidate following which the University shall award the Degree of Ayurvedacharya(Bachelor of Ayurvedic Medicine and Surgery, B.A.M.S.) or declare him/her eligible for the award of the same.
- 13.6 A provisional certificate of having passed may be issued by the Principal of the college concerned to a candidate, on his/her passing the said examination to enable him/her to take provisional registration.

14. APPOINTMENT AND ELIGIBILITY OF EXAMINERS

- 14.1 A person shall be appointed as an examiner in any of the subjects of BAMS exams. if he/she is a Professor/Associate Professor or equivalent or above with a Post-graduate Degree or an equivalent qualification in the particular subject or an allied subject as per the recommendations of the Central Council of Indian Medicine on teachers eligibility qualifications and has at least five years teaching experience in an Ayurvedic College affiliated to a recognized University.
- 14.2 In case, under exceptional cases, when Professor/Associate Professor is not available, a Assistant Professor with five years standing as Assistant Professor, with requisite qualifications and experience, in the subject or as recommended by the Dean of the faculty concerned may be considered for appointment as examiner.
- 14.3 The external examiner shall ordinarily be an in-service teacher in the subject or an allied subject from any Ayurvedic College affiliated to a recognized University other than Jammu University or a Post-graduate institute recognized by the Central Council of Indian Medicine.
- 14.4 The internal examiner shall ordinarily be an in-service senior teacher/HOD in the subject in the affiliated Ayurvedic College who has been working in the department for a minimum period of six months.
- 14.5 In case of non-availability of an examiner in a subject, a retired teacher with requisite qualification and teaching experience may be appointed either as external or internal examiner provided that for being appointed as external examiner he should have retired two years prior to the examination.
- 14.6 The Practical/clinical and oral examination in each subject shall be conducted jointly by the external and internal examiner(s) and the award sheet containing the marks of oral practical and/or clinical (including the internal assessment) shall be

compiled and signed by the both the examiners before it is submitted to the University.

- 14.7 Award sheet containing marks of theory alongwith duly evaluated and signed answer scripts shall be submitted to the University separately by each examiner.
- 14.8 External examiner shall rotate at an interval of three years.
- 14.9 Except HOD of the subject concerned in a college, all others with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subject every year. Provided that where professor or Associate Professor is not available, a teacher or a Assistant Professor with M.D. qualification may be considered for the appointment as examiner.
- 14.10 In the subject(s) comprising two or more papers, one of the papers shall be set by the internal examiner and the rest by the external examiner. In only those subjects where there is only one question paper, the paper will be set by the External Examiner. In the subject where a paper is divided into two parts, one part will be set by the external examiner and the other by the internal examiner.
- 14.11 The external and internal examiners will be appointed by the University from the panel of examiners (external & internal) submitted by Dean of the Faculty.
- 14.12 External examiners shall preferably be from outside the state.
15. The student who remains absent continuously for a period of 65 days, his/her name shall be strucked off from the college rolls without any notice and can be considered by the Principal for re-admission after paying the re-admission fee of Rs. 1000/-
16. The Syllabus for Bachelor of Ayurvedic Medicine and Surgery (B.A.M.S.) course will be adopted as stands approved by the Central Council of Indian Medicine, New Delhi.
17. All legal disputes relating to B.A.M.S. admission and examination shall be subject to the jurisdiction of the Jammu Courts only.
18. With a view to remove any difficulty or anomaly arising out of the application and implementation of these Statutes, the Vice-Chancellor, shall be competent to give authoritative interpretation of these statutes and his interpretation shall be final and binding on all concerned.

References:

1. University Council Resolution No. 31 dated 04-12-2002
2. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER XLIX

STATUTES GOVERNING THE DEGREE OF BACHELOR OF ENGINEERING AND TECHNOLOGY ¹

1. DURATION

1.1 There shall be a 4 years Bachelor's Degree Course in Engineering (hereafter referred to as B.E. Degree Course) comprising the following eight academic semesters:-

1. B.E. 1st Semester
2. B.E. 2nd Semester
3. B.E. 3rd Semester
4. B.E. 4th Semester
5. B.E. 5th Semester
6. B.E. 6th Semester
7. B.E. 7th Semester
8. B.E. 8th Semester

The maximum time duration to complete the B.E. Degree course will be 8 years. If a candidate fails to complete the B.E course within 8 years, his/her registration for B.E. course shall stand cancelled.

1.2 The academic Calendar as given in Appendix be adopted in B.E. Statutes. The academic year comprising a Capsule of two semesters (odd and even) shall normally commence in the first week of August, each Year.

1.3 The examination for the B.E. Degree in Engineering shall be conducted in the following disciplines:-

- a) Civil Engineering
- b) Mechanical Engineering
- c) Electrical Engineering
- d) Electronics and Communication Engineering
- e) Computer Science and Engineering
- f) Information Technology Engineering
- g) Applied Electronics & Instrumentation Engineering

And such other disciplines as may be approved by the University from time to time.

2. ADMISSION

2.1 Admission to the 1st Semester of 4 years B.E. Degree Course shall be open to such candidates as have passed 12 years examination under 10+2 scheme with English, Mathematics, Physics and Chemistry (Science Group) from J&K State Board of School Education or any other examination conducted by a University/ State Board of Secondary Education recognised as equivalent thereto with not less than 50% marks in aggregate in the qualifying examination in respect of open category and 40% marks in aggregate in respect of SC/ST categories.

The admission shall be made on the basis of Common Entrance Test conducted by the Board of Professional Entrance Examination of the State Govt. for the purpose.

- 2.2 Depending upon the number of vacancies approved by the State Government Authorities from time to time. Diploma Holders with a minimum of 60% marks in the aggregate in any branch of Engineering from any State Board of Technical Education recognised by the All India Council for Technical Education (A.I.C.T.E) shall also be eligible for admission directly to the 3rd semester of the 4-years B.E. Degree Course based on the Common Entrance Test to be conducted by the University of Jammu. The total number of seats under this category shall be 10% of the total sanctioned strength (branch wise) in that year. These seats shall be however, over and above the sanctioned strength.
- 2.3 Admission made by the College shall remain provisional till such time the eligibility of the candidates admitted is approved by the university.
- 2.4 The admission to Ist Semester of 4-year B.E. Course shall normally be made on or before the 8th of August each year and that the academic programme of the students shall commence on 16th of August or from the next working day if 16th August happens to be a holiday.
- 2.5 The Vice-Chancellor may in exceptional case on the recommendation of the Principal permit late admission to a candidate on payment of a late fee as may be prescribed by the University from time to time within the period of 30 calendar days from the date of classification.
- 2.6 Any student studying in an Engineering Institution affiliated to a recognized University, on the recommendation of Dean, Faculty of Engineering be allowed to migrate by the Vice-Chancellor, to the University of Jammu on fulfillment of the requirements prescribed hereunder:-
 - i) Not more than one student in each discipline shall be allowed migration in an academic year. Provided there is a prior approval of the State Government for such additional quota of seats.
 - ii) The migration shall be allowed to a student who has been admitted through a State or National level Entrance Test or a test conducted by any agency approved by the State Govt. for this purpose.
 - iii) The migration shall be permitted in 3rd Semester only. The equivalence of courses covered by the student in Ist and 2nd Semester shall be established by the Dean, Faculty of Engineering. Any backlogs determined thereof shall have to be cleared by the candidate/s within permissible chances as per the University rules.

3. MINIMUM ATTENDANCE

- 3.1 Regular examination of each semester shall be open to a candidate who fulfils the Statutory conditions and his/her name is recommended by the Principal of the concerned College to the Controller of Examinations alongwith following certificates:-
- 3.2 However the Controller of Examinations or Officer Incharge will issue role numbers/

permissions/admit card those candidates only in favour of whom a certificate received from the principal concerned that candidate has completed not less than 75 % of the total lectures delivered in the semester and she/he maintained in discipline in the college.

4. CONDONATION OF ATTENDANCE

- 4.1 The Principal of the College shall be competent to condone shortage on genuine grounds upto 15% of the total number of class attendance in the course/s in each semester. Student whose attendance falls short by more than 15% or whose deficiency is not condoned by the Principal shall not be permitted to appear in the examination and shall have to enroll herself/himself as a regular student of the College in the subsequent year in the semester in which she/he has failed to fulfill the attendance requirement.

ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

- 4.2 Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendance on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 15 working days in a Semester Programme
- a) State representation in International/All India Competitions organised by agencies which are recognized by the Board of Sports and Youth Welfare.
 - b) Participation in the Inter-university Competitions held under the auspices of a University or any other recognised Institution as a member of the University team.
 - c) Participation in the Inter-College Competitions organised by the University as a member of the Team of Participating Institution.
 - d) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognised Institutions.
 - e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University Team in the National/All India/Inter-University Competitions.
 - f) Participation in the Mountaineering/Hiking/Trekking/ Skiing/Rock-climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University.

5. AUTHORITY FOR PRESCRIPTION OR COURSES OF STUDIES

The syllabi and courses of study for each subject shall be approved by the Academic Council on the recommendation of the Dean, Faculty of Engineering.

6. DATES FOR SUBMISSION OF FORMS

- 6.1 Candidates shall fill up their examination forms prescribed by the University for seeking permission to sit in an examination within 45 days (for I-Semester) and 30 days (for II to VIII Semesters) from the last date of admission, without late fee, to the class concerned of the College and also pay the requisite examination fees

on the dates to be determined by the Principal.

- 6.2 The forms together with the fees as prescribed by the university from time to time shall be sent to the Controller of Examinations by the Principal of the College two months preceding the Date of examination of a Semester Programme. Wherever the examination forms/fees are received after the prescribed last date, the College shall be liable to pay a late fee as may be prescribed by the University from time to time per candidate per day

7. SCHEME OF EXAMINATIONS

- 7.1 The examination for various Semester consisting of written papers and sessionals shall be held as per Appendix.

- 7.2 The medium of instruction as well as examination for the Degree shall be English.

7.3 Holding of Supplementary Examination

During the course of one academic year, examination for theory papers for all the semesters i.e. 1st to 8th shall be held twice a year once during December/ January and second time during May/June each year as per academic calendar.

8. PASS PERCENTAGE

- 8.1 The minimum marks required to pass in each theory course examination of any semester shall be 40% in theory examination and sessionals separately; Provided that a candidate who appears in all courses of a Semester and fails in only one course (Theory part only) by not more than 3% of the maximum marks allotted to that course shall be deemed to have passed the examination.

Provided also that this concession shall not be granted in the sessionals and to a candidate who passes the theory courses of examinations of a semesters in parts.

- 8.2 "A candidate shall be declared to have failed in a particular course, if his/her aggregate marks in theory and sessionals for that course are less than 40%. In that case the student shall be allowed one or more chance to re-appear in the sessionals alongwith regular students of same semester. His/Her sessionals will thereafter be communicated to the Controller of Examinations alongwith the regular students. In case the student fails in sessionals again, he/she will have to re-appear in the concerned subsequent theory examination(s) without giving any other chance for appearance in sessionals. However, the final year student can appear in the sessionals within the next academic year".³

- 8.3 A candidate shall be declared to have failed in a laboratory course if he/she secures less than 40% in a particular laboratory course. Such a candidate can clear the backlog only when such a laboratory course examination will be available.

- 8.4 The evaluation of sessional marks in the theory papers of all the semesters shall be based on the following distribution:-

i)	Class Test	40%
ii)	Class Assignments	40%

- iii) Class Attendance 20%

The marks out of 20% for regularity in attendance shall be awarded according to the following Scale:-

Attendance	Marks
a) Below 75% of the total number of attendances	Zero
b) From 75% to 85% of the total number of attendances	60%
c) Above 85% to 90% of the total number of attendances	80%
d) Above 90% to 100% of the total number of attendances	100%

Two compulsory class tests shall be held in each course will equal weightage of marks for each class test. However, if a candidate is unable to appear in any of the two tests conducted because of the genuine reasons may be given one more chance by the principal on the request of the candidate.

- 8.5 The evaluation of sessional marks in the laboratory course shall be based on the following distribution:-

i) Lab. Work(Continuous assessment)	50%
ii) Viva-Voce test	30%
iii) Attendance	20%

Attendance	Marks
a) Below 75% of the total number of attendances	Zero
b) From 75% to 85% of the total number of attendances	60%
c) Above 85% to 90% of the total number of attendances	80%
d) Above 90% to 100% of the total number of attendances	100%

- 8.6 Assessment of Courses relating to Industrial Training/General Proficiency/Seminars/Project work shall be based on-

Viva-Voce	30%
Representation	30%
Report	40%

9. DETERMINATION OF DISTINCTION/DIVISION

The successful candidates of the B.E. Degree shall be classified in the following divisions:-

- | | | |
|------------------------------------|---|---|
| i) First Division with Distinction | - | 75% marks or above provided the candidate has passed all course each semester in one attempt. |
| ii) First Division | - | 60% marks or above |
| iii) Second Division | - | 50% marks or more but less than 60% |
| iv) Pass Class | - | Less than 50% |

10. NON ENTITLEMENT FOR ACADEMIC AWARDS

Candidates having passed the theory papers in supplementary examination by a repeat performance in any semester examination shall not be eligible for any academic award of Distinction, Prizes and Medals.

11. APPOINTMENT OF PAPER SETTER/EXAMINERS

- 11.1 Notwithstanding anything contained in any Statute/Regulations for time being in force, the paper setter for the theory papers of all semester examinations shall ordinarily be external. The evaluation shall ordinarily be conducted through table evaluation.
- 11.2 The Viva-voce examination in respect of Project/Thesis/Practical training and professional interviews in respect of Engineering branches, wherever applicable, shall be conducted by three examiners viz. the external examiners, the Head of the Department and the Supervisor.

12. PROMOTION FROM ONE SEMESTER TO ANOTHER ²

- 12.1 If a candidate has after attending the course of studies in the College, appeared in any semester examination and failed in one or more courses for that examination, he can re-appear for such courses at subsequent examination(s) without attending a fresh course of studies for that semester in the College. Such a candidate may, in the meantime, prosecute his studies for the next semester(s) and appear in the examination(s) for the same alongwith the examination for the lower semester(s).

Provided that a candidate shall not be allowed to attend classes and appear in the semester examination(s) mentioned against (a) unless he/she satisfies the conditions mentioned against (b)

- a) 5th Semester
- b) Pass in all theory subjects of 1st semester and 50% of theory subjects of 2nd and 3rd semesters.
- a) 6th Semester
- b) Pass in all theory subjects of 1st and 2nd semesters and 50% of theory subjects of 3rd and 4th semesters
- a) 7th Semester
- b) Pass in all theory subjects of 1st, 2nd and 3rd semesters and 50% of the theory subjects of 4th and 5th semesters
- a) 8th Semester
- b) Pass in all theory subjects of 1st, 2nd, 3rd and 4th semesters and 50% of the theory subjects of 5th and 6th semesters

Provided further that a candidate shall not be allowed to attend classes in the next higher semester unless he has appeared in the examination of Immediate preceding semester.

13. Sessional awards, shall be forwarded to the Controller of Examinations before the commencement of Semester Examination.
14. A candidate who has been enrolled for the B.E. Course shall be admitted to the B.E. Degree only when she/he has been declared successful in the examinations of all the semesters in accordance with the above Statutes.
15. Transcript of marks for all the eight Semesters shall be given in a composite form on payment of such a fee as prescribed from time to time to a student who has completed

the B.E. Degree course and has been declared successful in the Semester examinations in conformity with above Statutes.

16. The rates of fee payable for admission to the examination of the 4-years Bachelor of Engineering Course and rates of the remuneration for the various assignments shall be such as may be prescribed by the University from time to time.

17. **AUTHORITY TO INTERPRET STATUTES**

With a view to remove any difficulty or anomaly arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give authoritative interpretation of these Statutes and his interpretation shall be final and binding on all concerned.

ACADEMIC CALENDAR FOR ENGINEERING COURSES³

	From	To
1. Opening of Institute after summer vacation	1 st Aug	
2. Class work of 1 st , 3 rd , 5 th & 7 th Semesters	1 st Aug	15 th Nov
a). Holding of three sessional tests and three assignments during complete semester.		
b). Compilation of sessional records after each monthly sessionals		
c). Informing progress report to student and parent for the weak students		
3. Study break for all Semesters	16 th Nov.	25 th Nov.
4. Semester Examination		
a) Regular 1 st , 3 rd , 5 th , 7 th	26 th Nov.	15 th Dec.
b) Practical Examination	16 th Dec.	20 th Dec.
c). Supp 2 nd , 4 th , 6 th , 8 th	21 st Dec.	8 th Jan.
5. Winter break (Educational tour for 8 th Semester)	21 st Dec.	10 th Jan.
6. Class Work for 2 nd , 4 th , 6 th , 8 th Semester	11 th Jan.	30 th Apr.
a). Holding the three sessional tests and three assignments during complete semester		
b). Compilation of sessional records after each monthly sessionals		
c). Informing progress report to student and parents for the weak students		
7. Study break	1 st May	10 th May
8. Semester Examination		
a). Regular 2 nd , 4 th , 6 th , 8 th	11 th May	26 th May
b). Practical Examination	27 th May	31 st May
c). Supp Exam 1 st , 3 rd , 5 th , 7 th	1 st Jun	15 th Jun
9. Summer Break	1 st Jun	31 st Jul
10. Industrial Training 6 th Semester	16 th Jun	31 st Jul
11. Project Examination(8 th Semester)	1 st Week of June	
12. Institute reopens	1 st Aug	

Note: The above Calendar is proposed for 3rd Semester onwards. The Calendar for the 1st & 2nd semester is subject to completion of the admission process by BPEE. In case of 1st, 2nd Semester students, the loss in time due to delay in admission is proposed to be compensated through curtailing summer /winter vacation for these students

Calendar for other Events

1. Celebration of Engineers Day	_____	15 th Sept.
2. Welcome Function for 1 st Sem. Students	-----	1 st Oct.
3. Cultural/ Sports Week	_____	1 st Feb-6 th Feb
4. National Science Day	_____	28 th Feb
5. Farewell to 8 th Semester	_____	30 th April
6. National Technology day	_____	11 th May

Reference:

1. University Council Resolution. No. 67.115 dated 25-02-2008
2. University Council Resolution No. 67.08 dated 25-02-2008
3. University Council Resolution No. 67.58 dated 25-02-2008

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CHAPTER L

STATUTES GOVERNING MASTER'S DEGREE PROGRAMME (M.A./M.Sc./ M.Com.) (SEMESTER SYSTEM) ¹

- 1 There shall be a Master's Degree Programme in the University in such subjects as the University Council may determine in consultation with the Academic Council from time to time.

NOTE: There are at present the following Master's Degree programmes available in the University out of which a student can offer one:

English, Hindi, Urdu, Punjabi, Sanskrit, Dogri, Buddhist Studies, Economics, Political Science, History, Education, Commerce, Mathematics, Statistics, Physics, Chemistry, Botany, Zoology, Geology, Geography, Home Science, Biotechnology, Microbiology, Biochemistry, Env. Science, Fisheries, Sociology and Psychology

2. The Master's Degree Programme shall extend over a minimum period of two academic years, divided in four semesters.

3. ELIGIBILITY QUALIFICATIONS

A candidate to be eligible for admission to the Master's Degree (other than M.Phil). Bachelor Degree(LL.B and 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, or Commerce, 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 of two years duration under 10+2+2 or 10+1+3 pattern and thereafter have passed bridge course of one year duration 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 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. 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.

(A) MASTER DEGREE PROGRAMME IN SCIENCE AND LIFE SCIENCES

For admission to M.Sc. degree courses of study in Botany, Chemistry, Electronics, Geography, Geology, Home Science, Mathematics, Physics, Statistics, Biochemistry, Microbiology, Env. Science, Biotechnology 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.

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) **BIO-CHEMISTRY:**

Master's degree Programme in Bio-Chemistry with an intake capacity of 15 students as a self-financing separate independent course with active participation of the P.G. Departments of Bio-technology and Chemistry w.e.f. academic session 2004-05 as per proposals received from the Heads of the Departments of Bio-technology and Chemistry for the said course and authorization to run the course under the supervision of Director to be appointed by the Vice-Chancellor and two H.O.D's to be designated as Coordinators to function under the overall supervision of the Course Director.

X) **MICROBIOLOGY:**

Master's Degree Programme in Microbiology with an intake capacity of 10 students as a self-financing course in the Post-graduate Department of Bio-technology w.e.f. the academic session 2004-2005 as per proposal received from Director, School of Biotechnology.

(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 with at least 40% of aggregate marks (36% for Scheduled Caste/Tribe candidates) 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.

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:

A candidate seeking admission to M.A. Buddhist Studies course to be eligible must have passed any of the following qualifying examinations with atleast 50% of the aggregate marks, except Acharya examination where prescribed minimum is 40%

- (i) B.A. degree examination with any of the following subjects, namely Pali, Prakrit, Sanskrit, Hindi, Linguistics, Sinhalese, Chinese, Tibetan, Burmese, Thai, Korean, Japanese, History, Ancient Indian History, Cultural History of Arts, and Philosophy;
- (ii) Master degree examination in any of the following viz, Sanskrit, Pali, Prakrit, Chinese and Tibetan;
- (iii) Shastri examination of Rashtriya Sanskrit Sansthan, New Delhi;

- (iv) 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.

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:

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 M.A.(Political Science) course PROVIDED he has secured First Division 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 elective at undergraduate level, are not available for filling up these seats.

IX) SOCIOLOGY:

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./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 in the Open Merit Category PROVIDED eligible candidates of higher merit with Sociology are not available for filling up these seats.

(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 at least 40% of aggregate marks (36% for Scheduled Caste/Tribe candidates), except where provided otherwise as under

I) COMMERCE:

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 DBA with atleast 48% of the aggregate marks, after graduation.
- c) Having passed BBA examination.

II) EDUCATION:

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 at least 40% of aggregate marks (36% for Scheduled Caste/Tribe candidates) with Education elective . Thereafter, if seats are still available, the candidates with B.Ed. degree with at least 40% of aggregate marks (36% for Scheduled Caste/Tribe candidates) 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.L.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:

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 The Business School 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 Bussiness School. 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%

4. The following qualifications shall be considered allied for purposes of admission to the Programme/examination indicated against each:

Qualification considered allied	Name of the Master's Degree Programme/ Examination to which eligible for admission
B.A. (General) Examination (10+2+3 pattern) or an examination recognised equivalent thereto with any subject included in the Faculty of Social Sciences.	M.A. History M.A. Political Science M.A. Economics
B.A. (General) Examination (10+2+3 pattern) with Sanskrit as a subject or B.A. (General) Examination (10+2+3 pattern) after having passed the (Hons.) Examination in Hindi or Sanskrit in the Faculty of Oriental Learning.	M.A. Hindi
B.A. (General) Examination (10+2+3 pattern) after having passed Honours examination in in the Faculty of Oriental learning.	M.A. Sanskrit

OR

M.A. Examination in Hindi.

B.A. (General) Examination (10+2+3 pattern) with Persian or Arabic as a subject or B.A. (General) Examination (10+2+3 pattern) after having passed Honours examination in Urdu or Persian or Arabic in the Faculty of Oriental Learning.

M.A. Urdu

i/ B.A./B.Sc./B.Com. (General) Examination (10+2+3 pattern) with Honours examination in Dogri Language and Literature.

M.A. Dogri

ii/ B.A. (General) Examination (10+2+3 pattern) with Hindi or Sanskrit or Urdu or Punjabi or English Literature as a subject.
(A candidate with qualifications as shown at serial No. (i) above shall get preference for admission over a candidate having qualifications as shown at serial No.(ii).

5. Every student seeking admission to the Master's Degree Programme shall be required to fill up the prescribed application form and pay the prescribed fees :-

a/ for the first and second semester courses at the time of seeking admission to first semester; and

b/ for the third and fourth semester courses at the time of seeking admission to the third semester;

Provided the student continues his studies without interruption from first semester to second semester and from third semester to fourth semester. If there is a gap of one or more semesters he will have to fill up the prescribed application form and pay the fee at the time of seeking admission to the second semester or the fourth semester, as the case may be. Registration Return in respect of students admitted to courses of study will be sent by the Head of the Department concerned to the faculty Dean and to the Dean Academic Affairs annually, in respect of admissions made to the first semester and third semesters respectively within the time period prescribed under Statutes.

5-a The mode, procedure and order of preference for selection of students to the Master's Degree Programme in the University Departments, number of seats in each programme, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Departments shall be such as may be prescribed under Statutes or Regulations from time to time.

6. Admission of students to the Master's Degree Programme will be made by the Departments of Study of the University under the conditions and within the dates prescribed under Statutes.

7. No person shall be eligible for the award of the Master's Degree unless he has passed not less than two academic years previously the B.A./B.Sc./B.Com. Degree examination of the University or an examination recognised equivalent thereto by the University, has undergone a regular course of study in the courses prescribed for the Master's Degree

Programme in a department of the University for not less than four semesters (two academic years) and has earned at least the minimum credits in the manner prescribed under Statutes;

Provided that such persons as are eligible under the Statutes to appear as private candidates shall not be required to undergo a regular course of study in a Department of the University. No person shall be admitted to a semester examination in the Master's Degree Programme unless an interval of one-half year (one semester), one year (two semesters), and one year and a half (three semesters) and two years (four semesters) has elapsed between his passing the B.A./B.Sc./B.Com. (General) or an equivalent examination and his appearance in the 1st, 2nd, 3rd and 4th semester examination respectively of the Master's Degree Programme.

Explanation:

In the case of a candidate who has passed the qualifying examination under the category of compartment, the period stated in this Statute shall be counted from the session in which he was placed under compartment.

8. Selection of courses in a subject/area of study for the Master's Degree Programme, will be made by a student to make up credits in the manner provided in Statutes 19 and 20 of these Statutes out of the courses/subjects approved by the Academic Council for the purpose.
9. The nature, scope and content of courses in each subject for the Master's Degree Programme, contact hours, the number of credits, allotment of marks for the semester examination and sessional work and the duration of examination of each course in a semester shall be as approved by the Academic Council on the recommendation of the Boards of Studies and the Faculties concerned.

NOTE:-

- i/ A 4-credit course may have 80 marks for semester examination and 20 marks for Internal Assessment in a non-Laboratory Course and 50 marks each for semester examination and Internal Assessment in a Laboratory Course.
A 2-credit course may carry 40 marks for semester examination and 10 marks for Internal Assessment in a non-laboratory course and 25 marks each for semester examination and Internal Assessment in a Laboratory Course.
 - ii/ The duration of examination in a course other than a laboratory course may be from three to two hours. The duration of a laboratory course may be determined by the Academic Council on the recommendation of the Board of Studies and the Faculty concerned.
10. Courses shall be taken by a student out of the list of courses approved by the Academic Council in consultation with the Adviser(s) appointed by the Head of the University Department concerned keeping in view the facilities available in the Department and the statutory requirements and provisions. Persons eligible to appear in the examination as private candidates in accordance with the Statutes shall have to select only those courses for which instruction is imparted in the University Departments for regular students.

11. Persons selected for admission to the Master's Degree Programme shall have to pursue studies, undertake academic work and appear in the examinations in 1st, 2nd, 3rd and 4th semesters in the courses and under conditions prescribed by the University.
12. Instruction in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions etc. according to needs of each course as may be decided by the Board of Studies concerned. In laboratory courses, instruction shall be in the form of practical work. Practicals include laboratory work, fieldwork, project work, workshop practice, surveying, extension work and map-work, if any, prescribed in the course concerned.
13. Continuous sessional assessment shall be a constituent part of the semester programme except dissertation. The weightage of marks to be given to semester examination and to the continuous sessional assessment in a course shall be in the ratio 80:20 in theory papers and 50:50 in practicals. The sessional assessment shall be awarded and the record thereof shall be maintained in the manner prescribed by the Academic Council. There will be no sessional assessment for dissertation work.
14. There shall be an examination called the semester examination at the end of each semester in the prescribed courses for students having undergone a regular course of study in a Department of the University. Examinations in the 1st and 3rd semester courses will be held ordinarily in the 1st/2nd week of December and examination in the 2nd and 4th semester courses will be held ordinarily in the 1st/2nd week of May every year or on such dates as may be approved by the Vice-Chancellor.
15. A semester examination for the Master's Degree Programme shall be open to the following categories of persons:
 - (A) A regular student i.e. a person who has undergone a regular course of study in a Department of the University for the period specified for that course of study by having been on the rolls of the Department immediately preceding the examination and has his name submitted to the Controller of Examinations by the Head of the Department where he has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department concerned:
 - i/ he has been a person of good conduct;
 - ii/ he has attended not less than 75% of the lectures delivered including seminars, tutorials etc., in each course offered by him in that semester;
 - iii/ In the case of a laboratory course/practicals, he has attended not less than 75% of the practicals conducted (practicals include field studies, workshop practice, map work, surveying etc.);
 - iv/ he has paid the prescribed fees.
 - (B) Ex-students i.e. persons who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having passed in sessional work and having either failed to pass the semester examination in that course(s) or been unable to appear in the examination in that course(s) will be eligible to appear as a private candidate in a examination by

submitting his application on the prescribed form along with prescribed fees to reach the controller of examination within the dates fixed for this purpose

16. The Head of the University Department concerned may condone shortages of a student in attendance in a semester for special reasons, to be recorded in writing, upto 6 % of the lectures delivered or practicals conducted in each course separately. A student whose deficiency in lectures/practicals in a course is not condoned by the Head of the Department or is not condonable, shall not be eligible to appear in the semester examination in that course.
17. Any student who participates in games, cultural and other co-curricular activities, as defined below, with the prior approval of the Head of the Department concerned, shall for the purpose of condoning deficiency in attendances incurred by him/her on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 15 working days in a semester :-
 - 1/ State representation in International/All India Competitions organised by agencies which are recognised by the Board of Sports and Youth Welfare;
 - 2/ Participation in Inter-University Competitions held under the auspices of a University or any other recognised institution as a member of the University team;
 - 3/ Participation in Inter-Collegiate Competitions organised by the University as a member of the teams of participating institutions;
 - 4/ Participation in the N.C.C., N.S.S. and National Integration Samitis activities as a member of the recognised institutions;
 - 5/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions; and
 - 6/ Participation in the Mountaineering/Hiking/ Trekking/Skiing/Rock climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University.
18. Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
19. In order to be eligible for the Master's Degree, a student must accumulate:
 - i/ at least 64 credits for M.A./M.Com. Degree and M.Sc. in Mathematics; and
 - ii/ at least 96 credits for M. Sc. Degree through Semester Courses provided by the University spread over to not less than four semesters.
20. In order to earn credit for a course, a student must have-
 - a) attended not less than 75% of the lectures (including tutorials, seminars etc.) delivered or practicals (including laboratory/field work) conducted.
 - b) obtained not less than 36% of the total marks (separately in the University examination and the internal assessment) in each semester course.

21 A student who has earned the minimum credits in a course in the manner provided in Statute 20 above shall be exempted from appearing in that course again.

22 A student who does not fulfil the minimum requirement of attendance in lectures/practicals in a course will not be eligible to sit in the semester examination in that course. Such a student will have either to repeat the course when the classes in that course are held by the department or opt for a new course in that or any other semester if facilities of instruction are available and the course in which he failed to fulfil the requirement of attendance in lectures/ practicals was not a compulsory, basic or pre-requisite course. In all such matters final decision will be taken by the Head of the Department concerned after consulting the advisor of the students in the Department and keeping in view the Statutory Position.

Provided that a candidate falling short of lectures in a course/s of study and otherwise found eligible to appear in the semester examination as a private candidate may be allowed to appear in the course/s in which he had fallen short of attendance as a private candidate after 4th semester when examination in such course/s is conducted by the University for the regular students:

Provided that the candidate who, having failed to secure minimum pass marks in the internal assessment of course/s, appears in the University examination in that course/s as a regular student and secures pass marks, be shown in the marks certificate to have failed only in the internal assessment part of that course/s .Such a candidate shall be subsequently afforded at least one chance to be assessed again in the Internal assessment by the concerned Department, provided the Head of the Department certifies that facilities for repeating the course/s are available in the Department. The result of such a candidate shall be assessed on the basis of pass marks already obtained by him in the University examination and fresh Internal assessment earned by him and the same be declared alongwith the result of other candidates of the subsequent examination.

Notwithstanding, anything contained above, a candidate who fails in the internal assessment even after availing of the chance mentioned above or does not avail of the chance under the said provision to be assessed again in internal assessment and has passed in the courses of all the semester examinations except in the internal assessment in any course(s), shall be allowed to appear in the examination of the said course(s) at the subsequent examination of that semester when held by the University, as a private candidate according to the syllabi and courses of study in vogue. In all such cases, the marks of the said course(s) shall be raised proportionately in view of internal assessment.

23. The Head of the Department shall be competent to cancel admission of a student enrolled for a course of study in the Department if -

- i/ the student remains absent without permission of the Head of the Department concerned for a period of one month continuously; or
- ii/ the student does not attend 50% or more of the total lectures delivered in the semester concerned; after an opportunity has been given to him to explain as to why such an action be not taken against him.

24 A student will be eligible to proceed from 1st semester to 2nd semester, from 2nd semester to 3rd semester and from 3rd semester to 4th semester if he has earned

credits in all the courses required to be offered in the 1st semester or the 2nd semester or the 3rd semester, as the case may be:

Provided that a student may be permitted to keep terms for the 2nd semester or the 3rd semester or the 4th semester if he has completed the minimum attendance requirements in :-

- a/ Theory/Practical Courses; and
- b/ Theory/Practical Courses carrying, cumulatively, credit value of not less than 50% in the 1st semester or the 2nd semester or the 3rd semester, as the case may be respectively.

- 25 A student who has been on the rolls of a University Department of Study in the 1st or 2nd or the 3rd semester of a Master's Degree Programme and earns eligibility to join the 2nd or 3rd or the 4th semester of the Programme, as the case may be, but fails to join the semester when he was due to join it or discontinues his studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he submits application to this effect before the commencement of the semester concerned provided a seat and other facilities for the courses offered by the student are available in the Department concerned in the semester he wishes to join and the student seeks admission within a period of two years from the date he discontinues his studies. The final decision regarding admission of such a student shall be taken by the Head of the Department concerned.
- 26 Three typed or printed copies of the dissertation (where offered by a student) shall be submitted to the Controller of Examinations through the Head of the Department before the commencement of the Semester Examination or with prior permission of the Vice-Chancellor on the recommendation of the Head of the Department not later than one month after the Semester Examination is over. The dissertation shall be accompanied by a declaration by the student that it is his/her own work and has not been submitted previously. The candidate shall also definitely indicate the sources he /she has consulted.
- 27 A candidate who completes the minimum attendance requirement but does not appear in the examination in that semester or having appeared, fails in a course or courses in a semester examination may appear in the examination in such course or courses when it is held subsequently by the University in failed courses/substituted courses to fill up the academic deficiencies as determined by the convenor, Board of Studies, irrespective of the number of attempts availed earlier by the candidate. This provision shall also be applicable to students seeking admission privately.
28. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of semester examination is done. The transcript shall indicate marks obtained in sessional assessment as well as semester examination in each course where sessional assessment earned is taken into account under the Statutes. However, in the case of other candidates the transcript shall indicate only the total marks (i.e. marks obtained and raised proportionately) in lieu of internal assessment in each course.
29. After a candidate has appeared and passed in all courses of study offered by him in the 1st, 2nd, 3rd and 4th semesters and has earned at least the minimum credits, required in four semester examinations in accordance with these Statutes, his result shall be assessed and he shall be declared successful in the Master's Degree Programme in the

Faculty concerned. He shall be awarded a degree stating the division in which he has passed in the following manner:

- i/ a candidate who has obtained 60% or more of the aggregate number of marks in all the courses of four semesters offered by him shall be placed in the 1st division:
- ii/ a candidate who has obtained 50% or more but less than 60% of the aggregate number of marks In all the courses of four semesters offered by him shall be placed In the 2nd division;
- iii/ a candidate who has obtained 36% marks or more but less than 50% of the aggregate number of marks in all the courses of four semesters offered by him shall be placed in the 3rd division.

30. Examination for the Master's Degree will also be open to a person allowed by the University to appear as a private candidate according to the Statutes framed by the University from time to time. Such a person will be eligible to appear in the examination for the Master's Degree Programme on fulfilment of the conditions of eligibility as laid down in the Statutes and on production of requisite certificate including certificate of having attended not less than 75% of the practicals conducted in a Department of the University in each course where laboratory/practical work or field studies is/are essential concomitants, Such a person shall appear in the semester examination according to the schedule announced by the University or on such dates as may be approved by the Vice-Chancellor. Such a candidate will have neither requirements for attendance (except in laboratory courses) nor of sessional assessment. The result of such candidates will be assessed out of the maximum marks allotted to the semester examination of each course. The transcript and the degree on qualifying the examination, issued to him by the University shall indicate that he appeared in the examination as a private candidate. The result and division of such a candidate shall be assessed out of the maximum marks allotted to the semester examination of the course offered by him.

31. The following shall be the rates of examination fee payable by each candidate appearing in an examination for the Master's Degree programme or as may be prescribed from time to time:

S.No.	Examination	Regular	Private
1.	Full subjects in each term for each science subject	Rs. 310/-	Rs.360/-
2.	Reappear in more than one subject in each term	—	Rs.360/-
3.	Reappear in one subject in each term	—	Rs.300/-
4.	Maintenance of service fees	Rs.20/-	Rs.20/-
5.	Desk fees	Rs.25/-	Rs.25/-

32. Every candidate intending to appear in a semester examination shall submit his application for appearance at each examination to the controller of examinations to reach him not later than the dates given below on the prescribed form accompanied by the prescribed fees and necessary certificates signed by the head of the University department concerned or the officer authorized under statutes to attest and sign such forms

Examination **Last date for receipt of forms and fees in the University office**

For Regular Candidates

1 st and 3 rd semester examination to be held in December-January	Within 30 days after the last date of admission as notified by the University
2 nd and 4 th semester examination to be held in May-June	Within 30 days after the date of termination of examination

For Private Candidates

1 st and 3 rd semester examination to be held in December-January	15 th September
2 nd and 4 th semester examination to be held in May-June	15 th February

Whenever the application or fee or both of a candidate(Regular or Private) is/are received after the last date prescribed above, he shall also pay late fee as mentioned hereunder:

- a) For first count of 15 days delay after the last date prescribed for receipt of form/fee or both Rs.90/-
- b) For another count of 15 days delay after the expiry of last date with a late fee of Rs. 90/- Rs.150/-
- c) An additional late fee per day after the expiry of last day with late fee of Rs.150/- Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with the late fee of Rs.2000/- after 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice Chancellor upto one day before the scheduled date of the examination , in which the candidate has to appear provided the question papers are available and can be sent to centre of examination.

33. A candidate who has passed the Master's Degree Programme in a particular subject with one set of options/Courses from the University may be allowed to appear at subsequent examination as a private candidate in any one or more options/courses prescribed for that subject but not offered by him before, on payment of an additional fees as prescribed for the purpose.

Provided that where laboratory/field work is involved the candidate must have completed 75% of the practicals in each option in the university department concerned in that options/course.

34. A candidate who does not pass M.A/MSc/M.Com Programme within the prescribed period of two academic years consisting of four semesters shall not be entitled to scholarship or a prize or a medal.
35. English shall be the medium of instruction/examination in all subjects except in oriental classical and modern Indian languages. The medium of examination in an oriental classical languages shall be the language itself or the cognate modern Indian language

at the option of the candidate. The medium of examination in a modern Indian language shall be the language concerned.

36. The Vice Chancellor shall interpret and remove any difficulty arising in the application and implementation of these Statues and shall decide forms and procedures for the same.
37. A candidate who has passed M.A. or M.Sc. or M.Com. (Semester System) examination from the University of Jammu and has been placed in the second or third division in the aggregate of semester examinations may be given TWO CHANCES to improve his division/performance and for this purpose he may reappear as a private candidate in the consecutive annual examinations in the same discipline in any number of courses prescribed for the Master's Degree Programme in the concerned discipline as per the Syllabus in vogue. The credits already earned by the candidate in other courses in which he does not appear shall be carried forward. The result of such a candidate shall be declared if he/she improves the division.

Notwithstanding anything contained above, a candidate who, having passed M.A./M.Sc. /M. Com. (Semester System) examination in second division with less than 55% marks from the University of Jammu, appears in the examination to improve the division but fails to do so, his result may also be declared provided he/she secures 55% marks or above.

Such a candidate shall have to return to the University the Master's Degree and marks transcripts of all the semester examinations in original, if issued to him/her alongwith the permission-cum-admission form/s. The certificates will be returned to him if he/she fails to improve his/her result under the above provisions.

38. a) There shall be a dissertation of 24 credits in IV Semester of Master's Degree Programme in Bio-technology, to be submitted by each candidate to the controller of examinations through Head of the Department. The dissertation shall carry 600 marks to be distributed as under:
- | | | | |
|------|--------------|---|-----------|
| i) | Dissertation | = | 400 marks |
| ii) | Viva-Voce | = | 150 marks |
| iii) | Seminar | = | 50 marks |
- b) A candidate securing minimum of 40% of the aggregate marks for all the three components mentioned at (a) shall be deemed to have passed the examination in dissertation. The marks obtained by the candidate will be added to his score in the first three semesters for purpose of determining his division and merit.
- c) In the event of failure of a candidate to submit the dissertation by the stipulated date, he/she may be provided grace period upto one month by the Vice-Chancellor on the recommendation of the Supervisor/s and Head of the Department, provided that he/she furnishes sufficient evidence to prove that the delay caused was beyond his/her control.
- d) In case a candidate does not earn eligibility for appearing in the viva-voce and the seminar or does not secure 40% marks in the aggregate of the three components identified at (a) above, he/she will be required to work for one more Semester on the same topic on which he/she worked before or a new topic at the same place where he/she worked before or a new place, as he/she may choose. The new dissertation will be evaluated as per the procedure laid down in Regulation Nos. iii and iv.

REGULATIONS GOVERNING PROCEDURE FOR PREPARATION AND SUBMISSION OF DISSERTATION BY THE STUDENTS OF IV SEMESTER OF MASTER'S DEGREE PROGRAMME IN BIO-TECHNOLOGY AND EVALUATION.

- i) There shall be a dissertation in IVth Semester to be submitted by each student to the Controller of Examinations through the Head of the Department. The weightage of the Dissertation shall be 24 credits.
- ii) The dissertation work shall be carried out by each candidate under the supervision/ the concerned scientist of the institution where the work is conducted or under the joint supervision of the concerned scientist and a faculty member of Bio-technology Department of the University of Jammu a Guest Faculty engaged by the Department. Provided that , if for any reason the work is carried out in the department itself, it will be supervised by any of the staff members identified for the purpose by the DAC. The dissertation will be processed for evaluation only if it carries a certificate from the supervisor/s testifying the quality of work and the conduct of the candidate.
- iii) The dissertation will be evaluated by an External Examiner appointed for the purpose by the Vice-Chancellor from the panel of examiners drawn jointly by the Supervisor, Head of the Department and Convener, Board of Studies in Bio-technology and submitted to the Controller of Examinations by name in a confidential cover. The external examiner and the Internal examiners will be paid Honarium as will be fix by he University for reading the dissertation and conducting the viva-voce.
- iv) The Board of three examiners, comprising the following, will conduct the viva-voce examination under the Chairpersonship of the Head of the Department on a date mutually agreed upon by all concerned including the candidate. The Head of the department will organize the viva-voce and the oral presentation.
 - a) Supervisor/s Internal Examiner,
 - b) Head of the Department of Bio-technology
 - c) External examiner who has evaluated the dissertation.

Provided that, if for any reason the External examiner is not able to participate, the Vice-Chancellor shall nominate substitute from the panel of examiners by the Department.

Before or after the viva-voce is held, each student will be required to present his /her findings in a seminar which will be open submitted to the examiners faculty students of the department. The presentation shall, however, be evaluated only by the above said Board of Examiners. The marks earned by the candidate out of the three components will be mentioned separately on the award roll prepared for the purpose and submitted to the Controller of Examinations under the signatures of the members of the Board of Examiners by the Head of the Department under sealed cover.

- v) Each candidate will submit two/three (in case the number of supervisors is 2) typed or printed copies on good quality A4 size paper with suitable margins. It may be bound in cloth or spiral bound with the name of author, title and name of the institution where the candidate worked, name of the University and year worked,

name of the University and year of submission typed or printed on the cover page.

- vi) The dissertation shall be accompanied by a certification from the supervisors stating that,
 - a) the dissertation embodies the work of the candidate;
 - b) the candidate worked under me/us for the period required under the statutes;
 - c) he/she has put in the attendance as required under the statutes; and
 - d) his/her conduct during the period remained good.

References:

1. University Council Resolution No. 67.92 dated 25-02-2008

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CHAPTER L-A

I STATUTES GOVERNING MASTER'S DEGREE PROGRAMME IN URDU (PROFESSIONAL) COURSE. ¹

1. DURATION

There shall be Master's Degree Programme in Urdu (Professional) Course in the Faculty of Arts of two academic years duration divided in four semesters.

2. INTAKE CAPACITY

The number of seats for admission shall be determined by the Admission Committee before the start of the session.

3. QUALIFYING EXAMINATION FOR ADMISSION

"A candidate who has passed the Master's Degree Programme examination in Urdu subject of the University of Jammu with at least 50% marks or from any other recognized Universities with not less than 50% of marks shall be eligible for admission to the First Semester of the course".²

4. MINIMUM ATTENDANCE REQUIREMENTS

Each part of the Semester examination shall be open to a student who is of good character and has attended not less than 75% of the lectures delivered in the class in each course of study prescribed for the semester examination.

5. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:-

- i) State representation in the International/All India competitions organized by agencies, which are recognized by the Board of Sports and Youth Welfare of the University.
- ii) Participation in the Inter-University competitions held under the auspices of a University as a member of the University team.
- iii) Participation in the Inter-College competitions organized by the University as a member of the team of participating institutions.
- iv) Participation in the N.S.S. and National Integration Samiti activities as a member of University.
- v) Participation in the Coaching Camps/Rehearsal prior to participation as a member of State or University team in the National/All India/Inter-University competitions.
- vi) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the University.

6. CONDONATION OF LECTURES

The Head of the department of Urdu may condone shortage in attendance of a student

in a semester for special reasons to be recorded in writing, upto 5 attendances in each course. A student, whose deficiency in attendance in the course is not condoned by the Head of the Department or is not condonable, shall not be eligible to appear in the semester examination in that course. Provided that a student who falls short of attendances in half of the total number of courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which he fulfils the attendance requirement, in those courses in which the candidate falls short of attendance, he will have to repeat the courses when classes are held by the department.

7. DATES FOR SUBMISSION OF FORMS FOR SEMESTER EXAMINATION

Every candidate intending to appear in semester examination shall submit his application to the Controller of Examinations to reach him not later than the dates given below, on the prescribed form accompanied with the prescribed fees and necessary certificates signed by the Head of the Department:

For Regular Candidates

- | | | |
|-----|--|---|
| i) | 1 st & 3 rd Semester examination to be held in May-June. | Within 45 days after the last date of admission without late fee to the respective semester course; and |
| ii) | 2 nd & 4 th Semester examination to be held in December-January. | Within 30 days after the date of termination of 1 st & 3 rd Semester examination |

For Failure Candidates

- | | | |
|------|--|--------------|
| iii) | 1 st & 3 rd Semester examination to be held in May-June. | 15 February |
| iv) | 2 nd & 4 th Semester examination to be held in December-January. | 15 September |

Whenever the application/fee or both of a candidate is/are received after the last date prescribed above, he shall have to pay the late fee as mentioned hereunder: ³

- | | | |
|----|--|-----------------|
| a) | For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.

The amount of examination fee to be paid by each candidate shall be as under or as may be notified from time to time: ³

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one paper		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

8. ELIGIBILITY TO APPEAR IN THE SEMESTER EXAMINATION

A semester examination shall be open to the following:-

- (A) A regular student i.e. a person who has undergone a regular course of study in the Post-graduate Department of Urdu of the University of Jammu for the period specified for that semester course of study by having been on the rolls of the department immediately preceding the examination and has his name submitted to the Controller of Examinations by the Head of the Department of Urdu and further he has fulfilled the following conditions to be certified by the Head of the Department of Urdu:-
- he has been a person of good conduct.
 - he has attended not less than 75% of the lectures delivered including seminars, tutorials etc. in each course offered by him in that semester.
 - he has filled up the form and has paid the prescribed fees.
- (B) Ex-students i.e. candidates who after having undergone a regular course of study in semester examination, have completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having passed in sessional work has either failed to pass the semester examination in that course(s) or was unable to appear in the examination in that course(s) provided he appears in the semester examination within the maximum period prescribed under statute and has filled up the form and paid the prescribed fee within the dates fixed for this purpose.

9. SCHEME OF EXAMINATION

The scheme of pre-proposed courses of study shall be spread over 4 Semesters dealing with following subjects:-

SEMESTER-I

Course Title	Credits	Marks
No.		
I	Information of Computers	4
II	History and Development of Journalism	4
III	Traditions of Translation	4
IV	Basic Principles of Creative Writing	4
		100
		100
		100
		100

SEMESTER-II			
V	Hardware and Communications	4	100
VI	News Writing and Reporting	4	100
VII	The Art of Translation	4	100
VIII	Writing for Radio	4	100
SEMESTER-III			
X	Information Technology & Urdu Computers	4	100
X	Journalistic Writings	4	100
XI	The Principles of Word Building	4	100
XII	Electronic Media	4	100
SEMESTER-IV			
XIII	Preparation of CD's and Computer floppies of Important Urdu documents and data	4	100
XIV	Administration	4	100
XV	Tradition of Translation in Urdu	4	100
XVI	Short-story Drama and Novel	4	100

or any other courses as may be approved by the academic Council from time to time.

10. MEDIUM OF INSTRUCTION & EXAMINATIONS

Urdu shall be the medium of instruction and examination.

11. INTERNAL ASSESSMENT

- (a) Internal assessment shall be the constituent part of the semester examinations. The weightage in terms of marks to be given to a semester examination and the internal assessment in a course shall be in the ratio of 50:50.
- (b) There will be 4 assignments in each course based on Project work, out of these four assignments, two will be evaluated by the Internal Examiner and the other two by the External Examiner. The two internal assignments will have the weightage of 10 marks each and external assignments will have the weightage of 15 marks each.
- (c) The Head of the Department shall forward internal assessment marks awarded by the teacher concerned to the Controller of Examinations within one week of the commencement of the examination. The Head of the Department will preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of the result of the concerned semester examination by the University.
- (d) The internal assessment awards of the candidate, who fails in the examination shall be carried forward to the next examination.

12. PASS PERCENTAGE

The minimum number of marks required to pass a semester examination shall be 50%(in the University examination and in Internal assessment separately) in each course of study prescribed for the semester examination.

13. RE-APPEAR CATEGORY & CHANCES TO COMPLETE THE SEMESTER EXAMINATION

A candidate who fails in a semester examination but has secured pass marks (separately in the internal assessment and University examination) in a course/courses of study shall be exempted from appearing in such course(s) and shall be allowed to appear in the

consecutive semester examination when held by the University. Provided that a semester examination shall be completed within 3 consecutive chances from the date he was placed under re-appear category for the first time.

In case he fails to pass the semester examination within three next consecutive chances, his provisional admission in the next higher semester as well as the result of next semester(s) shall automatically stand cancelled. Such a candidate shall neither be eligible to pursue the course nor re-appear in that course even as a private candidate.

14. CONTINUED ENROLMENT

A student shall be eligible to proceed from 1st Semester to 2nd Semester and from 3rd Semester to 4th Semester if he has appeared in 1st & 3rd Semester examination in all courses of study.

Provided that a candidate may be permitted to keep terms for the 2nd Semester or 4th Semester if he has completed the minimum attendance requirement in half the number of courses i.e. at least in two courses out of four courses. For admission to 3rd Semester class the student must have passed the 1st Semester examination. However, a candidate who has cleared two courses out of 4 courses and has also passed in the internal assessment of all the courses of 2nd Semester shall also be provisionally admitted in 3rd Semester course.

A student shall be required to continue his studies without interruption from 1st Semester to 2nd Semester and from 3rd Semester to 4th Semester. If there is a gap of not more than one year he will have to fill up the prescribed application form and pay the fee at the time of admission to 2nd Semester or 4th Semester as the case may be . Provided that a candidate having passed the 1st and 2nd semester examinations, discontinues his studies, shall be permitted to join the 3rd semester , within a maximum period of two years of his passing the 1st and 2nd semester examination.

15. DETERMINATION OF DISTINCTION/DIVISION

The candidates having qualified all the four semesters examination shall be classified in the following Divisions:-

- | | | |
|------|---------------------------------|--|
| i) | First Division with distinction | A candidate who has obtained 75% or more of the aggregate number of marks in all the courses of four semesters offered by him. |
| ii) | First Division | A candidate who has obtained 60% or more but less than 75% of the aggregate number of marks in all the courses of four semesters offered by him. |
| iii) | Second Division | A candidate who has obtained 50% or more but less than 60% of the aggregate number of marks in all the courses of four semesters offered by him. |

16. ONE COURSE AT A TIME

The M.A. Urdu(Professional) course is a whole-time course. Therefore, a candidate admitted to the course shall not take up any employment or engage himself in any

business or profession or attend any other course of instruction or appear in any other examination of the University so long as he is on the rolls of M.A. (Professional) Urdu course.

17. REFUSAL/CANCELLATION OF ADMISSION

The Admission Committee, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate who:-

- i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department suppresses/conceals any relevant information, provides information in his application which is found incorrect or produces a certificate which is not genuine; or
- ii) fails to pay the fees and other charges within the time prescribed by the Head of the Department.

18. Notwithstanding anything contained in these Statutes, the University Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after inquiry, that such a candidate is not a fit person to be admitted thereto.

19. AUTHORITY TO INTERPRET STATUTES

With a view to removing any difficulty arising out of the application and implementation of these Statutes, the Admission Interpretation Committee shall be competent to give authoritative interpretation of these Statutes and such interpretation shall be final and binding on all concerned.

References:

1. University Council Resolution No. 27 dated 04-12-2001
2. University Council Resolution No. 48 dated 21-02-2003
3. University Council Resolution No. 98 dated 21-06-2004

II STATUTES GOVERNING SIX MONTH CERTIFICATE COURSE IN URDU BEING RUN UNDER THE AEGIS OF THE CENTRE FOR PROFESSIONAL STUDIES IN URDU.¹

Eligibility

- (i) The minimum qualification required for admission to the Six Month Learn Urdu Certificate Course should be B.A./B.Sc./B.Com examination passed from the University of Jammu or anyother university recognised by the University of Jammu under rules instead of 10+2 examination passed from J & K Board of School Education or anyother Board recognised of School by the Univeristy of Jammu or the Govt. of Jammu and Kashmir State.
- (ii) 10+2 should be replaced by B.A./B.Sc./B.Com degree from the University of Jammu or the University of Kashmir or anyother University recognised by the UGC/the University of Jammu under rules.
- (iii) 10+2 should be replaced by B.A./B.Sc./B.Com.

2. Number of Seats.

Sub clause (b) be replaced by the following :

“The distribution of seats among the open merit and reserved categories would be the same as operating at the P.G. Level at present. The 33% seats earmarked for various reserved categories would be allocated in the manner as detailed below :

Category	(i)	Scheduled Caste		8%
Category	(ii)	(a)	Sportsmen	4%
		(b)	Persons who have excelled in Cultural/Literary Activities	2% 6%
Category	(iii)	(a)	Persons who have participated with distinction in NCC activities	2%
		(b)	Persons who have participated with distinction in NSS activities	2% 4%
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)	Candidates belonging to Scheduled Tribes		5%
Category	(vii)	Candidates belonging to Backward area other than that of districts Leh and Kargil		2%
Category	(viii)	Candidates belonging to districts of Leh and Kargil		2%
Category	(ix)	Candidates belonging to weak and Under Privileged classes as notified in 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 above, fraction of less than one-half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.
- iii) In the event of number of seats available in the course of study being such that representation to all reserved categories is not possible, the Centre would 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.
- v) Unless covered under Statute Explanation (i) only such candidates shall be eligible for consideration under reserved categories (i) to (ix) as have not already availed of this concession for admission to any course of study in the centre in any session.
- vi) The selection of candidates against reserved seats shall be made on the basis of comparative merit in the respective category which will be determined in accordance with the criteria prescribed for categories (i), (iv), (v), (vi), (vii), (viii) and (ix) and for categories (ii) and (iii) as given below :

Sports

1. Represented the country in any Sport/Game competition recognised by the Indian Olympic Association and organised by concerned International Federation. 8
2. Performance/participation at individual/team level in any sport/game in a Senior National Competition recognised 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 recognised by concerned All India Sports Federation/Association/ Association of Indian Universities (AIU/BCCI, securing) :

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 in any sport/game in Inter-zonal competition recognised 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 recognised by concerned All India Sports Federation/Association/BCCI, securing) :

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 recognised by AIU/BCCI, securing) :

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 organised by concerned All India Sports Federation/ Association/AIU/BCCI for selection to represent the country in any sport/game, or having been member of a Combined Universities team/contingent constituted/recognised by AIU for any sport/ game. 7

8. Performance/participation at individual/team level in any sport/game in Junior National Competition recognised by concerned All India Sports Federation/Association/BCCI/Athletic Federation of India, securing :

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 :

First Position	2.0
Second Position	1.5
Third Position	1.0
Participation only without securing any position	0.5

Note : Outstanding Sports persons having played in any Senior National even in any of the games shown in Annexure-VIII Shall also be considered for admission under sports Category.

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 :

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 :

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 a 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, or anyother contest organised by the DSW securing :

First Position	8.0
Second Position	7.0
Third Position	6.0
Certiricate of merit/Consolation	4.0

Such of the candidates who distinguished themselves individually in a team event shall get awards in addition to the above score in the team event ;

- | | | |
|------|----------------------------------|-----|
| a) | For overall best performance | 3.0 |
| b) | For One Act Play or Skit | 2.5 |
| i) | Best Actor/Actress | 2.5 |
| ii) | 2nd Best Actor/Actress | 2.0 |
| iii) | 3rd Best Actor/Actress | 1.5 |
| iv) | Certificate of Merit/Consolation | 1.0 |
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 organized by the J & K Academy of Art, Culture and Language, securing :
- | | |
|-----------------|-----|
| 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.

Explanation

Cultural and Literary activities will include photography, painting, sketching, Poster-making, Cartooning, College, Clay modelling, Rangoli, Flower arrangement, Light Vocal, Classical-Vocal, Western Vocal, Western Group Song, Indian Group Song, Classical instrumental (Non-percussion and percussion), Music items : Classical Dance Solo and group items, skit, monoacting, Mimcry and One Act Play presentation ; short story and Essay Writing, Debate, Elocution, Poetry recitation, 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 that effect by any other organization, body, society, club, University Teaching Department, College, Institution, NGO etc. shall not be entertained, concerned Govt. Departments/Agencies for 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.

NATIONAL CADET CORPS (NCC)

Thal Sainik Camp (TSC)

- TSC is an All India Camp held every year in Delhi. This camp is for a duration of 12 days. In this camp cadets represent their Directorate in Inter-Directorate Competitions. Following all India Inter-Directorate Competitions are held during this camp :
 - Shooting
 - Map Reading
 - Communication
 - Health and Hygiene
 - Obstacle Course
 - Line Area
- Both Senior and Junior Cadets (Boys and Girls) participate in these competitions.
- To select and prepare cadets for above competition, three Camps in 12 days duration each are held at the Group and Directorate level. Hence, a Cadet who finally represents the Directorate at Delhi has to attend four Camps of 12 days duration :
- The process of selection and nomination is akin to Republic Day (RD) Camp. Hence TSC should be treated at par with RD Camp and points awarded should be equivalent to RD Camp which are as under :-

(a)	Best Cadet (overall)	7.0
(b)	First Position	6.5
(c)	Second Position	6.0

- (d) Participation only without securing any position 5.5

Pre-TSC-I, II and Pre-RDC, I to III

5. These Camps are of duration of 12 days each. They should be treated at par with Annual Training Camp (ATC) which is also of 12 days duration and points as awarded for ATC i.e. Four points for each camp should be awarded.

Basic Mountaineering Course

6. This is a 15-day Camp held at various mountaineering institutes. It should also be included in this list and awarded Four points for each camp.

Rock Climbing and Trekking Camp

7. This camp is of 12 days duration conducted by various Directorates. It is attended by Cadets from all NCC Directorates, hence an all India Camp. It should also be included in the list and "Four Points" should be awarded for each Camp.

Participation in Local Republic Day and Independence Day Parades.

8. Cadets attend minimum 10 to 15 days preparatory parades for participation in local RD and independence Day parades held at all District levels. In case of NSS students having participated in a two/three days training workshop organized by office of co-ordinator or three points are awarded. Similarly NCC Cadets should also be awarded 'Three Points' for their participation in these parades.

Participation in Slithering/Parasailing/Para diving

9. These are individual events which are not included in the list. A cadet has to undergo 7 to 10 days training prior to undertaking this adventure activity. These should be treated at par with NSS individual event and awarded 'Three Points'

Best Cadet Award

10. Certain Cadets are awarded Best Cadet award based on their overall performance during the training year. This is a Cash Award given by DG NCC. This should be included in the list and 'Five points' should be awarded as are awarded to those having received/been awarded commendation/appreciation letter from Dy. DG NCC J&K vide para 4 page 30 of the Brochure.

11. Having attended NCC youth Exchange Programme in foreign countries. 9

12. Having attended Republic Day (RD) camp at Delhi and adjudged/secured position in an individual/learn competition as under :-

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

13. Having been awarded Detence Secretary's/Director General's (DG) medal/commendation card. 5

14. 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 Edinburgh Award	5.0
(c) Governor's/Chief Minister's Medal	5.0

15. Having passed "C" certificate examination of NCC in :

A-grade	5.0
B-grade	4.5
C-grade	4.0

16. Having attended any of the following All India NCC camps of not less than 10 days duration and adjudged secured position therein an individual/team competition as under :

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.
17. Having successfully undergone NCC para-training course at Agra.
 18. Having passed "B" certificate examination of NCC in :

A-grade	3.0
B-grade	2.5
C-grade	2.0
 19. Having secured position in an Inter-Collegiate competition organised by the University through NCC :

First Position	2.0
Second Position	1.5
Third Position	1.0
 20. Having attended NCC : Annual Training Camp (ATC) of not less than 10 days duration
 21. Having donated blood in a camp organised 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)

NATIONAL SERVICE SCHEME (NSS) :

1. Having participated in international NSS Youth Exchange Programme. 9
2. Having been awarded for NSS activities with any of the following : 9
 - (a) Governor's Medal 8.0
 - (b) Education Secretary's Commendation Card/Modal 6.0
 - (c) Certificate of rendering 120 hours of social service continuously for 2 years (Vice-Chancellor's Commendation Certificate). 5.0

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 along with 'NSS Work Diary' certified and verified by concerned NSS Programme Officer, Principal/Chairman, along with documentary evidence, shall be submitted to the NSS Co-ordinator. The Chairman, NSS Advisory Committee/Vice-Chancellor shall issue such a certificate on the basis of the report of NSS, Programme Co-ordinator. All documents as per directions & norms should be submitted in the month of April.

3. Having participated in Republic Day Camp, New Delhi as follows :
 - (a) Having attended & been adjudged as Best NSS Volunteer/Commander in the R.D. Camp. 7.0
 - (b) Having only attended the Camp. 6.0
 - (c) Having attended Pre-Republic Day Camp organized by Govt. of India. 5.0
 - (d) Having attended two days selection workshop for the R.D. Camp 2.0
4. Having participated in an All India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organized by University/Regional Centre, NSS in collaboration/sponsored by Govt. of India, Ministry of Youth Affairs & Sports :

Best Volunteer (overall)	6.0
Participation	5.0

5. Having participated in the Inter-College NSS camp organised by the University/College for a duration of not less than 7 (seven) days & sponsored by University/State Govt.
Best Volunteer (overall) 5.0
Participation 4.0
6. Having participation in a NSS camp of not less than 10 days duration organised by the college. (Subject to the submission of list of the participants with their full description in the office of NSS, Prog. Coordinator. No credit will be given in case of such colleges where the records of the special camps have not been submitted in the NSS Office within one month of the organization of such camps).
7. Having participated in any recognised individual Inter-collegiate/Inter-University NSS event/competition/organised/conducted by University/NSS Unit of College/NSS Regional Centre in collaboration with Govt. of India/State Govt./any Govt. Deptt. secured
First Position 3.0
Second Position 2.5
Third Position 2.0
8. Having participated in a Two/Three Days Training Workshop Course on Youth Leadership on any Relevant social issue organised/collaboration by the Office of the Programme Coordinator, NSS/State Govt./GOI/NGO's.
First Position 3.0
Second Position 2.5
Third Position 2.0
9. Having participated as a member of the NSS unit of college in camps/courses of not less than seven (7) / Ten (10) days duration, organized by Govt./Semi-Govt. agencies/NGO's social organization in coordination/collaboration with NSS/Govt. of India/State Govt. Provided that permission for such participation has been obtained 15 days prior to the commencement of the camp/course from the Prog. Coordinator, NSS on the recommendation of the Programme Officer of the concerned unit & the Principal of the concerned college.
10. To be a beneficiary of reservation, the candidates 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. NCC/ NSS activities, for which he must have passed the qualifying examination from the University of Jammu.

LEFT OVER SEATS :

Any left over seat in any Department after the scheduled counselling shall only be filled in by the Dean Academic Affairs, University of Jammu, Jammu.

Considered also other important issues related to the administration of the Six Month Learn Urdu Certificate Course and resolved :

- a/ The remuneration due to the faculty members, teaching the course for the last 2 months be released immediately in accordance with the statutes governing the course.
- b/ Necessary infra-structural facilities required for running the course successfully be also created with immediate effect out of the admission fee lying with the Centre after seeking approval from the Competent Authorities.
- c) The services of a qualified person be also hired on contractual basis for setting up a Library at the Centre which has already purchased more than one thousand books and the remuneration/salary be paid out of the seed money provided to the Centre for running its affairs.

References:-

1. University Council Resolution No. 67.62 dated 25-02-2008

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CHAPTER L-B

I. INTRODUCTION OF MASTERS DEGREE PROGRAMME IN SOCIOLOGY ¹

INTRODUCTION

Sociology is the youngest discipline among others in the field of social sciences but the knowledge that has been emerged within Sociology till date is amassed and can be readily applied to our life in countless ways. Sociology is the subject which help us to recognize human diversity and to understand the challenges of living within a diverse world. It goes without saying that Sociology is a very popular subject not because it helps the students to make a carrier through competitive examination but because this subject helps the student to imbibe the norms and values of the society to become a social animal.

Students are attracted to Sociology as it is interesting, challenging and applicable to the kinds of questions to those who regard truth as important value, who believe that there is nothing more existing than understanding self, others, society and humanity, then Sociology is important to study and know. Some of us will find this subject as liberating sociology should make us more tolerant of Human differences and it will foster a commitment in us to better the human conditions.

NEED AND JUSTIFICATION FOR STARTING P.G. COURSE IN SOCIOLOGY THROUGH DIRECTORATE OF DISTANCE EDUCATION.

The distance mode of teaching of sociology is not available in the entire North West India and the students of these areas are dependent upon the Pondichery University. The Jammu Centre of Pondichery University admits some 500 students on an average.

The department of Sociology, University of Jammu introduced Masters Degree course in 1999 and the department every year receive around 600 applications for only 20 seats. This has resulted in hardship for the private students of some 500 in number.

It is important to mention here that IGNOU has not so far introduced P.G in Sociology through its distant mode.

All the points stated above suggest to the fact that there is the urgent need of introducing the P.G. Sociology through distant mode through the Directorate of Distance Education, University of Jammu with the following justifications.

1. It is expected that atleast 500 students may seek admission from Jammu region and the number may go to because of states of Punjab, H.P, Haryana etc.
2. The curriculum offered to the Dept. of Sociology is market friendly in contrast to the conventional pattern of Pondicherry University.
3. The Staff of the Dept. of Sociology can prepare the study materials in a stipulated time frame alongwith support from some others from neighboring Universities.
4. Above all, the Directorate of Distance Education, University of Jammu already runs the correspondence teaching in Sociology for undergraduate students and the number of students admitted are around 500.

The undergraduate course in Distance Education in University of Jammu was introduced in the year 1977 and Sociology as one of the subject in undergraduate course is being taught from last ten years. It has, thus, acquired the expertise in imparting education through distant mode in this subject.

The University of Jammu has well established P.G regular teaching Dept. in Sociology

with commendable achievements. The Department shall assist and take the responsibility for ensuring academic standards of the P.G course in Sociology to be launched through Distance Education mode.

Hence, the Directorate fulfill the conditions (mentioned below) as laid down by UGC for starting P.G courses through distance education.

1. Correspondence courses at the P.G. level should be started only in those Universities which have experience of running under graduate correspondence courses for atleast three years. The undergraduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses offered at the postgraduate level.
2. Correspondence course at the post graduate level should be started only in which the University has well established postgraduate departments noted for their high standards. The Head of the Departments concerned should be willing it assume responsibility for the maintenance of the standards.

ORGANISATION

The Directorate of distance education shall organize P.G course in Sociology with such teaching and ministerial staff as may be needed for the introduction of the course. The Directorate will be assisted in this programme by the postgraduate department of Sociology. One post of Assistant Professor in the subject of Sociology has to be filled by the Directorate. The teacher so appointed shall attend to the work of the course. Head of the Department/senior Professor of the Department of Sociology shall act as co-ordinator of the course. He/she will be paid Rs 2000/- for the purpose.

JURISDICTION

Any person residing any part of the country will be entitled to enroll himself/herself for the course provided he/she is otherwise eligible.

DURATION AND THE COURSE OF STUDY

The duration of course is of two academic years i.e for four semesters. The syllabi and courses of study shall be the same as are prescribed and taught in the regular P.G course of Sociology in the University except the course No. Soe-o-566 (Dissertation)

ELIGIBILITY

- “1. Candidates having passed the qualifying examination with Sociology are eligible to seek admission in M.A. Sociology through distant mode.
2. Candidates having passed the qualifying examination without Sociology subject but with the subjects falling in the Faculty of Behavioural Science and Social Sciences namely, Anthropology, Economics, Political Science, History, Psychology, Education, Philosophy etc. are eligible to seek admission in the course if they secured 48% marks in aggregate in their qualifying examination.
3. Candidates having passed B.Sc./B.Com/BBA/B.Sc. Agricultural/B.Sc. home science/LL.B. (Professional) examination securing 50% marks in aggregate shall also be eligible for admission in the course”.²

EXAMINATION AND AWARD OF DEGREE

Examination will be conducted by the controller of examinations of the University as in the case of regular students. The successful candidates will be awarded the degree as is awarded to the regular candidates of this department of sociology of the University.

ADMISSION

Admission to the course shall be made on the dates as are prescribed by the Directorate of Distance Education with the approval of Dean Academic Affairs/Vice Chancellor. Selection of the candidates shall be made on the basis of their academic merits.

METHODS OF INSTRUCTIONS

Instructional methods in distance education are essentially based on the supply of instructional material for home study supported by the response sheets, assignments, personal contact programmes, library in the radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lessons. Competent and suitably qualified subject experts will be requested to prepare lessons scripts in the self instructional format of distance education. The study materials will be sent to the students in different set after suitable intervals. The study materials will be got reviewed and revised from time to time in conformity with the practice of distance education.

PERSONAL CONTACT PROGRAMME

To reinforce instructions through study material and for providing academic guidance to students, the directorate shall organize a contact programme of twenty days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be compulsory for them to attend the same and the students will have to earn at least 50% attendance to be eligible to appear in examination.

INTERNAL ASSESSMENT

The internal assessment shall carry 20% of marks in each paper. The components of internal assessment shall be four assignments of 5 marks in each paper/course. The internal assessment awards shall be compiled and sent to the Controller of Examinations within one month after the semester end examination.

RESPONSE SHEETS ASSIGNMENTS

For motivating the students and obtaining their interests in studies, there shall be response sheets assignments in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student shall be required to submit minimum of three response sheets in each paper to earn eligibility for semester examination.

LIBRARY

The students shall be provided with well-equipped library facilities.

FEE STRUCTURE

Every student enrolled for the P.G. course in Sociology through distance education shall have to pay the following fee:-

1.	Enrolment fee	Rs. 75/-
2.	Tuition fee	Rs. 2000/-
3.	PCP	Rs. 700/-

4.	Development fund	Rs. 300/-
5.	Postage fee	Rs. 125/-
6.	Library fee	Rs. 100/-
7.	Computer lab. Fee	Rs. 200/-
8.	University corpus fund	Rs. 50/-
9.	Student support services	Rs. 150/-
10.	N.S.S.	Rs. 15/-
Total		Rs. 3715/-

Every candidate shall also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. The students will also have to deposit library security (refundable) as will be decided by the Directorate for Library Books, if they want to avail this facility.

NON-TEACHING STAFF

In the first year of the course one Junior Assistant-cum-typist and one peon/packer shall be engaged on remuneration basis. During the second year one more Junior Assistant-cum-typist and one packer shall be engaged on remuneration basis.

ENROLLMENT

Anticipated Enrollment for three years

Year	No. of students
2004-05	400
2005-06	600
2006-07	800

The enrollment of candidates will be reviewed periodically and adjusted against the demand keeping in view the infrastructure facilities at the disposal of Directorate.

RATES OF REMUNERATION

- | | | |
|----|---|--|
| 1. | Writing of lecture scripts | Rs. 700/- per lecture |
| 2. | Evaluation of response sheets/assignments | Rs. 7/- per assignment |
| 3. | Revision/Review of lessons | Rs. 100/- per lesson |
| 4. | Proof Reading | Same as other courses of DDE |
| 5. | Personal contact programme | |
| | (a) In-charge PCP | Rs. 2000/- |
| | (b) Course co-ordinator | Rs. 1000/- per month |
| | (c) Teachers to be engaged for PCP classes | Rs. 150/- per lecture plus Rs. 50/- as conveyance charges every day during the programme |
| | (d) Clerk | Rs. 700/- |
| | (e) Sweeper | Rs. 20/- per day |
| | (f) Waterman or incumbent of any other Corresponding post | Rs. 20/- per day |

Remuneration charges of other items as are applicable to other P.G. courses of DDE.

DUTIES OF THE TEACHING STAFF

DUTIES OF THE CO-ORDINATOR

- To supervise and coordinate academic work in the area
- To frame timetables and assign work to other teachers
- To ensure that enrollment is completed, study material prepared and dispatches

to the

- d) To organize personal contact programme, make arrangements for response personal, establishments of centers of examinations outside Jammu and organization of publicity campaigns for enrollment of students with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.
- e) To render academic guidance to the enrolled students during office hours and during PCP programmes.
- a) To evaluate response sheets and assignments.

DUTIES OF THE TEACHER(ASSISTANT PROFESSOR)

- a) To write, revise and edit lessons and other readings materials and get the study material ready for supply to the enrolled candidates.
- b) To organize supervise teaching during personal contact programme and such other teaching work as may assigned by the coordinator or the Director of the Directorate.

Note;- The obligation to take classes will be as relevant on Sundays and other Holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and on other holidays he will be permitted to avail himself of compensatory leave.

- c) To correct students response sheets/assignments.
- d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- e) To maintain record of work done, progress report and internal assignment record of the students and timely submission of each record to the Director.
- f) To perform such duties as may be assigned under the Statutes of University.
- g) Every teacher shall be available on each working day in the Directorate for six hours as specified by the University Council.
- h) A teacher will also be required, if necessary, to work during holidays to prepare reading material and reading of proofs, etc.

INCOME STATEMENT OF THREE YEARS

YEAR	2004-2005	2005-2006	2006-2007
No. of candidates	400	600	800
Enrolment fee @ Rs. 75/-	30, 000	45, 000	60, 000
Tuition fee @ Rs. 2000/-	8, 00, 000	12, 00, 000	16, 00, 000
Development fund @ Rs. 300/-	1, 20, 000	1, 80, 000	2, 40, 000
Computer Lab fee @ Rs. 200/-	80, 000	1, 20, 000	1, 60, 000
Postage @ Rs. 125/-	50, 000	75, 000	1, 00, 000
Library fee @ Rs. 100/-	40, 000	60,000	80, 000
Corpus fund @ Rs. 50/-	20, 000	30, 000	40, 000
Students support services @ Rs.150/-	60, 000	90, 000	1, 20, 000
	6000	9000	12, 000
Total	14, 86, 000	22, 29, 000	29, 72, 000

ESTIMATE OF YEAR WISE EXPENDITURE

YEAR	2004-2005	2005-2006	2006-2007
Teacher	1,56,000	1,56,000	1,56,000
Writing & typing of lessons	1,60,000	1,68,000	80,000
Evaluation of response sheets/assignments	80,000	80,000	80,000
PCP	60,000	1,20,000	1,20,000
Stationery	1,50,000	2,00,000	2,00,000
Printing of lessons	70,000	1,40,000	1,40,000
Advertisements	35,000	35,000	35,000
Postage and telegrams	30,000	35,000	35,000
T.A.	15,000	20,000	20,000
Furniture	15,000		
Computer	55,000		
Books	1,50,000	1,50,000	
Contingency	20,000	20,000	25,000
Wages of casual labour @ Rs. 4000/- pm	48,000	96,000	96,000
Wages of casual labour @ Rs. 60/- per day	18,000	36,000	36,000
Scheme Allowance to-			
a) Asstt. Registrar @ Rs. 250 p.m.	4800	4800	1800
b) Storekeeper (study material) and S.A.			
Accounts @ Rs.100/- p.m. each	2400	2400	2400
Program co-ordinator @ Rs. 2000/- p.m	24,000	24,000	24,000
Total	10,93,200	12,30,200	10,69,200

INCOME EXPENDITURE STATEMENT

YEAR	INCOME (Rs.)	EXPENDITURE (Rs.)	SURPLUS (Rs.)
2003-2004	14,86,000	10,93,200	3,92,800
2004-2005	22,29,000	12,30,200	9,98,800
2005-2006	32,12,000	10,69,200	19,02,800

It is evident from the above figures of income and expenditure that the scheme in Sociology will operate on self-financial basis. The scheme is not only viable but will generate surplus funds which will ultimately lead to the development of the Directorate as well as the University.

Reference :

1. University Council Resolution No, 81 dated 21-06-2004.
2. University Council Resolution No. 66.96 dated 21-04-2006.

II SELF-SUPPORTING MASTER DEGREE PROGRAMME IN HINDI THROUGH DIRECTORATE OF DISTANCE EDUCATION.³

INTRODUCTION

The importance of Hindi language could hardly be over-emphasized. It has been declared as official language of the Union of India under the provisions of the Constitution. The Constitution of India also imposes duty on the Central Government to promote the spread of the Hindi language and to take steps for its growth and enrichment. Consequently, the Central Government in conformity with the constitutional directive has launched a number of initiatives to promote and popularise Hindi. Apart from its being the principal language of the country, Hindi has also gained an important position among the languages of the world. In the Universities of many developed and developing countries, the courses pertaining to Hindi are being imparted. Hence, it will be appropriate and consistent with the national objective (of promoting progressive use of Hindi as an official language of the Union), if the University of Jammu starts the P.G. course in Hindi through Distance Education Mode.

Need for Starting the Postgraduate Course in Hindi through Distance Education

At present, more than 800 students appear annually as private candidates in the postgraduate examination of Hindi. The intake in the regular department is restricted only to 55 seats. Needless to state, most of the students who appear privately are ill equipped to pursue the course effectively and successfully. This is so because they have to depend entirely on their own efforts and ordinary textbooks and guides. Thus, Postgraduate course in Hindi through distance education will greatly benefit the students presently appearing privately. Moreover, many students from the geographical remote and far- flung areas of Jammu region who are desirous of pursuing the course on regular basis are unable to do so because of limited intake capacity of the regular department, lack of accommodation in the hostels and economic constraints. Thus, if the P.G. Course in Hindi through distance mode of education is introduced, many prospective candidates, who cannot join regular course, will be able to pursue studies through this mode. Furthermore, the course through distance mode, shall also be beneficial for girls and housewives who cannot undertake regular studies for one reason or the other.

The Directorate of Distance Education, the then Institute of Correspondence Education, introduced undergraduate programme in the year 1977. Since then the Directorate is imparting instructions in the subject of Hindi at the undergraduate level, with the result, it has acquired a lot of expertise in imparting instruction through distance education mode in the subject. Besides this, the University of Jammu has a well established regular teaching department of Hindi which offers master's degree programme in Hindi. The department shall assist and take the responsibility for ensuring academic standard of the P.G. course in Hindi to be launched through distance education mode. The Directorate fulfils the conditions (mentioned below) as laid down by the UGC for starting P.G. courses through distance education.

1. Correspondence courses at the postgraduate level should be started only in those Universities, which have experience of running undergraduate correspondence courses properly for at least three years. The undergraduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses offered at the postgraduate level.

2. Correspondence courses at the postgraduate level should be started only in which the university has well established postgraduate departments noted for their high standards. The Head of the Departments concerned should be willing to assume full responsibility for the maintenance of standards.

ORGANISATION

The Directorate of Distance Education shall organize P.G. Course in Hindi with such teaching and ministerial staff as may be needed for the introduction of the course. The Directorate will be assisted in running this programme by the Postgraduate Department of Hindi. One post of Assistant Professor in Hindi has been advertised for the Directorate. This will be filled up soon and the teacher so appointed shall attend to the work of the course. Head of the Department/ Senior Professor of the Department of Hindi shall act as Coordinator for the course. He/she will be paid Rs.1000/- per month for the purpose.

JURISDICTION

Any person residing in any part of the country will be entitled to enroll himself/herself for the course provided he/she is otherwise eligible.

DURATION AND THE COURSES OF STUDY

The duration of course is of two academic years i.e. 4 semesters. The syllabi and courses of study shall be the same as are prescribed and taught in the regular P.G. Course of Hindi in the University

ELIGIBILITY

The eligibility conditions for seeking admission to the course shall be the same as have been laid down for admission to the P.G. Course of Hindi of the Postgraduate Department of Hindi.

EXAMINATION AND AWARD OF DEGREE

Examination will be conducted by the Controller of Examinations of the University as in the case of regular students. The successful candidates will be awarded the degree as is awarded to the regular candidates of the Department of Hindi of the University.

ADMISSION

Admission to the course shall be made on the dates as are prescribed by the Directorate of Distance Education with the approval of the Dean Academic Affairs/Vice-Chancellor. Selection of the candidates shall be made on the basis of their academic merit.

METHODS OF INSTRUCTIONS

Instructional methods in distance education are essentially based on the supply of instructional material for home study, supported by the response sheets, assignments, Personal Contact Programmes, Library facility, Radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lesson units. Competent and suitably qualified subject experts will be requested to prepare lesson scripts in the self-instructional format of distance education. The study materials will be sent to the students in different sets after suitable intervals. The study materials will be got reviewed and revised from time to time, in conformity with the practice of distance education.

PERSONAL CONTACT PROGRAMME

To reinforce instructions through study materials and for providing academic guidance to students, the Directorate shall organize a contact programme of 20 days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be optional for them to attend the same.

INTERNAL ASSESSMENT

The internal assessment shall carry 20% of marks in each paper. The components of internal assessment shall be four assignments of five marks each in each paper course. The internal assessment awards shall be compiled and sent to the Controller of Examinations within one month after the semester end examination.

RESPONSE SHEETS ASSIGNMENTS

For motivating the students and sustaining their interest in studies, there shall be response sheets assignments in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student shall be required to submit minimum of three response sheets in each paper to earn eligibility for semester examination.

LIBRARY

The students shall be provided with well equipped library facilities.

FEE STRUCTURE

Every student enrolled for the P.G. Course in Hindi through Distance Education shall have to pay the following fee: -

1. Enrolment Fee	Rs. 75.00
2. Tuition Fee	Rs. 1000.00
3. P.C.P	Rs. 400.00
4. Development Fund	Rs. 150.00
5. Postage Fee	Rs. 125.00
6. Library Fee	Rs. 75.00
7. University Corpus Fund	Rs. 50.00
8. Student Support Services	Rs. 150.00
9. N.S.S	Rs. 15.00
Total	Rs. 2040.00

Every candidate shall also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. The students will also have to deposit library security (refundable) as will be decided by the Directorate for library books, if they want to avail this facility.

NON-TEACHING STAFF

In the first year of the course one Jr. Asstt.-cum-typist and one Peon/Packer shall be engaged on remuneration basis. During the second year one more Jr. Asstt.-cum-typist and one Packer shall be engaged on remuneration basis.

ENROLMENT

Anticipated Enrolment For Three Years :-

Year	:	2001-2002	400
		2002-2003	600
		2003-2004	800

The enrolment of candidates will be reviewed periodically and adjusted against the demand keeping in view the infrastructure facilities at the disposal of the Directorate.

RATES OF REMUNERATION

1.	Writing of Lecture Scripts	Rs.500/- per lecture script plus typing charges @ Rs.5/- per page subject to the maximum of Rs.50/-.
2.	Evaluation of Response Sheets/Assignments	Rs.5/- per response sheet/assignment.
3.	Revision/Review of Lessons	Rs.100/- per lesson
4.	Proof reading	As in the case of other P.G. Courses of the DDE
5.	Personal Contact Programme	
a)	In-charge PCP Course Co-ordinator	Rs.1000/- Rs.1000/- per month.
b)	Teachers to be engaged for PCP classes	Rs.100/- per lecture plus Rs. 50/- as conveyance charges, everyday during the programme.
c)	Clerk	Rs.500/- for the entire period of PCP programme
d)	Sweeper	Rs.20/- per day
e)	Waterman or incumbent of any other corresponding post.	Rs.20/- per day

Remuneration charges of other Items as are applicable to other P.G. courses of the DDE.

INCOME EXPENDITURE STATEMENT

YEAR	INCOME (Rs.)	EXPENDITURE (Rs.)	SURPLUS (Rs.)
2001-2002	8,16,000.00	7,21,400.00	94,600.00
2002-2003	12,24,000.00	9,15,200.00	3,08,800.00
2003-2004	16,32,000.00	7,40,200.00	8,91,800.00

It is evident from the above figures of income and expenditure that the scheme in Hindi will operate on self-financing basis. The scheme is not only viable but will also generate surplus funds, which will ultimately lead to the development of the Directorate as well as of the University.

DUTIES OF THE TEACHING STAFF

DUTIES OF THE CO-ORDINATOR

- a) To supervise and coordinate academic work in the area.
- b) To frame timetables and assign work to other teachers.
- c) To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.
- d) To organize personal contact programme, make arrangements for resource personnel, establishment of centres of examinations outside Jammu and organisation of publicity campaigns for enrolment of students with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.
- e) To render academic guidance to the enrolled students during office hours and during the PCP programme.
- f) To evaluate response sheets and assignments.

DUTIES OF THE TEACHER (ASSISTANT PROFESSOR)

- a) To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.
- b) To organize and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or the Director of the Directorate.

Note :

The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and or other holidays he will be permitted to avail himself of compensatory leave.

- c) To correct students response sheets/assignments.
- d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- e) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director.
- f) To perform such duties as may be assigned under statutes of the University.
- g) Every teacher shall be available on each working day in the Directorate for six hours as specified by the University Council.
- h) A teacher will also be required, if necessary, to work during holidays, to prepare study material and reading of proofs, etc.

ESTIMATE OF YEAR-WISE EXPENDITURE

1.	Writing and typing of lessons	2001-2002	80,000.00	2002-2003
		85,000.00	2003-2004	25,000.00
2.	Evaluation of Response sheets/assignments	80,000.00	45,000.00	45,000.00

3.	P.C.P	40,000.00	70,000.00	70,000.00
4.	Stationery and printing paper	1,40,000.00	2,00,000.00	2,00,000.00
5.	Printing of lessons	70,000.00	1,40,000.00	1,40,000.00
6.	Advertisements	35,000.00	35,000.00	35,000.00
7.	Postage & telegrams	30,000.00	50,000.00	50,000.00
8.	T.A	15,000.00	20,000.00	20,000.00
9.	Furniture	15,000.00	15,000.00	15,000.00
10.	Type writer	15,000.00	-	-
11.	Computer	55,000.00	60,000.00	-
12.	Books	60,000.00	60,000.00	-
13.	Contingency	20,000.00	20,000.00	25,000.00
14.	Wages of a Casual Labour Clerk @ Rs.100/- per day	30,000.00	60,000.00 (Two Clerks)	60,000.00
15.	Wages of a Casual Labour @ Rs.60/- per day	18,000.00	36,000.00 (Two Orderly)	36,000.00
16.	Scheme allowance to- i) Asstt. Registrar @ Rs.250/- per month ii) Section Officer @ Rs.150/- per month	4,800.00	4,800.00	4,800.00
17.	Store-Keeper(study material) and SA Accounts@ s.100/- per month each	2,400.00	2,400.00	2,400.00
18.	Programme Co-ordinator @ Rs.1000/- per month	12,000.00	12,000.00	12,000.00
	Total	7,21,400.00	9,15,200.00	7,40,200.00

INCOME STATEMENT FOR THREE YEARS

YEAR	2001-2002	2002-2003	2003-2004
No. of candidates	400	600	800
Enrolment fee @ Rs.75/-	30,000/-	45,000/-	60,000
Tuition fee @ Rs.1000/-	4,00,000/-	6,00,000/-	8,00,000/-
PCP @ Rs.400/-	1,60,000/-	2,40,000/-	3,20,000/-
Development Fund @ Rs.150/-	60,000/-	90,000/-	1,20,000/-
Postage @ Rs.125/-	50,000/-	75,000/-	1,00,000/-
Library fee @ Rs.75/-	30,000/-	45,000/-	60,000/-
Corpus Fund @ Rs.50/-	20,000/-	30,000/-	40,000/-
Students Support Services @ Rs150/-	60,000/-	90,000/-	1,20,000/-
NSS @ Rs.15/-	6000/-	9000/-	12000/-
Total	8,16,000.00	12,24,000.00	16,32,000.00

III P.G. COURSE IN URDU THROUGH DISTANCE EDUCATION³

Introduction:-

It has been a persistent demand and pressing need of the people of the State of Jammu & Kashmir, especially those belonging to remote areas of the State, to provide facilities for higher education through distance education mode. The State of Jammu and Kashmir contains a large area which is extremely mountainous and socially and educationally backward. The people residing there are mostly poor. It is difficult for the desirous person of these areas to join regular courses in the University teaching departments because of geographical barriers, economic compulsions and extremely limited intake capacity of the teaching departments and the hostels. It will therefore be appropriate and equitable to provide opportunities of higher education through distance mode of education to the deprived inhabitants of these areas.

NEED FOR P.G. COURSE IN URDU THROUGH THE DIRECTORATE OF DISTANCE EDUCATION

Urdu is the official language of the State of Jammu & Kashmir. Consequently, all the major official transactions in vital govt. departments such as Police, Judiciary, Revenue and Forest are conducted through Urdu. The employees who join these departments must necessarily possess a good deal of knowledge and proficiency in the Urdu Language for working effectively. Hence, language needs to be promoted and popularized by all possible means, including courses through distance mode of education.

Post Graduate course in Urdu through mode of Distance Education shall also benefit all those who have special interest in the Urdu language and its literature, House-wives, girls, in-service persons and all others who can not join regular programme for one or the other reason shall also be benefited by the Master's Degree Programme in Urdu of the Directorate. Furthermore, at present about 300 candidates are appearing privately in the Post Graduate Urdu examination of the University. These students are not able to carry on their studies effectively because of lack of proper academic guidance, course materials, etc. They depend on ordinary text books and guides. Thus, the P.G. Course in Urdu through Distance Education mode shall especially benefit these students.

Organisation

The Directorate of Distance Education shall administer the M.A. Course in Urdu with such academic and ministerial staff as may be needed for the introduction of the course. The Directorate shall, however, be assisted in the organization of the above programme by the Post Graduate Department of Urdu of the University. The Post-Graduate Department of Urdu shall undertake suitable measures for assuring academic standard of the course.

Jurisdiction

A person residing in any part of the country will be eligible to enroll himself/herself for this course, provided he/she is otherwise eligible.

Duration and Courses of Study.

The duration of the course, the number and nomenclature of the papers, syllabus, courses of study will be the same as prescribed for the regular students of M.A. Urdu Course in the P.G. Department of Urdu of the University.

Eligibility

The eligibility conditions for admission to the P.G. Course of Urdu shall be the same as are applicable in the case of regular students of the P.G. Department of Urdu of the University.

Examination and Award of Degree

The examination will be conducted by the Controller of Examinations of the University as in the case of regular students. The successful candidates will be awarded the same degree as is awarded to the successful regular candidates of the P.G. Department of Urdu of the University.

Admission

Admission to M.A. Urdu through Distance Mode will be made on the dates as are prescribed by the Directorate of Distance Education with the approval of the Dean, Academic Affairs/Vice-Chancellor. The selection of the candidates will be made on the basis of academic merit of the candidates.

Enrolment

The Directorate proposes to enroll 220 candidates initially. The enrolment will be increased in the subsequent years keeping in view the infrastructural facilities of the Directorate.

Methods of Instructions

Infrastructural methods in Distance Education are essentially based on the supply of Course material for home study, supported by the written assignments, personal contact programme, library facilities, audio-video aids, radio broadcasts, extension Assistant Professors, etc.

Lessons

The syllabus for each course will be divided into a suitable number of lessons/units known as lecture scripts by the subject committee. Lecture scripts will be prepared by the expert teachers. The lessons will be reviewed periodically to enrich and up-date as per the practice of Distance Education. The students shall be dispatched lessons at regular intervals.

Personal Contract Programmes

In order to provide opportunity for face to face interaction between the teachers and the students, the Directorate of Distance Education will organise optional personal contact programme for a period for 15 days in each semester. During the personal contract programme the candidates will have facilities of class room lectures and personal guidance with regard to their academic difficulties.

Response Sheets Assignments

For evaluating the students and sustaining their interest in studies, there shall be response sheets in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student will be required to submit minimum three response sheets in each paper to earn eligibility for semester examination.

Internal Assessment

The internal assessment shall carry 20% marks in each paper/course. The components of the internal assessment will be four assignments of 5 marks each for each course/paper.

Non-Teaching Staff.

In order to carry-out administrative work of the course, One Junior Assistant-cum-typist and one Peon/Packer shall be engaged on remuneration basis immediately after issuing admission notification.

Teaching Staff.

At present, the Directorate has one Associate Professor in the subject of Urdu for undergraduate programme. He will be appointed as Course Coordinator for P.G. Course in Urdu. Since, this task is over and above his routine duties relating to undergraduate programme, he will be paid an amount of Rs. 1000/- per month for working as Co-ordinator for the Course.

Fee Structure

Every student enrolled for P.G. Course in Urdu through Directorate of Distance Education shall have to pay the following fee every year:-

1.	Enrolment fee	Rs. 75.00
2.	Tuition fee	Rs. 1000.00
3.	P.C.P. fee	Rs. 400.00
4.	D.D.E. Development Fund	Rs. 150.00
5.	Postage fee	Rs. 125.00
6.	Library fee	Rs. 75.00
7.	Students Support Service Fund	Rs. 150.00
8.	N.S.S. fee	Rs. 15.00
9.	University Corpus Fund	Rs. 50.00
Total:-		Rs. 2040.00

Besides, every candidate will also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. Students will have to deposit security (refundable) as may be decided upon by the Directorate for Library books if they want to avail themselves of this facility.

Duties of the Teaching Staff

Duties of the Co-ordinator.

- a) To supervise and coordinate academic work in the area.
- b) To frame time table and assign work to other teachers in the manner as is done by the head of the department.
- c) To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.
- d) To organise personal contact programme, make arrangements for resource personnel, establishment of centres of examinations outside Jammu and organization of publicity campaigns for enrolment of students in the area with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.
- e) To render academic guidance to the enrolled students during office hours and teach during the PCP Programmes.
- f) To evaluate response sheets and assignments.

Duties of the teacher (Assistant Professor)

- a) To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.

- b) To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or the Director of the Directorate.

Note: The obligation to take classes will be as relevant on Sunday and other holidays as on working days. In case teacher is required to take personal contact Programme classes on Sundays and/ or other holidays he will be permitted to avail himself of compensatory leave.

- c) To correct students response sheets/assignments
- d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- e) To maintain record of work done, progress report and internal assessment record of the Students and timely submission of such record to the Director.
- f) To perform such duties as may be assigned under statutes of the university.
- g) Every teacher shall be available on each working day in the Institute for six hours as specified by the University Council.
- h) A teacher will also be required if necessary to work during holidays, to prepare study materials and reading of proof, etc.

Statement showing the Rate of Remuneration to be paid to Teaching And Non-teaching Staff engaged in various Academic Activities

1.	Lesson Writing	Rs. 500/- per lesson + Rs.5/- typing charges per page subject to a maximum of Rs. 50/-.
	Recording	Rs. 500/- per topic (One hour recording)
2.	Typing Lessons	
	a) Double space per page	Rs. 4/-
	b) Single space per page	Rs. 5/-
3.	Revision/review of lessons	Rs.100/- per lesson
4.	Editing-cum-Proof-reading	Rs.7/- per page to be done by subject experts only. However, in case of proof reading only the remuneration will be paid at the approved rates of the University of Jammu to the subject experts.
5.	Evaluation of Response Sheets/ Assignments	Rs.4/- per assignment
6.	Personal Contact Programme	Rs. 1,000/-
	a) PCP Programme Director	Rs. 100/-per lecture plus Rs.50/- conveyance charges per day.
	b) Delivering of lectures	As applicable to other P.G. Courses of the DDE.
	c) Contingency	Rs. 500/- during the entire period of PCP Programme.
	d) Clerk (PCP)	Rs. 20/- per day
	e) Class-IV	
7.	Other remuneration charges will be as applicable to other P.G. Courses run by the Directorate.	
8.	Programme Coordinator	Rs. 1000/- per month

Statement showing Expenditure for the period of three years after the introduction of P.G. course in Urdu

S.No.	Head of Expenditure	2001-2002	2002-2003	2003-2004
1.	Honorarium to the Programme Coordinator of Rs. 1000/p. month	12000.00	12000.00	12000.00
2.	Writing/typing of lessons	75000.00	80000.00	20000.00
3.	Evaluation of Assignments/R.S.	15000.00	25000.00	25000.00
4.	P.C.P.	35000.00	60000.00	60000.00
5.	Stationery/Printing Paper	65000.00	70000.00	70000.00
6.	Printing of lessons	80000.00	80000.00	80000.00
7.	Postage	15000.00	25000.00	25000.00
8.	Advertisement	10000.00	15000.00	15000.00
9.	T.A.	15000.00	20000.00	20000.00
10.	Furniture	15000.00	15000.00	15000.00
11.	Typewriter	-	-	15000.00
12.	Computer	-	60000	-
13.	Books	20000.00	20000.00	20000.00
14.	Contingency	20000.00	20000.00	20000.00
15.	Wages of Casual Labourer Clerk @ Rs. 100/- per day	36000.00	36000.00	36000.00
16.	Wages of Casual Labour Orderly @ \$. 60/- per day	21600.00	21600.00	21600.00
17.	Honorarium to part-time staff (A.R., S.O.) @ Rs. 250/- & Rs. 150/- P.M. Store Keeper (study material) & S.A. Acctt. @ Rs. 100/per head per month.	7200.00	7200.00	7200.00
	Total	441800.00	566800.00	461800.00

Statement showing Anticipated Enrolment and Income for the First Three Years

Years	2001-2002	2002-2003	2003-2004
No. of Enrolments:	(220)	(320)	(320)
1. Enrolment fee @ Rs.75/-	16500.00	24000.00	24000.00
2. Tuition fee @ Rs.1000/-	220000.00	320000.00	320000.00
3. P.C.P. fee @ Rs.400/-	88000.00	128000.00	128000.00
4. D.E.E. Development Fund @Rs.150/-	33000.00	48000.00	48000.00
5. Library fee@Rs.75/-	16500.00	24000.00	24000.00
6. Postage fee @Rs.125/-	27500.00	40000.00	40000.00
7. N.S.S. fee @ Rs.15/-	3300.00	4800.00	48000
8. Students support Service Fund @Rs.150/-	33000.00	48000.00	48000.00
9. University Corpus Fund @ Rs.50/-	11000.00	16000.00	16000.00
Total Income:-	448800.00	652800.00	652800.00

IV MASTER'S DEGREE PROGRAMME IN ENGLISH THROUGH THE DIRECTORATE OF DISTANCE EDUCATION, UNIVERSITY OF JAMMU³

INTRODUCTION

Distance Education System is going to be the education of the future because of its flexible nature, democratic character and low input cost. This is evident from the fact that during the last three decades, distance mode of education has been increasingly used all over the world as a means of expanding educational opportunities. Distance Education, therefore, both a potential and cost-effective method of imparting educational instructions vis-a vis traditional face-to-face teaching system. This system is a boon particularly for less privileged and distantly placed learners and also for those who want to accomplish their educational goals while remaining occupied in full time jobs/professions/vocations.

NEED FOR CONDUCTING MASTER'S DEGREE PROGRAMME IN ENGLISH THROUGH DISTANCE EDUCATION

English, as a medium of instruction, is a universally accepted phenomenon. Careful observation of the recruitment advertisements for teaching staff in various schools, colleges and Universities clearly depicts that the Master's Degree in English is one of the most job-oriented degrees. A good command of English language in oral communication and reading comprehension is not only necessary for those who want to take up teaching as a career but equally important for those who prepare for Civil Services and other competitive examinations both at the national and regional level. Besides the Post-Graduate Department of English, the University of Jammu, has set up a Centre for New Literature, Culture and Communications⁴. The Department is now engaged in the teaching of New Literatures in addition to traditional courses like British and American Literatures. The titles of the courses introduced in new Literatures are:-

1. Canadian Literature.
2. African Literature
3. Australian Literature.
4. Caribbean Literature.

This has further opened up new vistas for job opportunities in India and abroad for our students.

The candidates appearing privately are facing a lot of difficulties in procuring books and other printed study material related to New Literatures as books on these subjects are not easily available in the local market. Being foreign publications, these books are also very expensive. Master's Degree Course in English through Directorate of Distance Education will solve the problems of these candidates by providing them printed study material in various subjects of the prescribed syllabus. Furthermore, the Post-graduate Department of English, University of Jammu, has limited intake capacity of 45 seats only. It receives about 400-450 applications for M.A. English Course every year. Most of these applicants do not get admission to the regular course and appear as private candidates. The number of candidate who appear privately in M.A. English examination has increased considerably during the last 3-4 years. Thus, if the Post-graduate Degree Course in English is introduced through distance mode of education, it will be of great benefit to them.

The UGC has laid down the following guidelines for starting new courses through the distance mode:

1. "Correspondence Courses at the Post-graduate level should be started only in

those Universities which have experience of running under-graduate correspondence courses properly for at least three years. The under-graduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses are offered at the P.G. Level.

2. Correspondence courses at the post-graduate level should be started only in those subjects in which the University has well established Post-graduate Departments noted for their high standards”.

Directorate of Distance Education fulfils both conditions as laid down by the UGC for starting M.A. English Course through distance mode. The Directorate has been offering instructions in the subject of English and English Literature since 1977. Besides, the University of Jammu has a well-established regular Post-Graduate Department of English which will help in the maintenance of high academic standards in running of M.A. English Degree Course through the Directorate of Distance Education, University of Jammu, Jammu.

OBJECTIVES

M.A. English Course through Distance mode will cater to the following categories of students:

1. A large number of graduate teachers working in secondary schools in the State of Jammu and other neighboring States who want to upgrade themselves by doing Post-graduation.
2. Students residing in geographically remote areas who are unable to join as regular candidates.
3. Students who had to discontinue their formal education due to financial and/or other difficulties.
4. Students who do not succeed in getting admission in the regular P.G. Department
5. Students who decide to appear privately due to one reason or the other.

ORGANISATION

The Directorate shall run and administer the M.A. English Course with the present academic staff of one Associate Professor and one Assistant Professor. The Directorate, will, however, be assisted in the organization of the M.A. in English course by the P.G. Department of English, University of Jammu and also by the Centre for New Literature, Culture and Communications⁴, University of Jammu and also by the Centre for New Literature, Culture and Communications*, University of Jammu. The services of the resource personnel from neighboring Universities will also be utilized for the course. The Associate Professor in English shall be the Coordinator for the Course.

There shall be one Subject Committee for the course. The composition of Subject Committee will be as follows:-

1. Director (DDE) Convener
2. H.O.D. English
3. Two Professors of P.G. Department of English
4. Coordinator of the course in the DDE.

ELIGIBILITY, DURATION AND COURSES OF STUDY

Eligibility conditions, duration of the course, the number and nomenclature of papers, syllabus and courses of study will be the same as prescribed for the regular students of M.A. English Course in the Post-Graduate Department of English, University of Jammu or as may be approved by the competent bodies.

Further, the eligibility criteria for admission to the Master Degree Programme in English being run in Directorate of Distance Education is lowered to 45% from 48% w.e.f. the academic session 2005-06 and onwards.⁵

ADMISSION PROCEDURE

Admission to M.A. in English Course through Distance Mode in the Directorate of Distance Education, university of Jammu will be made on the dates as prescribed by the DDE with the approval of the Vice-Chancellor/Dean, Academic Affairs. The admission will be finalized by the Admission Committee, which will be constituted with the approval of the Dean, Academic Affairs/Vice-Chancellor.

METHODS OF INSTRUCTIONS

Instructional methods in Distance Education are essentially based on the supply of instructional material for home study, supported by the response sheets, assignments, Personal Contact Programmes, Library facility, Radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lesson units. Competent and suitably qualified subject experts will be requested to prepare lesson scripts in the self-instructional format of distance education. The study materials will be sent to the students in different sets after suitable intervals. The study materials will be got reviewed and revised from time to time, in conformity with the practice of distance education.

PERSONAL CONTACT PROGRAMME

To reinforce instructions through study materials and for providing academic guidance to students, the Directorate shall organise a contact Programme of 20 days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be optional for them to attend the same.

INTERNAL ASSESSMENT

The Internal Assessment shall carry 20% marks in each paper/course. The components of internal assessment shall be of four assignments of five marks each in each paper/course.

FEE STRUCTURE

Every student enrolled for the course shall have to pay the following fees in 1st Year and 2nd Year:-

S.No.	Head of Fee	FirstYear/2 nd year
1.	Enrolment Fee	Rs. 75.00
2.	Tuition Fee	Rs. 1000.00
3.	P.C.P.	Rs. 400.00

- (b) To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Directorate.

Note:- The obligation to take classes will be as relevant on Sunday and other holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and /or other holidays he will be permitted to avail himself/herself of compensatory leave

- (c) To correct students response sheets/assignments
- (d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- (e) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director.
- (f) To perform such duties as may be assigned under Statutes of the University.
- (g) Every teacher shall be available on each working day in the Institute for six hours as specified by the University Council.
- (h) A teacher will also be required if necessary to work during holidays, to prepare study materials and reading of proof etc.

Statement showing Rates of Remuneration to be paid to Teaching and Non-teaching staff during First Four Years of introduction of M.A. English Course in DDE, University of Jammu, Jammu.

1.	Writing Lecture Scripts	Rs. 500/- per lesson
2.	Recording of lessons	Rs. 500/- for one hour recording
3.	Typing of lessons	Rs. 5/- per page subject to a maximum of Rs. 50/-
4.	Revision of lessons	Rs. 100/- per lesson
5.	Proof Reading-cum-editing	Rs. 7/- per page
6.	Evaluation of assignments	Rs. 5/- per assignment
7.	Personal Contact Programme	
	a) Programme Co-ordinator	Rs. 1000/- per PCP
	b) Lecture fee	Rs. 100/- per lecture plus Rs.50/- as conveyance charges
	c) Clerk	Rs. 500/- for the entire period of PCP Programme
	d) Class IV	Rs. 10/- per day

Notes:

- The proof reading shall be done by the subject experts only. In case of proof reading the rates approved by the University of Jammu from time to time shall be applicable.
- For any other remunerative work/item for which the rates have not been fixed specifically as mentioned above, the rates relating to other P.G. Courses of the Directorate shall apply.

INCOME STATEMENT FOR FIRST FOUR YEARS

S.No.	Income Head	2001-02	2002-03	2003-04	2004-05
1.	Enrolment fee Rs. 75/-	22500	36375	41250	45000
2.	Tuition fee @ Rs.1000/-	300000	485000	550000	60000
3.	PCP fee @ Rs.400/-	120000	194000	220000	240000
4.	DDE Development Fund @ Rs.150/-	45000	72750	82500	90000

5.	Library fee @ Rs.75/-	22500	36375	41250	45000
6.	Postage fee @ Rs.125/-	37500	60625	68750	75000
7.	University Corpus Fund @ Rs.50/-	15000	24250	27500	30000
8.	Students Support Service @ Rs.150/-	45000	72750	82500	90000
9.	N.S.S. fee @ Rs.15/-	4500	7275	8250	9000
	Total	612000	989400	1122000	1224000

INCOME AND EXPENDITURE STATEMENT FOR FOUR YEARS

S.No	Year	Income	Expenditure	Difference
1.	2001-2002	6,12,000	6,12,000	-
2.	2002-2003	9,89,400	7,47,200	2,42,200
3.	2003-2004	11,22,000	6,30,200	4,91,800
4.	2004-2005	12,24,000	6,35,200	5,88,800
	Total	39,47,400	26,24,600	13,22,600

It is evident from the above figures that the scheme of P.G. Course in English will operate on self supporting basis. The scheme is not only financially viable but will also generate profits, which will ultimately lead to the development of the Directorate and the University.

STATEMENT SHOWING THE EXPENDITURE ON THE SCHEME DURING FIRST FOUR YEARS

S.No.	Head of Expenditure	2001-02	2002-03	2003-04	2004-05
1.	Lesson Writing	90,000	90,000	30,000	30,000
2.	Evaluation of Assignments	30,000	45,000	50,000	55,000
3.	P.C.P.	50,000	80,000	80,000	90,000
4.	Stationery/Printing	1,00,000	1,50,000	1,50,000	1,00,000
5.	Printing of Lessons	1,00,000	1,00,000	40,000	50,000
6.	Advertisements	15,000	15,000	15,000	20,000
7.	Postage	25,000	15,000	20,000	20,000
8.	T.A.	15,000	15,000	20,000	20,000
9.	Furniture	5,000	15,000	15,000	5,000
10.	Computer		60,000		15,000
					(Repear)
11.	Course Contingency	15,000	15,000	15,000	15,000
12.	Books	1,00,000	80,000	80,000	1,00,000
13.	Wages of Casual Labour Clerk@Rs.100/- per day	30,000	30,000	60,000	60,000
14.	Wages of Casual Labour @Rs.60/-p.day	18,000	18,000	36,000	36,000
15.	Scheme Allowances	19,200	19,200	19,200	19,200
	i) Asstt. Registrar @Rs.250/-p.m.				
	ii) S.O. @ Rs.150/- p.m				
	iii) Store-keeper @ Rs.100/-p.m.				
	iv) S.A. Acctts. @ Rs.200/-p.m.				
	v) Programme Coordinator Rs.1000/- p.m				
	Total	6,12,200	7,47,200	6,30,200	6,35,200

V. POST-GRADUATE DIPLOMA IN ENGLISH LANGUAGE TEACHING THROUGH DISTANCE EDUCATION³

GENERAL INTRODUCTION

Due to rapid rise in population and economic development in the country, the demand for higher education has led to an increase in enrollment in Colleges and Universities. As the number of education seekers is rising everyday, the formal system of education is unable to cope with the mounting pressure because of various constraints. In this crucial situation, Distance Education is the only alternative channel for providing education at the Under Graduate and Post Graduate levels to prospective candidates. Hence, the Distance Education Institutes of the conventional Universities shall have to provide opportunities of learning to learners in different disciplines.

NEED FOR CONDUCTING POST GRADUATE DIPLOMA IN ENGLISH LANGUAGE TEACHING THROUGH DIRECTORATE OF DISTANCE EDUCATION

The role of English in India is of ever increasing importance as India is wedded to modernization, secularism, ideals of national integration, international understanding, world peace and progress in all spheres.

English is no longer a foreign language to us. At present, its dominance in our country is self-evident. Its role as a link language, a library language and a medium of instruction in public and government schools, colleges and universities cannot be belittled. It is not only a service language, but also a language for international trade, commerce and communication for us. It can rightly be called a lingua franca of the educated in India.

Keeping this in mind, DDE has formulated a proposal to launch Post Graduate Diploma in English Language Teaching. Post Graduate Diploma in English Language Teaching is a job-oriented course and thus intended to serve the unemployed youth.

This programme shall provide understanding of skills and professional knowledge of English language to those interested in taking up careers as teachers, material writers, teacher trainers, curriculum designers and in other related areas/fields.

ORGANISATION

The Directorate of Distance Education shall seek active assistance in the organization of this course from-

- i) Post-Graduate Department of English
- ii) Central Institute of English and Foreign Language, Hyderabad
- iii) Subject Experts from the Department of English, University of Delhi, Delhi

At present the DDE has one Associate Professor and one Assistant Professor in the subject of English. Both will assist in running the programme. The Assistant Professor shall act as Course Coordinator and shall be paid Rs.1000/- per month for the purpose.

JURISDICTION

Any person residing in any part of India will be allowed to pursue Post- Graduate Diploma in English Language Teaching provided he/she is otherwise eligible for the course.

DURATION

The duration of the diploma programme shall be one academic year. The annual

examination shall be conducted at the end of the academic year. The programme can be completed in a minimum period of one year and a maximum period of three years.

ELIGIBILITY

“The candidates who have not offered English Literature as an Elective subject at undergraduate level will be considered eligible for admission to Master’s Degree Programme in English through DDE provided they have obtained atleast second division in B.A/B.Sc./B.Com examination.”⁶

ADMISSION

Admission to Post Graduate Diploma in English Language Teaching shall be made on the dates as are notified by the Directorate of Distance Education with the approval of the University authorities. The criteria for selection of candidates for admission shall be fixed by the Directorate on the advice of the Broad Based Advisory Committee of the DDE. The admission of the candidates shall be finalized on the academic merit of the candidates.

FEE

Every student enrolled for Post-Graduate Diploma in English Language Teaching through DDE shall have to pay the following fee: -

	Fee in Rs.
1. Enrollment fee	75.00
2. Tuition fee	1000.00
3. PCP fee	400.00
4. DDE Development fund	150.00
5. Students Support Service	150.00
6. Postage fee	125.00
7. Library fee	75.00
8. University Corpus fund	50.00
9. NSS fee	15.00
Total :	2040.00

COURSE OF STUDY

Post-Graduate Diploma in English Language Teaching shall comprise of the following four papers: - (100 marks each)

Paper-I Language as Communication and Structure of Modern English

Paper-II Methods and Techniques of Language Teaching: Major Approaches/Methods of English Language Teaching.

Paper-III Syllabus Design and Material Production

Paper-IV Testing

SYLLABUS

PAPER-I

Language as Communication and Structure of Modern English

- Language as a system of communication- the sub-systems of phonology, morphology, syntax and semantics.
- Description of parts of speech
- Word formation
- Words of ten confused
- Tense formation in English

- Passivation
- Reported Speech
- Paragraph writing and Essay writing

PAPER-II

Methods and Techniques of English Language Teaching:

- Major Approaches/Methods of English Language Teaching
- i) Approaches:
 - a) Behaviouristic approach
 - b) Rationalistic/Mentalistic approach
- ii) Methods:
 - a) Grammar-Translation method
 - b) Structural method
 - c) Direct method/Situational method
 - d) Audio-Lingual method
 - e) Reading method
- iii) Techniques
 - a) Lecturing and demonstration
 - b) Dialogue and discussion
 - c) Classroom interaction
 - d) Peer group interaction
 - e) Teaching of Grammar, Prose, Poetry, Composition

PAPER-III

Syllabus Design and Material Production

1. Syllabus Design
 - o Traditional Syllabus
 - o Structural Syllabus
 - o Situational Syllabus
 - Or
 - o Notional Syllabus
 - o Functional Syllabus
 - Or
 - o Communicative Syllabus
2. Material Production
 - o Production of Materials for Intensive Reading
 - o Production of Materials for writing
 - o Production of Materials for testing
3. Audio-Visual Aids
 - o Importance and Description of Audio-visual aids.
 - o Use of Audio-Visual Aids in English Language Teaching

PAPER-IV

English Language Testing

- o Concept of testing : Characteristics of an ideal test.
- o Kinds of tests :
- o Diagnostic test
 - Prognostic test and
 - Achievement test
- o Testing of proficiency in the four basic language skills
- o Methods of Testing
- o Testing of material production

METHOD OF INSTRUCTION

Instructional methods in Distance Education are essentially based on the supply of self-instructional materials, supported by the response sheets, Internal assessment, assignments, Personal Contact Programmes, Counselling, Library facilities, radio broadcasts and audio visual cassettes.

LESSONS

The contents of the syllabus will be divided into suitable number of lessons/units known as lecture-scripts by the Subject Committee constituted for this purpose. Lecture-scripts will be prepared by expert teachers. These lessons will also be reviewed and updated after regular intervals keeping in mind the changes in English Language brought about by the technological advancements. These changes shall be as per the guidelines issued by the DDE. The students shall be dispatched lessons at regular intervals.

PERSONAL CONTACT PROGRAMME

During the period of PCP, students shall have the opportunity for interacting with subject teachers and resolving their course material related doubts with the guidance of the teachers. The Directorate shall organize compulsory contact programme of 20 days duration for the benefit of students. In order to obtain eligibility for appearing in the examination 80% attendance in the PCP shall be compulsory.

RESPONSE SHEET/ASSIGNMENTS

For assessing the performance of the candidates and to train them for the final examination, there will be response sheet assignments in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student shall be required to submit atleast two response sheets in each paper to clear the eligibility conditions laid down for final examination.

INTERNAL ASSESSMENT

The internal assessment shall carry 20% marks in each paper. The components of internal assessment will be as follows:-

Two assignments of 10 marks each Or One assignment and one test of 10 marks each.

LIBRARY

The students will be provided with well-equipped library facilities.

DUTIES OF THE CO-ORDINATOR/TEACHER

- i) To organize publicity campaign for enrollment of Students.
- ii) To supervise and coordinate academic work in the area and to provide academic guidance to students enrolled in the subject concerned.
- iii) To frame time- table and assign work to other teachers for smooth conduct of the course.
- iv) To ensure that enrollment is completed, study material is prepared and dispatched to the candidates according to a pre-determined schedule in a systematic manner, which shall enhance their learning skills.
- v) To organize Personal Contact Programme, make arrangements for resource personnel and establishment of centres of examination.

- vi) To maintain record of work done, progress report, internal assessments, and response sheets record of the students and timely submission of such record to the Director, DDE.

NON-TEACHING STAFF

For secretarial assistance in Post-graduate Diploma in English Language Teaching, the following non-teaching staff shall be engaged on remunerative basis:

- i) Junior Assistant-cum-Typist - 01
ii) Orderly/Packer - 01

ENROLLMENT

Anticipated enrollment for the period of five years shall be as under:-

Year	Enrolment
2001-2002	150
2002-2003	200
2003-2004	250
2004-2005	250
2005-2006	300

The enrollment of candidates will be reviewed periodically and adjusted in terms of the demand keeping in view the infrastructural facilities at the disposal of the Directorate.

RATES OF REMUNERATION

1. Writing of lecture scripts Rs.500/- per lesson
Lecture script typing charges Rs. 5/- per page
Evaluation of response sheets/ assignments sheet/ assignment. Rs.5/-perresponse
2. Personal Contact Programme
 - a) In-charge PCP Rs.1,000/-
 - b) Teachers to be engaged Rs.100/-per lecture + Rs.50/- conveyance charges.
 - c) Clerk Rs.500/- for the whole PCP
 - d) Sweeper Rs.20/- per day
 - e) Waterman or any other Rs. 20/- per day corresponding post

INCOME AND EXPENDITURE STATEMENTS FOR THE PROPOSAL ARE GIVEN IN APPENDIX I AND II

APPENDIX-I

INCOME STATEMENT				
S.NO.	CANDIDATES	150	250	250
	INCOME HEAD	2001-02	2002-03	2003-04
1.	Enrolment fee @ Rs.75/-	11,250	15,000	18,750
2.	Tuition fee @ Rs.1000/-	1,50,000	2,00,000	2,50,000
3.	PCP @ Rs.400/-	60,000	80,000	1,00,000
4.	DDE Development fund@ Rs.150/-	22,500	30,000	37,500
5.	Student Support Services Rs.150/-	22,500	30,000	37,500

6.	Postage fee Rs.125/-	18,750	25,000	31,250
7.	Library fee @ Rs.75/-	11,250	15,000	18,750
8.	University Corpus fund @ Rs.50/-	75,00	10,000	12,500
9.	N.S.S. fee @ Rs.15/-	2,250	3,000	3,750
	Total	3,06,000	4,08,000	5,10,000

APPENDIX-II

S.No.	EXPENDITURE HEAD	EXPENDITURE		
		2001-02	2002-03	2003-04 1.
	Salaries of Non-teaching	66,000	72,000	80,000
		40,000	45,000	50,000
		15,000	20,000	25,000
		30,000	45,000	50,000
		50,000	55,000	60,000
		25,000	25,000	30,000
		10,000	12,000	15,000
		15,000	15,000	15,000
		20,000	25,000	25,000
		10,000	10,000	10,000
		12,000	12,000	12,000
	Total	2,93,000	3,36,000	3,72,000

MINISTERIAL STAFF

No. of Posts	Designation	Salary	2001-02	2002-03	2003-04
One	Typist @ 3000		36,000	40,000	45,000
	(Daily wage basis)(Consolidated)				
One	Orderly/Packer 2500		30,000	32,000	35,000
Total	5500	66,000	72,000	80,000	80,000

Anticipated Income Statement for Three years i.e. 2001-2004

S.No.	Year	Income (Rs.)	Expenditure (Rs.)	Difference (Rs.)
1.	2001-02	30,6000	2,93,000	13,000
2.	2002-03	40,8000	33,6000	72,000
3.	2003-04	5,10,000	3,72,000	1,38,000
	Total	12,24,000	10,01,000	2,23,000

It is evident from the above figures that the scheme of Post Graduate Diploma in English Language Teaching will operate on self- supporting basis. The scheme is not only financially viable, but will also generate profit, which will ultimately lead to the development of the Directorate and the University.

Reference:

1. University Council Resolution No. 81 dated 21-06-2004
2. University Council Resolution No. 66.96 dated 21-04-2006
3. University Council Resolution No. 82 dated 21-06-2004
4. University Council Resolution No. 67.151 dated 25-02-2008
5. University Council Resolution No. 66.97 dated 21-04-2006
6. University Council Resolution No. 66 dated 21-06-2004

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CHAPTER LI

STATUTES GOVERNING THE MASTER'S DEGREE PROGRAMME IN BUSINESS ADMINISTRATION (M.B.A.) ¹

1. (a) There shall be a Master's Degree Programme in Business Administration (hereafter referred as MBA) in the Faculty of Management Studies in the University of Jammu, Jammu.
- (b) The Statues governing the MBA programme shall be applicable to the Business School, University of Jammu, Jammu, other Campuses of the University of Jammu and the Private Colleges/ Institutes affiliated to the University of Jammu offering the MBA Course
2. The MBA Course shall be of the duration of two academic years. Each academic year shall be divided into two semesters.
3. **Eligibility Conditions**

The minimum qualification required for admission to the 1st Semester of the Course shall be:

A 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 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 the Group Discussion and Personal interview, the permission to appear in these shall be granted only if he/she produces a certificate from the Head of the Institution last attended, if he/she is a regular candidate and from the Controller of examinations, if he/she is a private candidate, testifying that he/she has appeared in full atleast in the written part of the final year of the qualifying examination.

Selection for admission to the course shall be made on the basis of (a) Written Entrance Test, i.e Common Admission Test (CAT)² to be administered by Indian Institute of Management (IIM) in the month of November/December of the year of admission. (b) the weightage of the Academic Record and (C) Group Discussion and Personal interview to be conducted by an Admission Committee duly constituted and approved by the Dean Academic Affairs/ University PROVIDED that no candidate shall be called for Group Discussion and Personal Interview unless he/she has passed the Written Entrance Test as mentioned above with at least 50% marks (40% for the candidates belonging to the Scheduled Castes/Scheduled Tribes).

Out of the candidates who pass the Written Entrance Test, (i.e 50% marks and above). The candidates four times the number of seats in order of merit in open merit category and all the passed candidates seeking admission to the course under the reserved categories shall be called for Group Discussion and may be the Admission Committee as Constituted and approved by the University PROVIDED that if the number of candidates who pass the Written Entrance Test with 50% marks is less than four times the number of seats in the open merit category, relaxation up to 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 to have the requisite number of candidates for the Group Discussion and The Personal Interview.

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	70%
(ii)	Interview	10%
(iii)	Group Discussion	10%
(iv)	Academic Record	10%

Provided that no seat under any circumstances shall be filled up until and unless the above mentioned eligibility criterion is adhered to for the admission of a candidate to the course including the Payment / Management Seats

Provided further that the admission of a candidate in the open merit and the reserved categories as also for the payment/ management seats shall be made strictly in order of merit and as per the statutes of the University as in vogue by the concerned Institution

4. (a) The number of seats in the MBA Course shall be determined every year before the commencement of the admission process by the Admission Committee with the prior approval of the Dean Academic Affairs.
- (b) The Vice Chancellor on the recommendation of the Admission Committee and the Dean Academic Affairs may sanction payment seats for the course additionally to meet the societal obligations. The number of such seats may not ordinarily exceed 15% of the total number of seats as determined for the course or as approved by the University. These seats shall be supernumerary and thus shall not count towards determining the quantum of reservation as specified at S.No. 13 of these Statutes for the various categories. The Admission Committee shall make admission on the basis of merit as determined as per provision 5(b) of these Statues for the Course subject to fulfillment of eligibility conditions for such supernumerary seats. Admission shall be granted after the remittance of amount of payment by a candidate along with other fees/ charges for the course to the University as notified from time to time.

Subject to the fulfillment of eligibility conditions by a candidate as prescribed in Statute 3 and keeping in with the other provisions as contained in these Statues, the private affiliated Colleges / Institutes shall adopt the following procedure to admit candidates against the seats under the Management Quota/Category as approved and duly allotted by the University.

- (i) The Institutes / Colleges shall invite applications from the eligible candidates who

have passed the Written Entrance Test with the requisite percentage of marks under the above quota by making advertisement in the leading Newspapers.

- (ii) The Colleges/Institutes shall forward the names of all such candidates applying under the Management Quota on the basis of (a) Written Entrance Test i.e Common Admission Test (CAT) as administered by IIM in the month of November/December of the year of admission (b) the weightage of the Academic Record and (c) Group Discussion and personal Interview as conducted by the Admission Committee

The Colleges / Institutes shall prepare the merit list accordingly and recommend the names of such candidates for selection under this category to the Dean Academic Affairs.

- (iii) The Dean Academic Affairs shall scrutinize and recommend the cases of such candidates for admission to the course to the Vice Chancellor for approval, and
- (iv) No candidate in this management Quota as referred to above shall be admitted in any private affiliated College/ Institute without the approval of the University.

The fee of the Management Seat shall be the same as approved by the University.

That the candidate opting for the Payment/ Management seat may exercise his/her option in writing in this respect at the time of the submission of the Application Form. The seat under the payment / management quota shall be allotted strictly on the basis of merit-cum-choice and as per the Statutes governing the Course.

67% of the seats shall be filled from the open merit and the remaining 33% seats shall be filled from amongst the candidates belonging to different reserved categories according to the percentage mentioned against each category in Statute 13 or as notified by the University of Jammu from time to time.(Also refer to the Affidavits/Certificates, i to vi for furnishing the same as applicable at the end of these Statutes)

- 5. a) All candidates seeking admission to the MBA course shall be required to pass the Written Entrance Test, participate in group discussion and appear in the Personal interview, to be conducted by the Admission Committee.
- b) For candidates seeking admission under the open merit category and reserved categories i, iv, v, vi, vii, viii and ix as identified in Statute 13, the marks assigned to different components of the selection process shall be as under :-

i)	Written Entrance Test	- 70
ii)	Group Discussion	- 10
iii)	Personal Interview	- 10
iv)	Academic Record,	- 10
	(As per Annexure –I)	_____
	Total	100

- (c) For candidates seeking admission under the reserved categories ii and iii, as identified in Statute 13 the marks assigned to different components of the selection process shall be as under:-

Merit of the candidates applying under reserved categories of Sports/ Cultural & Literary and NCC / NSS / Bharat Scouts and Guides activities as specified in Statute 13, shall

be determined on the basis of (i) marks/ points awarded to such a candidate for these activities as per the Statutes PLUS (ii) one –forth (1/4) of the percentage of marks secured by the candidate as per the Statute 5(b). The composite score thus calculated, shall form the basis of Admission . Provided that a candidate seeking admission unless covered under Statutes 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 Statutes. Higher achievement merit shall determine priority in admission.

Marks for performance in Sports/ Cultural & Literary and NCC / NSS/ Bharat Scouts and Guides activities shall be calculated according to the Schedule as given in the Brochure for admission to the various courses of study in the Teaching Departments of the University of Jammu as notified every year.

- d) Minimum marks required to pass the Written Entrance Test, shall be 50% of the marks assigned to this component (40% for the candidates belonging to Scheduled Castes and Scheduled Tribes).
6. a) Notwithstanding anything contained in Statute 3, a candidate who has appeared or is appearing in the Final Year of the qualifying examination in April/May immediately preceeding the academic session and expecting to pass with the requisite percentage of aggregate marks in the said examination can also apply and appear in the Written Entrance Test provisionally.
- b) In case such a candidate is called for group discussion and personal interview, he /she shall be permitted to do so only if he/she produces a certificate from the Head of the Institution last attended if he/she is a regular candidate, in case he/she is a private candidate, testifying that he/she has appeared in full atleast in the written part of the Final year of the qualifying examination mentioned in Statute 3(i).
 - c) Such a candidate shall however, be considered for admission only if he/she furnishes documentary evidence in support of his/her having passed the qualifying examination in full with the requisite percentage of aggregate marks within 15 days after thye declaration of result of B.A/B.Sc./B.Com/B.B.A/B.C.A final examination of the University of Jammu failing which his/her candidature shall automatically stand cancelled and the seat thus becoming available shall be filled in accordance with the Statutes.
7. Admission of all candidates to the course in The Business School / Other Campuses of the University offering the MBA Programme shall be made by an Admission Committee as under and as approved by the Dean Academic Affairs / University in accordance with the procedure as laid down in the Statutes.

The Admission Committee shall consist of

- i) Dean, Faculty of Management Studies. (Ex-officio Chairman)
- ii) Director, The Business School; and
- iii) Two Professors, two Associate Professors and two Assistant Professors of the Business School by rotation in order of seniority as nominated by the Dean Academic Affairs, on the recommendation of the Director, The Business School, University of Jammu.

Five members shall form the quorum.

However in case of the private affiliated Colleges / Institutes the Admission

Committee shall be as under and as approved by the Dean Academic Affairs/ University.

- i) Dean, Faculty of Management Studies, (Ex-officio Chairman) University of Jammu;
- ii) Head of the Concerned Institution;
- iii) One Faculty Member of the Business School, University of Jammu as nominated by the Dean Academic Affairs on the recommendation of the Director, The Business School; and
- iv) Two or more teachers as nominated by the Dean Academic Affairs on the recommendation of the Head of the concerned College/Institute.

Four members shall form the quorum.

Besides it shall be desirable that experts from the Corporate Sector are also associated with the aforesaid Admission Committee(s) during the course of the Admission Process for the selection of candidates to the course.

8. Head of the concerned Institution shall look after all the admission arrangements including issuance of admission notice, receipt of admission forms, preparation of merit list(s) and display of the list(s) of the selected candidates on the Notice Board of the concerned Institution.
9. Applications for admission to the Masters Degree Programme in Business Administration (MBA) shall be invited through a Notification to be published in at least one Local and one National daily having wide publicity, as decided by the Admission Committee and as approved by the Dean Academic Affairs. Application forms shall be available for sale in the concerned Institution during such period as may be notified by the Head of the concerned Institution.
10. Every candidate seeking admission to the course shall be required to pay such application fee (Non-refundable) as may be determined by the Admission Committee. All remittances shall be made through Bank Drafts Drawn in favour of the Head of the concerned Institution.
11. (a) Application Forms prescribed by the concerned Institution complete in all respects, and accompanied by the relevant documents and attested photo copies of the certificates specified in the application form, must reach the concerned Institution within the dates notified by the University for the purpose. The Head of the concerned Institution may, however, authorize entertainment of an application form for admission to the course up to a maximum of three days after the expiry of the last date, on payment of such late fee as may be decided by the Admission Committee.
(b) An applicant who seeks admission under a reserved category must attach with the application form an attested photo copy/photo copies of the appropriate certificate (s) issued by the Competent Authority failing which his / her candidature under the reserved category shall not be considered. The certificate of being beneficiary under the reserved categories shall not be considered if it is not in conformity with the latest S.R. O/Order issued for the purpose by the J&K State Government/University. No certificate / document or its attested photo copy/photo copies shall be accepted after the expiry of the date prescribed for submission of the application forms of admission to the course with the late fee.
- 12 (a) Out of the candidates who pass the Written Entrance Test. (i e. 50% marks and above), the candidates four times the number of seats in order of merit in the

open merit category and all the passed candidates seeking admission to the course under the reserved categories shall be called for Group Discussion and Personal Interview to be held at the University of Jammu, Jammu or as the case may be by the Admission Committee as constituted and approved by the University. Provided that if the number of candidates who pass the Written Entrance Test with 50% marks is less than four times the number of seats in the open merit category, relaxation up to 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 to have the requisite number of candidates for the Group Discussion and the Personal Interview.

- (b) Merit List of the Candidates (category wise) who participate in the Group Discussion and appear in the Personal interview shall be prepared by adding their scores in all components as mentioned in Statutes 5 (b) or 5 (c) as the case may be.

13. Reserved Category Seats

A) After selection of candidates is made on the basis of the Open Merit i.e sixty seven (67%) of the total number of seats available in the course, the remaining thirty three percent (33%) seats, notwithstanding any thing contrary contained in any law S.R.O or Regulation in force in the State, shall be filled up in accordance with the criterion as per 13(B) . Further , the Schedule for calculation of marks /points for achievements made by a candidate during the tenure of the qualifying degree as a regular student as per, 13(B) (II) & (III) in Sports/ Cultural and Literary / N.C.C./ N.S.S activities is given at S.No. 16 of the Statues.(Also refer to the Affidavits/ Certificates, i to vi for furnishing the same as applicable at the end of these statutes).

(B) Break-up of the reserved categories is as under

Category (i)	Scheduled 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/ Bharat Scouts & Guide activity	2%	
Category (iv)	Defence Services 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)	Candidates belonging to the Scheduled Tribes		5%
Category (vii)	Candidates belonging to Backward Areas other than that of Districts Leh & Kargil		2%
Category (viii)	Candidates belonging to Districts of Leh & Kargil		2%
Category (ix)	Candidates belonging to the 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 at Sr. No. 13 fraction of less than one half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.
 - iii) In the event of number of seats available in a course of study is such that representation to all the reserved categories is not possible, the concerned institution shall till provide at least one seat to each reserved category even if it means a marginal increase in the number of seats.
 - iv) In case any of the seats remain vacant in a reserved category for want of eligible candidates the same shall be offered to the candidates of non-reserved i.e open merit category.
- (C) Only such candidates shall be eligible for consideration under reserved category (i) to (ix) indicated in Statue 13 as have not already availed of this concession for admission to any course in the Teaching Department of the University in any session
- Provided a candidate who has purused L.L.B (Professional) or Post Graduate course for not more than first two semesters or one academic year in a teaching department of the University, shall be treated at par with students seeking admission to the course in the University for the first time Provided that admission under such a parity shall be considered only once i.e the session immediately following the first admission.
- (D) Selection of candidates against reserved seats specified at Sr. No. 13 shall be made on the basis of comparative merit in the respective category which shall be determined in accordance with the criteria prescribed for categories (i), (IV),(v),(vi), (vii), (viii) & (ix) and for categories (ii) and (iii) as at Sr. No. 16 of the Statues.
- (E) To be beneficiary of reservation, the candidate must be permanent resident of J& K State, except when applying under categories (ii) i.e Sports /Cultural and Literary activities and (iii) i.e N.C.C / N.S.S/ Bharat Scouts & Guides activities, for which he/she must have passed the qualifying examination from the University of Jammu.
14. A) Subject to the fulfillment of the eligibility conditions , the Vice Chancellor may at his discretion, authorize admission in a course / programme of study of either a totally blind or an orthopedically handicapped candidate suffering a degree of disability of 45 % and above

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.
- ii) Certificate of being orthopedically handicapped or blindness shall be considered only if it is issued by the Head of the Department of Orthopedics or that of

Ophthalmology of a recognized medical institution. The Vice-Chancellor, if so desires, may seek advice in the matter, of a Committee to be appointed by him on the recommendations of the Dean Academic Affairs.

- (B) i) The University may, subject to fulfillment of eligibility conditions, consider the admission of one candidate in each course belonging to Kashmiri migrant families, in 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 subject to production of the said Certificate from the Relief Commissioner. Such admission may be authorized by the Dean Academic Affairs against a seat which shall be supernumerary in a course of study.
- ii) The University may, subject to fulfillment of eligibility conditions consider the admission of one candidate in each Course to the wards of permanent employees of the University of Jammu (Teaching / Non- Teaching), in order of merit, not exceeding one in a particular course. Such admission may be authorized by the Dean Academic Affairs against a seat which shall be supernumerary in a course of study in the concerned institution

15. (A) ASSESSMENT IN ACHIEVEMENT CATEGORIES

Credit for achievement in Sports / Cultural and Literary, and N.C.C / N.S.S / Bharat Scouts and Guides activities, i.e reserved categories (ii) and (iii) at Sr. No. 13 shall be given to a candidate seeking admission under these reserved categories as per S. No. 16 of these Statutes, subject to the following conditions:

- i) Credit shall accrue only for those events / activities which the candidate has participated in, during the tenure of the qualifying degree when he/she has remained a regular student on the rolls of a College / institution at the undergraduate level. Extra time spent for the qualifying degree and achievement during that period in the above activities shall not fetch any credit and thus, shall not count in determining the 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 the various levels.
- iii) A candidate applying for consideration under the reserved categories mentioned above must accumulate an achievement score of at least eight (08) points / marks in the respective fields. The minimum score for a candidate applying under reserved category (ii) i.e. Sports / Cultural and Literary fields must include four (04) points / marks for achievements in the event / activity specified hereunder:

Sports*

The candidate must have represented the University of Jammu in an inter University North Zone Sports Competition recognized by the A.I.U/ B.C.C.I Provided that if for unavoidable reasons (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.

Cultural /Literary Activities

The candidate must have been awarded at least a certificate of Merit in a Competition organized by the University of Jammu such as “Display your Talent”

- iv) Only such candidate shall be considered for admission under the reserved category i.e Sports/ Cultural & Literary activities, who have not attained the age of 25 years on September 01 of the Year in which the admission is being sought as per the 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 / Bharat Scouts and Guides has been a regular student during the (3) year tenure of the qualifying degree, should maintain a record of participation and performance by the candidates in these activities to be signed by the teacher incharge of the activity and the Principal concerned. One counterfoil of the record should 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 could be verified.
- (B) The marks / points for achievement in Sports/ Cultural and Literary and N.C.C and N.S.S / Bharat Scouts and Guides 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 certificates (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 Bharat Scouts and Guides. Achievement in an event / activity participated in more than once, shall also be awarded separately. All these achievements however, must pertain only to the 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 as per the Schedule.
- (C) Merit of the candidates applying under reserved categories of Sports/ Cultural & Literary and NCC / NSS Bharat Scouts and Guides activities as specified in Statue 13, shall be determined on the basis of (i) marks/ points awarded to such a candidate for these activities as per the Statue plus (ii) one – fourth (1/4) of the percentage of marks secured by the candidate as per Statute 5(b). The composite score thus calculated, shall form the basis of admission. Provided that a candidate seeking admission unless covered under Statues 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 Statue Higher achievement merit shall determine priority in admission.
- (D) Marks for performance in Sports/ Cultural & Literary and NCC/ NSS Bharat Scouts and Guides activities shall be calculated according to the schedule as given in the Brochure for admission to the various Courses of Study in the Teaching Departments of the University of Jammu as notified every year.

Scheduled For Calculation Of Marks/Points For Achievements Made By A Candidate During The Tenure Of The Qualifying Degree Course As A Regular Student In Sports /Cultural And Literary /N.c.c / N.s.s Activities.

S.No	Event/Activity Participated	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 the concerned International Federation	8
2.	Performance /participation at individual /team level in any sport/game in a Senior National Competition recognized by the concerned All India Sports Federation / Association/ Board of Control of Cricket in 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 All India Competition/ Federation cup Competition recognized by the 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 the 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 the Inter-State North Zone competition recognized by the 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 the Inter-University North Zone Competition recognized by the 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 the Concerned All India Sports Federation / Association/AIU/BCCI for selection to represent the Country in any sport/game for 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 the concerned All India Sports Federation/Association/BCCI/Athletic 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 the inter-college competition organized 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: Outstanding Sports persons having played in any Senior National event in any of the games shown in Annexure II shall also be considered for admission under the sports category

Cultural And Literary Activities:

1.	Having attended youth cultural Exchange Programme at the International level or having Participated and performed in any international Youth festival		12
2.	Having participated and performed as a member of the State/ Jammu University contingent in any solo /group item in the National Competition, organized by the Association of Indian Universities (AIU)/State/Central Govt. Agency, 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 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 a member of the contingent of an affiliated College/University/ Teaching Department in any solo/group item in a Competition namely “Display your Talent” or any other competition organized by the Department of Students Welfare, University of Jammu securing		8
	First Position	8.0	
	Second Position	7.0	
	Third Position	6.0	
	Certificate of Merit/Consolation Prize	4.0	
	Such of the candidates who distinguish themselves individually in a team event shall get awards in addition to the above score in the team event:		
	a) For overall best performance	3.0	3
	b) For Acting Award in one Act Play of Skit		2.5
	i). Best Actor/Actress	2.5	
	ii). 2 nd Best Actor/Actress	2.0	
	iii).3 rd Best Actor /Actress	1.5	
	iv). Certificate of Merit/Consolation	1.0	
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 organized by the J&K Academy of Art, Culture and Languages, 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 shall include

‘FINE ARTS’ Painting, Sketching, Poster-making, Cartooning, Collage, Clay modeling, Rangoli, Flower arrangement, Photography, Music: Light Vocal, Classical Vocal, Western Vocal, western Group Song, Indian Group Song, Classical Instrumental (Percussion and Non-Percussion): Dances: Classical Dance, Solo and Group Dance: Theatrical : Mime Skit, Mono acting, Mimicry and One Act Play presentation: LITRRATY Short story and Essay writing, Debate, Elocution, Poetry recitation, Quiz competitions and Youth Parliament. Participation in the aforesaid activities shall fetch credits only if these are organized and / or authenticated by the concerned Wing/ Authority of the University of Jammu i.e. the 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 Government Departments / Agencies organizing competitions in such activities and awarding participants therein, shall have to provide the list of prize winners/

participants to the Office of the Dean Students Welfare of the University within a month from the date of the completion of such a competition, failing which no credit shall accrue to a candidate seeking admission under Cultural and Literary Activities, though participated therein.

NATIONAL CADET CORPS (NCC)

Thal Sainik Camp (TSC)

1. TSC is an all India Camp held every year in Delhi. This camp is for a duration of 12 days. In this camp cadets represent their Directorate in the Inter-Directorate competitions. Following all India Inter-Directorate Competitions are held during this camp:
 - a). Shooting
 - b). Map Reading
 - c). Communication
 - d). Health and Hygiene
 - e). Obstacle course
 - f). Line Area
2. Both Senior and Junior Cadets (Boys and Girls) participate in these competitions.
3. To select and prepare cadets for above competitions, three Camps in 12 days duration each are held at the Group and Directorate level. Hence, a Cadet who finally represents the Directorate at Delhi has to attend four camps of 12 days duration each.
4. The process of selection and nomination is akin to the Republic Day (RD) Camp. Hence TSC should be treated at par with the RD Camp and points awarded should be equivalent to the RD Camp which are as under:

a). Best Cadet (overall)	-	7.0
b). First Position	-	6.5
c). Second Position	-	6.0
d). Participation only without securing any position	-	5.5

Pre-TSC-I, II and Pre-RDC, I to III

5. These Camps are of duration of 12 days each. These should be treated at par with the Annual Training Camp (ATC) which is also of 12 days duration and points as awarded for ATC i.e Four points for each camp should be awarded

Basic Mountaineering Course

6. This is a 15 day Camp held at the various Mountaineering Institutes. It should also be included in this list and awarded Four points for each camp.

Rock Climbing and Trekking Camp

7. This camp is of 12 days duration, conducted by the various Directorates. It is attended by Cadets from All NCC Directorate, hence, an All India Camp. It should also be included in the list and awarded "Four points" for each camp

Participation in the Local Republic Day and Independence Day Parades

8. Cadets attend minimum 10 to 15 days preparatory parades for participation in the local RD and Independence Day parades held at all the District levels. In case of NSS Students having participated in a two/three day training workshop organized by the office of the Coordinator, three points are awarded. Similarly NCC Cadets should also be awarded 'Three Points' for their participation in these parades.

Participation in slithering /Para sailing /Para diving

9. These are individual events that are not included in the list. A cadet has to undergo 7 to 10 day training prior to undertaking this adventure activity. This should be treated at par with the NSS individual event and awarded 'Three points'

Best Cadet Award

10. Having received / been awarded any of the following
 - 1) Commendation / appreciation letter from 5.0 Deputy D.G. N.C.C, J&K

2)	Medal of Duke of Edinburg Award	5.0	
3)	Governor's / Chief Minister's Medal	5.0	
4)	Best Cadet Cash Award on overall performance from the Deputy D.G.N.C.C.J&K	5.0	
11.	Having attended the NCC Youth Exchange Programme in Foreign countries.		9
12.	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	
13.	Having been awarded Defence Secretary's Director General 's (DG) medal / Commendation Card		6
14.	Having received /been awarded any of the following		5
	a) Commendation/ Appreciation letter from Deputy D.G., N.C.C, J&K	5.0	
	b) Medal of Duke of Edinburg Award	5.0	
	c) Governor's /Chief Minister's Meda	5.0	
14.	Having Passed "C" Certificate examination of N.C.C in		
	A-grade	5.0	
	B-grade	4.5	
	C-grade	4.0	
16.	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 /tearn 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		
17.	Having successfully undergone NCC para training Course at Agra		4
18.	Having passed 'B' certificate examination of NCC in		3
	A-grade	3.0	
	B-grade	2.5	
	C-grade	2.0	
19.	Having secured position in an Inter-collegiate competition organized by the University through NCC		2
	First Position	2.0	
	Second Position	1.5	
	Third Position	1.0	

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|-----|--|---|
| 20. | Having attended NCC Annual Training Camp (ATC) of not less than 10 days duration | 2 |
| 21. | Having donated blood in a camp organized by NCC subject to a maximum of two (02) donations per year to be assessed @ one (01) mark/point per donation. (Certificate of the donation must be issued by a designated Red Cross Authority Chief Medical Officer of the District/ Blood Bank Officer of the Medical College and duly Authenticated by the Camp in Charge). | 2 |

National Service Scheme (NSS)

- | | | |
|----|---|-----|
| 1. | Having participated in international NSS youth Exchange Programme | 9 |
| 2. | Having been awarded for NSS activities with any of the following | |
| | a) Governor’s Medal | 8.0 |
| | b) Education secretary’s Commendation Card/ Medal | 6.0 |
| | c) Certificate of rendering 120 hours of social service continuously for 2years (Vice Chancellors commendation certificate) | 5.0 |

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 along with ‘NSS Work Diary’ certified and verified by the concerned SS Programme Officer, Principal / Chairman, along with documentary evidence, shall be submitted to the NSS Co-ordinator. The Chairman, NSS Advisory Committee / Vice chancellor shall issue such a certificate on the basis of the report of the NSS, Programme Co-rdinator. All documents as per directions & norms should be submitted in the month of April.

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|----|---|------------|
| 3. | Having participated in the Republic Day Camp New Delhi as follows. | 7.0 |
| | a). Having attended and been adjudged as Best NSS Volunteer /Commander in the R.D. Camp | 7.0 |
| | b). Having only attended the Camp | 6.0 |
| | c). Having attended Pre-Republic Day Camp Organized by the Govt. of India | 5.0 |
| | d). Having attended two day selection workshop for the Pre- R.D Camp | 2.0 |
| 4. | Having participated in an All India Camp such as National Integration Camp/All India Youth Camp /Youth Festival organized the University / Regional Centre, NSS in Collaboration / sponsored by Govt. of India, Ministry of Youth Affairs & Sports. | 7.0 |
| | Best Volunteer (overall) Participation | 6.0
5.0 |
| 5. | Having participated in the inter –College NSS Camp organized by the University / College for a duration of not less than 7 (Seven) days and sponsored by University /State Govt. | 5.0 |
| | Best Volunteer (overall) Participation | 5.0
4.0 |
| 6. | Having Participation in a NSS Camp of not less than 10 days duration organized by the college (Subject to the submission of list of the participants with their | |

	full description in the office of NSS, Prog. Coordinator. No credit shall be given in case of such colleges where the records of the special camps have not been submitted in the NSS Office within one month of the Organization of such camps)		4.0
7.	Having participated in any recognized individual Inter-collegiate/Inter University NSS event/ Competition / organized/ conducted by University /NSS Unit of College / NSS Regional Centre in Collaboration with Govt. of India/ State Govt. / any Govt. Deptt. and secured		3.0
	First Position	3.0	
	Second Position	2.5	
	Third Position	2.0	
8.	Having participate in a Two / Three day training Workshop course on Youth Leadership on any Relevant Social Issue organized / collaboration by the Office of the programme coordinator, NSS/ State Govt. / GOI/ NGOs		3.0
9.	Having participated as a member of the NSS Unit of college in camps/courses of not less than Seven(07) /Ten (10) days duration , organized by the Govt. / Semi-Govt. agencies / NGOs/Social organization in coordination /collaboration with NSS/ Govt. of India/ State Govt. provided that permission for such Participation has been obtained 15 days prior to the Commencement of the camp/ Course from the Prog. Coordinator, NSS on the recommendation of the Programme officer of the concerned unit and the Principal of the concerned College		3.0
10.	Having donated blood through NSS unit of the college subject to a maximum of 3 donations per year, to be assessed @ two (02) mark/ point per donations, on the production of 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 Programme Officer/ Principal		2.0

Bharat Scouts & Guides

- | | | | |
|-----|--|--|---|
| 11. | The admission under the Bharat Scouts & Guides may be offered to such students , who fulfill the
eligibility conditions to be determined on the basis of the list of activities given below | | |
| 1. | Participated in international events organized by the
National HQRS of Bharat Scouts & Guides | | 9 |
| 2. | President Awardee.
(Scouts & Guides/ Rovers & Rangers) | | 9 |
| 3. | Vice President Awardee
(Rovers & Rangers) | | 9 |
| 4. | Prime Minister Shield Competition Awardee
(Scouts & Guides) | | 9 |
| 5. | Governor's Rajya Purskar & Certificate
of Honour (Scouts & Guides) | | 8 |
| 6. | Participation in Jamboree/National Camps
organized by the National HQRS of Bharat Scouts
& Guides (Scouts & Guides/Rovers & Rangers) | | 7 |

- | | | |
|----|---|---|
| 7. | Participation in the State Level Special Camps organized by the J&K Bharat Scouts & Guides (Scouts & Guides /Rovers & Rangers) | 6 |
| 8. | Having completed Pravesh, Parveen and Nipun Stages of Rovers and Rangers of J&K Bharat Scouts & Guides(Rovers & Rangers) | 5 |
| 9. | Having donated blood through Bharat Scouts & Guides to a maximum of three (03) donations per Year to be assessed @ two (02) marks/points per donation on the production of a certificate to be issued by the District Chief Medical Officer / Blood Bank Officer of a Medical College / Red Cross Authority and duly authenticated by the State Chief Commissioner J&K Bharat Scouts & Guides | 2 |

17. LEFT OVER SEATS

Under no circumstance, the seats lying vacant in the concerned institution on the last prescribed date for completion of admission shall be filled by the Head of the concerned institution / Admission Committee unless the candidate falls immediately next in order of merit to the last admitted candidate. If some seats still remain vacant, these shall be referred to the Appellate Committee for consideration

18. APPELLATE COMMITTEE

- a. In case a candidate has any specific grievance regarding deviation from the Statues governing admission, he/she may appeal to he Appellate Committee through the Head of the concerned Institution, on the prescribed form within the period as notified by the University along with the requisite fee to be paid by the date notified for the purpose. Such an appeal along with the observation of the Head of the concerned Institution 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 below and as approved and notified by the Dean Academic Affairs/ University from time to time:
 - i) Vice Chancellor (Chairman)
 - ii) Dean Academic Affairs
 - iii) Dean of the Faculty Concerned
 - iv) Director, The Business School
 - v) Head of the concerned institution
 - vi) Convener of Board of Studies in the subject
- b. No admission shall be made after 5 days of the decision of the Appellate Committee or after 15 days from the commencement of class work whichever is later by any institution.

19. 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 recommendation 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 or as approved by the University from time to time. These seats shall be supernumerary and thus, shall not count towards determining the quantum of reservation specified at Sr. No. 13 for the various categories. The Admission committee shall make admission on the basis of merit determined as per Statutes subject to the 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 along with other fees/ charges for the course by the candidates to the University .

The payment made against the payment seat is not refundable

20. a. Selection of candidates for admission to the MBA Course under the Open Merit Category shall be made strictly according to merit based on the marks obtained by the candidate out of 100 marks, the detailed components of which are given in Statute 5(b)
- b. Selection of candidates for admission to the MBA Course against reserved categories (i),(iv),(v),(vi),(vii),(viii) & (ix) as identified in Statute 13 of these statutes shall be made on the basis of comparative merit of the candidates under their respective category based on the marks obtained out of the total of 100 marks, the detailed components of which are given in Statute 5(b).

Likewise, selection of candidates for admission to the MBA Course against reserved categories (ii), (iii) as identified in Statute 13 of these Statutes shall be made on the basis of (i) marks/ points awarded to such a candidate for these activities as per the Statutes PLUS (ii) one-fourth (1/4) of the percentage of marks secured by the candidate as per Statute 5 (b). The composite score thus calculated, shall form the basis of Admission.

- c. In case two or more candidates score the same number of marks out of total of 100 marks, in the open category and in reserved categories (i),(iv),(v),(vi),(vii),(viii) & (ix) at S.No. 13 (other than achievement categories), their merit shall be determined on the basis of higher score in the Written Entrance Test.

In case of achievement categories (ii) and (iii) at S.No.13 of these Statutes, the comparative merit of a candidate may be obtained by reference to Statute 5(c) or as notified by the University from time to time.

21. Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the concerned Institution.

NO SEPARATE INTIMATION REGARDING SELECTION TO A COUSE/ PROGRAMME OF STUDY SHALL BE SENT TO THE APPLICANT. THE CANDIDATES ARE ADVISED TO REMAIN IN TOUCH WITH THE CONCERNED INSTITUTION FOR DAY TO DAY INFORMATION.

The selection of candidate may be cancelled and no complaint entertained in case of non-compliance of instruction (s) issued vide such Admission Notices.

22. Admission fee and other charges payable by each student shall be such as may be approved the University from time to time.

23. There shall be a Committee consisting of the following to interpret the Admission Statutes:-
- i) Dean Academic Affairs (Chairman)
 - ii) Dean, Faculty of Management Studies.
 - iii) Dean, faculty of Law
 - iv) Registrar
 - v) Director, The Business School
 - vi) One Teacher of the Business School who has not been a member of Admission Committee for the session to be nominated by the Dean Academic Affairs.
 - vii) Assistant Registrar (Academic Affairs). (Secretary)

Four members shall form the quorum

24. a. A candidate admitted to the Course shall not take up any employment or engage himself/herself in any business or profession or attend any other course of instruction or appear in any other examination of the University /any other Institution or Agency so long as he/she remains on the rolls of the concerned institution for the MBA course.

Subject to the fulfillment of the Eligibility conditions and as per the Statutes of the Course, in case a candidate is employed and is desirous of pursuing the MBA's Course in the University, he / she shall submit a "No Objection Certificate," from the employer stating that the employer has no objection, to the candidate pursuing the MBA Course on whole time basis in the University of Jammu and that he/she is on authorized leave.

Provided that a candidate, who has been placed under re-appear category in one course only (other than the qualifying examination as required for admission to the MBA Course) or has been scheduled to appear in the examination either as a regular or private candidate before the commencement of the class work of the MBA Ist Semester but could not do so on account of delay in the conduct of the said examination for reason beyond his/her control, shall be eligible to appear in that examination even after he/she has been admitted to the MBA Course.

- b. The Admission Committee, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of candidate who:-
- i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the concerned Institution, suppresses/conceals any relevant information /provides information in his /her application which is found 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 Head of the Concerned Institution; or
 - iii) Violates provisions of Statue 24(a)

25. Students who have passed the qualifying examination from an institution other than the University of Jammu shall be required to submit:

- i) an eligibility certificate issued by the University of Jammu; and
- ii) a migration certificate from the University last attended in accordance with the relevant Statutes

26. There shall be two examinations in an academic year, one at the end of each semester.
27. The examination for the first and third semesters shall ordinarily be held in the month of December/January and for the second and fourth semesters in the month of April/May, or on such other dates as may be notified by the University
28. The examination shall be held in accordance with the syllabi approved by the University.
29. The medium of instruction and examination for the course shall be English.
30. The first semester examination for the Master's Degree Programme in Business Administration shall be open to a regular student who having attained the qualifications with the requisite percentage of marks as mentioned in Statute-3
 - a) has been on the rolls of the concerned Institution for the prescribed period, immediately preceding the examination;
 - b) has been a person of good conduct and has performed the work of the class satisfactorily; and
 - c) has attended not less than 75% of the lectures, seminars, case discussions, field trips, project work, etc. in each course, conducted up to one week before the commencement of the examination.

Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the University.

31. The second, third and fourth semester examinations shall be open to a regular student who :-
 - a/ has been on the rolls of the concerned institution during one semester preceding the second, third or fourth semester examination, as the case may be;
 - b/ has been a person of good conduct and has performed the class work satisfactorily;
 - c/ has attended not less than 75% of the lectures, seminars, case discussions, field trips, project work etc. for each course, conducted up to one week before the commencement of the examination;
 - d/ has paid the prescribed fee;
 - e/ has passed the first, second or third semester examination of the University, as the case may be, or is covered under Statutes relating to Re-appear category.

Application on prescribed form for admission to the examination duly filled in and accompanied by the prescribed fee and certificates must reach the controller of Examinations not later than the date fixed for the purpose by the University

32. Notwithstanding anything contained in these Statutes, the University Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after inquiry, that such a candidate is not a fit person to be admitted thereto.

Whenever the examination form/ fee or both of a candidate is/are received in the University office after the last prescribed date, he/she shall have to pay late fee as may be prescribed by the University from time to time.

33. The Head of the concerned institution may condone shortage in attendance of a student in a semester, for special reasons to be recorded in writing, up to 5 attendances in each course.
34. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the concerned institution, shall for the purpose of condoning deficiency in attendances incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding seven working days in a semester:
- i) State representation in the International / All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University;
 - ii) Participation in the Inter University Competitions held under the auspices of a University or any recognized Institution as a member of the University team;
 - iii) Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions;
 - iv) Participation in the N.C.C. , N.S.S. and National Integration Samiti activities as a member of the recognized Institutions;
 - v) Participation in the Coaching Camps/Rehearsal prior to participation as a member of state or University team in the National/ All India/ Inter-University Competitions;
 - vi) Participation in the Mountaineering /Hiking/Trekking/ Skiing/Rock Climbing or other such activities organized under the auspices of the State Govt. /University as a member of the Institution affiliated/recognized by the University; or
 - vii) Any such activity as notified for the purpose by the University from time to time
35. A student who falls short of attendance in half or less than half of the total number of courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which he/she fulfils the attendance requirement .

In those courses in which a candidate falls short of attendance, he /she shall have to repeat the courses(s) when classes in such courses are held by the Concerned Institution. He/she shall thus be required to earn fresh eligibility with regard to the statutory provisions of attendance to appear and pass the examination (s) in the course(s) in which he/she fell short of attendance. In case the course(s) relate(s) to 1st or 2nd semester, he/she will be required to clear the same in one chance. For courses(s) relating to 3rd or 4th semester, he/she shall be given two chances. However, a student who has shortage in attendance in more than half the number of courses prescribed for the semester shall not be permitted to take the University examination in any course of that semester.

Explanation:

The expression “half the number of courses” occurring in the Statutes shall mean three courses out of seven courses excluding the internally evaluated course(s) and the comprehensive viva-voce .

36. The admission of a student who is detained on account of shortage of attendance in more than half the number of courses prescribed in the first semester shall be cancelled. Such a person shall be eligible like other candidates for fresh admission to first semester in the course subsequently in accordance with the procedure as laid down in provision 3 and 5(b) of these Statues i.e his/ her admission shall again be assessed afresh based on (a) Written Entrance Test; (b) Group Discussion; (c) Personal Interview and (d) the weightage of Academic Record and as per Statues governing the Course.

A student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third and fourth semester may be permitted to rejoin the second, third or fourth semester, as the case may be, during the next academic session but shall be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examinations.

Notwithstanding the above, a student who is detained on account of shortage in attendance and is not able to pass the 1st and 2nd Semester shall not be permitted to seek admission in the 3rd Semester of the Course. Such a candidate shall have to repeat the Course (s) in which he/she fell short of attendance in the relevant semester i.e 1st Semester or 2nd Semester as the case may be.

37. a) Internal assessment shall be a constituent part of the semester examinations. The weightage in terms of marks to be given to a semester examination and the internal assessment in a course, except the seminar course, Directed Study/ Project, Summer Project and Viva-Voce, shall be in the ratio of 70:30. Performance in Seminar Course and Viva-Voce shall be assessed internally on 100% basis. The break-up of marks in Directed Study/Project and Summer Project is given in Statute 40(c) & (d) respectively.

- b). Internal assessment shall ordinarily comprise and would be based on periodical tests, assignments, case discussions, etc. and other such parameters as under The Head of the Institutions concerned shall notify the detailed break-up of internal assessment at the beginning of each semester for information of the students.

1. MST (The MST shall be conducted from amongst the first three units of each course)	15 marks
2. Assignment (01 No.)	05 marks
3. Power Point Presentation and defence of the assignment so given as at S.No. 2 OR class participation and attendance (As the concerned teacher may deem fit)	05 marks
4. Surprise/Snap test OR Corporate cum field visit and presentation on the same. (As the teacher may deem fit)	05 marks

- c). The answer books of periodical tests and other written assignments shall be returned to the students after evaluation for the reference of the students.

38. The Head of the concerned Institution shall forward the internal assessment marks awarded by the teacher concerned to the Controller of Examinations not later than within one week of the commencement of the examination. The Head of the Concerned Institution shall preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of the result of the concerned semester examination by the University.

Project reports shall be submitted to the Head of the concerned Institution at least ten days before the commencement of the examination. Reports received after the prescribed dates shall not be accepted.

39. The internal assessment awards of the candidate who fails in the examination shall be carried forward to the next examination.
40. a). The question papers for the University examination shall normally be set by the external examiners from outside the jurisdiction of the University. However, in extreme emergent cases, question papers up to two-three only in a semester may be set internally. Such a paper may not be got set internally from a teacher who is teaching the course under reference in the concerned Semester. The teacher teaching a particular course shall send to the Controller of Examinations the guidelines along with a set of questions for consideration of the external examiner at the beginning of each Semester. The answer books shall normally be evaluated by the paper setter. In case of non-availability or refusal of the paper setter, the answer books may be evaluated by an expert in the field to be appointed by the University in consultation with the Dean of the Faculty of Management Studies.
- b) The comprehensive Viva-Voce for 1st , 2nd & 3rd semesters shall be conducted jointly by the internal and external examiners. Internal examiner shall be appointed by the Head of the concerned institution by rotation. The comprehensive Viva-Voce for 4th semester shall be conducted jointly by a Committee of Internal Examiners (consisting of one Professor, one Associate Professor and one Assistant Professor of the Concerned institution as appointed by the Head of the concerned Institution by rotation)

The corporate Experts may also be associated in the conduct of the viva-voce examinations as said above.

- c) The title and course contents of the Directed Study/Project shall be approved by the Convener, Board of Studies or in his absence, Head of the concerned Institution or in absence of both the senior most teacher of the concerned institution, in consultation with the teacher-supervisor of the Directed Study/ Project. The candidate shall be required to submit three copies of his Directed Study/ Project. The external examiner shall evaluate the reports out of 60 marks and the remaining 40 marks shall be allotted to Viva-Voce to be conducted jointly by the Internal Examiner (teacher-supervisor) and the External Examiner.
- d) The evaluation of summer Project Report shall be in two parts :-
- i) The Summer Project Report shall be evaluated by the external examiner out of 60 marks.
 - ii). The Summer Project Report seminar presentation carrying 40 marks shall be assessed by a Committee of five faculty members to be appointed by the Head of the Institution by rotation.
41. The minimum number of marks to pass the examination in each semester shall be -
- i) 40% in the University examination and internal assessment separately;
 - ii) 40% each in Seminars, Workshop, Directed Study/ Project, summer project report and Viva-Voce; and
 - iii) 50% in the aggregate of (i) and (ii) above.

Provided that a candidate who appears in the examination and fails in one or more than one course and / or aggregate by a deficiency of not more than 1% of the maximum marks of the courses in which he/she appears shall be declared to have passed the examination by adding in each semester the required number of marks in the course(s) and/or aggregate to his/her best advantage.

42. A candidate who fails in the semester examination but secures at least 40% marks in the University examination and the internal assessment separately in not less than half the number of courses prescribed for that semester shall be permitted to continue his/her studies provisionally in the next semester but he/she will be required to re-appear and secure the requisite 40% marks in each of the courses in which he had failed in one chance the case of 1st or 2nd semester and in two chances in the case of 3rd or 4th semester, failing which his/her provisional admission as well as the result of the next semester shall automatically stand cancelled. Such a candidate shall neither be eligible to repeat the semester which he/she could not qualify within the permissible chances nor re-appear in that semester examination, even as a private candidate. However, the Vice-Chancellor is authorized to grant an additional chance for passing the said papers to a candidate on the recommendation of the Dean Faculty of Management Studies.
43. Notwithstanding anything to the contrary contained in Statute 42, if a candidate is required to re-appear in a course which is based on 100% internal assessment, he/she shall be given one more chance to qualify in that course without attending lectures. The work assignment may be determined by the Head of the concerned Institution.
44. A candidate who fails to secure 40% marks in the University examination and internal assessment separately either in all the courses or in less than half the number of courses individually of a semester examination, shall be eligible to avail of only one chance to appear in the next examination of that semester but he/she shall be required to appear in all the courses of that semester i.e. he/she shall not be given exemption to appear in the courses of that semester examination in which he/she has already obtained 40% marks or more. If he/she fails to secure the requisite 40% marks in each of the courses of the semester examination individually in the second attempt, he/she shall not be eligible thereafter either to repeat the courses or appear in that semester examination privately.
45. A candidate who has obtained the requisite 40% marks in each of the courses of a semester examination but fails in the aggregate may be given the option to re-appear in the courses of his/her choice to make up the aggregate. The option once exercised shall be final.

Such a candidate shall be given one chance to re-appear in first or second semester examination and two consecutive chances to re-appear in the third or fourth semester examination to make up the aggregate.
46. A candidate who having passed the second OR the third semester examination, discontinues his/her studies, may be permitted to join the third or fourth semester, as the case may be, within two years of his/her passing the second/third semester examination.
47. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course.

48. A candidate who has passed the MBA examination from the University of Jammu and has been placed in the second division in the aggregate of all the semester examinations may be given one chance to improve his/her division within a period of five years of having passed the MBA examination and for this purpose he/she may re-appear as a private candidate in the consecutive examinations in any number of courses except Seminars, Summer Project courses/ Directed Study/ Viva-Voce. The credits already earned by the candidate in other courses in which he /she does not appear shall be carried forward.

The result of such a candidate shall be declared if he/she improves the division. Notwithstanding anything contained above, a candidate, who having passed the MBA examination in second division with less than 55% marks from the University of Jammu, appears in the examination to improve the division but fails to do so, his result may also be declared provided he/she secured 55% marks or above. Such a candidate shall have to return to the University the Master's Degree and marks manuscript of all the semester examinations, in original, if issued to him /her.

49. After a candidate has appeared and passed in all courses of study individually and has also secured the requisite percentage of aggregate marks in the 1st, 2nd, 3rd and 4th Semester examinations separately in accordance with these Statutes, he/she shall be declared successful in the Master's Degree Programme in Business Administration and shall be classified as under:-

- i) First Division with distinction, if he/she has obtained 75% or more of the aggregate number of marks in all the courses of four semesters;
- ii) First Division, if he/she has obtained 60% or more of the aggregate number of marks; but less than 75% marks;
- ii) Second Division, if he/she has obtained 50% or more of the aggregate number of marks but less than 60%

Provided that deficiency upto 1% marks in the aggregate number of marks required for first or second division shall be condoned for purpose of placing a candidate in the first or second division, as the case may be.

50. In case of any Discrepancy with regard to the admission of any candidate coming to the notice and knowledge of the University, which is outside the purview of the Statutes governing admissions to the MBA course, the University reserves the right to cancel the admission of such a candidate at any stage and such a candidate shall be precluded from pleading equity later on.

The University also reserves the right to take disciplinary action against any defaulting Institute violating the statutory norms of the University governing admission of candidate to the course.

51. All legal disputes relating to MBA programme shall be subject to the jurisdiction of Jammu only.

Calculation of Marks for Academic Record

Max. Marks:10

Academic Record shall be determined on the basis of performance in the following examinations:

a).	10 th , 11 th or 12 th Class examination whichever is most advantageous to the candidate	-5 marks
b).	Qualifying examination	-5 marks
Total		-10 mark

The calculation of the marks for Academic Record shall be as under:

Examination Passed	Percentage of marks obtained				
	50% to 60%	upto65%	upto70%	upto75%	Above75
a). 10 th , 11 th or 12 th	01	02	03	04	05
b). Qualifying Examination	01	02	03	04	05

Explanation:

- i). Credit shall be given for the examination in which the candidate has secured the highest marks provided the examination is conducted by a Board/University.
- ii).
 - a). For the Candidates who have passed the final examination of the Bachelor's Degree, aggregate marks of all the years/ Semesters obtained by them shall be taken into account for the purposes of evaluation as above.
 - b). For the candidates who have not passed the final examination at the time of Application /Group Discussion and Personal interview, marks obtained by them in all the University Examination prior to the final year/semester examination shall be taken into account for the purpose of evaluation as above.

LIST OF GAMES / SPORTS WHICH THE UNIVERSITY RECOGNISES/PARTICIPATES IN AT VARIOUS LEVELS

S.No.	Games (Men Section)	S.No.	Games (Women Section)
1.	Wrestling	1.	Wrestling
2.	Cross Country	2.	Cross Country
3.	Swimming	3.	Swimming
4.	Judo	4.	Judo
5.	Kho-Kho	5.	Kho-Kho
6.	Football	6.	Football
7.	Kabaddi	7.	Kabaddi
8.	Table Tennis	8.	Table Tennis
9.	Handball	9.	Handball
10.	Cricket	10.	Cricket
11.	Boxing	11.	Boxing
12.	Volleyball	12.	Volleyball
13.	Basketball	13.	Basketball
14.	Weight Lifting	14.	Weight Lifting
15.	Hockey	15.	Hockey
16.	Tennis	16.	Tennis
17.	Yoga	17.	Yoga
18.	Chess	18.	Chess
19.	Badminton	19.	Badminton
20.	Athletics	20.	Athletics
21.	Cycling	21.	Cycling
22.	Power Lifting & Weight Lifting	22.	Power Lifting & Weight Lifting
23.	Rowing	23.	Rowing
24.	Squash Rackets		
25.	Ball- Badminton	24.	Ball- Badminton
26.	Soft Ball	25.	Soft Ball
27.	Shooting	26.	Shooting
28.	Canoeing & Kayaking	27.	Canoeing & Kayaking
29.	Archery	28.	Archery
30.	Koraf Ball	29.	Koraf Ball
31.	Yatching	30.	Yatching
32.	Gymnastics	31.	Gymnastics
33.	Fencing	32.	Fencing
	(ARTISTIC)		(ARTISTIC)
a).	Floor Exercises	a).	Floor Exercises
b).	Horizontal Bar	b).	Uneven Bars
c).	Parallel Bar	c).	Beam- Balances
d).	Roman Rings	d).	Vaulting Horse
e).	Vaulting Horse		
f).	Pommel Horse		
			RHYTHMIC
		a).	Ball
		b).	Club
		c).	Hoop
		d).	Ribbon
		e).	Rope

FORM OF RESERVED CATEGORY CERTIFICATE

AFFIDAVIT

- (A). 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 event of this having been proved otherwise, my
admission shall stand automatically cancelled, besides any other action may be taken against me
under law for my civil or criminal liability.
- (B). I further hereby solemnly declare that I was not involved in any criminal / anti social activities during
this period.

DEPONENT

FORM OF SCHEDULE 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 recognised as Scheduled Caste under the Constitution / Jammu &
Kashmir Scheduled Caste Order. 1956

SIGNATURES.....
DESIGNATION.....
(with seal of the officer)
(Competent authority for issuing of Certificate is
Revenue Officer not below the rank of a Tehsildar)

FORM OF SCHEDULE TRIBE CERTIFICATE

This is to certify that Son/ Daughter of of Village/
Town..... District / Division of the State
..... belongs to the Tribe which is recognised as Sched-
uled Tribe under the Constitution / Jammu & Kashmir Scheduled Tribes Order. 1989 as amended from time
to time.

SIGNATURES.....
DESIGNATION.....
(with seal of the officer)
(Competent authority for issuing of Certificate is
Revenue Officer not below the rank of a Tehsildar)

CERTIFICATE OF BEING A MEMBER OF THE SOCIALLY AND EDUCATIONALLY BACKWARD CLASS

S

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 Class
- ii). Resident of area adjoining Line of Actual Control
- iii). Weak and Under privileged class (Social Caste)

This is to certified that the said Mr. / Ms. / Mrs.(on behalf of applicant) has
submitted his/her application for grant of this certificate to this office on and the
certificate has been delivered to his / her under my hand and seal today o the

SIGNATURES.....

DESIGNATION.....

Name in Block letters of

Authorized Officer.....

(with seal)

(Competent authority for issuing of Certificate is

Revenue Officer not below the rank of a Tehsildar

Date.....

No certificate other than the competitive authority shall be entertained/considered

CERTIFICATE OF BEING CHILD OF DEFENCE PERSONNEL

This is to certify that Mr. / Ms. / Mrs. is a Son / Daughter of
..... serving / has served as member of Army / Navy / Air Force.

Authorized Officer
(with Seal)

Date.....

*(Competent authority for issuing of this certificate is the Authorized Officer of the Zila Sainik Board/ Commanding Officer of the Unit where serving / served)

CERTIFICATE OF BEING AN EX-SERVICEMAN

This is to certify that Mr. / Ms. / Mrs. / Son / Daughter of R/o Village / Mohalla Tehsil.....District is an ex-serviceman of the Force and has been honorably discharged from the service of the said Force on

Signature of the Authorized officer
(with Seal)

Date.....

*(Competent authority for issuing of this certificate is the Authorized Officer of the Zila Sainik Board/ Commanding Officer of the Unit where serving / served)

No certificate other than the competitive authority shall be entertained/considered

References

1. University Council Resolution No. 67.47 dated 25-02-2008
2. University Council Resolution No. 68.21 dated 27-03-2009

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CHAPTER LII

STATUTES GOVERNING THE MASTER'S DEGREE PROGRAMME IN COMPUTER APPLICATIONS (MCA) ¹

1. There shall be a Master's Degree Programme in Computer Applications, hereinafter referred to as MCA , in the Faculty of Science of the University.
2. The MCA course shall be of the duration of three academic years. Each academic year shall comprise two semesters.

3. ELIGIBILITY CONDITIONS

“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.”⁴

4. The number of seats in MCA shall be determined every year before the commencement of the admission process by the Head of the Department of Computer Science with the prior approval of the Dean Academic Affairs.

Distribution of seats shall be as follows :-

(i) Open Merit Category :

70% of the total seats (normally available) shall be filled on the basis of open merit (hereinafter referred to as Open Merit Category); the number of seats for candidates from Universities other than the University of Jammu shall, in no case, exceed half of these seats.

(ii) Reserved Categories :

Remaining 30% seats shall be filled up from among the candidates belonging to the reserved categories i to vii as per Statute 13-A and in the manner as envisaged in the relevant provisions of these Statutes.

5. a) All candidates (including those belonging to categories identified in Statute 13- A) seeking admission to MCA shall be required to appear in a written Entrance Test to be designed and conducted by the Department of Computer Science of the University either itself or through an Agency approved by the Vice-Chancellor. The date-sheet, Model Test paper, syllabus and other details regarding the Written Entrance Test shall be notified in the Bulletin of Information to be supplied alongwith the Application Form.
- b) Admission of candidates under the open merit category and reserved categories i, iv, v, vi, vii and viii, as identified in Statute 13-A , shall be made on the basis of merit in the Written Entrance Test of 100 marks.

The seats for Universities other than University of Jammu will be filled strictly in order of merit obtained at the Entrance Test provided that no candidate from other University shall be admitted whose merit is lower than merit of candidates

last admitted in open merit category of applicants who have graduated from Jammu University. This , however, shall not be applicable to candidates considered under viii (f)

- c) a candidate seeking admission under the reserved categories (ii) or (iii) , as identified in Statute 13-A, shall receive consideration under Statute 13-C, if he—
 - i) possesses Bachelor’s Degree of 10+2+3 pattern in any discipline with atleast 50% of the aggregate marks as per Statute—3 ;
 - ii) has not already availed of this concession for admission to any course in the Teaching Department of the University as per Statute 13-B. Admission of such candidates shall be made on the basis of merit determined in accordance with statute 13-C.
6. Notwithstanding anything contained in Statute 3, a candidate appearing the Final year of the qualifying examination in April/May immediately preceding the academic session and expecting to fulfill the statutory requirement of at least 50% of the aggregate marks in the Bachelor’s Degree (40% in the case of candidates belonging to Scheduled castes) can also apply and appear in the Written Entrance Test.

Such a candidate shall, however, be considered for admission to MCA, only if he furnishes documentary evidence in support of his having passed the qualifying examination in full with the requisite percentage of aggregate marks on or before 1st August, or such other date as may be approved by the Dean Academic Affairs; failing which his candidature shall automatically stand cancelled and the seat thus becoming available shall be filled in accordance with the Statutes.
7. Admission of all candidates to MCA shall be made by the Admission Committee of the Department of Computer Science in accordance with the procedure laid down in these Statutes. The Admission Committee shall consist of :-
 - a) Dean, Faculty of Science
 - b) Head of the Department of Computer Science and
 - c) Three teachers of the department nominated by the Dean Academic Affairs in consultation with the Head of the Department of Computer Science.

Majority of the members shall form the quorum for the meetings.
8. The Head of the Department of Computer Science shall look after all admission arrangements including issue of admission notice, receipt of admission forms, conduct of Written Entrance Test, preparation of Merit lists, display of the lists of selected candidates, etc. on the Notice Board of the Department.
9. Applications for admission to MCA shall be invited through notification published in at least one local and one National Daily, as approved by the Dean Academic Affairs. Application forms shall be available for sale in the office of the Department of Computer Science during such period as may be notified by the Head of the Department of Computer Science, keeping in view the Statutory provisions.
10. Every candidate seeking admission to MCA shall be required to pay such Application fee (Non-refundable) as may be determined by the University from time to time. All remittances shall be made through Bank Draft drawn in favour of the Head of the Department of

Computer Science, University of Jammu, Jammu-180006 or through cash at the counter of the Department.

11. a) Application forms prescribed by the Department of Computer Science, complete in all respects, and accompanied by the attested photo copies of the certificates specified therein must reach the Head of the Department of Computer Science within the dates notified by the University for the purpose. The Head of the Department of Computer Science may, however, authorize entertainment of an application form for admission to MCA upto maximum of three days after the expiry of the last date, on payment of such late fee, as may be notified from time to time.
- b) An applicant who seeks admission under reserved category must attach with Application Form an attested photo copy 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 Service Personnel/Ex-Servicemen, Area adjoining the Actual Line of Control, Backward Area, Scheduled Tribes or 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 photo copy shall be accepted after the expiry of the date prescribed for submission of Application Forms for admission with late fee.

- 13 Merit lists of the candidates based on performance in entrance test shall be prepared Category-wise i.e. separately for Open Merit Category and each reserved categories identified in Statute 13-A (except in categories of Sports, N.C.C, N.S.S and Cultural & Literary Activities where merit list shall be prepared in accordance with statute 13-C).

13-A. Breakup of 30% seats reserved for different categories shall be as under :-

i) Scheduled Castes		8%
ii) (a) Outstanding sportsmen	4%	6%
(b) Persons who have excelled in cultural / Literary Activities.	2%	
iii) (a) Persons who have participated with distinction in NCC activities	2%	4%
(b) Persons who have participated with distinction in NSS activities	2%	

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 :

Provided that any seat lying vacant under a sub- category can be converted into the other sub- category within the same category subject to the condition that total percentage of seats does not exceed 6% in the case of category (ii) and 4% in the case of category (iii).

iv) Defence service personnel including Ex-servicemen and their children who are permanent residents of the State and have had a satisfactory service record.	2%	
v) Candidates belonging to the areas adjoining the Actual Line of Control.	2%	
vi)(a) Candidates belonging to backward area including Leh and Kargil. (At least one seat in MCA will be provided out of this category for candidates belonging to Leh/Kargil).	3%	6%
(b) Scheduled Tribes (Gujjars and Bakerwals)	3%	

list prepared in respect of candidates belonging to other Universities. This is transitory clause to be reviewed periodically.

NOTE:-

- 1) Selection of candidates for admission shall be based on inter-se-merit of the applicants under each category mentioned at viii(a) , (b) , (c) , (d) , (e) or (f) provided the requisite certificates/ documents are submitted before the expiry of the date prescribed for submission of Application Forms for admission with late fee.
 - 2) Seats filled under Statute 13-A (viii) (a) , (b) , (c) , (d) and (e) shall be considered as additional seats over and above the normal number of seats available in the course.
 - 3) Certificate of an orthopaedic handicapped will be considered only if it is issued by the Head of the Department of Orthopaedics of a recognized Medical Institution.
 - 4) The Vice-Chancellor may, if he so desires, seek advice of a Committee to be appointed by him in the matter of admission of orthopaedically handicapped student under category viii(a)
- B. Only such candidates shall be eligible for consideration under category i to viii identified in Statute 13-A as have not already availed of this concession for admission to any course in the Teaching Department of the University.
- C. SCHEDULE FOR CALCULATION OF MARKS FOR PARTICIPATION IN SPORTS/N.C.C/N.S.S/ CULTURAL AND LITERARY ACTIVITIES TO BE DETERMINED ON THE BASIS OF PERFORMANCE IN THE RESPECTIVE ACTIVITIES DURING THE TENURE OF THEIR BACHELOR'S DEGREE COURSE OR ANY OTHER COURSE RECOGNISED AS EQUIVALENT THERETO.

S. No.	Participation	Max. Marks; 40 Marks Per event/ camp/course/participation
I	Sports	Marks
	1. "Represented the country in any recognized event.	9
	2. Creation of new record in National or recognized All India Competition.	8
	OR	
	Meritorious performance in National or All India Competition recognized by All India Sports Federation/Board:	
	1st 8.0 marks	
	2nd 7.5 marks	
	3 rd 7.0 marks	
	3. Member of combined Universities Team.	7
	OR	
	Participation in All India Coaching Camps for representing India in International events/combined University Coaching camps.	
	OR	
	Participation in North Zone Team for the Inter- Zonal Competition.	
	4. Having participated and secured any of the first three positions in a team/individual event in the North-Zone competition organized by recognized Federation/A.I.U.	6
	1st position 6.0 marks	
	2nd position 5.5 marks	
	3rd position 5.0 marks	
	5. Having represented the State in Senior National.	4
	OR	
	The team qualifies for All India Inter-Zonal University competition.	
	6. Having represented the University in the Inter-University Competition.	4
	7. Having represented the State in Junior National/All India Competition organized by recognized agencies.	2
	OR	
	Having secured any of the first three positions in the Inter-Collegiate Competition organized by University.	
	1st position 2.0 marks	
	2nd position 1.5 marks	
	3rd position 1.0 mark	

NOTE:

1. A candidate applying for admission against the seat(s) reserved for sportsmen must have represented the University of Jammu in the Inter-University Sports in a concerned event during the tenure of the course leading to the qualifying examination on the basis of which he is applying for admission to the University Department . Therefore, such a candidate whose performance in sports does not pertain to the tenure of course of the qualifying examination shall not be eligible for consideration under this category.
2. In case the University cancels the participation of a team , duly selected by the University Selection Committee, in an Inter-varsity Competition due to unavoidable circumstances, the players selected will be considered eligible for admission under Sports category.
3. Such candidates will be eligible for consideration against seats reserved for category ii(a) (Sportsmen) of Statute 13-A as are still eligible to play in the Inter-University Competition according to the rules laid down by the Association of Indian Universities.

II. NATIONAL CADET CORPS

	Marks
1. Having attended NCC Youth Exchange Programme in foreign countries.	10
2. Having received Defence Secretary's/ DG's commendation Card/Medal.	7
3. a/ Having attended and adjudged best cadet at RD Camp	6
b/ Having received Governor's Medal	6
c/ Having attend RD Camp	6
d/ Having donated blood in a Camp organized by the NCC authorities (One mark for each donation with a certificate duly certified by the Blood Bank of a Medical College will have to be furnished).	6
4. (a) Having passed 'C' certificate with A Grade 5.0 marks B Grade 4.5 marks C grade 4.0 marks	5
(b) Having attended any All India Mountaineering/ State Level organized DG, NCC	5
(c) Having received Commendation/ Appreciation letter from Dy. DG, NCC J&K State	5
(d) Having received any Medal of Duke of Edinburg Award.	5
(e) Having secured 1st, 2nd, or 3rd position in an individual event at RD Camp Delhi 1st Position 5.0 marks 2nd Position 4.5 marks 3rd Position 4.0 marks	5
5. (a) Having attended Para Training Course at Agra.	4
(b) Having been adjudged the best Cadet/received 1st , 2nd , or 3rd position in All India Camps 1st Position 4.0 marks 2nd Position 3.5 marks 3rd Position3.0 marks	4
6. Having attended the following All India Camps of not less than 10 days duration organized by the NCC authorities :-	3
a/ Advance Leadership Course	
b/ Army Attachment Training Camp.	
c/ State Level Expedition	
d/ All India Trek	
e/ Advance Mountaineering Course	
f/ National Integration Camp	
g/ Basic Leadership Course	

h/	Skiing Snow/Water Sports course	
i/	Having passed 'B' Certificate with :	
	A Grading	3.0 marks
	B Grading	2.5 marks
	C Grading	2.0 marks
7.	Having received 1st , 2nd , or 3rd position in Inter-Collegiate Competition conducted by the University through NCC	3
	1st Position	3.0 marks
	2nd Position	2.5 marks
	3rd Position	2.0 marks
8.	Having attended ATC not less than 10 days.	2
III.	NATIONAL SERVICE SCHEME:	Marks
1.	Having attended International NSS Youth Exchange Programme.	10
2.	(a) Having attended and adjudged best boy at RD Camp.	7
	(b) Having received Governor's Medal	7
	(c) Having attended RD Camp	7
	(d) Having received certificate for rendering 120 hours Social Service continuously for two years.	7
NOTE:	(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 certificates and verified by considered NSS Programme Officer, Principal/Chairman, alongwith evidentiary documents shall be submitted to the N.S.S. Co-ordinator and such certificate shall be issued by Chairman, NSS Advisory Committee/Vice-Chancellor subject to report of CO-ordinator)	
3.	Having donated blood through NSS Unit of University/College. (One mark of each donation with a certificate duly certified by the Blood Bank of a Medical College will have to be furnished).	6
4.	(i) Having attended the Inter-College NSS Leadership Training Camp organized by the University for a duration of 10 days.	6
	(ii) Having received Education Secretary's commendation card/Gold Medal.	
5.	(i) Having been adjudged best volunteer/ received 1st , 2nd , or 3rd position in All India Camp.	4
	1st Position	4.0 marks
	2nd Position	3.5 marks
	3rd Position	3.0 marks
	(ii) Having attended the following all India Camps:	4
	(a) National Integration Camp	4
	(b) All India Camp/Youth Camp etc. organized by the Govt. of India/ State Govt.	4
6.	Having attended NSS Camp organized by the College for not less than 10 days.	3
7.	(a) Having received 1st , 2nd , or 3rd position in an Individual event organized by the University.	2
	1st Position	2.0 marks
	2nd Position	1.5 marks
	3rd Position	1.0 mark

- (b) Having received 1st , 2nd , or 3rd position in Inter-Collegiate NSS Competition conducted by the University . 2
 1st Position 2.0 marks
 2nd Position1.5 marks
 3rd Position 1.0 mark
- (c) Participation in a Two/three days training workshop/course on Youth leadership training on any relevant socio issues to be organized by the Office of the Programme Co-ordinator, NSS/State/ Govt.of India. 2
8. Participation in all Camps/Courses of not less than 10 days organized by Semi-Govt./University/Social organization as a member of the NSS Unit of the University/College with prior permission of the NSS Co-ordinator to be given on the recommendations of NSS Programme Officer of the concerned Unit and recommended and forwarded by the Principal / Chairman, NSS Unit of institution. Such permission must be sought seven days before the commencement of the above mentioned camp/course. 2

IV. CULTURAL & LITERARY ACTIVITIES

	Marks
1. Having secured 1st , 2nd , or 3rd position in a Team/individual event in National competition, organized by the Association of Indian Universities/ any recognized Indian University, StateGovt./Central Govt. 1st Position 11 marks 2nd Position10 marks 3rd Position 9 marks	11
2. Participation in a National Competition organized by the Association of Indian Universities/any recognized Indian University/State Govt./ Central Govt. (Participation should be as a member of the University/State team).	9
3. Having secured 1st , 2nd , or 3rd position as member of University team/individual event in an Inter-University Competition. 1st Position 8 marks 2nd Position7 marks 3rd Position 6 marks	8
4. Having secured 1st , 2nd , or 3rd position in a team/individual event in a competition organized by the Directorate of Youth Welfare, University of Jammu. 1st Position 6 marks 2nd Position 5 marks 3rd Position 4 marks	6
5. Having secured 1st , 2nd , or 3rd position as a member of the University team or a team of a college affiliated to the University of Jammu in a competition, organized by the J&K Academy of Art, Culture and Languages. 1st Position 4 marks 2nd Position 3 marks 3rd Position 2 marks	4

6. Approved Music/Drama Artist of AIR(Primary Service)/ Doordarshan Kendra, as certified by the Directorate, Radio Kashmir Jammu and/ or equivalent approved Radio Station/ Doordarshan Kendra having secured certificate of merit in a team/individual event in a competition organized by the Directorate of Youth Welfare, University of Jammu.

2

NOTE:

1. Cultural / Literary Activities will include Painting, Sketching, Poster- making, Cartooning, Collage, Clay Modelling, Rangoli, Debate, Elocution, Poetry Recitation, Quiz, Light Vocal, Classical Vocal, Western Vocal, Western Group Song, Classical Instrumental (Percussion), Classical Instrumental (Non-Percussion), Group Song.(Indian), Classical Dance, Group Dance, Mime, Short Story, Photography, Skit, One Act Play and Essay competition organized by the Directorate of Youth Welfare, University of Jammu, Jammu. The certificate issued by the competent authorities under Statute IV (1 to 6) shall be only entertained for admission under category of "Cultural and Literary Activities." Such activities, if carried out by any organization/ department of the University/ affiliated College, Social, Cultural and Literary organization/ Clubs shall not be considered
- 2.(a) Concerned Department/ State bodies/ Organisation shall have to provide a list of the prize winners/participants in all such above said activities IV (1 to 6) and Note (1) to the Director Youth Welfare, University of Jammu, Jammu within a month from the date of completion of competition failing which the candidate though otherwise eligible shall forfeit his candidature and claim under this category.
- (b) Such candidate will be eligible for consideration against seats reserved for category (ii) (b) Cultural and Literary Activities of Statute 13-A as are eligible to participate in the Zonal and National Cultural Competitions according to the rules of Association of Indian Universities, i.e. not more than twenty five years of age on 1st September of the academic year in which admission is sought.
3. Notwithstanding anything contained in statutes 13-C any subsequent change in the corresponding statute 16-D governing general admission (other than Diploma in Criminology and Police Science, MCA, MBA, Environmental Sciences, M.Phil and Research Degree Programmes) shall be applicable here."²
- D "Separate marks for participation in each course/camp/event/activity as mentioned in 13-C , I, II, III and IV shall be awarded. The selection of the candidate in categories (ii) and (iii) shall be made on the basis of performance in the respective categories as per schedule given in Statute 13-C and performance in the Entrance Test. 80% weightage shall be assigned to the marks obtained in the respective category and 20% weightage to the marks obtained in the Entrance Test. The final score of the candidate shall be determined by making use of combination of above weightage".²
- E If any seat remains unfilled from the quota of reserved categories (i) to (vii) indicated in Statute 13-A the same will be filled on the basis of merit under Open Merit category.

NOTE:

The clause 5(c) is subject to review for consideration according to national policy in case of candidates seeking admission under the reserved category (ii) or (iii) as identified in statute 13-A.

- 14 a) In case two or more candidates falling under Open Merit Category or reserved categories i, iv, v, vi, vii and viii (as identified in Statute 13-A) score the same number of marks in the written Entrance Test, their inter-se-merit shall be

determined on the basis of higher percentage of marks in the qualifying examination.

- b) "In case two or three candidates falling under reserved categories (ii) or (iii) (as indicated in Statute 13-A) have same final score in terms of Statute 13-D, their inter-semester shall be determined on the basis of higher score in the respective category of the candidate".²
15. a) "Names of candidates selected for admission shall be notified from time to time on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also send intimation to the selected candidates under postal certificate. Therefore, the responsibility arising out of non-delivery/delay of such intimation shall not lie with the University. The candidates, in their own interest, are advised to keep in touch with the Department of Computer Science and comply with instructions issued by the Head of the Department from time to time, through Admission Notices. The selection may be cancelled and no complaint will be entertained in case of non-compliance of instruction(s) issued through such Admission Notices.
- b) Under no circumstances seats lying vacant in the department on the last prescribed date for completion of admission be filled up by the HOD/Admission Committee violating the open merit. Only such candidates will be offered seats who are immediately next in the merit. This will be applicable to all categories. All vacant seats are required to be referred to the Appellate Committee for consideration.
- Last date for formal closure of admission shall be one month after the Appellate Committee meeting is held".²
16. Admission fee and other charges payable by each student shall be such as may be approved by the Vice-Chancellor from time to time.
17. There shall be a committee consisting of the following to interpret the Admission Statute:-
- i) Dean Academic Affairs (Chairman);
 - ii) Dean, Faculty of Science;
 - iii) Dean, Faculty of Law;
 - iv) Head of the Department of Computer Science ;
 - v) Registrar;
 - vi) One teacher of the Department to be nominated by Dean Academic Affairs;and
 - vii) Assistant Registrar (Academic affairs)- Secretary.
- Majority of the members shall form the quorum for the meetings.
18. Notwithstanding anything contained above, a candidate, who has any grievance regarding application of Statutes governing admission, shall have the right to file an appeal in the prescribed proforma on payment of fee prescribed for this purpose latest by the 2nd of September each year or such other date as may be notified by the University for the purpose. Such an appeal shall be considered by the Appellate committee. It shall be obligatory for the appealing candidate to appear in person before the Appellate committee, if called upon to do so. The Appellate committee shall comprise the following:
- i) The Vice-Chancellor (Chairman)
 - ii) Dean Academic Affairs

- iii) Deans of Faculties(Campus only)
- iv) The Head of the Department of Computer Science
- v) Convener, Board of Studies in Computer Science

The decision of the Appellate Committee shall be final. Majority of the members shall form the quorum for the meetings.

19. a) A person in employment or self-employment or engaged in a business or profession is not eligible for admission to MCA. Such a person may, however, be considered for admission, provided-
- i) in the case of a person in employment , he produces a certificate from his Employer that the Employer has no objection to his employee's pursuing MCA in the University and the employee is on authorized leave for the purpose;
 - ii) in the case of self-employed person or a person engaged in a business or a profession, the person gives an undertaking in writing that he will devote his whole time for studies as a student during the period he remains on rolls of the Department of Computer science for MCA and he shall not engage in any business or profession or avocation during this period or engage in any activity which in the opinion of the Head of the Department is likely to interfere with his studies in the University.

All such cases will be examined by the Admission Committee which shall make appropriate recommendations to the Dean Academic Affairs.

- b) The Admission Committee with approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate who:-
- i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department , suppresses/ conceals any relevant information , provides information in his application which is found incorrect or produces a certificate which is not genuine; or
 - ii) fails to pay the fees and /or charges within the time prescribed by the Head of the Department; or
 - iii) violates provisions of Statute 19(a).
- c) The Head of the Department of Computer Science shall be competent to cancel admission of a student to MCA if he remains absent, without permission of the Head of the Department, for a period of one month continuously after an opportunity has been given to him to explain as to why such an action be not taken against him.
20. A person, so long as he is a student of MCA, shall not be eligible to attend any other course of instruction or appear in any other examination of University.

Provided that a candidate , who has been placed under re-appear category in one course only 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 the class work of the MCA 1st semester but could not do so on account of delay in the conduct of the said examination for reasons beyond his control, shall be eligible to appear in that examination even after he has been admitted to MCA.
21. Students who have passed the qualifying examination from an institution other than University of Jammu shall be required to submit the following documents within a period of one month from the date of admission to MCA:-
 - i) All qualification certificates, in original
 - ii) Migration certificate from the University last attended in accordance with relevant Statutes.
 - iii) Eligibility certificate issued by the University of Jammu.
 22. There shall be two examinations in an academic year, one at the end of each semester.
 23. The examination for the First, Third and Fifth semesters shall ordinarily be held in the month of December/January and for the Second, Fourth and Sixth semesters in the month of May/ June or on such other dates as may be approved by the Vice-Chancellor.
 24. The examination shall be held in accordance with the syllabi approved by the Academic Council.
 25. The medium of instruction and examination shall be English.
 26. First semester examination for the Master's Degree Programme in Computer Applications shall be open to a regular student who having attained the qualifications with the requisite percentage of marks as mentioned in Statute-3-
 - a) has been on the rolls of the Department for the prescribed period, immediately preceding the examination;
 - b) has been a person of good conduct and has performed the work of the class satisfactorily;
 - c) has attended not less than 75% of the lectures and seminars etc. (as per syllabus) in each course, conducted upto one week before the commencement of the examination.
 - d) submits the application on the prescribed form for admission to the examination in accordance with Statute 27.
 27. The Second, Third, Fourth, Fifth or Sixth semester examinations shall be open to a regular student who-
 - a/ has been on the rolls of the Department during the semester preceding the Second, Third, Fourth, Fifth or Sixth semester Examination, as the case may be:
 - b/ has been a person of good conduct and has performed the class work satisfactorily;
 - c/ has attended not less than 75% of the lectures, seminars, project work , etc. (as per syllabus) for each course, conducted upto one week before the commencement of examination.
 - d/ has passed the First, Second, Third, Fourth or Fifth semester Examination of the University, as the case may be, or is covered under Statutes relating to re-appear category.

e/ submits the application on the prescribed form for admission to the examination in accordance with Statute 27.

28. Application on the prescribed form for admission to each semester examination duly filled in and accompanied by the prescribed fee and the requisite certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the Vice-Chancellor.

Whenever the examination form/fee or both of a candidate is/are received in the University office after the last prescribed date, the candidate shall have to pay late fee as mentioned hereunder: ⁵

- | | | |
|----|--|-----------------|
| a) | For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.

28-A The amount of examination fee to be paid by each candidate shall be as under: ⁵

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

29. Notwithstanding anything contained in these Statutes, the University Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after inquiry, that such a candidate is not a fit person to be admitted thereto.

30. The Head of the Department may condone shortage in attendance of a student in a semester, for special reasons to be recorded in writing, upto 5 attendances in each course including practicals/project work.

31. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for the purpose of condoning deficiency in attendances incurred by him on account of such

participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:-

- i) State representation in the International/ All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.
 - ii) Participation in the Inter University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.
 - iii) Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.
 - iv) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the recognized Institutions.
 - v) Participation in the Coaching Camps/Rehearsal prior to participation as a member of state or University team in the National/ All India/ Inter-University Competitions.
 - vi) Participation in the Mountaineering /Hiking/Trekking/ Skiing/Rock Climbing or other such activities organized under the auspices of the state Govt. /University as a member of the Institution affiliated/recognized by the University.
32. (i) "A student who falls short of attendance in more than half the number of courses prescribed for the semester shall not be permitted to take the University examination in any of that course.
- (ii) A student who falls short of attendance in half or less than half of the total number of courses prescribed for the semester shall be permitted to take the semester examinations only in such courses in which he fulfils the attendance requirement.
- (iii) The course(s) in which a candidate falls short of attendance shall be repeated by him along with the next academic session. He shall have to earn fresh eligibility in all the remaining course(s) in which he did not earn eligibility earlier, to appear in the examination of such course(s).

EXPLANATION:-

- (i) In MCA, each theory course is of 4 credits and each practical course is of 8 credits. Since in first semester of MCA there are four theory courses and one practical course, the total number of credits are 24 and in all other five semesters there are five theory courses and one practical course, the total number of credits are 28. Half the number of courses for the semester having total credits 24 will be taken as 12 credits and half the number of courses for the semester having total credits 28 will again be taken as 12 credits not 14 credits (as it cannot be expressed in terms of courses).
- (ii) A candidate who falls short of attendance in more than half the number of courses in any semester shall have to apply for new admission/ enrolment in that semester in order to earn fresh eligibility to appear in the examination.

A candidate who falls short of attendance in half or less than half of the total number of courses in any semester and promoted to the next semester after fulfilling the conditions as laid down in Statute 40, shall have to repeat those courses alongwith the candidates of next academic session. The department will

make arrangement of extra classes for such students. Their names will be mentioned in R/R as repeater candidates”.³

33. A student who is detained on account of shortage of attendance in more than half the number of courses prescribed in the first semester shall be eligible, like other candidates to compete for fresh admission to first semester course subsequently in accordance with the procedure laid down in the Statutes . However, a student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third, fourth, fifth and sixth semester may be permitted to rejoin the second , third, fourth, fifth or sixth semester as the case may be , during the next academic session but will be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examinations.
34. a) 20% of the total marks in each theory paper and 50% of the total marks in each practical paper shall be reserved for internal assessment.
- b) Internal assessment shall be based on periodical tests, assignments, etc. The Head of the Department shall notify the detailed break-up of internal assessment at the beginning of each semester for information of the students.
35. The Head of the Department shall forward internal assessment marks awarded by the teacher concerned to the Controller of Examinations before commencement of the examination . The Head of the Department will preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of the result of the concerned semester examination by the University.
- Project reports shall be submitted to the Head of the Department at least ten days before the commencement of the examination. Project reports received after the prescribed dates shall not be accepted/entertained.
36. The internal assessment awards of the candidate who fails in the examination shall be carried forward to the subsequent examination.
37. i) The question papers for the University examination shall be set by the persons appointed out of the panel approved by the University. The teacher teaching a particular course shall send to the Controller of Examinations the guidelines along with a set of questions for consideration of a paper setter. The answer books will normally be evaluated by the paper setter. In case of non-availability or refusal of the paper setter, the answer books may be evaluated by an expert in the field to be appointed by the Vice-Chancellor in consultation with the Dean, Faculty of Science preferably out of the approved panel.
- ii) The title and course contents of the project shall be approved by the Convener, Board of Studies, when present. In his absence, Head of the Department shall approve the title and course contents of the project, and in absence of both the Convener and Head of the Department, seniormost teacher of the Department, in consultation with the teacher-supervisor of the project shall approve the title and course contents of the project. The candidate shall be required to submit three copies of his project. The external examiner shall evaluate the project out of 60% marks and the remaining 40% marks shall be allotted to Viva-Voce to be conducted jointly by the Internal Examiner (teacher-supervisor) and the External Examiner.

38. (i) The practical examination shall be conducted simultaneously by two examiners, one external (to be appointed from amongst teachers of the Universities, Technical Institutions Engineering colleges, persons from National Laboratories, Regional Computer Centres, renowned Public and Private Enterprises engaged in the work connected with the computer) and one internal from the department.

The external examiner shall be in charge of the practical examination and will decide the distribution of marks for various components of the examination in consultation with the internal examiner. In the case of any controversy, the opinion of the Head of the Department shall prevail.

- (ii) The remuneration for paper setting, evaluation of answer books and conduct of practical examinations etc. shall be the same as prescribed by the University for other Master's Degree Examinations.

39. (i) The minimum number of marks required to pass each theory paper and practical paper from semester-I to V shall be 40% (separately in the internal assessment and the University examination).

- (ii) The minimum number of marks required to pass Project Work in the VI semester examination shall be 50%.

- (iii) In case a student has failed to submit his project report by the date fixed by the Head of the Department or his work is found unsatisfactory, he may be asked to do more work in such manner as may be decided by the Head. The result of such student shall be announced separately.

Provided that a candidate who appears in the examination and fails in one or more than one course by a deficiency of not more than 1% of the maximum marks of the courses in which he appears shall be declared to have passed the examination by adding in each semester the required number of marks in the course(s) and/or aggregate to his best advantage.

40. "A candidate shall be admitted to MCA course in first, third, and fifth semester, as the case may be. The admission to the first semester will be governed by the relevant preceding statutes. The admission to third(fifth)semester shall be open to only those candidates who secured pass marks in at least half of the number of courses including practicals of first(third) semester in the University examination and in the internal assessment in all courses of second (fourth) semester. The candidates shall be enrolled in second, fourth and sixth semesters provided they secure pass marks in internal assessment in all the courses of respective preceding semester and who are otherwise found eligible under the statutes.

In any case, the candidate has to clear all the courses of MCA during the maximum period of three years to be calculated from the date he/she was scheduled to appear for the first time in the semester examination or the date he/she appeared first in the semester examination, as the case may be. Unless otherwise provided, he will have to appear in the course or courses according to the syllabus prescribed by the University for the semester examination in which he appears. Provided that the candidate who fails to qualify all the semester examinations in full within the prescribed time, may be allowed to avail of one more chance to qualify the backlog courses at the immediate next session after the expiry of statutory period.

In such cases, the marks obtained in sessional assessment in the course concerned shall be carried forward.

Provided that a candidate who fails to clear semester examination within the stipulated number of chances, may, if he/she so desires, apply to the Vice-Chancellor for grant of one MERCY CHANCE within a period of five years from the session he/she first appeared in the semester examination .If he/she again fails, he/she shall have to appear in the examination in the failed courses/substituted courses to fill up academic deficiencies as determined by the Convenor, Board of Studies. He/she shall not be required to earn fresh eligibility to appear in such semester examinations including practicals. He/she will have to appear according to the syllabus and courses of study in vogue. In all such cases the marks shall be raised proportionately in lieu of internal assessment. This provision shall also be applicable to other candidates appearing privately.

Notwithstanding anything contained above, a candidate who fails in the internal assessment even after availing of the chance under the provisions of relevant Statutes or does not avail of the chance under the said provision to be assessed again in internal assessment and has passed in the courses of all the semester examinations except in the internal assessment in any course(s) , shall be allowed to appear in the examination of the said course(s) at the subsequent examination of that semester when held by the University, as a private candidate according to the syllabi and courses of study in vogue In all such cases the marks of said course(s) shall be raised proportionately in lieu of the internal assessment.

41. A candidate who fails to secure pass marks in atleast half of the number of courses (including practicals) in first (third) semester in the University examination and is denied the admission to the third (fifth) semester as per Statute 40, has to re-appear in all the courses of that semester in which he had failed during the subsequent examinations. Depending upon the result of his/her subsequent examinations, he/she will again be considered for admission to that semester in which he/she was found ineligible for admission provided he/she fulfils the conditions as laid in Statute 40”.³
42. “A candidate, who having passed second or third or fourth or fifth semester examination, discontinues his studies, may be permitted to join the third or fourth or fifth or sixth semester, as the case may be, within two years of his passing the second, third , fourth or fifth semester examination, as the case may be. However, a candidate must pass the MCA examination within six years of the initial admission to the first semester of the course as a regular candidate”.³
43. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcrip shall indicate the marks obtained in internal assessment and semester examination separately in each course.
44. A candidate who has passed MCA examination from the University of Jammu and has been placed in the second division in the aggregate of all the semester examinations may be given one chance to improve his division within a period of five years of having passed MCA examination and for this purpose he may re-appear as a private candidate in the

consecutive examinations in any number of courses except Practicals and Project Courses. The credits already earned by the candidate in other courses in which he does not appear shall be carried forward.

The result of such a candidate shall be declared if he improves the division. Notwithstanding anything contained above, a candidate, who having passed MCA examination in second division with less than 55% of the aggregate marks from the University of Jammu, appears in the examination to improve the division but fails to do so, his result may also be declared provided he secures 55% of the aggregate marks or above.

Such a candidate shall have to return to the University the Master's Degree in Computer Applications (MCA) and marks certificates and manuscript of all the semester examinations, in original, if issued to him alongwith the permission-cum-admission form(s). The Degree and marks certificates shall be returned to him if he fails to improve his result under the above provisions

45. After a candidate has appeared and passed in all courses of study individually and has also secured the requisite percentage of aggregate marks in the First, Second, Third, Fourth, Fifth and Sixth Semester examinations separately in accordance with the Statutes, he/she shall be declared successful in the Master's Degree Course in Computer Applications (MCA) and shall be classified as under:-
- i) First Division with distinction, if he has obtained 75% or more of the aggregate number of marks in all the courses of six semesters;
 - ii) First Division, if he has obtained 60% or more but less than 75% of the aggregate number of marks;
 - iii) Second Division, if he has obtained 50% or more but less than 60% of the aggregate number of marks;

Provided that deficiency upto 1% of the aggregate number of marks required for first or second division shall be condoned for purpose of placing a candidate in the first or second division, as the case may be.

The merit and division of such candidates who are admitted directly to Third semester on the basis of PGDCA will be determined on the basis of their performance in Third, Fourth, Fifth and Sixth semesters of MCA examination by raising average total marks of these examinations proportionately to bring in tune with maximum marks for all the six semesters of MCA.

46. In the case of foreign students who have passed the qualifying examination from the University of Jammu or any other examination recognized by the University of Jammu as equivalent thereto, and wish to take admission in MCA may also be allowed admission on merit, provided the number of seats under this category shall not exceed 10% of the total number of seats available in the MCA course. These candidates shall be adjusted against the open merit category of seats earmarked for candidates of the Universities other than the University of Jammu, and shall be required to deposit such fee as may be prescribed by the University for them in foreign currency.
47. All legal disputes relating to MCA shall be subject to the jurisdiction of the Jammu Courts only.

References:

1. Notification (94/August/45) issued vide No. F.Acd/Statutes/94/9178-9252 dated 05-08-1994. U.C. Resolution No. 7 dated 25-07-1995.
2. University Council Resolution No. 14 dated 05-04-1999
3. University Council Resolution No. 7 dated 05-04-1999
4. University Council Resolution No. 20 dated 26-04-2000
5. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LIII

STATUTES GOVERNING MASTER OF EDUCATION (M.Ed.) PROGRAMME OF STUDY AND EXAMINATIONS (SEMESTER PATTERN) IN THE FACULTY OF BEHAVIOURAL SCIENCES

1. The courses of instruction for the M.Ed. Programme shall extend over a period of one academic year, divided in to two semesters.
2. 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, chapter XVI of Volume-I) can also be considered for admission.³
3. The mode, procedure and order of preference for selection of students to the M.Ed. Programme. fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University department shall be such as may be prescribed under Statutes or Regulations from time to time.
4. Admission of students to the M.Ed. Degree Programme will be made by the Department of Education of the University under the conditions and within the dates prescribed under Statutes.
5. No person shall be eligible for the award of the M.Ed. Degree unless he has passed not less than one academic year previously the B.Ed. examination of the University or an examination recognised as equivalent thereto by the University, has undergone a regular course of study in the courses prescribed for the M.Ed. Degree Programme in the department of the University for not less than two semesters (one academic year) and has earned at least the minimum credits in the manner prescribed under Statutes.

No person shall be admitted to a semester examination in the M.Ed. Degree Programme unless an interval of one half year (one semester) and one year (two semesters) has elapsed between his passing the B.Ed. examination or an equivalent examination and his appearance in the 1st and 2nd semester examination respectively of the M.Ed. Degree Programme.
6. Selection of courses/area of study for the M.Ed. Programme will be made by a student to make up credits in the manner provided in Statutes 15 and 16 of the Statutes out of the courses approved by the Academic Council for the purpose.
7. The nature, number, scope and content of course for the M.Ed. Degree Programme contact hours, the number of credits, allotment of marks for the semester examination and sessional work and the duration of examination of each course in a semester shall be as approved by the Academic Council on the recommendation of the Board of Studies and the Faculty of Behavioural Sciences.

NOTE:-

- i/ A 4-Credit course may have 76 marks for Semester examination and 24 marks for sessional assessment.

A 2-Credit course may carry 38 marks for Semester Examination and 12 marks for sessional assessment..

- ii/ The duration of examination in a course may be upto two and a half hours. The duration of viva-voce may be decided by the Board of Examiners appointed for the purpose or as may be directed by the Academic Council.⁵
- 8. Instruction in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions, etc. according to the need of each course as may be decided by the Board of Studies and the Faculty of Behavioural Sciences.
- 9. Continuous sessional assessment shall be a constituent part of the semester programme except dissertation and viva-voce. The weightage of marks to be given to semester examination and to the continuous sessional assessment in a course shall be in the ratio of 76:24. The sessional assessment shall be awarded and the record thereof shall be maintained in the manner prescribed by the Academic Council. There will be no sessional assessment for dissertation work and viva-voce.⁵
- 10. There shall be an examination called the semester examination at the end of each semester in the prescribed courses in the manner approved by the Academic Council. Examination for the 1st semester courses will be held ordinarily in the 1st/2nd week of December and examination for the 2nd semester courses will be held ordinarily in the 1st/2nd week of May every year or on such dates as may be approved by the Vice-Chancellor.
- 11. A semester examination for the M.Ed. Programme shall be open to the following categories of persons:-
 - (A) A regular student, i.e. a person who has undergone a regular course of study in the Department of Education of the University for the period specified for that course of study by having been on the rolls of the department immediately preceding the examination and submits his application on the prescribed form to the Controller of Examinations through the Head of the Department where he has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department.
 - i/ he has been a person of good conduct;
 - ii/ "he has attended not less than 75% of the lectures delivered including seminars/tutorials, etc. in each course offered by him in that semester."⁴
 - iii/ he has satisfactorily performed the work of the class;
 - iv/ he has paid the prescribed fees.

The application on the prescribed form duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose.
 - (B) An ex-student, i.e., a person who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having either failed to pass the semester examination in that course(s) or been unable to appear in the examination in that course(s) provided he appears

in the examination within the maximum period prescribed under Statutes and submits his application on the prescribed form alongwith the prescribed fees and certificates to reach the Controller of Examinations within the date fixed for this purpose.⁵

12. The Head of the University Department may condone shortages in attendance of a student in a semester for special reasons to be recorded in writing upto three lectures in each course separately. A student whose deficiency in lectures in a course is not condoned by the Head of the Department or is not condonable shall not be eligible to appear in the semester examination in that course.
13. Any student who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Head of the Department shall, for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period of not exceeding 15 working days in a semester:
 - (1) State representation in International/All India competitions organised by an agency recognised by the Board of Sports and Youth Welfare.
 - (2) Participation in the Inter-University competition held under the auspices of a University or any recognised institution as a member of the University team. .
 - (3) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the recognised institution;
 - (4) Participation in the Coaching Camps/ Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University competitions;
 - (5) Participation in the Mountaineering/Hiking/ Trekking/Skiing/Rock Climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University.
 - (6) Participation in the Inter College Competitions organised by the University as a member of the teams of participating Institutions.
14. Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
15. In order to be eligible for the M.Ed. degree, a student must accumulate at least 32 credits through semester courses provided by the University spread over to not less than two semesters.
16. In order to earn the credits for a course, a student must have -
 - a/ “attended not less than 75% of the lectures(including tutorials, seminars etc.) delivered in each course separately.”⁴
 - b/ obtained not less than 36% of the total marks reserved for sessional assessment in each course (except Dissertation where there is no sessional assessment) separately; and
 - c/ obtained not less than 36% of the total marks in each course separately and in dissertation including viva-voce.

17. A student who has earned the minimum credits in a course and dissertation including viva-voce in the manner provided in Statute 16 above shall be exempted from appearing in that course again.
18. A student who -
 - i/ does not fulfil the minimum requirement of attendance in lectures in a course; or
 - ii/ does not secure the minimum marks required to pass in the sessional assessment in a course will not be eligible to sit in the semester examination in that course. He will have either to repeat the course/courses when classes in that course/courses are held by the department or opt for a new course or courses in that or any other semester if facilities of Instruction are available and the courses in which he failed to fulfil requirement of attendance in lectures or in sessional work was not a compulsory, basic or a pre-requisite course. In all such matters final decision will be taken by the Head of the University Department of Education after consulting the adviser of the students in the department and keeping in view the statutory position.
19. The Head of the University Department of Education shall be competent to cancel admission of a student enrolled for the M.Ed. Programme in the department if -
 - i/ the student remains absent without permission of the Head of the Department of Education for a period of one month continuously; or
 - ii/ the student does not attend 50% or more of the total lectures delivered in the semester concerned;
after an opportunity has been given to him to explain as to why such an action be not taken against him.
20. A student who has completed the minimum attendance requirements in the 1st semester but has either failed to appear in the semester examination in that session or having appeared and failed to pass in any or all the courses prescribed for the semester, may be permitted to keep terms for the second semester.⁵
21. A student who has been on the rolls of the University Department of Education in the 1st Semester of the M.Ed. degree programme and earns eligibility to join the 2nd Semester of the Programme but fails to join the 2nd Semester when he was due to join or discontinues his studies for any reasons whatsoever after earning eligibility to join the 2nd Semester may be considered for admission to the 2nd Semester in a subsequent year if he submits application to this effect before the commencement of the 2nd Semester provided a seat and other facilities for the courses offered by the student are available in the Department of Education in the 2nd Semester and the student seeks admission within a period of two years from the date he discontinued his study. The final decision regarding admission of such a student shall be taken by the Head of the Department of Education.
22. Two copies of the dissertation will be submitted by the students of M.A. Education 4th Semester and M.Ed. 2nd Semester in the Office of the Controller of Examinations within 60 days from the last paper of concerned course. No further extension will be granted in this regard. ⁶

23. The dissertation shall be examined and viva-voce conducted by a Board of Examiners consisting of:-
- (a) Head of the University Department of Education; and
 - (b) two teachers of the University Department of Education nominated by the Head of the Department of Education by rotation every year.
24. "A candidate who completes the minimum attendance requirement but does not appear in the examination in that semester or, having appeared, fails in a course or courses in a semester examination may appear in the examination in such course or courses when it is held subsequently by the University within the maximum period of three years to be counted from the date he was scheduled to appear for the first time in the semester examination, or the date he appeared first in semester examination, as the case may be. Unless otherwise provided, he will have to appear in the course or courses according to the syllabus prescribed by the University for the semester examination in which he appears.
- Provided, that the candidate who fails to qualify all the semester examinations in full within the prescribed time may be allowed to avail of one more chance to qualify the backlog courses at the immediate next session after the expiry of statutory period . In such cases the marks obtained in sessional assessment in the course concerned shall be carried forward.
- Provided that a candidate who fails to clear a semester examination within the stipulated number of chances may, if he/she so desires, apply to the Vice-Chancellor for grant of one MERCY CHANCE within a period of five years from the session he/she first appeared in the semester examination. If he/she again fails he/she shall have to appear in the examination in failed course to fill up academic deficiencies as determined by the Convenor, Board of Studies. He/She shall not be required to earn fresh eligibility to appear in such semester examination . He/She will have to appear according to the syllabus and courses of study in vogue. In all such cases the marks shall be raised proportionately in lieu of internal assessment. The provision shall also be applicable to other candidates appearing privately".¹
25. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcript shall indicate marks obtained in sessional assessment as well as semester examination in each course.
26. After a candidate has appeared and passed in all courses of study offered by him in the first and second semesters and has earned at least the minimum credits, required in two semester Examinations in accordance with these Statutes, his result shall be assessed and he shall be declared successful in the Master's degree programme in the Faculty of Behavioural Sciences. He shall be awarded a degree stating the division in which he has passed in the following manner:-
- i) a candidate who has obtained 60% or more of the aggregate number of marks in all the courses of two semesters offered by him shall be placed in the first division;
 - ii) a candidate who has obtained 50% or more but less than 60% of the aggregate number of marks in all the courses of two semesters offered by him shall be placed in the second division;

- iii) a candidate who has obtained 36% marks or more but less than 50% of the aggregate number of marks in all the courses of two semesters offered by him shall be placed in the third division.⁵

27. The following shall be the rates of examination fees payable by each candidate appearing in a semester examination for the M.Ed. degree programme:

S.No.	Examination	Regular	Private
i)	“Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/- ^{“2}

28. Every candidate for a semester examination shall submit his application for appearance at each semester examination to the Controller of Examinations to reach him not later than the dates given below on the prescribed form accompanied by the prescribed fees and necessary certificates signed by the Head of the University Department of Education or the officer authorised under Statutes to attest and sign such forms:

Examination	Last date for receipt of forms and Fees in the University Office .
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For examination to be held in December 15 September .

For examination to be held in May 15 February

Whenever the application or fee or both of a candidate is/are received after the last date prescribed above, he shall also pay late fee as mentioned hereunder:

a)	For first count of 15 days delay after the last date prescribed for receipt of form/fee or both.	Rs. 90/-
b)	For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-	Rs. 150/-
c)	An additional late fee per day after the expiry of last date with late fee of Rs. 150/-	Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination”.²

29. No candidate who passes the M.Ed. programme after having been placed in re-appear category in any course or courses shall be entitled to a scholarship or a prize or a medal.

30. A person, so long as he is a student of M.Ed. programme, shall not be permitted 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 compartment or has to re-appear in one paper/subject only of an examination other than that of M.Ed., shall not fall under the purview of this Statute.

31. English shall be the medium of instruction/examination.
32. The Vice-Chancellor shall interpret and remove any difficulty arising in the application and implementation of these Statutes and shall decide forms and procedures for the same.
33. “(i) A candidate who has passed M.Ed. (semester pattern) Examination from the University of Jammu and has been placed in the second or third division in the aggregate of semester examination may be given Two chances to improve his / her division/performance within a period of 5 years of having passed the M.Ed. examination and for this purpose he may reappear as a private candidate in the consecutive annual examinations in the discipline in any number of courses prescribed for the M.Ed. The credits already earned by the candidate in other courses in which he does not appear shall be carried forward. Internal assessment of all the regular candidate who sit in the examination for improvement of division within a period of five years of having passed their M.Ed. examination be retained. The result of such a candidate shall be declared if he improves the division.

(ii) A candidate who has passed M.Ed. examination of the University of Jammu under the annual system (old scheme) and is placed in the 2nd or 3rd division may be given two chances to improve his division and for this purpose he may reappear as a private candidate in M.Ed. examination as under :

In all course units prescribed for the 1st Semester and the second semester examination in two consecutive annual sessions for each chance.

OR

In all course units prescribed for both the 1st Semester and the second semester examination simultaneously.

Marks already obtained by the candidate in the other parts in which he does not appear shall be carried forward. The result of such a candidate shall be declared only if he improves the division.

Such a candidate shall have to return to the University the M.Ed. Degree and marks transcripts in original, if issued to him, alongwith the permission-cum-admission form. The certificates will be returned to him, if he fails to improve the division.

iii) Notwithstanding anything contained above a candidate who having passed M.Ed. (Semester System), or annual system examinations in second division with less than 55% marks from the University of Jammu, appears in the examination to improve the division but fails to do so, his result may also be declared provided he secures 55% marks or above”.¹

References:

1. University Council Resolution No. 86 dated 21-06-2004
2. University Council Resolution No. 98 dated 21-06-2004
3. University Council Resolution No.18 dated 15-01-2001
4. University Council Resolution No. 24 dated 21-02-2003
5. University Council Resolution No.13 dated 2-1-1982.
6. University Council Resolution No. 40 dated 26-04-2000

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CHAPTER LIV

STATUTES GOVERNING MASTER'S DEGREE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE M.L.I.Sc (SEMESTER PATTERN)

1. The course of M.L.I.Sc. Programme shall extend over a period of one academic year divided into two semesters.
2. "For admission to M.L.I.Sc. course a candidate to be eligible, must have passed the qualifying B.L.I.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."⁹
3. The mode, procedure and order of preference for selection of students to the M.L.I.Sc. Degree Programme, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the Department of Library Science shall be such as may be prescribed under Statutes and Regulations from time to time.
4. Admission of students to the M.L.I.Sc will be made by the Department of Library & Information Science of the University, under the conditions and within the dates prescribed under Statutes.
5. M.L.I.Sc programme will be a full time regular course.
6. Eligibility of candidates for the M.L.I.Sc. degree will be governed by the Statutes 15 and 16.
7. The nature, number, scope and content of courses for the M.L.I.Sc. course, contact hours, the number of credits and the duration of examination for each course in a semester shall be approved by the Academic Council on the recommendations of Board of Studies and the Faculty of Social Sciences.
8. Instructions in each course shall be in the form of lectures, tutorials, seminars, problem session, case studies, group discussions, etc. according to the needs of each group as may be decided by the Board of Studies.
9. Continuous sessional assessment shall be the constituent part of the semester programme except for viva-voce, if any. The weightage of marks to be given to semester examination and to the continuous sessional assessment in each paper shall be in the ratio of 80:20. The sessional assessment shall be awarded and record thereof maintained in the manner prescribed by the Academic Council.
10. There shall be an examination called the semester examination at the end of each semester in the prescribed course in the manner approved by the Academic Council. Examination for the first and second semester course will be held on such dates as may be approved by the Vice-Chancellor.
11. A Semester examination for M.L.I.Sc. degree shall be open to the following categories of persons:
 - a) Regular student that is a person who has undergone a regular course of study in the Department of Library Science of the University for the period specified for that course of study by having been on the rolls of the department immediately preceding the examination and submits his/her application on the prescribed form

to the Controller of Examinations through the Head of the Department. where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department:

- i/ He/She has been a person of good conduct.
- ii/ "He/she attended not less than 75% of the lectures delivered including seminars/tutorials, etc. in each course."⁸
- iii/ He/She has obtained the minimum marks required for passing the sessional assessment in the semester courses in which he/she is appearing.
- iv/ He/She has satisfactorily performed the work of the Class.
- v) He/She paid the prescribed fee.

The application on the prescribed form duly filled in and accompanied by the prescribed fee and certificates must reach the Controller of Examinations not later than the date fixed for the purpose.

- (b) An ex-student i.e. a person who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having either failed to pass the examination in that course/courses or been unable to appear in the examination in that course/s provided he/she appears in the examination within the maximum period under Statutes and submits his/her application on the prescribed form alongwith prescribed fee and certificates to reach the Controller of Examinations within the date fixed for the purpose.
12. The Head of the Library Science Department may condone shortage in attendance of a student in a semester for special reasons to be recorded in writing up to three lectures in each course separately. A student whose deficiency in lectures in a course is not condoned by the Head of the Department or is not condonable shall not be eligible to appear in the semester examination in that course.
13. Any student who participates in games, cultural and other curricular activities as defined below, with the prior approval of the Head of the Department shall, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 15 working days in a semester.
- a/ State representation in International/All India Competitions organised by agencies recognized by the Board of Sports and Youth Welfare.
 - b/ Participation in the Inter-University competitions held under the auspices of a University or any other recognized institution as a member of the University team.
 - c/ Participation in the Inter-College Competitions organised by the University as a member of the teams of participating institutions.
 - d/ Participation in the N.C.C., N.S.S. and National Integration Samitis activities as a member of the recognized institutions.
 - e/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.
 - f/ Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock climbing or other

such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.

14. Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
15. In order to be eligible for the M.L.I.Sc. Degree, a student must accumulate at least 32 credits through semester courses provided by the University spread over to not less than two semesters.
16. In order to earn the credits for a course a student must have -
 - a/ "attended not less than 75% of the lectures including tutorials, seminars, etc. delivered in each course separately."⁸
 - b/ obtained not less than 40% of marks in each course (separately in the internal assessment and the University exam.) 40% marks in Viva-Voce, if any, and 50% in the aggregate of all the courses.

A candidate who appears in more than one paper but fails in one or more than one paper and/or aggregate in the University examination by a deficiency of not more than 1% of the maximum marks of the course(s) in which he/she appeared shall be deemed to have passed the examination by adding the required number of marks in the course(s) and/or aggregate to his/her best advantage.

Provided further that if the candidate appears in one course only and fails in the University examination by a deficiency of not more than two marks shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the course and/or aggregate.³
17. A student who has earned the minimum credits in a course including Viva-Voce if any in the manner provided in Statute-16 above shall be exempted from appearing in that course again.
18. A student who does not fulfil the minimum requirement of attendance in lectures in a course will not be eligible to sit in the semester examination in that course. He/she will have either to repeat the course when classes in that course are held by the Department or opt for a new course or courses in that or any other semester if facilities of instruction are available and the course in which he/she failed to fulfil the requirement of attendance in lectures in the sessional work was not a compulsory, basic or a pre-requisite course. In all such matters final decision will be taken by the Head of the Department of Library & Information Science after consulting the adviser of the students in the Department and keeping in view the statutory position.
19. The Head of the Department of Library & Information Science shall be competent to cancel admission of a student enrolled for the M.L.I.Sc. Degree in the Department, if-
 - i/ the student remains absent without permission of the Head of the Department for a period of one month continuously; or
 - ii/ the student does not attend 50% or more of the total lectures as delivered in the semester concerned after an opportunity has been given to him/her to explain as to why such an action be not taken against him/her.

20. A student who has completed the minimum attendance requirement in the 1st semester but has either failed to appear in the semester examination in that session or having appeared and failed to pass in any or all the courses prescribed for the semester may be permitted to keep terms for the second semester.
21. A student who has been on the rolls of the University Department of Library & Information Science in the 1st Semester of the M.L.I.Sc. Programme and earns eligibility to join the 2nd Semester when he/she was due to join or discontinues his/her studies for any reason whatsoever after earning eligibility to join the 2nd semester may be considered for admission to the 2nd semester in a subsequent year if he/she submits application to this effect before the commencement of the 2nd semester provided a seat and other facilities for the course offered by the students are available in the Department in the 2nd semester and the student seeks admission within a period of two years from the date he/she discontinued his/her studies.

The final decision regarding admission of such a student shall be taken by the Head of the Department of Library Science.

22. A transcript shall be issued to a student in respect of his/her performance in each semester after evaluation of semester examination is done. The transcript shall indicate marks obtained in sessional assessment as well as semester examination in each course.
23. After a candidate has appeared and passed in all courses of study offered by him/her in the 1st and 2nd semesters and has earned at least the minimum credits, required in two semester examinations in accordance with these Statutes, his/her result shall be assessed and he/ she shall be declared successful in the M.L.I.Sc. He/she shall be awarded a degree stating the division in which he/she has passed in the following manner:
- i/ A candidate who has obtained 60% or more of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the first division.
 - ii/ a candidate who has obtained 50% or more but less than 60% of the aggregate number of marks in all the courses of two semesters offered by him/her be placed in the 2nd division.
24. “The following shall be the rates of examination fees payable by each candidate appearing in a semester examination for the M.L.I.Sc. Programme or as may be prescribed from time to time.

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

25. Every candidate for a semester examination shall submit his/her application for appearance at each semester examination to the Controller of Examinations so as to reach him not later than the date notified in this behalf, on the prescribed form accompanied by the prescribed fees and necessary certificates by the Head of the Department of Library &

Information Science or the Officer authorised under Statutes to attest and sign such forms. Whenever the application or fee or both of candidate is/are received after-the last prescribed date as notified by the Controller of Examinations, he/she shall also pay late fee as mentioned hereunder :

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|----|---|-----------------|
| a) | “For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs.750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs.3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”⁷

26. A candidate who does not pass M.L.I.Sc. Programme within the prescribed period of one academic year consisting of two semesters shall, not be entitled to a scholarship or a prize or a medal.
27. A person so long as he/she is a student of M.L.I.Sc. Programme shall not be permitted to attend any other course of instruction or appear in any other subject, examination of the University.

Provided that a candidate who has been placed under compartment or has to re-appear in one paper/subject only of an examination other than that of M.L.I.Sc. programme shall not fall under the purview of this Statute.

28. English shall be medium of instruction/examination.
29. There will be an Educational Tour for M.L.I.Sc. students in second semester for a duration of at least one weeks. Every student is required to accompany the tour. If a student is unable to accompany the tour for the reasons beyond his control, he shall visit at least two Libraries outside the state before the declaration of his result and submit his report for evaluation, failing which his examination shall stand cancelled.⁴
30. i) A candidate who has passed M.L.I.Sc. (Semester Pattern) examination from the University of Jammu and has been placed in the second division in the aggregate of semester examinations may be given one chance to improve his division within a period of five years of having passed the M.L.I.Sc. examination and for this purpose he may re-appear as a private candidate in the consecutive annual examinations in any number of courses prescribed for the M.L.I.Sc. Programme. The credits already, earned by the candidate in other courses in which he does not appear shall be carried forward. The result of such a candidate shall be declared if he improves the division:

Notwithstanding anything contained above, a candidate, who having passed M.L.I.Sc. examination in second division with less than 55% marks from the University of Jammu, appears in the examination to improve the division but fails to do so, his result may also be declared provided he secures 55% marks or above.

Such a candidate shall have to return to the University the M.L.I.Sc. Degree and marks transcripts of all the semester examinations in original, if issued to him, alongwith the permission-cum-admission form/s. The certificates will be returned to him if he fails to improve his result under the above provision.

Transitory Provision

- (ii) A candidate who has already passed M.L.I.Sc. examination in the second division from the University of Jammu may be allowed to avail of the chance beyond the statutory period of five years, upto the examination of 1993 only, subject to fulfillment of other statutory requirements.⁵

References:

1. University Council Resolution No.42 dated 11-9-1984
2. University Council Resolution No.40 dated 24-7-1986
3. University Council Resolution No.34 dated 4-10-1990
4. University Council Resolution No.59 dated 15-12-1988
5. University Council Resolution No.40 dated 4-10-1990
6. Notification No.F.Acd/II/25/98/1882-1931 dated 25-6-1998
7. University Council Resolution No. 98 dated 21-06-2004
8. University Council Resolution No.24 dated 21-02-2003
9. University Council Resolution No. 20 dated 26-04-2000
10. University Council Resolution No. 67.24 dated 25-02-2008

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CHAPTER LIV-A

STATUTES GOVERNING ADMISSION TO MASTER'S DEGREE PROGRAMME IN ENVIRONMENTAL SCIENCES ¹

1. There shall be Master's Degree Programme in Environmental Sciences, hereinafter referred to as M.Sc. Course in the Faculty of Life Sciences of the University.
2. The M.Sc. Course shall be of the duration of two academic years. Each academic year shall comprise two semesters.
3. "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 an Entrance Test as per programme to be notified by the concerned Department".²
4. The number of seats in M.Sc. Course excluding sponsored seats, shall be as such may be determined by the Head of the Department of Environmental Sciences, with the prior approval of the Dean Academic Affairs.

Distribution of seats shall be as follows:-

i/ **Open Merit Category :**

Seats, other than the sponsored seats, shall be filled on the basis of open merit(hereinafter referred as Open Merit Category); the number of seats for candidates from Universities other than the University of Jammu shall, in no case exceed 10% of these seats.

ii/ **Reserved Category**

Seats, other than the sponsored seats, shall be filled up from among the candidates belonging to reserved categories listed at 9(i) to (vii) of Statutes 13-A and in the manner as envisaged in the relevant provisions of these statutes.

5. a/ All candidates (including those belonging to categories identified in Statute 13-A) seeking admission to M.Sc. Course shall be required to appear in a written Entrance Test to be designed and conducted by the Department of Environmental Sciences of the University either itself or through an Agency approved by the Vice-Chancellor. The date-sheet, Model Test Paper, syllabus and other details regarding the written Entrance Test shall be notified in the Bulletin of Information to be supplied alongwith the Application Form.
- b/ Seats will be allotted, on the basis of merit list prepared on the basis of marks obtained by the candidate in Entrance Test and previous qualifying examinations as given below :-

1.	Written Test	50 marks
2.	Marks obtained by the candidate In +2(12 th standard) examination to be proportionately reduced out of.....	20 marks

3. Marks obtained by the candidate in B.Sc.
or any other equivalent qualifying Examination
to be reduced out of..... 30 marks

Seats for candidates belonging to Universities other than the University of Jammu will be filled strictly in order of merit, provided they obtain minimum of 40% marks in the Entrance Test. No candidate from other Universities shall be admitted whose merit is lower than the merit of candidates last admitted in the open merit category, from among the applicants who have graduated from University of Jammu.

- c/ Admission of candidate under the open merit category and reserved category i, iv, v, vi, vii and viii, as identified in Statute 13-A, shall be made on the basis of merit determined indicated as in 5(b).
- d/ Candidates seeking admission under the reserved categories (ii) and (iii), identified in Statute 13-A, shall receive consideration under Statute 13-C, provided that they:
- i/ possess qualification laid in Statute 3.
 - ii/ have not already availed of this concession for admission to any course in the Teaching Departments of the University as per Statute 13-B.
6. Notwithstanding anything contained in Statute 3, a candidate appearing in the Final year of the qualifying examination in April/May immediately preceding the academic session and expecting to fulfil the statutory requirement of atleast 50% marks in the Bachelor's Degree(45% in the case of candidates belonging to SC/ST) can also apply and appear in the Written Entrance Test.
- Such candidate shall, however, be considered for admission to M.Sc. course only if he/she furnishes documentary evidence in support of his/her having passed the qualifying examination in full with the requisite percentage of aggregate marks on or before 1st August, or such other date as may be approved by the Dean Academic Affairs; failing which his candidature shall automatically stand cancelled and the seat thus becoming available shall be filled in accordance with the Statutes.
7. Admission of all candidates to M.Sc. Course shall be made by the Admission Committee of the Department of Environmental sciences, in accordance with the procedure laid down in these Statutes. The admission Committee shall consist of :-
- i/ Dean, Faculty of Life Sciences.
 - ii/ Head, Department of Environmental Sciences.
 - iii/ Three teachers of the Department of Environmental Sciences nominated by the Dean Academic Affairs in consultation with the Head of the Department of Environmental Sciences. Majority of the members shall form the quorum for the meetings.
8. The Head of the Department of Environmental Sciences shall look after all admission arrangements including issue of admission notice, receipt of admission forms, conduct of written Entrance Test, preparation of Merit lists, display of the lists of selected candidates, etc. on the Notice Board of the Department.
9. Applications for admission to M.Sc. course shall be invited through notification published in atleast one local and one National Daily, as approved by the Dean Academic Affairs.

	Provided that any seat lying vacant under a sub-category can be converted into the other sub-category within the same category subject to the condition that total percentage of seats does not exceed 6% in the case of category (ii) and 4% in the case of category (iii).		
iv/	Defence service personnel including Ex-servicemen and their children who are permanent residents of the state and have had a satisfactory service record.		2%
v/	Candidates belonging to the areas adjoining the Actual Line of Control		2%
vi/	a/ Candidates belonging to backward area including scheduled tribes of Leh and Kargil. (Atleast one seat in M.Sc. course will be provided out of this category for candidates belonging to Leh/Kargil).	3%	6%
	b/ Scheduled Tribes(Gujjar and Bakarwal)	3%	
vii/	Candidates belonging to the following weak and under-privileged classes :		
	a/ Village Potters	}	2%
	b/ Bhangies/Khakrobs (Sweepers)		
	c/ Village Barbers		
	d/ Bhands		
	e/ Mirasis		
	f/ Madaries/Bazigars		
	g/ Jheewars		
	h/ Telies (Rural only)		
	i/ Graties		
	j/ Gadhies		

Note :-

For determining the number of seats in different reserved categories fraction of less than one half shall be ignored and fraction of one half and more shall be treated as one, subject to the condition that a minimum of one seat is reserved in each of the seven categories (i to vii) listed above.

viii/ The Vice Chancellor may:-

- a) authorize admission of one orthopaedically handicapped student. Only such orthopaedically handicapped student shall be considered for admission who suffer disability of 45% and above, provided the handicap does not interfere in the field studies of the course since the course is largely based on studies out-doors in the field.
- b) accord preferential treatment in admission to the children of permanent employees of the University including those who die in harness, for filling one seat only.
- c) accord preferential treatment also to the wards of employees of Chancellor's secretariat who handle University work in that office, provided that for this purpose one additional seat in course (two in all courses taken together in an academic session) may be created. The admission shall be granted on recommendation of Principal Secretary in that Office.
- d) accord preferential treatment in admission to the children of the permanent employees of the Govt. Colleges affiliated to the University. The number of such seats shall not exceed a total of 5 per session in all departments taken together and a maximum of one per course.
- e) accord preferential treatment in admission to children of Police/Para military Personnel engaged in security of the state as per relevant SRO issued by the Government. The number of seats allotted in this category shall not exceed two in all the Departments taken together, in an academic session, not exceeding one in a particular course.

- f) One seat each , for candidates who have graduated (after 1990) from colleges located in Kashmir Division and colleges located in Jammu but affiliated to Kashmir University, shall be allotted at the discretion of Vice-Chancellor on the basis of comparative merit of applicants in each Division. This is a transitory clause to be reviewed periodically.

NOTE:-

- 1) Selection of candidates for admission shall be based on inter-se-merit in the Entrance Test etc.of the applicants, under each category mentioned at viii(a) , (b), (c) , (d) , (e) or (f) provided the requisite certificates/ documents are submitted before the expiry of the date prescribed for submission of Application Forms for admission with late fee.
 - 2) Seats filled under Statute 13-A (viii) (a) , (b) , (c) , (d), (e) and (f) shall be considered as additional seats over and above the normal number of seats available in the course.
 - 3) Certificate of an orthopaedic handicapped will be considered only if it is issued by the Head of the Department of Orthopaedics of a recognized Medical Institution and the candidate suffers a handicap of atleast 45%
 - 4) The Vice-Chancellor may, if he so desires, seek advice of a Committee to be appointed by him in the matter of admission of orthopaedically handicapped student under category viii(a)
- B/ Only such candidates shall be eligible for consideration under category (i) to (viii) identified in Statute 13-A as have not already availed of this concession for admission to any course in the Teaching Department of the University.
- C/. **SCHEDULE FOR CALCULATION OF MARKS FOR PARTICIPATION IN SPORTS/N.C.C/ N.S.S/CULTURAL AND LITERARY ACTIVITIES TO BE DETERMINED ON THE BASIS OF PERFORMANCE IN THE RESPECTIVE ACTIVITIES DURING THE TENURE OF THEIR BACHELOR'S DEGREE COURSE OR ANY OTHER COURSE RECOGNISED AS EQUIVALENT THERETO.**

Participation	Max. Marks; 40 Marks Per event/ camp/course/participation
---------------	---

I—Sports:

- | | | |
|----|--|---|
| a/ | Represented the country in any recognized International event. | 9 |
| b/ | Creation of new record in National or recognized All India Competition. | 7 |
| c/ | Meritorious performance in National or All India Competition recognized by All India Sports Federation/Board:
1 st position 6.0 marks
2 nd position 5.5 marks
3 rd position5.0 marks | 6 |
| d/ | Member of combined Universities Team. | 5 |
| e/ | Participation in All India Coaching Camps for representing India in International events/Combined Universities coaching camps. | 4 |
| OR | | |
| | Participation in the North Zone Team for the Inter- Zonal Competition. | |
| f/ | Having participated and secured first three positions in a team/ individual events in the Zone competition organized by recognized Fedration/A.I.U. | 4 |

	1 st position 4	marks	
	2 nd position 3	marks	
	3 rd position2	marks	
g/	Having represented the State in Senior National.			2
h/	Having represented the University in the Inter-University Competition.			2
i/	Having represented the State in Junior National or All India Competition organized by recognized sports agencies.			1

NOTE:

1. A candidate applying for admission against the seat(s) reserved for sportsmen must have represented the University of Jammu in the Inter-University Sports in a concerned event during the tenure of the course leading to the qualifying examination on the basis of which he is applying for admission to the University Department. Therefore, such a candidate whose performance in sports does not pertain to the tenure of course of the qualifying examination shall not be eligible for consideration under this category.
2. In case the University cancels the participation of a team, duly selected by the University Selection Committee ; for an Inter-University Competition due to unavoidable circumstances, the players selected will be considered eligible for admission under Sports category.
3. Such candidates will be eligible for consideration against seats reserved for category ii (Sportsmen) of Statute 13-A as are still eligible to play in the Inter-University Competition according to the rules laid down by the Association of Indian Universities.

II—NATIONAL CADET CORPS

a/	Having attended NCC Youth Exchange Programme in foreign countries.			9
b/	Having received Defence Secretary's/ DG's commendation Card/Medal.			7
c/	i/	Having been adjudged best cadet at RD Camp		6
	ii/	Having received Governor's Medal		6
	iii/	Having attend RD Camp		6
d/	i/	Having passed 'C' certificate with		5
		A Grading 5.0	marks
		B Grading4.5	marks
		C grading4.0	marks
	ii/	Having attended any All India Mountaineering/ State Level organized DG, NCC		5
	iii/	Having received Commendation/ Appreciation letter from Dy. DG, NCC J&K State		5
	iv/	Having received any Medal of Duke of Edinburg Award.		5
	v/	Having secured 1st, 2nd or 3rd position in any individual event at RD Camp Delhi		5
		1st Position 5.0	marks
		2nd Position 4.5	marks
		3rd Position 4.0	marks
e/	i/	Having attended Para Training Course at Agra.		4
	ii/	Having been adjudged the best Cadet/ received 1st, 2nd or 3rd position in All India Camps		
		1st Position 4.0	marks
		2nd Position 3.5	marks
		3rd Position 3.0	marks

f/	Having attended the following All India Camps.	3
i/	Advance Leadership Course	
ii/	Attachment Training with Army..	
iii/	State Level Expedition	
iv/	All India Trek	
v/	Advanced Mountaineering Course	
vi/	National Integration Camp	
vii/	Basic Leadership Course	
viii/	Skiing/Snow/Water Sports course	
	Having passed 'B' Certificate with :	
	A Grading 3.0 marks	
	B Grading 2.5 marks	
	C Grading 2.0 marks	
g/	Having received 1st, 2nd or 3rd position in Inter-Collegiate Competition conducted by the University through NCC	2
	1st Position 2.0 marks	
	2nd Position 1.5 marks	
	3rd Position 1.0 mark	
h/	Having donated blood in a camp organized by the NCC authorities	2 (for more than one donation)
i/	Having attended ATC not less than 10 days.	2

III—NATIONAL SOCIAL SERVICE SCHEME:

a/	Having attended NSS Youth Exchange Programme in foreign Countries.	9
b/	Having received Education Secretary's Commendation Card/Medal.	7
c/	i/ Having been adjudged best boy at RD Camp.	6
	ii/ Having received Governor's Medal	6
	iii/ Having attended RD Camp	6
d/	Having attended the Inter-Collegiate NSS Leadership Training Camp organized by the University for a duration of 10 days.	5
e/	Having been adjudged the best volunteer/ received 1st , 2nd , or 3rd position in All India Camp.	4
	1st Position 4.0 marks	
	2nd Position3.5 marks	
	3rd Position 3.0 marks	
f/	Having attended the following All India Camps:	3
i/	National Integration Camp	
ii/	All India Camps organized by the Govt. of India.	
iii/	All India Camps/courses of not less than 10 days organized by Govt./Semi-Govt./Voluntary/Universities/Social Organisation as a member of the NSS Unit of the University	

g/	i/	Having received 1st, 2nd or 3rd position in an Individual event organized by the University. 1st Position 2.0 marks 2nd Position 1.5 marks 3rd Position 1.0 mark	2
	ii/	Having received 1st , 2nd , or 3rd position in Inter-Collegiate NSS Competition organised by the University . 1st Position 2.0 marks 2nd Position 1.5 marks 3rd Position 1.0 mark	2
h/		Having donated blood through NSS Unit of the University/College.	2 (for more than one donation)
	i/	Having attended NSS Camp organized by the College for not less than 10 days.	2

IV— CULTURAL & LITERARY ACTIVITIES :

a/	Having secured 1st , 2nd or 3rd position in a Team/individual event in a National/All India competition organized by any agency recognized by the Govt.(Participation should be as a member of State/University team)	11
	1st Position 11 marks 2nd Position 10 marks 3rd Position 9.0 marks	
b/	Participation in National/All India Competition as a member of the State/University team organized by agencies recognized by the Government	9
c/	Having secured 1st , 2nd or 3rd position as a member of the University team/individual event in an Inter-University Competition. 1st Position 8.0 marks 2nd Position 7.0 marks 3rd Position 6.0 marks	8
d/	Having secured 1st , 2nd or 3rd position as a member of the University team or a team of college affiliated to the University of Jammu in a Competition organized by the J&K Academy of Art, Culture and Languages or Bharatiya Vidya Bhawan(Jammu Kendra). 1st Position 6 marks 2nd Position 5 marks 3rd Position 4 marks	6
e/	Having secured 1st , 2nd or 3rd position in a team/individual event in a Competition organised by the University. 1st Position 4 marks 2nd Position 3 marks 3rd Position 2 marks	4
f/	Approved Music/Drama artists of AIR(Primary Service) as certified by the Directorate, Radio Kashmir, Jammu or the concerned radio Station	2

NOTE:

Cultural / Literary Activities will include Debates, Seminars, Symposia, Essay competitions, Youth Festivals, Music/Fine Arts Competition and creative writings approved by J&K Academy of Art, Culture and Languages or any other agency recognized by the said academy. It shall be the responsibility of the participating College to supply the list of participants in activities indicated in items (d) of the serial IV to the Director Youth Welfare, University of Jammu, each year, at the close of the session and well before the examination starts.

- D/ Separate marks shall be awarded for participation in each course/camp/event/activity, as mentioned in 13-C , i, ii, iii and iv, where the seats of NSS and NCC are clubbed the percentage of performance will form the basis of their selection against the seat available for the two clubbed categories.
- E/ If any seat remains unfilled from the quota of reserved categories (ii) or (iii) indicated in Statute 13-A, the same will be filled on the basis of merit under Open Merit category.
14. In case of the tie between two or more candidates(score same merit in merit list) falling in open or reserved categories, their position shall be settled on the basis of inter-se-merit in written test, followed by the marks secured in the last qualifying examination.
- The above said criteria shall also operate in case of candidates whose admission is through credit points scored in NCC/NSS/Cultural activities etc.
15. Names of candidates selected for admission shall be notified from time to time on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also send intimation to the selected candidates under postal certificate. Therefore, the responsibility arising out of non-delivery/ delay of such intimation shall not lie with the University. The candidates, in their own interest, are advised to keep in touch with the Department of Environmental Sciences and comply with instructions issued by the Head of the Department of Environmental Sciences, from time to time, through Admission Notice/s. The selection may be cancelled in case of non-compliance of instruction(s) issued through such Admission Notice. No complaint shall be entertained in case of such cancellation.
16. Admission fee and other charges payable by each student shall be such as may be approved by the Vice-Chancellor from time to time.
17. There shall be a committee consisting of the following to interpret the Admission Statutes :-
- i) Dean Academic Affairs (Chairman);
 - ii) Dean , Faculty of Life Sciences;
 - iii) Dean, Faculty of Law;
 - iv) Head, Department of Bio-Sciences;
 - v) coordinator, Centre of Environmental Sciences; if any
 - vi) Registrar;
 - vii) Professor/seniormost faculty member of Environmental Sciences.
 - viii) Assistant Registrar (Academic affairs)- Secretary.
- Majority of the members shall form the quorum for the meetings.

18. Notwithstanding anything contained above, a candidate, who has any grievance regarding application of Statutes governing admission, shall have the right to file an appeal in the prescribed proforma on payment of fee prescribed for this purpose latest by the 2nd September each year or such other date as may be notified by the University for the purpose. Such an appeal shall be considered by the Appellate committee. It shall be obligatory for the appealing candidate to appear in person before the Appellate committee, if called upon to do so. The Appellate committee shall comprise the following:

- i) The Vice-Chancellor (Chairman);
- ii) Dean Academic Affairs;
- iii) Dean, Faculty of Bio-Sciences;
- iv) Head of the Department of Bio-Sciences;
- v) Coordinator, Centre of Environmental Sciences, if any
- vi) Convenor, Board of Studies in Environmental Sciences.

The decision of the Appellate Committee shall be final. Majority of the members shall form the quorum for the meetings.

19. a) A person in employment or self-employment or engaged in a business or profession is not eligible for admission to M.Sc. course. Such a person may, however, be considered for admission, provided:-

- i) in the case of a person in employment , he produces a certificate from his Employer that the Employer has no objection to his employee's pursuing M.Sc. course in the University and the employee is on authorised leave for the purpose;
- ii) in the case of self-employed person or a person engaged in a business or a profession, the person gives an undertaking in writing that he will devote his whole time for studies as a student during the period he remains on rolls of the Department of Environmental Sciences for M.Sc. course and he shall not engage in any activity which in the opinion of the Head of the Department is likely to interfere with his studies in the University.

All such cases will be examined by the Admission Committee which shall make appropriate recommendations to the Dean Academic Affairs.

b) The Admission Committee with approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate who:

- i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department of Environmental Sciences, or suppresses/conceals any relevant information or provides information in his application which is found incorrect or produces a certificate which is not genuine; or
- ii) fails to pay the fees and /or charges within the time prescribed by the Head of the Department of Environmental Sciences;
- iii) violates provisions of Statute 19(a).

- c) The Head of the Department of Environmental Sciences shall be competent to cancel admission of a student to M.Sc. course if he remains absent, without permission of the Head of the Department of Environmental Sciences, for a period of one month continuously after an opportunity has been given to him to explain as to why such an action be not taken against him.
20. A person, so long as he is a student of M.Sc. course, shall not be eligible to attend any other course of institution or appear in any other examination of the University. Provided that a candidate , who has been placed under re-appear category in one course only 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 the M.Sc. course 1st semester but could not do so on account of delay in the conduct of the said examination for reasons beyond his control, shall be eligible to appear in that examination even after he has been admitted to M.Sc course.
21. Students who have passed the qualifying examination from an institution other than University of Jammu shall be required to submit the following documents within a period of one month from the date of admission to M.Sc. course.
- i) All qualification certificates, in original
 - ii) Migration certificate from the University last attended in accordance with relevant Statutes.
 - iii) Eligibility certificate issued by the University of Jammu.
- All legal disputes relating to M.Sc. course shall be subject to the jurisdiction of Jammu Courts only.

22. **SPONSORED SEATS:**

In addition to the total number of seats under Open category and reserved categories identified under Statute 13-A (i to vii) there shall be atleast 8 seats (60% of the total number of seats), or as may be decided by the University from time to time to be filled on the basis of the Sponsorship by Govt. Departments; Industrial Establishments; Autonomous Boards and NGO's (hereinafter referred as Sponsored seats).

i/ **Requirements for Sponsored candidates**

Bachelor's Degree in Biological Sciences including Forestry, Agriculture, animal Husbandry or graduation in any other professional course or any other course, of not less than three years duration, determined by the University from time to time as equivalent to Bachelor's Degree of a recognized University. The candidate should have obtained atleast 50% marks(45% in case of SC/ST) in the said Bachelor's Degree examination.

Sponsored candidates seeking admission to M.Sc. Environmental sciences must have to his credit a minimum of three years of permanent salaried service in a relevant organization in case of employees and minimum of three years membership (after graduation degree) of a recognized and registered voluntary organization (NGO). Such applications must be accompanied by a certificate from the NGO indicating the present status and the date of membership of the

candidate including continuity of the membership from the date of enrolment upto the date of application. The registration number of the NGO must be mentioned in the said certificate besides giving the following information:-

- a/ Date of enrolment in NGO after graduation.
 - b/ Camps attended, date-wise, after graduation.
 - c/ Information at (i) & (ii) to be certified and signed by atleast 70% of the members of highest Executive body of the concerned NGO organization.
- ii/ For determining the merit of sponsored candidates for admission to M.Sc. Environmental Sciences, their percentage of marks at first degree course(B.Sc./ B.E./M.B.B.S. etc. as the case may be) shall be considered and their admission to M.Sc. Environmental Sciences will be made strictly on merit as determined above.
 - iii/ All sponsored candidates shall have to pay a course fee, as will be determined from time to time by the University. For the year 1995-96 the course fee for the sponsored candidates will be Rs. 15,000/-per year(for two semesters, 1st and 2nd or 3rd and 4th , as the case may be). This does not include the Examination and Application fees.
 - iv/ All sponsored candidates including Government employees shall pay the sponsorship fee at the time of admission, within the specified time, to be determined by the Head of the Department of Biosciences, failing which their admission shall automatically stand cancelled.
 - v/ Foreign students/N.R.I's/N.R.I. sponsored candidates will have to pay the fee decided by the Vice-Chancellor from time to time in foreign currency. For the session 1995-96 the fees will be \$ 1500/-per year or its equivalent in foreign currency. The Vice-Chancellor at his discretion may increase the seats of sponsored candidates so as to accommodate the foreign student/N.R.I's/N.R.I sponsored candidates/any other candidate who pays an equivalent of \$1500/- per year in Indian currency.
 - vi/ Fees realized from sponsored candidates and NRI's shall form the corpus of the Department for 5 years, to be used for development of the Department.
 - vii/ No sponsored seat shall be converted into any other category including the Open Merit Category. However, recognized by the University vide 13-A, if any sponsored candidate belonging to reserved categories applies for admission shall be accorded preferential treatment in admission in the sponsored seats subject to a maximum of 30% of seats reserved for sponsored candidates.

References:

1. University Council Resolution No.15 dated 05-04-1999
2. University Council Resolution No. 20 dated 26-04-2000

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CHAPTER LV

STATUTES GOVERNING THE DEGREE OF MASTER OF LAWS ¹

1. The University of Jammu shall provide instruction in Master of Laws (LL.M.) course in the Faculty of Law.
2. “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”.⁹
3. The Course for the Degree of Master of Laws shall extend over a period of two Academic years. Each academic year shall consist of two terms, and there shall be an examination at the end of each term.
4. The number of students to be admitted each year shall be decided by the Admission Committee with the approval of the Vice-Chancellor.
5. Admission to the course shall be made under Regulations prescribed by the University for admission of Post-graduate Courses.
6. The duration of examination in each course shall be three hours.
7. “The dissertation shall be submitted by a candidate of LL.M. 4th term within 15 days of the close of LL.M. 4th term examination. The Head of the Department of Law may extend this time by six months from the date the dissertation was due to be submitted. In exceptional cases of great hardship, the Board of Research Studies in Law may condone the delay in submission of dissertation upto a period of two years from the date the dissertation was originally due to be submitted”. ⁷
8. Viva-voce shall be conducted by two examiners to be appointed by the Vice-Chancellor for this purpose.
9. A student must clear a course other than the dissertation within 3 years from the date when he qualifies to take examination in that course. If this condition is not fulfilled his candidature for LL.M. course shall stand cancelled and he shall not be allowed to continue as a student or sit in any examination.
10. “No candidate shall be eligible to take LL.M. Term examination unless he has attended 75% or more of the lectures held during the academic term preceding the examination”.⁸

Provided that a student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department concerned shall, for the purpose of condoning deficiency in attendance required by him on account of such participation, be treated as present on all the working days of his absence on such account for a period not exceeding 15 working days in a semester:

1. State representation in International/All India competitions organised by an agency recognized by the Board of Sports and Youth Welfare.
2. Participation in an Inter-University competition held under the auspices of a University or any recognized institution as a member of the University team.
3. Participation in the Inter-College competitions organised by the University as a member of the team of participating institution.

4. Participation in the NCC, NSS or National Integration Samiti activities as a member of the institution.
5. Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions.
6. Participation in the mountaineering/hiking/ trekking/skiing/rock climbing or other such activities organised under the auspices of the State Government/University as a member of the institution.

Provided further that deficiency in the number of attendances upto 3 of the lectures delivered during the academic term may be condoned by the Head of the Department.

11. Promotion from first to second and third to fourth term may be allowed to a student even if he fails to qualify in the paper(s) prescribed for the respective term examination. But no candidate shall be eligible for admission to LL.M. third term unless he has passed in atleast three courses including Course No: L-475 Legal and Social Sciences Research Methodology out of six courses prescribed for first and second terms of LL.M. examination securing not less than 40% marks in each paper. ²

12. No candidate shall be eligible for the Degree of Master of Laws unless he has passed in all courses and dissertation of LL.M. First, Second, Third and Fourth term examinations securing at least 40% marks in each course, and dissertation and 50 percent in the aggregate.

Provided that a candidate who fails in one paper at the LL.M. term examination shall be allowed grace marks upto 1% of the total marks prescribed for each term examination.

- 12-A. Subject to the provisions of Statute 15, a candidate who secures less than 50% marks in a course/courses of a term examination may reappear in each course/courses at a subsequent regular examination of that term.³

13. There shall be an examination at the end of each academic term in accordance with the Syllabi approved by the Academic Council:

Provided also that one examination in each term will be held in each academic year to provide an opportunity to the candidates to clear backlog course(s) even if, for any reason(s), the regular admission to the concerned term of LL.M. Course is not held within the concerned academic year.⁴

14. The medium of instructions and examinations shall be English.

15. Subject to provisions laid down in these Statutes, LL.M. 1st, 2nd, 3rd and 4th term examinations shall be open to a regular student who produces the following certificates signed by the Head of the Department of Law or any other teacher of the Department authorised by him (Head of the Department of Law) in this behalf:

i/ of good character;

ii/ of having completed the prescribed course of lectures delivered during the academic term.

Provided that a candidate who has completed the prescribed number of lectures in an academic term but has been:

i/ either unable to appear in the examination

OR

ii/ unable to pass the examination

Shall be eligible to appear in the examination within three academic years next following the academic year in which he was unable to appear in the examination or was unable to pass the examination as the case may be.

Provided, however, that a candidate shall have to clear all the term examinations within a period of five years from his enrolment in the First Term.

16. EXAMINATION FEES AND OTHER CHARGES:

S.No.	Examination	Regular	Private
1	2	3	4
i)	“Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

Whenever the application form or fee or both of a candidate is/are received after the last prescribed date , he shall also have to pay late fee as mentioned hereunder:

- | | | |
|----|--|-----------------|
| a) | For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”⁵

17. A person, so long as he is a student of the LL.M. Course, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University.
18. Notwithstanding anything contained in these Statutes, any existing full time teacher of the Department of Law of Jammu University, who does not fulfil minimum qualification laid down by the UGC for the post he is holding, may appear at the LL.M. 1st, 2nd, 3rd and 4th Term Examinations as a private candidate provided he fulfils all other conditions including submission of research papers/problems and dissertation.
19. Four type-written copies of the dissertation written under the guidance of a teacher of the Department to be nominated by the Head of the Department shall be submitted to the

Controller of Examinations, University of Jammu through the Head of the Law Department with a certificate that the dissertation was written by the candidate under the guidance of Supervisor appointed for the purpose.

20. A candidate who obtains 60% or more of the total marks in LL.M. First, Second, Third and Fourth Term examinations in the aggregate shall be placed in the 1st Division. Those who obtain 50% or more but less than 60% marks shall be placed in the Second Division. A candidate who obtains 75% or more of the marks in a paper shall be declared to have obtained distinction in that paper.

SCHEME AND SYLLBI OF THE DEGREE OF MASTER IN LAWS ^{6z}

There shall be the following courses of study for LL.M... (First, Second, Third and Fourth Terms)

1ST TERM:

The students shall be required to take Two Compulsory courses, 001 and 002 in addition to Two Courses to be selected from any Optional Group with permission of the Head of the Department:

FOUNDATION COURSES

001. Law and Social Transformation in India	6 Credits	100 Marks
002. Indian Constitutional Law: The New Challenge	6 Credits	100 Marks

AND

INTERNATIONAL LAW AND ORGANISATION (OPTIONAL GROUP)

A006. International law and Organization Law. Practice and Future	6 Credits	100 Marks
A007. Disarmament and Peace Strategies	6 Credits	100 Marks

OR

CRIMINAL ALW (OPTIONAL GROUP)

B012. Comparative Criminal Process	6 Credits	100 Marks
B013. Penology: Treatment of offenders	6 Credits	100 Marks

OR

BUSINESS LAW (OPTIONAL GROUP)

C018. Law of Industrial and Intellectual Property	6 Credits	100 Marks
C019. Legal Regulatory of Economic Enterprises	6 Credits	100 Marks

OR

LABOUR, CAPITAL AND LAW (OPTIONAL GROUP)

D024. Collective Bargaining	6 Credits	100 Marks
D025. Industrial Adjudication	6 Credits	100 Marks

OR

ENVIRONMENT AND LEGAL ORDER (OPTIONAL GROUP)

E030. Environment and Development: Law and Policy	6 Credits	100 Marks
E031. Resource Management and the Law	6 Credits	100 Marks

OR

JURISPRUDENCE (OPTIONAL GROUP)

F036. Comparative Judicial Process	6 Credits	100 Marks
F037. Marxian Theory of Law	6 Credits	100 Marks

OR

CONSTITUTION AND LEGAL ORDER (OPTIONAL GROUP)

G042. Mass Media Law	6 Credits	100 Marks
G043. Public Utilities Law	6 Credits	100 Marks

OR

FEMINIST CRITIQUE OF LEGAL ORDER (OPTIONAL GROUP)

H048. Feminist Theorizing and Legal Order	6 Credits	100 Marks
H049. Nationalist Struggle and Gender Equality	6 Credits	100 Marks

OR

SCIENCE, TECHNOLOGY AND LAW (OPTIONAL GROUP)

I054. Law, Science and Technology	6 Credits	100 Marks
I055. Law, Science and Medicine	6 Credits	100 Marks

OR

J060. Concept and Development of Human Rights	6 Credits	100 Marks
J061. Human Rights and International order	6 Credits	100 Marks

OR

ADMINISTRATIVE LAW (OPTIONAL GROUP)

K066. Administrative Process: Nature and Scope	6 Credits	100 Marks
K067. Administrative Process and Judicial Control	6 Credits	100 Marks

II TERM

The students shall be required to take Three Compulsory Courses. 003, 004 and 00P (Practical Legal Education) in addition to Two Courses to be selected from any Optional Group with the permission of the Head of the Department:

FOUNDATION COURSES

003. Judicial Process	6 Credits	100 Marks
004. Legal Education and Research Methodology	6 Credits	100 Marks
00P. Practical: Legal Education	6 Credits	100 Marks

AND

INTERNATIONAL LAW AND ORGANISATION (OPTIONAL GROUP)

A008. International Humanitarian Law	6 Credits	100 Marks
A009. Law and Diplomacy	6 Credits	100 Marks

OR

CRIMINAL LAW (OPTIONAL GROUP)

B014. Privileged Clause Deviance	6 Credits	100 Marks
B015. Drug Addiction, Criminal Justice and Human Rights	6 Credits	100 Marks

OR

BUSINESS LAW (OPTIONAL GROUP)

C020. Law of Export- Import Regulation	6 Credits	100 Marks
C021. Banking Law	6 Credits	100 Marks

OR

LABOUR CAPITAL AND LAW (OPTIONAL GROUP)

D026. Law Relating to Civil Servants	6 Credits	100 Marks
D027. Agriculture Labour	6 Credits	100 Marks

OR

ENVIRONMENT AND LEGAL ORDER (OPTIONAL GROUP)

E032. Prevention and Control of Pollution	6 Credits	100 Marks
E033. Environment and international Legal Order	6 Credits	100 Marks

OR

JURISPRUDENCE (OPTIONAL GROUP)

F038. Socialist Jurisprudence	6 Credits	100 Marks
F039. Concepts of Justice	6 Credits	100 Marks

OR

CONSTITUTIONAL LAW AND LEGAL ORDER (OPTIONAL GROUP)

G044. Union State Financial Relations	6 Credits	100 Marks
G045. Constitutionalism: Pluralism and Federalism	6 Credits	100 Marks

OR

FEMINIST CRITIQUE OF LEGAL ORDER (OPTIONAL GROUP)

H050. Patriarchal Elements in Indian Law	6 Credits	100 Marks
H051. Gender Justice Standards at International Law	6 Credits	100 Marks

OR

SCIENCE, TECHNOLOGY AND LAW (OPTIONAL GROUP)

I056. The Electronics Revolution and Legal Order	6 Credits	100 Marks
I057. Nuclear Technology: Diplomas of Legal Controls	6 Credits	100 Marks

OR

HUMAN RIGHTS (OPTIONAL GROUP)

J062. Protection and Enforcement of Human Rights in India	6 Credits	100 Marks
J063. Human Rights of Disadvantaged Groups	6 Credits	100 Marks

OR

ADMINISTRATIVE LAW (OPTIONAL GROUP)

K068. Public Authorities: Liability	6 Credits	100 Marks
K069. Public Authorities and Power Holder Controls on Mal Administration	6 Credits	100 Marks

III TERM

The students shall be required to take any Two Courses from the Optional Groups with the prior approval of the Head of the Department

INTERNATIONAL LAW AND ORGANISATION (OPTIONAL GROUP)

A0010. Law of the Sea	6 Credits	100 Marks
A0011. International Law and Contemporary Issues	6 Credits	100 Marks

OR

CRIMINAL LAW (OPTIONAL GROUP)

B016. Juvenile Delinquency	6 Credits	100 Marks
B015. Collective Violence	6 Credits	100 Marks

OR

BUSINESS LAW (OPTIONAL GROUP)

C022. Insurance Law	6 Credits	100 Marks
C023. Corporate Finance	6 Credits	100 Marks

OR

LABOUR CAPITAL AND LAW (OPTIONAL GROUP)

D028. Wages	6 Credits	100 Marks
D029. Social Security Law	6 Credits	100 Marks

OR

ENVIRONMENT AND LEGAL ORDER (OPTIONAL GROUP)

E034. Biological Diversity and Legal order	6 Credits	100 Marks
E035. Environment Legislation	6 Credits	100 Marks

OR

JURISPRUDENCE (OPTIONAL GROUP)

F040. Law and Society	6 Credits	100 Marks
F041. Theories of Rights	6 Credits	100 Marks

OR

CONSTITUTIONAL LAW AND LEGAL ORDER (OPTIONAL GROUP)

G046. Human Rights	6 Credits	100 Marks
G047. National Security, Public Order and Rule of Law	6 Credits	100 Marks

OR

FEMINIST CRITIQUE OF LEGAL ORDER (OPTIONAL GROUP)

H052. Labour, Gender and the Law	6 Credits	100 Marks
H053. Population Planning and Gender Justice	6 Credits	100 Marks

OR

SCIENCE, TECHNOLOGY AND LAW (OPTIONAL GROUP)

I058. Biotechnology and Legal Regulation	6 Credits	100 Marks
I059. Epidemiological and Public health Aspects of Science and Technology	6 Credits	100 Marks

OR

HUMAN RIGHTS (OPTIONAL GROUP)

J064. International Human Law, Relationship between International Humanitarian Law and Human Rights and Refugee Law	6 Credits	100 Marks
J065. Science Technology and Human rights	6 Credits	100 Marks

OR

ADMINISTRATIVE LAW (OPTIONAL GROUP)

K070. Local Self-Government Law	6 Credits	100 Marks
K071. Comparative Administrative Law	6 Credits	100 Marks

IV TERM

005 Dissertation	9 Credits	150 Marks
Viva-Voce:	3 Credits	50 Marks

The student shall write a dissertation on a topic approved by the Head of the Department.

Notes :

- (a) Four type-written copies of the dissertation written under the guidance of a teacher of the Department to be nominated by the Head of the Department shall be submitted to the Controller of Examinations. University of Jammu through the Head of the Law Department with a certificate that the dissertation was written by the candidate under the guidance of Supervisors appointed for the purpose.
- (b) The dissertation shall be submitted within a period of six months from the date of commencement of LL.M 4th Term. The date may be extended up to another six months with the permission of Head of the Department. In case of genuine hardship the Board of Studies in Law may allow the candidate to submit the dissertation within two years from the date when the dissertation was originally due for submission.
- (c) Viva-Voce shall be conducted by the two examiners to be appointed by the Vice-Chancellor out of panel submitted by the Head of the Department in consultation with the Convener Board of Studies through Dean of Faculty.
- (d) A student shall clear a course other than the dissertation within 3 years from the date when he qualifies to take examination in that course. If this condition is not fulfilled his candidature for LL.M Course shall stand cancelled and he shall not be allowed to continue as a student or sit in any examination. Provided, however, that a candidate shall have to clear all the term examinations within a period of five years from his enrolment in the First Term.

References:

1. University Council Resolution No. 22 dated 10.6.1981
2. University Council Resolution No.27dated 14.10, 1992
3. University Council Resolution No.36 dated 4.8.1983
4. University Council Resolution No.28 dated 14.10.1992
5. University Council Resolution No. 98 dated 21-06-2004
6. University Council Resolution No. 67.63 dated 25-02-2008
7. University Council Resolution No. 11 dated 05-04-1999
8. University Council Resolution No. 24 dated 21-02-2003
9. University Council Resolution No. 20 dated 26-04-2000

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CHAPTER LV-A

STATUTES GOVERNING MASTER'S DEGREE PROGRAMME IN TOURISM MANAGEMENT (MTM)¹

1. There shall be a Master's Degree Course in Tourism Management (hereinafter referred to as "MTM" Course) in the Faculty of Management Studies
2. The MTM course shall be of the duration of two academic years. Each academic year shall be divided into two semesters.
3. For admission to MTM Course, a candidate to be eligible must have passed the qualifying Bachelor's degree examination in any discipline from the University of Jammu or from any other recognized University with atleast 50% of the aggregate number of marks(40% for Scheduled Caste/Tribe candidates).

Candidates who have qualified the final examination of the institute of Chartered Accountants, Cost and Work Accounts/Company Secretaries/Engineers (i.e. A.M.I.E.) shall also be eligible for admission PROVIDED that they have secured 50% of the aggregate number of marks in the respective examination.

4.
 - A) The total number of seats for MTM course shall be 20 initially. Subsequently, the number of seats in the MTM Course shall be determined every year before the commencement of the admission process by the Admission Committee with the prior approval of the Dean Academic Affairs.
 - B) 67% of the seats shall be filled from the open merit and remaining 33% seats shall be filled from amongst the candidates belonging to different reserved categories*.
 - C) Notwithstanding anything contained in the above statutes the Vice-Chancellor on the recommendations of the Admission Committee of the Department and the Dean Academic Affairs, may sanction payment seats for the course additionally to meet societal obligations. The number of such seats may not ordinarily exceed 15% of the total seats in the course. These seats shall be supernumerary and thus, shall not count towards determining the quantum of reservation specified in Statute 4(B) for the various categories. The concerned Admission Committee shall make admission on the basis of merit. 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 Committee shall fix the charges for such seats from time to time. It shall be two lacs per seat initially. The payment made against the payment seat shall not be refundable.
5.
 - a) All candidates seeking admission to MTM course shall be required to appear in the Entrance Test.
 - b) Entrance test will be based on the following 100 marks criteria;

I)	Written test	80 marks
II)	Group Discussion	10 marks
III)	Interview	10 marks

- c) The Department of Management Studies shall conduct Written test at Jammu and such other places as may be approved by the Dean Academic Affairs.
6. Admission to MTM Course for open category and reserved categories other than Sports, NCC, NSS, Cultural and Literary Activities Category shall be based upon the overall performance in the Written test, Group Discussion and interview.
7. For the candidates seeking admission under the Sports, NCC, NSS, Cultural and Literary activities shall be based upon the overall performance in the Written test, Group Discussion and Interview plus marks obtained in the activity under which applied
8. (A) Credit for achievement in Sports/Cultural and Literary and N.C.C./N.S.S. activities shall be given to a candidate seeking admission under these reserved categories as per Statute 8(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 undergraduate 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 atleast 8 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:

SPORTS:

The candidate must have represented the University of Jammu in an Inter-University North Zone Sports competition recognized 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.

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 Your Talent".

- i) 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.

- ii) The college where a candidate applying under reserved categories Sports/ culture and literary and NCC/NSS 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 NCC/NSS 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 NCC/NSS 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 at Appendix-A 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) NCC (b) NSS. 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.
- 9. The Department of Management Studies shall call for an interview and Group discussion, the candidates three times the number of seats available in the Department of Management Studies provided that no candidate shall be called for interview and Group discussion unless he/she has passed the written Entrance Test with not less than 50% marks(40% for SC/ST candidates). However the Vice-Chancellor, on the recommendation of Admission Committee, may, at one point of time, lower this percentage to bring up the number of the candidates equivalent to three times the number of seats if the situation so warrants.
- 10. A) Notwithstanding anything contained in the Statute 3, a candidate appearing in the final year of the qualifying examination in April/May immediately preceding the academic session and expecting to pass with the required percentage of aggregate marks in the said examination can also apply and appear in the written Entrance Test provisionally.

B) In case such candidate is called for interview and Group discussion, he/she shall be permitted to do so only if he/she produces a certificate from the Head of the Institution last attended if he/she is a regular candidate or from the Controller of Examinations, in case he/she is a private candidate, testifying that he/she appeared in all the papers of the final year of the qualifying examination and there is no backlog of papers.

C) Such a candidate will, however, be considered for admission only if he/she furnishes documentary evidence in support of his having passed the qualifying examination in full with the requisite percentage of aggregate marks before the day final selection list is issued by the Department, duly approved by the Dean Academic Affairs, failing which his/her candidature shall automatically stand cancelled and the seat thus becoming available shall be filled in accordance with the Statutes.

11. Admission of all candidates to the course shall be made by the Admission Committee of the Department of Management Studies in accordance with the procedure laid down in the Statutes. The Admission Committee shall consist of:
 1. Head of the Department of Management Studies (Ex-officio Chairman)
 2. Dean of the Faculty of Management Studies.
 3. Two Professors, two Associate Professors and two Assistant Professors by rotationFour members shall form the quorum.
12. There shall be a separate Bank Account for MTM Course.
13. Every candidate seeking admission to the course shall be required to pay such application fee (Non-refundable) as may be determined by the University from time to time. All remittances shall be made through cash at office counter or through Bank Draft drawn in favour of the Head, Department of Management Studies, University of Jammu, Jammu-180006.
14.
 - A) Application forms prescribed by the Department, complete in all respects and accompanied by the relevant documents and attested photo copies of the certificates specified in the application form, must reach the Head of the Department of Management Studies within the dates notified by the University for the purpose.
 - B) An applicant who seeks admission under 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 services Personnel/ Ex-servicemen, Areas 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.
 - C) No certificate/Document or its attested photocopy shall be accepted after the expiry of the prescribed date.
 - D) No Under Process Certificate shall be accepted for admission purposes.
15. Merit lists of the candidates(category-wise) who participate in Written test, Group Discussion and Interview shall be prepared by adding their scores in all components mentioned in the statutes.

Explanation:

Selection of candidates for admission to the MTM Course against reserved categories shall be made on the basis of comparative merit of the candidates under their respective category based on the marks obtained in the Written test, Group Discussion, interview and Achievement category.

In case two or more candidates score the same number of marks in the Entrance Test, their merit shall be determined on the basis of higher score in the Written Test. In case

two or more candidates score the same number of marks in the Entrance Test and achievement category, their merit shall be determined on the basis of higher score in the achievement category.

Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the Department. However the Department will also send intimation to the selected candidates by "Registered Cover" or by Speed Post or by Courier. The responsibility arising out of non-delivery/delay of such intimation will not rest with the Department. Candidates in their own interest, are required to keep in touch with the Department and comply with the instructions issued from time to time vide admission notices. The selection of the candidate may be cancelled and no complaint will be entertained in case of non-compliance of instructions, issued vide such admission notices.

16. Admission fee and other charges payable by each student shall be such as may be decided by the Admission Committee and approved by the Vice-Chancellor from time to time.
17. There shall be a committee consisting of the following for the interpretation of the Statutes:

i)	Dean Academic Affairs	Convenor
ii)	Dean Management Studies	Member
iii)	Dean Faculty of Law	Member
iv)	HOD Management Studies	Member
v)	Registrar	Member
vi)	Dy./Astt. Registrar(DAA)	Secretary

Majority shall form the quorum.

Notwithstanding anything contained above, a candidate, who has any grievance regarding application of Statutes governing admission, shall have the right to file an appeal in the prescribed proforma, on payment of fee prescribed for the purpose on such date as may be notified by the University for the purpose. It shall be obligatory for the appealing candidate to appear in person before the Appellate Committee, if called upon to do so. The Appellate Committee shall consist of the following:

- i) Vice-Chancellor (Chairman)
- ii) Dean academic affairs
- iii) Deans of the faculties on the campus only
- iv) Head of the Department of Management Studies
- v) Convenor, Board of Studies in Business Management

The decision of the Appellate Committee shall be final.

18. A candidate admitted to the course shall not take up any employment or engage himself/herself in any business or profession or attend any other course of instruction or appear in any other examination of the University so long as he/she is on the rolls of MTM Course.
19. The Admission Committee, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate who-

- i) Suppresses/conceals any relevant information/provides information in his application which is found incorrect or produces a certificate which is not genuine; or
 - ii) Fails to pay the fees and/or charges within the time prescribed by the Head of the Department; or
 - iii) Violates any provisions of the Statutes.
20. Students who have passed the qualifying examination from an institution other than the University of Jammu shall be required to submit:
 - a) an eligibility certificate issued by the University; and
 - b) a migration certificate from the University last attended in accordance with the relevant statutes.
21. The Course of MTM programme shall be divided into four semesters. The first/second/third/fourth semester examination shall be open to regular student who:
 - i) has been on the rolls of the Department during one semester preceding the examination;
 - ii) has been a person of good conduct and has performed the class work satisfactorily;
 - iii) has attended not less than 75% lectures in each paper. This requirement shall be fulfilled separately for each course/paper. Deficiency upto 5% in each paper may be condoned by the Head of the Department on valid ground;
 - iv) has paid the prescribed fee;
 - v) has obtained pass percentage of marks in the internal assessment of each paper of the relevant semester for which he/she is a candidate.
22. Application on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examination not later than the date fixed for the purpose by the Vice-Chancellor.
23. Notwithstanding anything contained in these statutes, the University Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after inquiry, that such a candidate is not a fit person to be admitted thereto.
24. Whenever the examination form/fee or both of a candidate is/are received in the University office after the last prescribed date, he shall have to pay late fee as may be prescribed from time to time.
25. A candidate who has not attended the requisite percentage of lectures shall not be eligible to take the semester examination in the concerned course/paper unless he/she repeats the course.
26. The examination shall be held in accordance with the syllabi approved by the Academic Council.
27. A candidate will be allowed to join third semester class only if he/she earned minimum 50% credits in the courses of first semester and also if he/she has passed in internal assessment in all courses of the 2nd semester and fulfill the attendance requirement.
28. "The minimum percentage of marks required to pass the examination in each semester shall be:-

- i) 40% in the University examination and internal assessment separately;
- ii) 40% each in Seminars, Workshop, Directed Study/ Project, Summer Project Report and Viva-Voce;
- iii) 50% in aggregate of (i) and (ii) above.

Provided that a candidate who appears in the examination and fails in one or more than one course and/or aggregate by a deficiency of not more than 1% of the maximum marks of the course in which he/she appeared shall be declared to have passed the examination by adding in each semester the required number of marks in the course(s) and /or aggregate to his best advantage".²

"Provided further that a candidate who fails in the semester examination but secures atleast 40% marks in the University Examination and the internal assessment separately in not less than half the number of courses prescribed for that semester shall be permitted to continue his studies provisionally in the next semester but he will be required to re-appear and secure the requisite 40% marks in each of the courses in which he had failed in two chances in the case of I or II semester and in three chances in the case of III or IV semester, failing which his provisional admission as well as result of the next semester shall automatically stand cancelled. Such a candidate will neither be eligible to repeat the semester which he could not qualify within the permissible chances nor re-appear in that semester examination even as a private candidate.

Provided also that the Vice Chancellor may grant an additional chance for passing the failed paper/s in the cases of hardship to a candidate on the recommendation of the Dean, Faculty of Management Studies."³

- 29. The examination for the first and the third semester shall ordinarily be held in the month of December/January and for the second and fourth semester in the month of April/May, or on such other dates as may be approved by the Vice-Chancellor.
- 30. The medium of instructions will be English.
- 31. A) The pass candidates shall be placed in First division with distinction if he/she obtains 75% or more marks of the aggregate number of marks in the examination.
 B) First division if he/she has obtained 60% or more of the aggregate number of marks but less than 75% marks in MTM examination.
 C) Second division, if he has obtained 50% or more of the aggregate number of marks but less than 60% marks.
- 32. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for the purpose of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:-
 - i) State representation in the International/All India Competitions organized by agencies, which are recognized by the Board of Sports and Youth Welfare of the University.
 - ii) Participation in the Inter-University competitions held under the auspices of a University or any recognized institution as a member of the University team.

- iii) Participation in the Inter-College Competitions organized by the University as a member of the team of participating institutions.
 - iv) Participation in the NCC,NSS and National Integration Samiti activities as a member of the recognized institutions.
 - v) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University competitions.
 - vi) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.
33. A student who falls short of attendance in more than half of the total number of courses (Excluding the courses entitled Practical tourism, Field study, on the job training, Organised tour, Project report, Directed study, Dissertation and viva voce) prescribed for the semester shall not be permitted to take the semester examination
34. In those courses in which the candidate falls short of attendance, he will have to repeat the courses when the department holds classes in such courses. He will thus be required to earn fresh eligibility to appear and pass the examinations in the course(s) in which he/she fell short of attendance.
35. a) A candidate who is detained on account of short of attendance in more than half the number of courses prescribed in the first semester shall have to seek fresh admission.
- b) A student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third and fourth semester may be permitted to rejoin the second, third or fourth semester, as the case may be, during the next academic session but will be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examinations.
36. A) Internal assessment shall be a constituent part of the semester examinations. The weightage in terms of marks to be given to a semester examination and the internal assessment in a course, except seminar course, Directed Study/Project, Summer Project, Field Study and Viva-Voce, shall be in the ratio of 60:40. Performance in Seminar Course, etc. will be assessed internally.
- B) Internal assessment shall be based on MST, periodical tests, assignments, case discussions, seminars, etc. The Head of the Department shall notify the detailed break-up of internal assessment at the beginning of each semester for information of the students.
- C) The answer books of MST and periodical tests and other written assignments shall be returned to the students after evaluation.
37. The Head of the Department shall forward internal assessment marks awarded by the teacher concerned to the Controller of Examinations within one week of the commencement of the examination. The Head of the Department will preserve the detailed record of the internal assessment for inspection upto three months from the date of declaration of the result of the concerned semester examination by the University.

38. The internal assessment awards of the candidate who fails in the examination shall be carried forward to the next examination.
39. A) The question papers for the University examination shall be set by the external examiners from outside the jurisdiction of University of Jammu. However, in extreme emergent cases, question papers only upto two courses in a semester may be set internally. The teacher teaching a particular course shall send to the Controller of Examinations the guidelines for consideration of the external examiner . The paper setter will normally evaluate the answer books. In case of non-availability or refusal of the paper setter, the answer books may be evaluated by an expert in the field to be appointed by the Vice-Chancellor in consultation with the Dean of the Faculty of Management Studies.
- B) The comprehensive Viva-Voce for I, II & III semesters shall be conducted jointly by the internal and external examiners as recommended by the HOD Management Studies. The Head of the Department shall appoint internal examiner, by rotation.
- C) The comprehensive viva-voce for IV semester shall be conducted jointly by a Committee of Internal Examiners consisting of one Professor, one Associate Professor and one Assistant Professor of the department appointed by the Head of the Department by rotation and the External Examiner as recommended by the HOD Management Studies.
40. The title and course contents of the Dissertation shall be approved by the HOD Management Studies or in his absence, seniormost teacher of the department, in consultation with the teacher-supervisor. The candidate shall be required to submit three copies of his/her dissertation. The external examiner shall evaluate the report out of 60 marks and the remaining 40 marks shall be allotted to Viva-Voce to be conducted jointly by the Internal Examiner(teacher supervisor) and the External Examiner as recommended by the HOD Management Studies.
- The evaluation of Summer On The Job Report shall be in two parts:-
- A) The Summer Project Report shall be evaluated by the external examiner out of 60 marks.
- B) The Summer Project Report seminar presentation carrying 40 marks shall be assessed by a committee of faculty members appointed by the Head of the Department by rotation.
41. Notwithstanding anything to the contrary contained in the Statutes, if a candidate is required to reappear in a course which is based on 100% internal assessment, he shall be given one more chance to qualify in that course without attending lectures.
42. Candidate who having passed the second and third semester examination, discontinued studies, may be permitted to join the third-fourth semester, as the case may be , within two years of his passing the second/third semester examination.
43. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course.

44. Panel of guest visiting faculty/external examiners to teach/evaluate the MTM candidates shall be as recommended by the Convener/HOD Management Studies and approved by the Vice-Chancellor as per University rules.
45. All legal disputes relating to MTM programme shall be subject to the jurisdiction of Jammu courts only.

RESERVED CATEGORY SEATS

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, SRO or regulation in force in the State, shall be filled up in accordance with the criteria given in Statute from the candidates belonging to the following reserved categories as per break up given below.

Category (i)	Scheduled caste		8%
Category (ii)	(a)	Sportsmen	4%
	(b)	Persons who have excelled in Cultural/Literary Activities	2%
Category(iii)	(a)	Persons who have participated with distinction in NCC activities	2%
	(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)	Candidate 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)	Candidates belonging to Backward Areas including that of districts Leh & Kargil	4%
Category (vii)	Candidates belonging to Weak and Under-privileged classes notified in S.R.O by the State Government from time to time.		2%

EXPLANATION

- A) 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.

For determining the number of seats under any reserved category mentioned in Statute 4(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.

- B) 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) Only such candidates shall be eligible for consideration under reserved categories (i) to (vii) specified in Statute 4(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 4(B) shall be made on the basis of comparative merit in the respective category.
- 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. NCC/NSS activities, for which he must have passed the qualifying examination from the University of Jammu.

SCHEDULE FOR CALCULATION OF MARKS/POINTS FOR ACHIEVEMENTS MADE BY A CANDIDATE DURING 3-YEAR TENURE OF THE QUALIFYING DEGREE COURSE AS REGULAR STUDENT, IN SPORTS/ CULTURAL AND LITERARY/NCC/NSS ACTIVITIES.

S.No.	Event/Activity	Maximum marks/ Points per event/ activity
I.	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
	1st position	7.0
	2nd position	6.5
	3rd 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
	1st position	6.0
	2nd position	5.5
	3rd 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
	1st position	6.0
	2nd position	5.5
	3rd position	5.0
	Participation only without securing any position	4.0
5.	Performance/Participation at individual/team level at any sport/game in Inter-University North Zone competition recognized by concerned All India Sports Federation/Association/BCCI, securing	6
	1st position	6.0
	2nd position	5.5
	3rd position	5.0
	Participation only without securing any position	4.0
6.	Performance/Participation at individual/team level at any sport/game in Inter-University North Zone competition recognized by AIU/BCCI, securing	6

	1st position	6.0	
	2nd position	5.5	
	3rd 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/Athletic Federation of India, securing:		3
	1st position	3.0	
	2nd position	2.5	
	3rd 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 organized by Jammu University, securing:		2
	1st position	2.0	
	2nd position	1.5	
	3rd position	1.0	
	Participation only without securing any position	0.5	
	Outstanding sports person having played in any senior National event in any of the games recognized by the University shall also be considered for admission under sports category.		
II.	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, organised by Association of Indian Universities(AIU)/ State/Central Govt. agencies, securing:		10
	1st position	10.0	
	2nd position	9.0	
	3rd position	8.0	
	4th 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
	1st position	9.0	
	2nd position	8.0	

	3rd 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
	1st position	8.0	
	2nd position	7.0	
	3rd position	6.0	
	Certificate of merit/consolation	4.0	
	Such of the candidates who distinguished themselves individually in a team event shall get awards in addition to the above score in the team event:		3
	a) For overall best performance	3.0	
	b) For One Act Play or Skit		
	i) Best Actor/actress	2.5	
	ii) 2nd Best Actor/actress	2.0	
	iii) 3rd Best Actor/actress	1.5	
	iv) Certificate of Merit/Consolation	1.0	
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 organized by the J&K Academy of Art Culture and Languages, securing:		7
	1st position	7.0	
	2nd position	6.0	
	3rd 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 modeling, Rangoli, Light Vocal, Classical Vocal, Western vocal, Western group song, Indian group song, Classical instrumental(Non-percussion and percussion) music items; Classical dance solo and Group items; Mime, Skit and One Act Play presentation; Short story and Essay writing, Debate, Elocution, Poetry recitation and Quiz Competitions. 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. Department/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 competition 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.

III. NATIONAL CADET CORPS (NCC)

1.	Having attended NCC Youth Exchange Programme in foreign countries		9
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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
	1st position	6.5
	2nd position	6.0
	3rd 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:	5
	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
	1st position	4.5
	2nd position	4.0
	3rd position	3.5
	Participation only without securing any position	3.0
	EXPLANATION:	
	The camps are:	
	a) Army attachment training camp;	
	b) National Integration Camp;	
	c) Advanced Mountaineering camp;	
	d) Trekking expedition camp;	
	e) Basic and advanced Leadership courses camps.	
	f) Snow skiing and water sports courses camps.	
7.	Having successfully undergone NCC para-training 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 in an Inter-College Competition organized by the University through NCC	2
		2
	1st position	2.0
	2nd position	1.5
	3rd 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 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

IV. 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 in 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 activities, certified and verified by the concerned NSS Programmer Officer, Principal/Chairman, alongwith documentary evidence, shall be submitted to the NSS Advisory Committee/ Vice Chancellor on the basis of the report of NSS coordinator.

4.	Having participated in an All India Youth Camp, organized by/in collaboration with Govt.of India/ State Govt., and adjudged/Secured:	6
	Best Volunteer (overall)	6.0
	1st position	5.5
	2nd position	5.0
	3rd 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 not less than 10 days and adjudged/secured:	5
	Best Volunteer (overall)	5.0
	1st position	4.5
	2nd position	4.0
	3rd 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	3
	1st position	3.0
	2nd position	2.5
	3rd position	2.0
8.	Having participated in an Inter-College NSS Competition organized/conducted by the University and secured:	3
	1st position	3.0
	2nd position	2.5
	3rd 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 Coordinator NSS/ State Govt./Central Govt.	3

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|-----|---|---|
| 10. | Having participated as a member of the NSS unit of the University/College in Camps/Course of not less than 10 days duration, organized by Semi-Government 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 |

References:

1. University Council Resolution No. 25 dated 21-02-2003
2. University Council Resolution No 72 dated 21-06-2004
3. University Council Resolution No. 66.61 dated 21-04-2006

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CHAPTER LV-B¹

“MASTER IN BUSINESS ADMINISTRATION (MBA) –HOSPITALITY AND TOURISM”²

Reference:

1. University Council Resolution No. 66.83 dated 21-04-2006
2. University Council Resolution No. 68.70 datd 27.03.2009

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CHAPTER LVI

STATUTES FOR THE DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.) EXAMINATIONS. ¹

1. GENERAL

1.1 The examinations for the M.D./M.S. Course shall be conducted in the following subjects:-

Group-I

- a) M.D. (Doctor of Medicine)
 - i) General Medicine
 - ii) Obstetrics and Gynaecology
 - iii) Paediatrics
 - iv) Anaesthesiology
 - v) Radio-Diagnosis (instead of Radiology)
- b) M.S. (Master of Surgery)
 - i) Genral Surgery
 - ii) Ophthalmology
 - iii) Otorhinelaryngology (E.N.T.)
 - iv) Orthopaedics

Group-II

- a) M.D. (Doctor of Medicine)
 - i) Pathology
 - ii) Community Medicine (P&SM)
 - iii) "Pharmacology and Therapeutics"²
 - iv) Physiology
- b) M.S. (Master of Surgery)
 - i) Anatomy

and such other subjects as may be approved by the University from time to time.

2. ADMISSION

2.1 Admission will be made by the Medical College, admitted to the privileges of affiliation by the University, for these courses. Admission made by the College shall be provisional subject to approval of the eligibility for admission and approval of Plan of thesis by the University.

2.2 The admission to the M.D./M.S. Course shall be open to a candidate who-

- a) has passed the examination for the degree of M.B.B.S. from this University or any other University recognised by the Jammu University and /or Medical Council of India.

- b) has completed satisfactory one year of Pre-registration compulsory rotating internship in the duly recognised institutions laid down by the University for registration as Medical Graduate.

OR

has earned exemption for the same by virtue of either-

- i) having served in Armed Forces Medical Services for one year.
 - ii) Having undergone five years course leading to the award of M.B.B.S Degree where internship is not a pre-requisite for registration as medical graduate.
- c) has temporary/full registration as a Medical Practitioner with State Medical Council or equivalent.

2.3 Applications, on the prescribed form of the candidates selected for admission by the Govt./ Competent Authority, alongwith the prescribed fee per student for eligibility and registration as Post-graduate students in the Faculty of Medicine, must reach the Registrar of the University within 30 days after the date of starting the course every year. The applications shall be accompanied by the following documents and certificates in original or their certified true copies:-

- i) M.B.B.S degree certificate together with certificate indicating the number of attempts made in passing each of the professional examinations and the marks obtained in each subject in all the Professional examinations.
- ii) Certificate of having good moral character from the Principal of the Medical College/ Institution from where he/she qualified for the M.B.B.S Degree.
- iii) Certificate of having completed satisfactorily one year period of Pre-registration rotating internship or a Certificate qualifying for exemption there from as per Clause 2.2 (b).
- iv) Written consent of a Post-graduate teacher, recognised by the University in the subject concerned, to the effect that the study and research in the subject in which registration is sought, will be conducted under his/her guidance and supervision.
- v) Migration certificate, if the candidate has passed his/her last examination from an Institution not affiliated to this University.
- vi) Any other Diploma or Degree examination certificate in the Faculty of medicine passed by the candidate.

2.4 (a) The ratio of recognised Post-graduate teacher to the number of students to be admitted for the degree and diploma courses shall be 1:1 each for degree and diploma courses per year to the extent that under no circumstances more than two candidates for degree and one for diploma shall be registered in a unit in one academic year. Where as in the Post-graduate courses where the system of units do not exist, the ratio of Post-graduate teacher to the number of students shall remain 1:1 as in case of Pathology, Community Medicine, Pharmacology, Physiology, Anatomy and Anesthesiology etc.

- (b)
 - i) Every unit shall consist of at least 3 full time teachers out of whom one shall be a full time recognised Post-graduate teacher and the remaining two shall not be below the rank of Assistant Professor/ Assistant Professor/Associate Professor. In case, the department is having one unit, then it shall be headed by a Professor.
 - ii) In case the institution is having only post-graduate diploma courses in any subject then it shall have a unit of 30 beds with 3 full time teachers of whom one shall be a recognised post-graduate teacher and the other 2 shall not be below the rank of Associate Professor/ Assistant Professor/ Lecturer. The ratio of number of students and recognised post-graduate teacher shall be 1:1. Under no circumstances more than three students can be admitted in a unit per year.
 - iii) The number of students to be admitted in case of post-graduate degree (super specialty) shall be one student per year in a department having a minimum of 3 faculty members and 20 beds.
- (c) Provided further that any post-graduate seat left unfilled in an academic year shall not be carried forward to the next or subsequent academic year. Academic year shall mean 1st January to 31st December of any calendar year.

3. REGISTRATION AS POST-GRADUATE STUDENT

- 3.1 Candidates selected for admission in the College and whose applications, complete in all respects and supported by the fee and documents listed in Statute 2.3. are received by the Registrar within the stipulated period shall be registered, on fulfillment of all conditions of eligibility, as post-graduate student in the Faculty of Medicine.
- 3.2 candidates accepted as Post-Graduate students by the University shall be deemed to have been registered from the date of starting the course every year.
- 3.3 No candidate shall be allowed to be registered in more than one subject at a time.

4. PERIOD OF STUDY

- 4.1
 - (a) The period of study and training for M.D. and M.S. shall be three years as a Post-graduate student after registration of the candidate with the University.
 - (b) However, there shall be an exemption of one year in the duration of post-graduate degree course in respect of candidates who have done Post-graduate diploma course of two years and have been awarded diploma in the same subject.
- 4.2 This period shall have to spent as a full time Post-graduate student in the concerned department in a Medical College affiliated to the University for these courses and in Hospital(s) attached to it which shall be recognised for this purpose and periodically inspected by the University. In no circumstances shall a candidate be permitted to fulfil this condition, even partly, in an institution not affiliated to and recognised by this University for the said purpose.

- 4.3 (a) The emphasis will be on in-service training and the candidates will be required to participate in the teaching and training programme of Undergraduate students and interns in their subjects/specialities, apart from taking part in seminars, group discussions and clinical meetings.
- (b) All the candidates joining the Post-graduate Training Programme must work as full time residents during the whole period of their post-graduate training. They will be required to attend a minimum of 80% of the training period during each calendar year.
- 4.4 (a) The Principal of the College concerned may consider grant of 15 days Leave during each year of the Course in favour of a registered candidate, based on the recommendations of his/her Supervisor/Guide, subject to the condition that the leave so granted shall not exceed 30 days at a stretch.
- (b) if a post-graduate student avails leave beyond 30 days at a stretch on medical grounds he/she shall be permitted to do so upto maximum certificate from days on production of a Medical certificate from Medical Board constituted by the Government. The candidate however, shall be allowed to appear in the examination after completion of regular study period of prescribed course excluding Medical leave period availed by the candidate.
- (c) However under unavoidable circumstances if a post-graduate student avails leave beyond 30 days at a stretch on medical grounds he/she shall be permitted to do so upto a maximum of 90 days on production of a medical certificate from a medical board already constituted by the Government. The candidate, however, shall be allowed to appear in the subsequent examination and not alongwith the regular students.
- (d) In case the post-graduate student remains absent from post-graduate training beyond 90 days stretch, his/her registration/admission shall be cancelled by the University except for candidates who are ill and hospitalized for a period exceeding 90 days
- 4.5 Training programme for each subject should be framed by the Head of each department in consultation with senior faculty members and it should be ensured that the training programme is strictly adhered to, post-graduate students shall maintain a record/logbook of the work carried out by them which will be assessed by the faculty member imparting the training.
- 4.6 Migration/transfer of Post-graduate student from one Medical College or institution to another.
- Migration/transfer of student undergoing any post-graduate course Degree/Diploma shall not be permitted by any University or any authority during the period of training prescribed for any of the post-graduate courses.

5. **THESIS-SUBJECT AND GUIDE**

- 5.1 Every Post-graduate student shall be required to write a thesis on a subject of his/her choice as approved by the Board of Studies concerned.

- 5.2 Each Post-graduate teacher, with the prior approval of the Head of the Department & the Principal of the College concerned, shall assign to each of his candidates, within a period not exceeding four months from the start of 2nd year of Post-graduate studies, a subject of research to work upon during the Postgraduate Course, under the guidance & direction of the Post-graduate teacher.

Provided that in the case of post-graduate students who have successfully done their post-graduate Diploma course in the Faculty of Medicine in the same subject, the post-graduate Teacher, with the prior approval of the Head of Department & Principal of the College concerned, shall assign to the candidate within a period not exceeding four months from the start of 1st year of Post-graduate studies, a subject of research to work upon, during the post-graduate course, under the guidance and direction of the Post-graduate teacher.

- 5.3 The plan of thesis, indicating-

- i) title of work;
- ii) brief resume of literature;
- iii) purpose of proposed study;
- iv) scheme of work (including material and methods); &
- v) references.

Shall be submitted by each Post-Graduate candidate, through his/her Guide and the Head of Institution, to the Registrar to reach him not later than six months from date of commencement of 2nd year of the Post-Graduate study failing which a late fee @ Rs. 10/- per day of delay for each plan of thesis shall be payable to the University subject to a maximum delay of 30 days.

The plan shall be accompanied by-

- i) written consent, on the prescribed form of the post- graduate teacher to act as guide, and also that of a co-guide, if any, for the work on the subject of thesis.
- ii) A certificate from the Head of the Department and the Principal of the College concerned to the effect that adequate facilities exist in the Institution and would be made available to the candidate for the study and research free or on payment of the requisite fee that may be prescribed by the Institution for the purpose.
- iii) The fee as prescribed by the University.

“Provided that in the case of Post-graduate candidates who have successfully done their Post-graduate Diploma course in the Faculty of Medicine in the same subject, the plan of thesis shall be submitted by the Post-graduate candidate through his/her Guide & Head of the Institution to the Registrar to reach him not later than six months from the date of commencement of 1st year of the Post-graduate study failing which a late fee @ Rs. 10/- per day of the delay for each plan of thesis shall be payable to the University, subject to a maximum delay of 30 days”.

- 5.4 the plan of thesis, received by the registrar, shall be placed before the concerned Board of Studies in the Faculty of Medicine for approval.
- 5.5 The registration of the candidate shall be deemed final and complete only when the plan of thesis has been approved by the concerned Board of Studies.
- 5.6 The Plan, if modified by the Board of Studies, shall have to be undertaken as such for execution. In case the plan is rejected, a fresh plan, as per procedure prescribed in these Statutes shall have to be submitted to the University.
- 5.7 The decision of the Board of Studies shall be communicated to the candidate through the Principal of the college within one month of the meeting of the concerned Board of Studies.

6. THESIS- CHANGE OF SUBJECT/GUIDE

- 6.1 No application for change of subject of thesis/guide shall be entertained except under the following conditions:-
 - i) When the plan submitted earlier has been rejected by the Board of Studies.
 - ii) When the work cannot be completed on the plan submitted earlier because of unforeseen circumstances beyond the control of the candidate.
 - iii) When the guide leaves the Institution for a period of more than six months.
- 6.2 The application on the prescribed form for change of subject/guide indicating the reasons that necessitated the change, shall be submitted to the Registrar through the Principal of the College concerned and shall be accompanied by the prescribed fee and a certificate from the guide and concerned Head of the Department to the effect that the reasons given by the candidate are genuine and that the proposed change is recommended.
- 6.3 The application for change of subject of thesis (along with the revised plan)/guide shall be placed before the Board of Studies concerned when it meets next and processed in the manner as laid down in the Statutes for approval of the thesis plan.

7. THESIS-FORMAT AND SUBMISSION

- 7.1 The thesis shall relate to the candidate's own work on a specific research problem or a series of clinical case studies in accordance with the approved plan.
- 7.2 The thesis shall be written in English, printed or typed on white bond paper 22x28 cm. With a margin of 3.5 cm. Bearing the matter on one side of paper only and bound with cloth/rexine, with the title, author's name and the name of the College printed on the front cover.
- 7.3 The thesis shall contain: Introduction, review of literature, material and methods, observations, discussions, conclusions, summary and references as per index medious.
- 7.4 Each candidate shall submit to the University through the Principal of the College four copies of thesis, to reach the Controller of Examinations not later than three months prior to the date of commencement of theory examination in the subject.
- 7.5 No paper based on the substance of the thesis, shall be published or read in any

Conference prior to or during the course of preparation and acceptance of the thesis.

- 7.6 The thesis submitted to the University shall be the property of the University and shall not be published in Part or in full without prior permission of the Vice-Chancellor, nor shall it be submitted to any other University or learned body for award of any degree or academic distinction before or after submission.

8. THESIS-EVALUATION, APPROVAL AND REJECTION

- 8.1 The thesis shall be referred by the University for evaluation to the Examiners appointed by the University for the purpose in accordance with Statute-11. The examiners will report independently to the Controller of Examinations and recommend whether the thesis is :-

- a) approved.
- b) returned for improvements as suggested, or
- c) rejected, in the form prescribed in Appendix-I for this purpose.

- 8.2 The thesis shall be deemed to have been accepted when it has been approved by atleast three of the examiners of whom two must be external examiners provided that if the thesis is rejected by one of the external examiners it shall be referred to another external examiner (other than the one appointed for initial evaluation) whose judgment shall be final for purpose of acceptance or otherwise of the thesis.

- 8.3 Where improvements have been suggested by two or more of the examiners, the candidate shall be required to re-submit the thesis, after making the requisite improvements, for evaluation.

- 8.4 When thesis is rejected by the examiners, it shall be returned to the candidate who shall have to write it again. The second thesis, as and when submitted shall be treated as a fresh thesis and processed as per Statute 5, 6, 7 & 8.

- 8.5 Acceptance of thesis submitted by the candidate shall be a pre-condition for his/her admission to the written, oral and practical/clinical part of the examination.

Provided that under special circumstances if the report from one or more examiners is not received by the time, the Post-graduate examination is due, the candidate may be permitted provisionally to sit for the examination but the result be kept withheld till the receipt of the report subject to the condition that if the thesis is rejected then the candidate in addition to writing a fresh thesis, shall have to appear in the entire examination again.

- 8.6 A candidate whose thesis stands approved by the examination but fails in the examination, shall not be required to submit a fresh one if he/she appears in the examination in the same branch on a subsequent occasion.

- 8.7 After acceptance of the thesis, the Controller of Examinations will retain one copy of the thesis in the University and return the three copies to the Principal of the College concerned who in turn shall forward one copy each to College Library, Departmental Library and to the candidate concerned.

9. EXAMINATION

- 9.1 (a) Apart from submission and acceptance of thesis in the manner prescribed in Statutes 5-8, the candidate shall be required to appear and pass the examination to be held in theory, practical/clinical and viva-voce at the end of the period of three years from the date of registration/enrolment for the course.
- (b) The candidate will be required to secure minimum 50% marks in theory as well as in practicals/clinicals including viva-voce separately which is mandatory for passing the whole examination.
- 9.2 The examination shall be held twice a year, on regular and one subsequent, after a minimum gap of six months on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, Faculty of Medicine.
- 9.3 There shall be four written papers of 100 marks each of 3 hours duration for each branch of either MD/MS. Each examiner will evaluate one theory paper and in exceptional circumstances as per Statutes No. 11.5 Note (a) if second internal examiner is not available then the 1st internal examiner will evaluate two papers instead of one.
- For the viva-voce and practical/clinical examination there shall be a maximum of 400 marks, Each examiners shall be asked to evaluate the candidate and give marks out of a total of 100 marks. However in exceptional circumstances where the number of examinees are 3 as per Statute No. 11.5 Note (a), the external examiners will give marks out of a maximum of 150 each.
- 9.4 The examination in practical, clinical and viva-voce shall be conducted by all the four examiners, i.e. two external and two internal and shall extend over a period of two days.
- 9.5 Syllabus for each theory paper and practical/clinical shall be prescribed by the Academic Council on the recommendations of the Board of Studies concerned and the Faculty of Medicine.
- 9.6 The examination shall be open to a candidate who-
- a) has been admitted to the MD/MS Course after fulfilling all the eligibility criteria as laid down under Statutes 2.2.
- b) has completed the prescribed course of Post-graduate study after registration as Post-graduate students for a continuous period of three years in the subject concerned, under a recognised Post-graduate teacher to his entire satisfaction in a recognised Institution affiliated to the University.
- c) has his/her thesis submitted and held approved by the examiners prior to commencement of the written part of the examination in the manner prescribed in the Statute 5.5; and
- c) has produced a certificate of good character signed by the Principal of the College concerned.
- 9.7 The application on the prescribed form for admission to the examination accompanied by prescribed fee must reach the Controller of Examinations through

the Principal of the College at least two months before the commencement of the examination.

10. ASSESSMENT

- 10.1 The Board of Examiners will determine in consultation with one another all the details of the conduct of examination.
- 10.2 Each examiner will evaluate one answer book and give marks out of 100 marks allotted to each paper. In practical and viva-voce examination each examiner will assess the candidate and give marks out of 100 marks each.
- 10.3 The result of the candidate shall be based on the aggregate marks scored by him in theory and practical/clinical including viva-voce separately as per Statute No.9.1 (a). The board of examiners will give their report in the form given at Appendix-II to the Statutes. The report shall be signed by all examiners.
- 10.4 The Controller of Examinations shall publish a list of candidates who have been declared successful in the examination.
- 10.5 A candidate who fails in the examination shall be eligible to appear at the subsequent examination unless otherwise debarred by all the examiners unanimously for a specific period. Such a candidate appearing at the subsequent examination shall have to apply again and shall have to pay the same fee as prescribed under the Statute for appearing in the examination at the first attempt.
- 10.6 Each successful candidate shall be admitted to the degree of M.D./M.S., as the case may be, in accordance with the procedure prescribed in the Statutes of the University.

11. APPOINTMENT AND ELIGIBILITY OF POST-GRADUATE TEACHER/GUIDE AND EXAMINERS.

- 11.1 No person shall act as a Post-graduate teacher or guide unless-
 - a) he/she has atleast eight years teaching experience in the subject concerned or an allied subject, out of which at least five years teaching experience as Assistant Professor/Asstt. professor, shall be after obtaining the requisite post-graduate degree in the concerned subject as per recommendations of Medical Council of India. In a Medical College affiliated to a recognised University or a recognised post-graduate Medical Institute; and
 - b) is of the rank of assistant Professor or equivalent and above.
- 11.2 No person shall be appointed as a Post-graduate examiner unless he/she is of the rank of Associate Professor or equivalent and above and is fully qualified to act as a post-graduate teacher/guide.

Provided that when an Associate Professor or equivalent and above is not available, an Assistant Professor with requisite qualification and experience in the subject may be appointed as an examiner

NOTE: Subject(s) to be considered allied to the subject/speciality concerned shall be according to the list of allied subjects approved by the Medical Council of India.
- 11.3 For non-medical teachers to be appointed as post-graduate teachers/guides and

examiners, Ph.D. degree in the concerned subject shall be considered as the requisite Post-graduate qualification, other conditions being the same as laid down in Statutes 11.1 and 11.2.

- 11.4 There shall be four examiners in each subject two external and two internal, to be appointed by the Vice-Chancellor out of a panel of examiners proposed by the Board of Studies concerned.

All teachers in the concerned subject in the College concerned who fulfill the eligibility criteria for appointment as Post-graduate examiners shall be appointed as internal examiner according to the following criteria:-

The senior most teachers/HOD in the subject will always act as 1st internal examiner, while all the other eligible teachers will rotate as 2nd internal examiner every year.

- 11.5 Theory paper I & II shall be set one each by the two external examiners and paper III & IV by the two internal examiners.

The external examiners and 2nd internal examiner will send their question papers to the 1st internal examiner who, after due moderation, if needed, shall forward the same alongwith his own question paper to the Controller of Examinations.

The practical/clinical and viva-voce examination shall be conducted jointly by all the four examiners. The 1st internal examiner shall act as Chairman/Co-ordinator of the examination.

NOTE: a) No person shall be appointed as an

Examiner in any subject unless he fulfils the minimum requirement for recognition as a P.G. teacher as laid down by the Medical Council of India and has an experience of 8 (eight) years as a Assistant Professor/Assistant Professor. For an external examiner, he should have minimum three years examinership experience for post-graduate diploma in the concerned subject, out of internal examiners, one examiner shall be Head of the Department.

- b) i/ There shall be at least four examiners in each subject at an examination out of which at least 50% (fifty percent) shall be external examiners. The external examiners who fulfils the condition laid down in clause-I above should ordinarily be invited from another recognised University, from outside the state on recommendations for appointment as Post-graduate examiners. Under exceptional circumstances examination may be held with 3 (three) examiners provided two of them are external and Medical Council of India is intimated with the justification of such action prior to publication of result for approval of Medical Council of India.

- ii/ Retired teachers as external examiners provided the teacher has retired three years prior to conduct of examination.

11.6 The same set of examiners shall ordinarily be responsible for thesis as well as theory, oral and practical/clinical examination.

11.7 The external examiner shall ordinarily be inservice Post-graduate teacher in a Medical College affiliated to a recognised University other than Jammu University or from a recognised Post-graduate Medical Institute.

Provided that in the case of non-availability of one of the inservice external examiners, a retired teacher, otherwise eligible to be a post-graduate examiner, may be appointed as an external examiner subject to the condition that he/she has retired at least 2 years before he/she belonged to the Institution conducting the examination.

NOTE: An external examiner shall not ordinarily be appointed for more than two years consecutively. Thereafter, he/she may be re-appointed after an interval of two years.

12. REMUNERATION

12.1 The following rates of remuneration shall be payable to the examiners or as may be prescribed from time to time:-

	Old	New	
i) Evaluation of thesis	160/-	500/-	per thesis per examiner
ii) Paper setters	150/-	500/-	per paper per examiner
iii) Moderation fee	50/-	250/-	per paper
iv) For conduct of whole examination including evaluation of theory paper practical/clinical & viva-voce examination.	a) 210/-	400/-	per candidate per examiner upto 4 candidates.
	b) 150/-	300/-	Above 4 candidates per examiner subject to a minimum of Rs. 1800/- and maximum of Rs. 3000/-

13. Interpretation, if any, shall be determined by the Vice-Chancellor in consultation with the Dean, Faculty of Medicine and the decision taken shall be final and binding on all concerned

APPENDIX- I to Statute 8.1

Examiners report on the evaluation of Thesis for M.D./M.S. examination, 200_____

I _____ have examined the thesis of _____ on the subject of _____ submitted in part fulfilment of the requirements for M.D./M.S. examination, 200_____.

The work and presentation is of outstanding merit and original in nature and hence, the thesis is approved.

The work and /or presentation is satisfactory and hence, the thesis is approved.

The thesis is returned herewith for improvement and re-submission for evaluation after the change/improvement as suggested in the annexure are made by the candidate.

The work and /or presentation are/is of poor quality and the thesis, therefore, stands rejected.

Signature _____
Identification Mark _____
Designation _____
Address _____

Place: _____

Date: _____

Delete whatever is not applicable.

APPENDIX- II to Statute 10.3

Examination : _____

Subject: _____

Session : Annual/Bi-annual

Centre: _____

Year: _____

U.R. No.	Theory				Total	Practical	Viva-Voce	Total	G.Total	Remarks
	Paper I	II	III	IV						
	100	100	100	100	400	300	100	400	800	

Signature of External Examiner Id. No.

Signature of Internal Examiner Id No.

1. _____

1. _____

2. _____

2. _____

*Candidates having R. No. _____ in view of the very poor performance be debarred from taking the next _____ to be held by the University.

Signature of External Examiner

Signature of Internal Examiner

1. _____

1. _____

2. _____

2. _____

Reference:

1. University Council Resolution No 60 dated 21-06-2004
2. University Council Resolution No. 66.34 dated 21-04-2006

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CHAPTER LVII

STATUTES GOVERNING THE DEGREE OF M.PHIL

1. The degree of M.Phil shall be instituted in the Faculties of Arts, Social Sciences, Science, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.
2. The objectives of the M.Phil programme shall be to provide advanced specialised knowledge in a particular area and initiation in research. It shall also be considered as a Pre-Ph.D. Degree. Its components shall be course work as well as research work. (This Degree course would aim at providing advanced training in inter-disciplinary studies as well as opportunity for undertaking research and where necessary would also include a course in research methodology).
3. “The minimum requirement for admission to the M.Phil Course shall be a Master’s Degree Examination in the subject concerned or an allied subject in the second division, from a Statutory University.

For the subject of Bio-Technology

The minimum requirement for admission to the M.Phil Course shall be a Master’s Degree in Bio-Technology or an allied subject with a minimum of 55% marks, from a Statutory University”.⁷

4. Admission to the M:Phil. Course in the teaching departments of the University shall be made on the basis of merit.

First preference for admission to the M.Phil. Course in a department shall be given to the following categories:

- i/ The candidates who have qualified the National Educational Test conducted by the U.G.C. etc. .
- ii/ The candidates who have been selected to work as JRFs/SRFs in the University under the various research schemes/projects sponsored by the National Funding Agencies.
- iii/ The Teacher Fellows selected under the UGC scheme of Faculty Improvement. After admission of the above categories of candidates preference for admission to the remaining seats shall be given to the following candidates :-
 - 1/ who have passed the qualifying examination from the University of Jammu;
 - 2/ who are permanent residents of the territorial jurisdiction of the University but have passed the qualifying examination or an equivalent examination from a University other than the University of Jammu;

Provided that students who have passed their 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 of Jammu 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 the University

of Jammu and seek admission to a course of study in the University of Kashmir for which arrangements for teaching do not exist in the University of Jammu.

- 3/ who are employees of the Central or the State Government or a Public Undertaking or any organisation recognised for this purpose by the Syndicate, posted within the territorial jurisdiction of the University or son or daughter or husband or wife of such employees.
- 4/ who are not permanent residents of the territorial jurisdiction of the University of Jammu but have passed from a University other than the University of Jammu the Master's Degree Programme (qualifying examination) securing not less than 60% marks,

Provided that the number of seats under this category shall not exceed 20% of the total number of seats available with the department for the course.

Admission of candidates to the M.Phil. Course shall be subject to their conduct having been certified to be satisfactory during their studies in the Master's Degree Programme.

5. At the beginning of the session each department will issue a Notification inviting applications for admission to the M.Phil Course. The admission shall be completed by the department concerned by the end of September every year without late fee. If seats are available, the late admission shall be authorized with the special permission of the Vice-Chancellor on payment of a late fee of Rs.20/- upto 15th October.

Provided that if the M.A./M.Sc./M.Com. result in any particular subject is declared late, the admission may be completed within 15 days after declaration of result without late fee.

Other statutory provisions regarding terms and vacations applicable to the post-graduate departments shall be applicable to the M.Phil. course also.²

6. The minimum duration of the course shall be one academic year consisting of two terms as provided under Statutes.
7. Every student admitted to the M.Phil Programme shall be required to offer and undertake course/research work in the following manner:
 - (i) 8 Courses of Study (4 courses in each term), each course carrying 100 marks.
OR
 - (ii) 4 Courses of Study in the 1st term and 2 Courses of Study with Project Work in the 2nd term. Each course of study will carry 100 marks and the Project work will carry 200 marks.
OR
 - (iii) 4 Courses of Study in the 1st term and dissertation in the 2nd term. Each course of study will carry 100 marks and the dissertation will carry 400 marks.
OR
 - (iv) In the Subjects included in the Faculty of Science only two Courses of Study in the 1st term and dissertation (including Practical Work) spread over to 1st and 2nd terms, each course of study will carry 100 marks and the Dissertation will carry 600 marks.

NOTE:

The Courses in all cases may include core courses, specialized courses. a course on Research Methodology and assignments relevant to the area of specialization of the student.

8. The M.Phil Programme in the Department of Study in the University will be administered by an M.Phil Committee under the supervision of the Board of Research Studies in the Faculty concerned
9. M.Phil Committee in each Department will consist of -
 1. Professors and Associate Professors in the Department.
 2. Such Assistant Professors as have been approved by the Board of Research Studies as supervisors to guide research.

The Head of the Department will be the Chairman of the Committee.

- 9-A The majority of the members shall form the quorum. All matters shall be decided by the majority of the members present. The Chairman, in the event of equality of votes, shall have the casting vote. If a meeting is adjourned for want of quorum, no quorum shall be necessary for the subsequent meeting.³

10. The M.Phil Committee shall perform the following functions :-
 - a/ invite and scrutinize applications and make admission to the M.Phil Course subject to the approval of the Vice-Chancellor;
 - b/ draw up details of the Courses;
 - c/ assign these courses to the concerned teachers of the Department;
 - d/ organise lectures and seminars and arrange supervision of the dissertation/project work;
 - e/ approve topics for dissertation/project work;
 - f/ recommend names of examiners for dissertation/ project work to the University;
 - g/ recommend the award or otherwise of the degree to the students on the basis of assessment;
 - h/ decide whether the M.Phil Course to which a candidate intends to seek admission is allied to a subject in which he has obtained Master's degree or not;

Provided that in case of any difference of opinion in the M.Phil Committee the matter shall be decided by the Board of Research Studies concerned.

- 11 M.Phil Programme shall be a whole-time course and a student admitted to this Programme of Study shall devote himself exclusively to the pursuit of study for this Programme. There shall be at least three contact hours per week per term for each Course of Study. Every student shall also be required to participate in seminars/group discussions arranged in the Department during the programme of study. The minimum attendance required shall not be less than two-third of the total number of working days in each term Every student must also participate in at least three seminars/group discussions in each term.

12. The M.Phil Committee of the Department concerned shall be competent to cancel admission of a student to this programme if:
 - a/ a student remains absent without permission of the Head of the Department concerned for a period of one month continuously
 - b/ a student does not attend the Department for 50% or more of the total working days in a term in an academic Year
13. The duration of examination in each course will be three hours. The examination in practical/ research methodology/assignments will be wholly internal and the mode of assessment and maintenance of record shall be determined by the M.Phil. Committee.
14. A candidate in order to pass the course shall be required to obtain at least grade 'C' in each course separately and grade 'B' of the courses taken together:

Provided that if a candidate after qualifying in each course separately fails to obtain grade 'B' of the courses taken together, he may be allowed to reappear in any course(s) in which he has failed to obtain 'B' grade.
15. The question paper for the term examination in each course shall initially be drawn by the faculty members who conducted the Course. It may then be sent to an external examiner outside the University who shall set the final question paper. The evaluation shall be done by the external examiner who set the paper or, if he is not available, by another examiner, External or Internal to be appointed by the Vice-Chancellor.
16. A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or, having appeared fails to qualify in all the courses of study prescribed for the 1st term may be permitted to continue his studies in the second term and appear in the paper(s) of the first term in which he had not qualified, alongwith the courses of the second term. The admission form for the reappear examination alongwith the prescribed fee should reach the Controller of Examinations within 15 days from the date of declaration of result/from the date of intimation regarding permission/ rejection of dissertation.
17. The dissertation shall be submitted only when the supervisor concerned is satisfied that the dissertation is worthy of consideration in part fulfilment of the M.Phil degree. The candidate may incorporate in his dissertation/project work the contents of any work which may have been published by him on the subject and will inform the examiner of having done so but he will not submit his dissertation for which a degree has been conferred on any body else by this or any other University.
18. A candidate offering dissertation will supply two type written or printed copies of the dissertation/project work on a paper of 28 cms X 21 cms with margins of 3 cms on one side and at least one cm. on the other. Only one side of the paper is to be used. It may be bounded in cloth with the name of the author and title on the outside of the cover.

The dissertation/project work shall be accompanied by a certificate from the supervisor stating :-

 - a/ that the dissertation/project work embodies the work of the candidate himself;
 - b/ that the candidate worked under him for the period required under Statutes; and
 - c/ that he has put in the required attendance and seminars in his Department during that period.

The dissertation/project work for the M.Phil degree shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation/project work may be written either in English or in the classical language concerned or the cognate Modern Indian Language:

Provided further that dissertation/project work in the subject of Urdu be presented in the form of calligraphy.

19. The dissertation shall be evaluated by two examiners:-

1. an external examiner to be appointed by the Vice-Chancellor; and
2. the supervisor concerned.

Each examiner shall state in his report :-

a/ Whether the dissertation/project work be -

- i/ accepted,
- ii/ re-submitted after revision:
- iii/ rejected.

b/ Whether the dissertation is fit for publication by the candidate in the original form or in a revised form;

In case there is a divergence of opinion between two examiners in regard to the acceptance of the dissertation the Vice-Chancellor may refer the dissertation to another examiner to be appointed by him whose decision shall be final.

20. Viva-voce shall be compulsory for all the candidates offering dissertation/project work.

21. The viva-voce shall be conducted by a Board of examiners consisting of -

1. Head of the department concerned;
2. the external examiner who examined the dissertation failing which another examiner to be appointed by the Vice-Chancellor; and
3. the supervisor.

21.A A candidate, who is not able to submit his/her M.Phil dissertation within the maximum period prescribed under Statutes, may seek re-registration in the second term and such a candidate will be eligible to submit dissertation not earlier than six months but not later than one year from the date of re-registration.⁴

22. In case a candidate is required to revise his dissertation he shall re-submit it within a period of six months from the date the decision is intimated to him.

23. A candidate who has been on rolls of the department for the M.Phil course for two terms and has completed all requirements for eligibility to appear in the examination but has either failed to appear or qualify in all or any of the courses of study prescribed for the degree may be permitted to appear in the courses in which he could not appear or qualify, to pass the examination subsequently without attending a fresh course, provided he completes and passes the examination in all courses prescribed for the M.Phil degree within a period not exceeding three following terms.

In case a candidate fails to do so his candidature to the M.Phil degree/examination shall be treated as cancelled.

24. The evaluation of the candidates both in respect of courses of study and the dissertation/project work to be submitted by them shall be done by grading method carrying the following notation :-

Notation	Credit points	Equivalent numerical Scores
O	4	80% & above
A	3	65% to 79%
B	2	50% to 64%
C	1	35% to 49%
D	0	Below 35%

The average grade point shall be calculated by dividing the total grade points secured by a student by the total number of papers comprising the course:

Provided that the fraction of less than 5 shall be ignored and those of 5 or more shall be raised to a whole for purposes of calculating the average grade point of all grades.

25. The courses and the topics of dissertation/project work approved by the M.Phil Committee of a Department shall be reported to the Board of Research Studies concerned.
26. A candidate may apply to the M.Phil. Committee for permission to modify the topic of his dissertation/project work within a period of three months from the date of his admission in the second term.
27. Every candidate for the M.Phil degree shall be allowed to publish his work after successfully completing the course without permission of M Phil Committee/Board of Research Studies as a research article
28. Subject to the provisions of these Statutes, the Controller of Examinations shall publish the results on receipt of the decision of the M.Phil Committee
29. The following fees will be charged from each candidate or as may be prescribed from time to time:

“Application fee	Rs.120/-
Admission fee	Rs.135/-
University Sports fee.	Rs.190/-
Stationery fee	Rs.45/-
Magazine fee	Rs.35/-
Games fee	Rs.200/- (Rs. 150/- to be deposited with the Department of Sports and Physical Education and Rs. 50/- to be retained by the Department)
Social activities fund	Rs.45/-
Student Aid fund	Rs.45/-

Miscellaneous	Rs.15/-
Reading Room fee	Rs.70/-
Development Fund	Rs.180/-
Library deposit (Refundable)	Rs.600/-
Science breakage fee	Rs.500/-
Laboratory deposit (Refundable)	Rs.350/-
Identity Card	Rs.15/-
Supervisory fee	Rs.650/-

Per term(to be deposited at the beginning of each term).

Examination fee @ Rs.550/- per term per candidate shall also be paid by each student while submitting his admission form for each term examination which should reach the Controller of Examinations not later than 45 days of the last date of admission. In case of 1st term examination and within 25 days after the termination of 1st term theory examination in the case of IIInd term examination. Candidates appearing in parts in the M.Phil Course shall pay examination fee @ Rs.550/- per Course of study & Rs.550/- for the dissertations/project work while resubmitting the dissertation/project work.

NOTE: In addition to the fees prescribed above, every candidate appearing in any examination conducted by the University will have to pay Rs. 20/- as maintenance of service fee, and Rs. 25/- as Desk fee. These two funds will be kept at the disposal of the Controller of Examinations".⁶

30. The external examiner shall be paid remuneration as under:-

a/	For examining a Dissertation/project work including conducting of viva-voce	Rs.350/- per evaluation including conducting of viva-voce
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The following shall be other fees payable to Paper Setters/Examiners :-

i/	Setting fee per course	Rs.400/-
ii/	Evaluation of each course	Rs.20/- per script subject to a minimum of Rs. 120/-. ⁵

References:

1. University Council Resolution No. 31 dated 4.8.83 .
2. University Council Resolution No. 18 dated 25.8.87
3. University Council Resolution No. 32 dated 25.8.87
4. University Council Resolution No. 29 dated 6.10.89
5. University Council Resolution No. 5 dated 23.5.98 .
6. University Council Resolution No. 98 dated 21.06.2004
7. University Council Resolution No. 54 dated 21.06.2004

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CHAPTER–LVIII

STATUTES GOVERNING DOCTOR OF PHILOSOPHY IN VARIOUS FACULTIES

1. The Degree of Doctor of Philosophy may be awarded in such Faculties of the University as are recognized for the purpose.
2. A candidate seeking registration to the Ph. D. Programme must fulfil any of the following eligibility criteria :
 - I. M.Phil Degree with atleast “B” grade and 50% marks in Master’s Degree Programme in the subject concerned or a subject allied to the one in which he/she desires to pursue research for Ph.D.
 - II. Master’s Degree with not less than 55% marks in aggregate in the subject in which he/she desires to work for Ph.D. However, JRF qualified candidate will be preferred over other candidate.
 - III. “Any other Degree recognized as equivalent thereto in the subject concerned or in a subject allied to the one in which he/she intends to pursue research with the requisite % age of marks as mentioned above.

The Board of Research Studies shall decide whether or not the proposed field of research is allied to the subject in which the candidate has obtained his/her Master’s Degree/ M.Phil. Degree.
 - IV. A candidate, who has secured second division with marks less than 55% in Master’s Degree may also be registered for Ph.D. Degree by the Board of Research studies on, grounds of academic and intellectual attainments evidenced by his/her published work. The work of all such candidates shall be referred to two outside experts for evaluation and such case shall only be considered if the opinion of both the experts is favourable.
 - v. [Deleted]”⁶
3. The candidate joining Ph.D. programme, without M.Phil shall apply for registration on the prescribed form which should reach the Head of the University Department concerned on or before April 1 or October 1. He/she shall state his/her qualifications and area he/she proposes to investigate in the application form. The application form shall be accompanied by the application fee as may be prescribed by the University from time to time.
4. There shall be a Departmental Research Committee for each subject. The Departmental Research Committee will consist of the Convenor of the Board of Studies in the subject, Head of the Department, one Professor, one Associate Professor and one Assistant Professor (the last three by rotation) and any other teacher whose participation may be considered essential by the Convenor. However, in case of Law, the Dean Faculty of Law shall also be member of Departmental Research Committee. The term of the Departmental Research Committee will be requisitioned by the Head of the Department in consultation with the Convenor, Board of Studies concerned and will be coterminous with the tenure of the Head of the Department concerned. The meeting of the Department Research Committee will be chaircal by the Convenor or the Dean Academic Affairs in the absence of the Convener. Majority of the members shall form the quorum of the meeting. The Board

of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.

5. (a) For candidates joining Ph.D. Programme shall consist of thesis based on original research work.

Such candidates shall be registered from April 1 or October 1 every year. The Departmental Research Committee will assign the students to Supervisors keeping in view the course work they have completed at the M.Phil. level and the proposed topic of research for Ph.D.

In such cases where the candidate was attached to a particular Supervisor at the M.Phil. stage, the same Supervisor will continue to supervise him/her for the Ph.D. also, unless the candidate or the supervisor wants otherwise.

- (b) The Board of Research Studies concerned except Law may, on the recommendation of the Departmental Research Committee concerned, authorize continuance of a scholar, having appeared in the M.Phil. examination, provisionally for the Ph.D. Programme and register him/her for the same after successful completion of the M.Phil. Programme from the term following the last date of M.Phil. Second Semester examination or the term following the date of submission of dissertation, as the case may be.

6. (a) Candidates for Ph.D. Degree after Master Degree Programme and those who seek registration after M.Phil. shall fill up the prescribed form and submit it to the concerned Head of the Department. The, Departmental Research Committee will satisfy itself about the suitability of the topic of research selected by the candidate. If the Departmental Research Committee feels satisfied, it will recommend the application for consideration by the Board of Research Studies of the faculty concerned. The application forms will be processed for registration by the Registry only after the candidate deposits the prescribed application and registration fee.

- (b) The Board of Research Studies concerned, after considering the recommendations, may if it deems fit, grant the registration, approve the topic of research and appoint the supervisor (s).

- (c) The Board of Research Studies in each Faculty shall ordinarily meet twice a year, in April and October, to consider applications for registration. However, a special meeting may be called at any time, if necessary.

Majority of the members shall form the quorum of the meeting.

7. (a) Every candidate shall pursue research as a whole-time scholar of the University, for not less than two years from the date of registration.

- (b) A scholar must submit his/her thesis within a period of five years (extendable by the Board of Research Studies upto seven years in special cases on the recommendation of the supervisor and the Departmental Research Committee concerned) from the date of registration. If he/she fails to submit his/her thesis within this period, his/her registration shall stand cancelled. However, he/she will be eligible to apply for re-registration.

Provided that in exceptional and genuine cases where the delay is occasioned by circumstances beyond the control of the candidate, the Vice Chancellor shall be competent to condone delay upto five working days only (beyond the last statutory date) in the submission of thesis. This will be inclusive of the period, if any, involved in transit of the thesis from the office of the Head of the Department to that of the Controller of Examinations.

- (c) In case a student undertakes employment after successful completion of two years from the date of registration he/she will continue to be treated as a whole-time scholar for the purpose of submission of his/her thesis.
8. (a) Notwithstanding anything to the contrary contained in Statute 7, the following categories of employees shall be eligible for registration for Ph.D. Programme as part-time scholars on production of written permission of the employer and subject to the fulfilment of other conditions of eligibility :
- (i) Teachers of the University and its affiliated/constituent Colleges appointed on regular basis.
 - (ii) Non-teaching employees of the University of Jammu appointed on regular basis.
 - (iii) Scientific staff of Research Institutes recognised by the syndicate as centres for research leading to Ph.D. Degree
 - (iv) Employees of the Central/State Government/Public undertakings/Autonomous bodies (other than the employees of the University of Kashmir) Academic NGO's serving within the territorial jurisdiction of Jammu University.
 - (v) Teachers employed in the University of Kashmir may also be considered for registration as research scholars in the University of Jammu, if facilities are available, on reciprocal basis, for pursuing research in the subjects for which research facilities are not available in the University of Kashmir.
- Note :** "regular service for the purpose of registration as part time scholars means that the candidate has put in two year's service against a clear vacancy after being appointed through a properly constituted Selection Committee.
- (vi) In case of Law Judge, Advocates and others who are otherwise eligible may also be registered as part time Scholars."⁶
- (b) The employees other than University and Government College teachers seeking part-time registration for Ph.D Degree must have at least two years regular service/ experience to their credit after acquiring Master's Degree.
 - (c) Registration as research scholar leading to Ph.D. Degree or award of this degree in respect of every member of Scientific staff employed by the approved Institutions of research shall be subject to the condition that the research conducted by the scholar has been supported by two standard independent research publications.
9. (a) The part-time scholars shall not be permitted to submit thesis for the Ph.D. Degree before the successful completion of a period of three years from the date of registration.
- (b) All the Employees registered for Ph.D. shall be required to put in whole-time attendance at the University Department concerned for atleast six months before submitting the thesis.

10. (a) A candidate who has been registered for the Degree of Doctor of Philosophy in another University and has pursued a course of study for not less than one year after registration may be permitted by the Board of Research Studies concerned on the recommendation of respective Departmental Research Committee to be registered as a whole-time or a part-time scholar of the University as the case may be. Such a candidate shall be allowed to submit his/her thesis after expiry of not less than one year if he/she is registered as whole time scholar and not less than two years if he/she is registered as a part time scholar, provided the topic of research offered by him/her is not substantially different from the one pursued by him/her at the University from which he/she either intends to migrate or has migrated to this University.
- (b) The research scholar of this University who is re-registered as whole-time/part-time research scholar after he/she has availed of the maximum period permissible under Statutes for submission of thesis will also be allowed to submit the thesis after the expiry of at least one calendar year from the date of re-registration, provided the topic of research offered by him/her is not substantially different from the one on which he/she worked earlier.
11. Every candidate shall pursue his/her research in the Department of the University or in a research Institute recognised by Syndicate as centre for research leading to Ph.D. Degree in the field of study concerned.
12. The Board of Research Studies, on the recommendation of the Departmental Research Committee, may permit a research scholar to be absent from the place where he/she is doing his/her research work for not more than 6 months at a stretch on the ground that it is in the interest of his/her research that he/she should work elsewhere.

Provided that the permission to do research outside shall not be granted either during the first three months after registration or the last three months of the peirod of research.
13. In no case a whole-time research scholar shall take up a job or engage himself/herself in any business, profession or avocation during the minimum period as required under Statute 7(a).

Provided that in exceptional cases if a candidate joins service not before completion of one year as a whole time scholar, he/she will be treated as a part time scholar and his/her remaining period of registration will be doubled subject to minimum of three years.
14. (a) A candidate may, not later than one year after his/her registration, modify his/her topic of research with the approval of the Departmental Research Committee and the Board of Research studies. The Board may accord approval to such modification provided that the modified topic is relevant to the original plan of research submitted at the time of registration.
- (b) Applications for precision of title shall be submitted, through the Departmental Research Committee concerned ordinarily not less than six months before the submission of thesis.
- (c) At the time of seeking modification/precision of the title the candidates shall submit the original plan of work through supervisor approved by the Board of Research Studies and indicate clearly the nature and extent of modification/precision sought.

15. The following shall be eligible for appointment as Supervisors :
- (i) A Professor or Associate Professor of the University Department.
 - (ii) A Assistant Professor of Post-Graduate Department and Directorate of Distance Education who has either himself/herself obtained a Doctorate Degree, or has to his/her credit published research work of good standard and three years teaching experience of post-graduate classes.
 - (iii) Director of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D. Degree.
 - (iv) Scientist "E" and above of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D. Degree.
 - (v) Scientist "C" functioning as Head of the Section or Project Leader, of an Institute recognized by the Syndicate as Centre for research leading to Ph.D. Degree.
 - (vi) A scholar of recognized merit approved by the concerned Board of Research Studies.
- Provided that such teacher who do not possess Doctorate Degree and are registered for the same shall not act a supervisor during the period of registration.
16. The maximum number of scholars (whole-time and part-time taken together) that a Supervisor will guide at one time shall be as under :
- (i) Professor, Scholar of recognized merit or Director of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D. Degree.10
 - (ii) Associate Professor or Scientist "E" and above of an Institute recognized by the syndicate as a centre for research leading to Ph.D. Degree.6
 - (iii) Assistant Professor or Scientist "C" functioning as Head of the Section or Project Leader, of an Institute recognized by the syndicate as Centre for research Leading to Ph.D. Degree.4
- Provided that in Research Project undertaken by a University Department where a group of scholars is needed to work, the Board of Research Studies may authorise a suitable increase in the number of scholars assigned to a Supervisor.
17. On the recommendation of the Departmental Research Committee concerned, the Board of Research Studies may appoint Joint Supervisor in any particular case.
18. (i) A candidate shall not be permitted to submit his/her thesis for Ph.D. Degree unless his/her Supervisor(s) is/are satisfied that the thesis presented is worthy of consideration for the award of Ph.D. Degree.
- (ii) The candidate will present his/her findings of research to the teaching staff and research scholars of the department concerned in a seminar before the submission of the abstract of the thesis. The seminar will be followed by discussion in which the candidate will defend his/her work. Information to the effect that the seminar has been Conducted must be communicated to the controller of Examination by the Head of the Department.
 - (iii) As far as possible, the candidate will incorporate suggestions emanating from the discussion in the seminar.

- (iv) At least two of his/her research papers must have been accepted for publication in research journal(s) of the subject concerned at the time of the submission of his/her thesis.
19. (a) A candidate shall supply “five (six”² in case a candidate is working under two Supervisors) printed/typed/photo copies but not published copies of the thesis which shall comply with the following :-
- “NOTE : Return of evaluated thesis by external expert for M.Phil/PhD/LLM/MD and MS course be ensured” ²
- (i) It may be a piece of research characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts of theories. In either case, it should evince the candidate’s capacity for critical examination and sound judgement. The candidate shall communicate how far the thesis embodies the result of his/her own observations and in what respect his/her investigations appear to him/her to advance knowledge in the subject.
- (ii) It shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication.
- (iii) “The thesis typewritten or printed or photo copied must ordinarily be on a paper of 28 cms. x 22 cms of A-4 size with margins of three cms on one side and atleast one cm on the other. It must be properly bound with name of the author and the title printed on the face of the cover.”³
- (b) “The thesis shall be accompanied by a certificate and synopsis from the Supervisor(s) stating-
- (i) that the thesis embodies the work of the candidate.
- (ii) that the candidate worked under him/them for the period required under Statutes;
- (iii) that the candidate has fulfilled the statutory conditions as laid down in Section 19.”⁶
- 20 The thesis shall be submitted in English, provided that in case the subject is connected with one of the Oriental Classical, Modern Indian Languages or Buddhist Studies, the thesis may be written either in English or any other language approved by Departmental Research Committee.
- Provided further that thesis in the subject of Urdu may be presented in the form of calligraphy.
21. The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall mention in his thesis that he/she has done so but he/she shall not include in his/her thesis any work for which a Ph.D. Degree or any other Degree has already been conferred by this or any other University.
22. On receiving information from the Supervisor through the Head of the Department concerned that the thesis is complete, the Vice-Chancellor in consultation with the Dean of the Faculty, Chairman Departmental Research Committee and the Head of the Department concerned shall appoint three external examiners besides the Supervisor(s) who shall be the internal examiner(s). Before appointing the examiners, the Vice-Chancellor shall have

before him an abstract of the thesis including the contents and brief description of the topic pursued.

EXPLANATION :

The following procedure will be adopted for appointment of external examiners :-

- (i) "The supervisor shall submit panel of 5 persons not below the rank of University Professor to the Head of the Department concerned." ⁶
- (ii) The Head of the Department may add to the panel one or two persons not below the rank of University Professor and forward the same to the Chairman of the Departmental Research Committee.
- (iii) The Chairman of the Departmental Research Committee concerned may also add to the panel one or two persons not below the rank of University Professor and forward the same to the Dean of the Faculty.
- (iv) "In case of Faculty having one Department only like Law, Commerce and Management Studies, the Dean of faculty may add to the panel one of two persons not below the rank of University Professor."⁶
- (v) The Vice-Chancellor shall approve the External Examiners in consultation with the Dean of the faculty concerned and the Dean concerned shall forward the same to the Controller or Examinations alongwith relevant papers for further follow up action.

"Note : Scientists and other professionals not below the rank of a university professor may also be included in the panel for appointment as examiners."⁶

23. Before submission of thesis, a scholar shall be required to obtain 'No Outstanding Certificate from the Central Library/Departmental Library/ Store/Laboratory/ Internet lab./ Computer lab/ Hostel etc. and submit the same to the Head of the Department.
24. (a) The Scholar shall be governed by the Statutes and Regulations relating to discipline of students of the teaching departments of the University as prescribed by the University from time to time.
(b) The Board of Research Studies based on the recommendations of the Head of the Department concerned shall be competent to cancel registration of a scholar on grounds of misconduct/ misrepresentation/ suppression of facts during the period he/she remained on rolls of a department as a research scholar.
25. The thesis shall be accepted on the recommendations of the majority opinion of External Examiners who will be required to submit their evaluation report and recommendations in the proforma prescribed by the University for the purpose given in the Appendix.-2
26. The Examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis for its re-submission. The candidate, who is required to re-submit his/her thesis, must do so not earlier than six months and not later than two years from the date the decision in this respect is communicated to him/her.
27. On re-submission, the thesis may only be examined by the original Board of examiners, unless they or any of them is/are, not available or unwilling to act, in which case, substitute examiner(s) shall be appointed, preferably from within the panel submitted earlier.

28. The degree shall be awarded only after viva-voce test is conducted by:
- (a) not less than two examiners, one external and one internal (Supervisor) if all the examiners have recommended acceptance of the thesis ; or
 In case one of the external examiner does not recommend acceptance of the thesis, he/she will invariably be invited for viva voce examination.
 - (b) not less than three examiners, two external and one internal (Supervisor) if any of the examiners has not recommended acceptance of the thesis.
 - (c) in case the supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report for conducting the viva-voce test, the Vice-Chancellor in consultation with the Chairman, Departmental Research Committee and Dean of the Faculty concerned, may appoint a substitute.
29. If a candidate is not recommended for the Degree by the examiners at the viva-voce examination, he/she may be permitted to re-appear, at a subsequent viva-voce examination to be held not earlier than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original examiners unless they or any of them is/are not available, or unwilling to act as such. In such case, substitute examiners shall be appointed preferably from within the panel submitted earlier.
30. The report of the examiners shall be placed before a Committee consisting of the:
- (i) Vice-Chancellor;
 - (ii) Pro-Vice-Chancellor, if any;
 - (iii) Dean academic Affairs;
 - (iv) Dean of the Faculty concerned;
 - (v) Head of the University Teaching Department concerned ; and
 - (vi) Supervisor(s)
- In the absence of the Vice-Chancellor, Pro-Vice- Chancellor, the Dean Academic Affairs or the Dean of the Faculty shall chair the meeting.
- It shall be the function of the Committee, after considering the reports of the examiners, to make such recommendations to the Syndicate as it deems proper.
31. (a) “The Department shall provide the photocopy of the original reports of both External and Internal Examiners for future reference to the candidate if he/she is able to defend her/his thesis succesfully in the viva-voce examination and has completed all others formalities. However, permission to publish the thesis will be accorded to the candidate on the submission of an application and also a certificate from the supervisor(s) that the suggestions made by the examiners in the extract of the reports supplied to the candidate have been incorporated in the revised thesis.
- The photocopies of the original reports of external and internal examiners, to be given to the scholar, should not contain the name of the examiners.”⁴

(b) The candidate shall, on publication of the thesis, state on the title page that it is a thesis approved for Ph.D Degree of the University of Jammu.

32. The scholar shall pay the fees at the following rates or those that may be prescribed by the University from time to time.

(i)	* Application/enrolment fee (non-refundable)	Rs. 12/-
(ii)	** Registration fee	Rs. 550/-
(iii)	* Development fund	Rs. 180/-
(iv)	Library deposit (Refundable)	Rs. 600/-
(v)	Supervision fee (to be paid by the whole-time as well as part time research scholar at the beginning of each year)	Rs. 700/- per annum
(vi)	*** Examination fee	Rs. 700/-
(vii)	Fee for supply of copy of Examiners reports of Ph. D	Rs. 130/-
(viii)	Library fee	Rs. 120/-
(ix)	*** Maintenance fee	Rs. 20/-
(x)	Desk fee	Rs. 20/-

* To be deposited with application by all the candidates.

** The registration fee shall be payable with application for registration. The fee shall be refundable if the application for registration is rejected.

*** The examination fee and maintenance fee shall be payable at the time of submission of thesis. On re-submission of the thesis a scholar shall have to pay afresh examination fee and maintenance fee. Likewise, a scholar shall have to pay afresh examination fee and maintenance fee for re-appearing at a viva-voce examination. These fees shall not be refundable even if the thesis is rejected or the scholar is not recommended for award of the degree at the viva-voce examination, as the case may be.

Provided that the teachers of the University and its affiliated Government Colleges and non-teaching employees of the University who are registered for the Ph. D Degree shall be exempted from payment of research fees.

33. The remuneration payable to an examiner shall be as under :-

(i)	For evaluation of thesis	Rs. 500/- Per examiner.
(ii)	For conducting viva-voce	Rs. 300/- Per examiner per candidate

1. The notification inviting applications to appear in the Entrance test for registration to Ph.D course shall be issued by the office of the Dean Academic Affairs twice a year i.e. in the first week of December and May. The registration shall be open for those candidates who wish to join the Ph.D course as a regular/part-time scholar without pursuing the M.Phil course. The number of vacancies and the specializations in each department as communicated by the head of the Department concerned, keeping in view the infrastructure and other facilities available in the department for pursuing the said course, will also be mentioned in the notification. The Heads of the departments shall intimate the number of the vacancies and specializations to the dean Academic Affairs on or before 15th November and 15th April every year. In case no intimation is received from the Head of the Department by the Dean Academic Affairs office, the said department will not be mentioned in the notification. All such departments shall be considered in the subsequent notification.
2. All the candidates eligible under existing statute 2(ii) of statutes governing Doctor of Philosophy in various faculties (including the Faculty of Law)⁸ shall apply to appear in the entrance test for registration to Ph.D course in the departments against notification.
3. Every enrolled candidate (except with the Pre-Ph.D/M.Phil/JRF or who have qualified NET/SLET) shall have to undergo entrance test.

A candidate shall be required to obtain minimum 50% marks in the entrance test that shall be considered as the eligibility for further process of the case of the candidate.

The merit of the candidate shall be calculated on the basis of the 50% weightage to the entrance test and 50% weightage to the academic merit of the candidate at the P.G. level.

Normally the test shall be conducted within 45 days from the date of issue of notification by the concerned department.

“The college teachers having minimum 5 years of experience are exempted from appearing in the entrance test and similar exemption is also applicable to the statutory officers of the University for enrolment for admission to P.h.D Course w.e.f. December, 2005”.⁷

4. Candidates selected for pursuing the said course after following the notified criteria shall present the synopsis of their topic for pursuing research before the DRC for approval of the topic along with the name of the supervisor. This process shall be completed within a period of three months from the date of notification.
5.
 - a) Each department shall devise its independent syllabi for entrance test, which shall be made available to all the desirous eligible candidates on the day of submitting applications.
 - b) The paper shall have the following components:-
 - i) Research Aptitude component - 50 marks
 - ii) Academic component - 50 marks

(as per post-graduate syllabi of the University of Jammu)

Research aptitude questions shall be of descriptive nature and there shall be eight questions on this section. Every candidate shall attempt five questions out of the given eight questions. Each question shall carry 10 marks and the candidate shall answer every question in about 300 words. The section shall cover all the areas/ specialization in a particular discipline.

In the academic component, there shall be 50 multiple choice objective type questions (with four alternative responses) covering the syllabi at the post-graduate courses of the University of Jammu. Each question shall carry one mark and candidate shall attempt all the 50 questions of this component.

The duration of the test shall be three hours.
 - c) The setting of the question paper shall be done as follows:

- i) Model test paper shall be prepared by all the members of the DRC of the Teaching Department which shall be handed over to the Convenor of the DRC.
 - ii) The Convenor, DRC shall prepare three sets of question papers from the Model Test Papers prepared by the DRC members.
 - iii) The Dean Academic Affairs shall choose one set out of the three for the entrance test to be conducted by the department.
 - iv) The Head of the Department shall be responsible for the conduct of the entrance test.
- d) The evaluation of the paper shall be made under the overall supervision of the DRC concerned which shall be authorised to involve as many evaluators as it deems proper in view of the specialization of the department.
 - e) A candidate shall be required to secure atleast 50% marks in the entrance test.
 - f) The merit list of the selected candidates shall be notified within one week from the conduct of the entrance test and it shall be calculated as per the criteria given below:
 - i) Academic weightage 50% of the marks obtained by a candidate at the post-graduate level.
 - ii) Entrance test weightage 50% of the marks obtained by a candidate in the entrance test conducted by the department.

The result shall be compiled by the DRC and shall be notified by the head of the Department. A copy of the result notification shall be sent to the Research & Award Section. The dates of registration shall be first working day of April & October, as laid down in Statute 2(IV) of the existing statutes governing Doctor of Philosophy in various Faculties.

50% of the total seats shall be reserved for the freshers out of the total vacancies existing in a department.

All the candidates with Pre Ph.D/M.Phil/JRF or who have qualified NET/SLET shall be registered for pursuing Ph.D course irrespective of the vacancies and shall be given preferential treatment.

- g) The candidate with Pre-Ph.D/M.Phil/JRF or who have qualified NET/SLET shall be exempted from the test. However, such candidate have to apply for the enrolment as per the notification of the department and shall have to complete other formalities for pursuing the said course.
- h) The DRC of the Department shall prepare the syllabi for the entrance test.
- i) This notification shall be effective from the 1st October 2005.

UNIVERSITY OF JAMMU
CONFIDENTIAL
Degree of Doctor of Philosophy (Ph.D.)
Examiner's Report Form

Note:- The report may kindly be sent to the Controller of Examinations, University of Jammu, Baba Sahib Ambedkar Road, Jammu -180 006 in a separate sealed cover (not alongwith the thesis), under Registered Post.

Title of the thesis _____

Submitted by (Name of the candidate): _____
 for award of Ph.D. Degree in _____

Recommendation

I recommend that _____

(The examiner may kindly state clearly whether he recommends (i) award of the degree, or (ii) rejection of the thesis or (iii) its resubmission after revision).

- (i) (a) In case the examiner recommends award of the Ph.D. degree, he is requested to attach detailed report on separate sheet(s).
 (b) In case the examiner recommends award of the degree. he may kindly state in the space below whether he recommends publication of the thesis. He may indicate the lines on which the thesis may be revised/improved/abridged for publication. (If the space is not sufficient, please attach extra sheet/s).

(Signature of the Examiner)

Name _____

Designation _____

Address _____

Id No _____

Dated _____

- (ii) In case the examiner recommends rejection of the thesis, he may in the space below kindly state the reasons. (If the space is not sufficient, please attach extra sheet/s).

- (iii) In case the examiner recommends revision and resubmission of the thesis, he may kindly state the reasons and the lines along which he recommends revision. These comments will be conveyed to the candidate to enable him to revise his/her thesis accordingly. (If the space is not sufficient, please attach extra sheet/s).

Dated the _____ (Signature of the Examiner)

References:

1. F.Acad/II/23/1877-1936 dated 22-06-2006
2. University Council Resolution No. 67.60 dated 25-02-2008
3. University Council Resolution No. 68.41 dated 27-03-2009
4. University Council Resolution No. 68.40 dated 27-03-2009
5. University Council Resolution No. 66.92 dated 21-04-2006
6. University Council Resolution No. 67.11 dated 25-02-2008
7. University Council Resolution No. 67.28 dated 25-02-2008
8. University Council Resolution No. 67.48 dated 25-02-2008
9. University Council Resolution No. 37 dated 3-9-1991

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CHAPTER LIX

DOCTOR OF LITERATURE/SCIENCE

1. A candidate for registration for the Degree of Doctor of Literature/Science must hold the Degree of Doctor of Philosophy of this University or any other University recognised by this University for the purpose.
2. A candidate for D.Litt./D.Sc. Degree must apply to the University on a prescribed form on or before March 15. or October 1. stating :-
 - i/ his qualifications and experience;
 - ii/ the subject on which he proposes to work; and
 - iii/ the purpose of study indicating the original contribution to knowledge which the thesis proposes to make and which will bring to light material not yet known or used by scholars, or a fresh interpretation of already known facts.

The application shall be supported by the Head of the Post-graduate Department concerned, who shall testify that the candidate is a fit and proper person to supplicate for the Degree. The application shall be accompanied by four copies of synopsis and application fee as prescribed.

3. The application shall be placed before the Board of Research Studies. The Board of Research Studies shall satisfy itself in regard to the suitability of the subject and the outlines of investigation. The Board of Research Studies may assign a Supervisor to the scholar, at his request, for guidance.
4. Candidates for the Degree of Doctor of Literature/Science may be enrolled from April 1 or October 15, in the academic year.
5. A candidate, who has been permitted to supplicate for the Degree by the Board of Research Studies, may submit his thesis at any time not earlier than three years from the date of registration. However, the Board of Research Studies may allow submission of thesis by a scholar after one year of his registration on the basis of his outstanding published work; provided he has at least 10 years teaching/research experience after Ph.D. at the time of submission of thesis.
6. A candidate shall supply four printed or typed but not published copies of thesis, which shall comply with the following :-
 - i/ it must be a piece of research work characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories. In either case it should evince the candidate's capacity for critical examination and sound judgment. The candidate shall communicate how far the thesis embodies the result of his own observations and in what respect his investigations appear to him to advance knowledge in the subject;
 - ii/ it shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication;
 - iii/ the thesis typewritten or printed must be on a paper of 11" x 8½" with margins of three cms on one side and at least one centimetre on the other. Only one side of the paper is to be typed. It must be bound in cloth with the name of the author and title on the outside of the cover.

7. The thesis for the Degree shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the thesis may be written either in English or in the Classical language concerned or the cognate Modern Indian Language.
8. The candidate may incorporate in his thesis the contents of any work which he may have published on the subject and shall mention in his thesis if he had done so, but he shall not submit in his thesis any work for which a degree has been conferred on him by this or any other University.
9. On its receipt, the Vice-Chancellor, in consultation with the Dean of the Faculty and the Head of the Department concerned, shall appoint three External Examiners and one Internal Examiner, if there is any to evaluate the thesis. The Internal Examiner shall be the Supervisor, if any, otherwise Head of the Department shall act as an Internal Examiner provided he is specialised in the field concerned.
10. The thesis shall be accepted on the recommendation of all the examiners.
11. The examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis with a view to its re-submission. The candidate who is required to re-submit his thesis must do so not earlier than six months and not later than two years from the date the decision in this respect is communicated to him.
12. A re-submitted thesis may only be examined by the original Board of Examiners, unless they or any of them is unable or unwilling to act as such, in which case substitute examiner/ s shall be appointed.
13. The degree shall be awarded only after viva-voce test is conducted in two parts :-

Part-I

- a/ Viva-voce shall be conducted by not less than two External examiners;
- b/ Supervisor, if any; and
- c/ Head of the Department.

Part-II

A colloquium will be given by the candidate where all of the examiners mentioned in Part-I and other Professors of the Department shall be present to evaluate the performance. Other members of the Department shall have the right to be present in the colloquium if they so desire, and they shall have the right to ask questions with the permission of the Head of the Department. The evaluation of the scholar's performance shall be based only on the questions put to him by the examiners mentioned above.

14. If a candidate is not recommended for the award of the degree by the examiners at the viva-voce examination, he may be permitted to appear at a subsequent viva-voce examination to be held not earlier than three months from the date of his first viva-voce.
15. The report of the thesis, viva-voce and Colloquium sent by the examiners shall be placed before a Committee consisting of :-
 - i/ Vice-Chancellor;
 - ii/ Pro-Vice-Chancellor, if any;

- iii/ Dean of the Faculty concerned;
- iv/ Head of the University Teaching Department; and
- v/ Supervisor, if any.

It shall be the function of the Committee, after considering the report of the examiners, to make such recommendations to the Syndicate as it deems proper.

16. The candidate shall on publication of the thesis, state on the title page that it is a thesis approved for the D.Litt./D.Sc. Degree of the University of Jammu.
17. The Board of Research Studies shall meet twice a year in April and October to consider applications for registration; provided that a special meeting may be called at any time, if necessary.
18. The following shall be the prescribed fee payable by a scholar :-

Non-refundable

- | | |
|--------------------------------|---|
| 1. "Application Fee | Rs.360/- |
| 2. Registration Fee. | Rs.750/- |
| | To be deposited when the application for registration is forwarded by the Head of the Department. The fee, in case the application is rejected, is refundable |
| 3. Research Fee | Rs.3000/- |
| | Rs. 1000/- to be paid at the time of Registration and Rs. 2000/- at the time of submission of thesis. |
| 4. Examination Fee | Rs.1300/- |
| | Payable at the time of submission of thesis. |
| 5. Library Deposit | Rs.600/- |
| | Refundable. |
| 6. University Development Fund | Rs. 180/- |

NOTE: In addition to the fees prescribed above, every candidate appearing in any examination conducted by the University will have to pay Rs. 20/- as maintenance of service fee, and Rs. 25/- as Desk fee. These two funds will be kept at the disposal of the Controller of Examinations.

On re-submission of the thesis a scholar shall have to pay fresh full examination fee. This fee shall not be refundable even if the thesis is rejected.”¹

19. The remuneration payable to an examiner shall be as prescribed from time to time

Reference:

1. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LX

STATUTES GOVERNING POST-GRADUATE DIPLOMA COURSE IN BUSINESS MANAGEMENT

- 1 The examination for the Diploma in Business Management shall be open to:-
 - (A) a regular student who ;-
 - (a) has been on the rolls of the University Department during one academic year preceding the examination;
 - (b) “A candidate to be eligible for admission to PGDBM course must have passed the qualifying degree examination in any disciplinary stream with at least 40% of the aggregate marks(36% for Scheduled caste/Tribe candidates)”.³
 - (c) has his name submitted to the Controller of Examinations by the Head of the Department concerned;
 - (d) produces the following certificates signed by the Head of the Department :
 1. of good character;
 2. “of having attended not less than 75% of the full course of lectures delivered in each paper separately.”¹
 3. of having satisfactorily performed the work of the class.
 - (B) a candidate who has completed the prescribed course of lectures but is unable to appear in the examination or to pass the examination within a period of three years.
2. “The Head of the University Department concerned may condone shortages in attendance in one academic year for special reasons to be recorded in writing upto 5 lectures in each theory paper and upto 3 practicals provided that the minimum irreducible number of practicals required under Statutes have been completed.

Any candidate who participates in Inter-College or Inter-Departmental or Inter-University sports tournament or N.C.C. Course/Camp may, for the purpose of condoning deficiency in attendances incurred by him on account of such participation be treated as present on all working days during the days of his absence on such account”.²
3. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the Head of the Post-graduate Department concerned.

The amount of the examination fee to be paid by each candidate shall be as follows or as may be prescribed from time to time:-

S.No.	Examination	Regular	Private
i)	Diploma Course in Business Management	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject/paper		Rs.360/-
iii)	Re-appear in one subject/ paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

4. Whenever the application/fee or both of a candidate is/are received after the last prescribed date he shall also pay late fee as mentioned hereunder :-

a)	For first count of 15 days delay after the last date prescribed for receipt of form/fee or both.	Rs. 90/-
b)	For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-	Rs. 150/-
c)	An additional late fee per day after the expiry of last date with late fee of Rs. 150/-	Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 2000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination".⁴

5. The examination shall consist of six papers carrying 100 marks as follows :-
1. Management Principles and Techniques.
 2. Personnel Management and Industrial Relations.
 3. Financial Management.
 4. Marketing Management.
 5. Company Law and Secretarial Practice.
 6. Management of Public Enterprises in India or case study of Management Accounting.

Note: Only employed students shall opt for case study.

- 5-A) "Any candidate who has passed Diploma Course in Business Management examination from the University of Jammu in the third division, shall have one chance to improve his division and for this purpose may re-appear privately in the Diploma Course in Business Management examination at any subsequent annual session.

The result of such a candidate shall be declared only if he improves the division. Such a candidate shall have to return to the University the Diploma and marks certificate in

original of the Diploma Course in Business Management if issued to him, alongwith the permission- cum-admission form. The certificates will be returned to the candidate if he fails to improve the division.”⁵

5-B) 20% of the marks allotted to each theory paper (other than the Project Work/Practical Training) shall be reserved for internal assessment. The internal assessment shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose.

6 A) “ The minimum number of marks required to pass the examination shall be 33% in each paper (separately in the University examination and the Internal Assessment) and 40% in the aggregate:

Provided that a candidate who appears in more than one paper and fails in one or more than one paper and/or aggregate at an examination by a deficiency of not more than 1 % marks of the maximum marks of the paper in which he appears shall be declared to have passed the examination by adding the required number of marks in the paper/s and/ or aggregate to his best advantage:

Provided further that if the candidate appears in one paper only and fails in the examination for a deficiency of not more than two marks shall be deemed to have passed the examination and the required number of marks upto two only shall be added in a paper and/or aggregate.”⁶

B) Marks secured by a candidate in internal assessment in a theory paper shall be added to the marks secured by the candidate in the University examination in that paper for determination of result in that paper.

7. A) A candidate who has failed in the examination in one paper only but has obtained 40% or more of the aggregate number of marks in the remaining papers of the examination in which he has passed may be admitted to a subsequent examination/s in that paper in which he has failed.

B) A candidate who has passed in all the papers individually but has failed to obtain the minimum of 40% marks in the aggregate in the examination may be admitted to a subsequent examination/s in the paper in which he has secured least marks provided the marks of all the papers except one taken together aggregate to 40% or more. (If there are two or more papers in which he has obtained identical least marks he shall have option to appear in one of the papers).

C) Such a candidate be permitted to appear in the paper concerned at the next three consecutive examinations when held by the University immediately following the examination at which the candidate was first placed under compartment in the paper and pass the examination in accordance with the statutory provisions. If the candidate fails to clear the paper under Statutes in three chances available to him, he would be declared to have failed in the examination.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

- D) A candidate who is placed under compartment shall be required to pay prescribed fee.
- E) A candidate who has been placed under compartment may be permitted to appear at his option in all the papers on payment of full fee prescribed for the examination.
- F) The Vice-Chancellor is authorised to hold whenever considered necessary, a special examination before the next annual examination for the candidates who have been placed under the compartmental category.
8. The successful candidates shall be placed in three divisions as follows :-
1. Those who obtain 60% of the aggregate number of marks or more shall be placed in the first division.
 2. Those who obtain 50% or more but less than 60% marks shall be placed in the second division.
 3. Those who obtain below 50% marks shall be placed in the third division.
 4. Those who obtain 75% or above of the aggregate number of marks shall be placed in the first division with distinction.
- Deficiency upto 1% marks of the aggregate number of marks required for first and second divisions shall be condoned for purpose of placing a candidate in the first or second division.
9. 20% of the total marks of each paper shall be reserved for class work and tests.
10. Not later than eight weeks after the commencement of the examination or with the special permission of the Vice-Chancellor as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates Indicating against each, his/her result.
- Each successful candidate shall receive a diploma stating the division in which he has passed.
- 10-A.” If a candidate has failed in the examination but has obtained pass marks in Case Study, the marks obtained in Case Study may be carried forward at the option of the candidate for two subsequent years without fresh assessment of the Case Study. After two years the candidate shall revise the Case Study and re-submit it for fresh assessment.”⁷
- 11-A No student shall be allowed to remain on the rolls of the teaching Departments of the University in the following courses exceeding total period indicated against each:-
- | | | | |
|----|--|---|----------|
| a/ | M.A./M.Sc./M.Com. and/or Certificate/
Diploma Courses excluding LL.B. and
Ph.D. courses. | - | 4 years |
| b/ | M.A./M.Sc./M.Com. and/or Diploma
Courses including LL.B. but excluding
Ph.D. Courses. | - | 6 years. |
- B) If a candidate has failed in the examination but has obtained pass marks in Project Work/ Practical Training, the marks obtained in Project Work / Practical Training may be carried forward at the opinion of the candidate for the two subsequent years without fresh assessment of the Project Work / Practical Training. After two years the candidate shall revise/undergo the Project Work / Practical Training, and re-submit it for fresh assessment.

12. "A transcript shall be issued to a student in respect of his performance in the examination. The transcript shall indicate marks obtained by the candidate in the internal assessment as well as in the University examination in each paper."⁵

References:

1. University Council Resolution No. 24 dated 21.02.2003
2. University Council Resolution No. 21 dated 17.12.1975
3. University Council Resolution No. 20 dated 26.04.2000
4. University Council Resolution No. 98 dated 21.06.2004
5. University Council Resolution No. 22 dated 24.7.1986.
6. University Council Resolution No. 28 dated 17.10.1978
7. University Council Resolution No. 27 dated 17.10.1978

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CHAPTER LXI

STATUES GOVERNING POST-GRADUATE DIPLOMA COURSE IN OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

1. The examination for the Post-graduate Diploma Course in Office Management and Secretarial Practice shall be open to:

(A) A regular student who -

(a) has been on the rolls of the University Department during one academic year preceding the examination;

(b) "A candidate to be eligible for admission to PGDOM & SP course must have passed the qualifying degree examination in any disciplinary stream with atleast 40% of the aggregate marks (36% for Scheduled caste/Tribe candidate)."⁷

Provided that in the case of a candidate, who has passed the qualifying examination under the Statutes relating to compartment or illness, the period of one academic year shall be counted from the year in which he was placed under compartment;

(c) has his name submitted to the Controller of Examinations by the Head of the Department concerned; and

(d) produces the following certificates signed by the Head of the Department:-

1. of good character;

2. "of having attended not less than 75% of the full course of lectures delivered in his class; and"⁶

3. of having satisfactorily performed the work of the class.

(B) A candidate who has completed the prescribed course of lectures but is unable to appear in the examination or to pass the examination within a period of three years.

2. "The Head of the University Department concerned may condone shortages in attendance in one academic year for special reasons to be recorded in writing, upto 5 lectures in each theory paper and upto 3 in practicals provided that the minimum irreducible number of practicals required under Statutes, have been completed. Any candidate who participates in Inter-College or Inter-Departmental or Inter-University sports tournament or N.C.C. course/ camps may, for the purpose of condoning deficiency in attendances incurred by him on account of such participation be treated as present on all working days of his/her absence on such account".¹

3. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the Head of the Department concerned.

4. The amount of admission fee to be paid by each candidate shall be as follows:-

S.No.	Examination	Regular	Private
i)	Full Subjects/Papers	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject/paper		Rs.360/-
iii)	Re-appear in one subject/ paper		Rs.300/-

- | | | | |
|-----|----------------------------|---------|---------|
| iv) | Maintenance of service fee | Rs.20/- | Rs.20/- |
| v) | Desk fee | Rs.25/- | Rs.25/- |
5. Whenever the application form/fee or both of a candidate is/are received after the last prescribed date, he shall also pay late fee as mentioned hereunder :-
- | | | |
|----|--|-----------------|
| a) | For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. | Rs. 90/- |
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”²

6. The examination shall consist of following six compulsory papers each carrying 100 marks and of three hours duration: -
1. Office Organisation
 2. Theory and Practice of Office Supervision
 3. Office Operations & Procedures
 4. Office Work Simplification
 5. Secretarial Practice
 6. Project Work/Practical Training.
- 6-A. “Any candidate who has passed Diploma Course in Office Management and Secretarial Practice examination from the University of Jammu in the third division, shall have one chance to improve his division and for this purpose may re-appear privately in the Diploma Course in Office Management & Secretarial Practice examination at any subsequent annual session. The result of such a candidate shall be declared only if he improves the division. Such a candidate shall have to return to the University the Diploma and marks certificate in original of the Diploma Course in Office Management and Secretarial Practice if issued to him, alongwith the permission-cum-admission form. The certificates will be returned to the candidate, if he fails to improve the division.”³
7. English shall be the medium of instruction and examination.
8. “The minimum number of marks required to pass the examination shall be 33% in each paper separately in the Internal assessment and the University examination and 40% in the aggregate:

Provided that a candidate who appears in the examination and fails in one or more than one paper and/or aggregate at an examination by a deficiency of not more than 1% of

the maximum marks of the examination shall be declared to have passed the examination by adding the required number of marks in paper/s and/or aggregate to his best advantage:

Provided further that if the candidate appears in one paper only and fails in the examination for deficiency of not more than two marks, he shall also be declared to have passed the examination and the required number of marks upto two only shall be added in the paper and/or aggregate".⁴

9. (a) A candidate, who has failed in the examination in one paper only but has obtained 40% or more of the aggregate number of marks in the remaining papers of the examination in which he has passed, may be admitted to a subsequent examination/s in the paper in which he has failed.
- (b) A candidate, who has passed in all the papers individually but has failed to obtain the minimum of 40% marks in the aggregate in the examination, may be admitted to a subsequent examination/s in the paper in which he has secured least marks provided the marks of all the papers except one taken together aggregate to 40% or more. (If there are two or more papers in which he has obtained identical least marks he shall have option to appear in one of these papers).
- (c) Such a candidate be permitted to appear in the paper concerned at the next three consecutive examinations when held by the University immediately following the examination at which the candidate was first placed under compartment in the paper and pass the examination in accordance with the statutory provisions. If the candidate fails to clear the paper in three chances available to him, he would be declared to have failed in the examination.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

- (d) A candidate, who is placed under compartment, shall be required to pay the prescribed fee.
 - (e) A candidate, who has been placed under compartment, may be permitted to appear at his option in all the papers on payment of full fee prescribed for the examination.
 - (f) The Vice-Chancellor is authorised to hold, whenever considered necessary, a special examination before the next annual examination for the candidates who have been placed under compartment.
10. The successful candidates shall be placed in three divisions as follows :-
 1. Those who obtain 60% or more of the aggregate number of marks shall be placed in the first division.
 2. Those who obtain 50% or more but less than 60% marks shall be placed in the second division.
 3. Those who obtain below 50% marks shall be placed in the third division. .
 4. Those who obtain 75% or above of the aggregate number of marks shall be placed in the first division with distinction.

Deficiency upto 1 % marks of the aggregate number of marks required for first and second divisions shall be condoned for purpose of placing a candidate in the first or second division.

11. Not later than eight weeks after the commencement of the examination or with the special permission of the Vice-Chancellor, as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates indicating against each, his/her result.
Each successful candidate shall receive a Diploma stating the division in which he has passed.
- 11-A. "If a candidate has failed in the examination but has obtained pass marks in Project Work/Practical Training, the marks obtained in Project Work/Practical Training may be carried forward at the option of the candidate for two subsequent years without fresh assessment of the Project Work/Practical Training. After two years the candidate shall revise/undergo the Project Work/ Practical Training, and re-submit it for fresh assessment".⁵
12. No student shall be allowed to remain on the rolls of the teaching Departments of the University in the following courses exceeding the total period indicated against each:-
 - a/ M.A./M.Sc./M.Com. and/or Post-graduate
Diploma Courses excluding LL.B. and Ph.D. Courses 4 Years
 - b/ M.A./M.Sc./M.Com. and/or Diploma Courses including
LL.B. but excluding Ph.D. Courses 6 Years

References:

1. University Council Resolution No. 21 dated 17.12.1975
2. University Council Resolution No. 98 dated 21.06.2004
3. University Council Resolution No. 28 dated 17.10.1978
4. University Council Resolution No. 22 dated 24.7.1986
5. University Council Resolution No. 27 dated 17.10.1978
6. University Council Resolution No. 24 dated 21.02.2003
7. University Council Resolution No. 20 dated 26.04.2000

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CHAPTER LXII

STATUTES GOVERNING POST-GRADUATE DIPLOMA COURSE IN MARKETING AND SALES MANAGEMENT ¹

1. The duration of the course leading to the Post-graduate Diploma Course in Marketing and Sales Management (hereinafter referred to as 'Diploma') shall be one year. The entire course shall be divided into two semesters. There shall be an examination called the Semester Examination at the end of each semester in the prescribed courses for students having undergone a regular course of study in the Department of Commerce.

The examination in the 1st and the 2nd Semester shall be held ordinarily in the months of December/January and April/May respectively or on such other dates as may be approved by the Vice-Chancellor.

Total number of seats shall be forty.

2. 70% of the seats available in the Department after excluding such seats as are specifically allocated to special categories indicated below shall be filled up, on the basis of open merit to be determined in accordance with the Statutes.

- a/ 40% of the total seats i.e. 16 seats out of 40 shall be reserved for candidates who have to their credit a full time, paid work experience of not less than two years and who will remain in employment for the entire duration of the course. 'No-Objection Certificate' from their employer/ Head of the Department shall be essential.

Provided that seat/s remaining unfilled in this category may be filled up from the Open/ General Category by the Admission Committee with the approval of the Vice-Chancellor;

- b/ Two seats will be reserved for the employees of the University to be nominated by the Vice-Chancellor;
- c/ The Vice-Chancellor shall be empowered at his discretion to:
authorize admission to a blind or orthopaedically handicapped student.

NOTE:

The credentials, held by the candidates as claimed by them in their organizations, their suitability and aptitude for this course will be assessed on the basis of a written test and interview conducted by an Interview Committee consisting of not less than three members including the Head of the Department nominated by the Dean Academic Affairs.

3. The minimum qualification for admission to the First Semester of the course shall be a Bachelor's Degree in any discipline of this University or an equivalent examination of any other recognised University with not less than 45% marks in the aggregate. 45% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers excluding the additional optional paper/s, if any.

OR

A pass in the final examination conducted by the Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India or Institute of Company Secretaries of India.

OR

Any other Qualification recognised by the Academic Council of the University of Jammu as equivalent to the above.

4. For calculating the merit of the candidates, weightage of 5% marks shall be given to all such candidates who otherwise are eligible and have passed the subject of Marketing at the Under-graduate or Post-graduate level.
5. Project reports shall be submitted to the Department at least 10 days before the commencement of the examination. Reports received from the students after the prescribed date shall not be entertained.
6. The viva-voce shall be compulsory for all the students and shall be based on all the courses pertaining to this Diploma. The viva-voce shall be conducted by the Board consisting of one external and one internal examiner. The external examiner shall be from outside the University and the internal examiner shall be from the Department of Commerce.
7. All the examiners, external and internal, shall be appointed by the Vice-Chancellor on the recommendation of the Convener Board of Studies in Marketing Management.
8. Study material, Cost of Faculty and other professional expenses for all the 12 months shall be charged in one instalment from each candidate at the time of admission along with normal University fee as may be fixed/ prescribed by the University of Jammu from time to time. The amount once paid shall not be refundable under any circumstances.
9. The Head of the Department of Commerce shall be responsible for the proper and effective functioning and administration of this Diploma Programme and maintenance of discipline.
10. The nature, number, scope and content of courses in each subject for the Diploma Programme, contact hours and the duration of examination in each course in a semester shall be as approved by the Academic Council on the recommendations of the Board of Studies and the Faculty concerned.
11. Courses shall be taken by a student out of the list of courses approved by the Academic Council keeping in view the facilities available in the department and the statutory requirements and provisions.
12. Persons selected for admission to the Diploma Programme shall have to pursue studies, undertake academic work and appear in the 1st & 2nd semester examinations in accordance with the prescribed courses.
13. Instructions in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions etc. according to the needs of each course as may be decided by the Board of Studies concerned.
14. Continuous Sessional Assessment shall be a constituent part of the Semester Programme except in Project Report. The weightage of marks to be given to semester examination and to the continuous Sessional Assessment in each course other than the Project Report shall be in the ratio of 80:20 in theory papers. There will be no sessional assessment for Project Report.

The Sessional Assessment shall be awarded and the record thereof shall be maintained in the manner prescribed for Master's Degree Programme in Commerce.

15. A semester examination for the Diploma Programme shall be open to the following categories of persons:
- (a) A regular student, i.e. a person who has undergone a regular course of study in a Department of the University for the period specified for that course of study by having been on the rolls of the Department immediately preceding the examination and submits his/her application on the prescribed form to the Controller of Examinations through the Head of the Department where he has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department of Commerce :-
- i/ he/she has been a person of good conduct and has performed the work of the class satisfactorily;
 - ii/ "he/she has attended not less than 75% of the lectures delivered including seminars, tutorials, etc. in each course offered by him/her in that semester."²
 - iii/ he/she has paid the prescribed fees.
- The application on the prescribed form duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose.
- (b) An ex-student, i.e. a person who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having passed in sessional work and having either failed to pass the semester examination in that course(s) or been unable to appear in the examination in that course(s) provided he appears in the examination within the maximum period prescribed under Statutes and submits his application on the prescribed form alongwith the prescribed fees to reach the Controller of Examinations within the dates fixed for this purpose.
16. The Head of the Commerce Department may condone shortage in attendance of a student in a semester for special reasons to be recorded in writing, upto three lectures in each course separately. A student whose deficiency in lectures in a course is not condoned by the Head of the Department of Commerce or is not condonable, shall not be eligible to appear in the semester examination in that course.
17. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Commerce Department shall for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 15 working days in a semester:-
- i/ State representation in Inter-national/All India competitions organised by agencies which are recognized by the Board of Sports and Youth Welfare.
 - ii/ Participation in an Inter-University Competition held under the auspices of University or any other recognised institutions as a member of the University team.
 - iii/ Participation in an Inter-College Competition organized by the University as a member of the teams of participating Institutions.

- iv/ Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the recognized institution.
 - v/ Participation in the Coaching Camps/Rehearsals, prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.
 - vi/ Participation in the Mountaineering/ Hiking /Trekking / Skiing / Rock Climbing or any other such activities organized under the auspices of the State Government/ University, as a member of an institution affiliated / recognized by the University.
18. Notwithstanding anything contained in these statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination, if it is satisfied, after issuing a show cause notice to the candidate and holding any inquiry, that such a candidate is not a fit person to be admitted thereto.
- 18-A. In order to earn the credits for a course a student must have:
- a/ "attended not less than 75% of the lectures(including tutorials/seminars) delivered."²
 - b/ obtained not less than 36% of the total marks (separately in the term examination and the internal assessment) in each semester course.
- 18-B. A student who has earned the minimum credits in a course in the manner provided in Statute 18-A shall be exempted from appearing in that course again.
19. A student who does not fulfil the minimum requirement of attendance in lectures in a course will not be eligible to sit in the semester examination in that course. Such a student will have either to repeat the course when classes in that course are held by the Department or opt for a new course in that or any other semester if facilities of instruction are available and the course in which he failed to fulfil requirement of attendance in lectures was not a compulsory, basic or a pre-requisite course. In all such matters final decision will be taken by the Head of the Department of Commerce after consulting the adviser of the students and keeping in view the statutory position.
- Provided that a candidate falling short of lectures in a course/s of study and otherwise found eligible to appear in the semester examination as a private candidate may be allowed to appear in the courses as a private candidate after 2nd semester when examination in such course/s is conducted by the University for the regular students.
- Provided lastly that in all such matters final decision will be taken by the Head of the Commerce Department keeping in view the statutory positions.
20. The Head of the Department of Commerce shall be competent to cancel admission of a student enrolled for a course of study in the Department if:
- i/ the student remains absent without permission of the Head of the Department of Commerce for a period of one month continuously; or
 - ii/ the student does not attend 50% or more of the total lectures delivered in the semester concerned;
- after an opportunity has been given to him to explain as to why such an action be not taken against him.
21. A student who has completed the minimum attendance requirement but has either failed to appear in the semester examination in that session or having appeared has failed to

pass in any or all the courses prescribed for that semester, may be permitted to keep terms for the 2nd semester.

22. A student who has been on the rolls of a University Department of study in the 1st Semester of this Programme and earns eligibility to join the 2nd semester of the programme but fails to join the semester when he was due to join it or discontinues studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he/she submits application to this effect before the commencement of the semester concerned provided a seat and other facilities for the courses offered to the student are available in the Department concerned in the semester he/she wishes to join and the student seeks admission within a period of one year from the date he discontinues his studies. The final decision regarding admission of such a student shall be taken by the Head of the Commerce Department.
23. Three typed or printed copies of the Project Report shall be submitted to the Controller of Examinations through the Head of the Department at least 10 days before the commencement of examination. The Project Report shall be accompanied by a declaration of the student that it is his/her own work and has not been submitted previously. The candidate shall also definitely indicate the sources he has consulted.
24. A candidate who completes the minimum attendance requirement but does not appear in the examination in that semester or having appeared, fails in a course or courses in a semester examination may appear in the examination in such course or courses when it is held subsequently by the University within the maximum period of two years to be calculated from the date, he appeared was scheduled to appear for the first time in the semester examination, as the case may be. Unless otherwise provided, he will have to appear in the course/s according to the syllabus prescribed by the University for the semester examination in which he/she appears;

Provided that the candidate who fails to qualify all the semester examinations in full within the prescribed time, may be allowed to avail of one more chance to qualify the back-log courses at the immediate next session after the expiry of statutory period. In such cases the marks obtained in sessional assessment in the course concerned shall be carried forward. However, if a candidate, fails to qualify both the semester examinations in full within the stipulated period inclusive of the additional chance as referred to above, he shall be required to appear as a failure in all the courses of such semester examination which he could not qualify in full within the said period. He shall not be required to earn fresh eligibility to appear in such semester examination including project report. He will have to appear according to the syllabus and courses of study in vogue. In all such cases the marks shall be raised proportionately in lieu of internal assessment. This provision shall also be applicable to other candidates appearing privately.
25. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of semester examination is done. The transcript shall indicate marks obtained in each course. Their sessional assessment earned is taken into account under the statutes. However, in the case of other candidates the transcript shall indicate only the total marks i.e. marks obtained and raised proportionately (in lieu of internal assessment) in each course.
26. After a candidate has appeared and passed in all the courses of study offered by him/her in the 1st and 2nd Semesters his/her result shall be assessed and he/she shall be

declared successful in the Diploma Programme. He/she shall be awarded a degree stating the division in which he/she has passed in the following manner :-

- i/ A candidate who has obtained 60% or more of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the 1st Division;
 - ii/ A candidate who has obtained 50% or more but less than 60% of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the 2nd division;
 - iii/ A candidate who has obtained 36% marks or more but less than 50% of the aggregate number of marks in all the courses of two semesters offered by him/her shall be placed in the 3rd division.
27. The rates of examination fee payable by each candidate appearing in an examination for Diploma Programme and the rates of remuneration payable for paper setting, evaluation of answer scripts and for conduct of viva-voce will be the same as prescribed for other Post-graduate Diploma Programmes in Commerce & Management Studies.
28. Every candidate intending to appear in a semester examination shall submit his/her application for appearing at each examination to the Controller of Examinations to reach him not later than the date given below, on the prescribed form accompanied by the prescribed fees and necessary certificates signed by the Head of the Commerce Department or the Officer authorized under Statutes to attest and sign such forms.

Examination	Last date of receipt of forms and fees in the University office
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1st Semester examination to be held in December/ January respective semester course.	Within 45 days after the last date of admission without late fee to the
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IInd Semester examination to be held in April/May.	Within 30 days after the date of termination of 1st Semester.
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The amount of examination fee to be paid by each candidate shall be as follows or as may be prescribed from time to time:

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

Late Fee For Submission of Examination Form/Fee or Both

- a) For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. Rs. 90/-

- | | | |
|----|---|-----------------|
| b) | For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- | Rs. 150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs. 150/- | Rs.30/- per day |

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination".³

29. A candidate who does not pass Diploma Programme within the prescribed period of one academic year consisting of two semesters shall not be entitled to a scholarship or a prize or a medal.
30. English shall be the medium of instruction/examination in all courses.
31. The Vice-Chancellor shall interpret and remove any difficulty arising in the application and implementation of these statutes and shall decide norms and procedures for the same.

References:

1. University Council Resolution No. 1 dated 14-10-1992.
2. University Council Resolution No. 24 dated 21-02-2003
3. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LXIII

STATUTES GOVERNING THE POST-GRADUATE DIPLOMA COURSE IN COMPUTER SCIENCE AND APPLICATIONS (PGDCA)

1. There shall be a Post Graduate Diploma Course in Computer Science and Applications, hereinafter referred to as PGDCA, in the Faculty of Science of the University.
2. The PGDCA course shall be of the duration of one academic year.
3. Minimum qualification required for admission to the PGDCA course shall be:-

A Bachelor's Degree of 10+2+3 pattern in any discipline/graduation in any professional course of more than three years' duration or any other qualification recognised by the University as equivalent thereto, with at least 50% of the aggregate marks (40% for the candidates belonging to Scheduled Castes) in Bachelor Degree examination.

4. a) A person in employment or self employment or engaged in a business or profession is not eligible for admission to PGDCA. Such a person may, however, be considered for admission; provided-
 - i) in the case of a person in employment, he produces a certificate from his Employer that the Employer has no objection to his employee's pursuing PGDCA in the University and the employee is on authorised leave for the purpose;
 - ii) in the case of self-employed person or a person engaged in a business or a profession, the person gives an undertaking in writing that he will devote his whole time for studies as a student during the period he remains on rolls of the Department of Computer Science for PGDCA and he shall not engage in any business or profession or avocation during this period or engage in any activity which in the opinion of the Head of the Department is likely to interfere with his studies in the University.

All such cases will be examined by the Admission Committee which shall make appropriate recommendations to the Dean Academic Affairs.
- b) The Admission Committee with the approval of the Dean Academic Affairs , shall have the authority to refuse or cancel admission of a candidate who:-
 - i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department, suppresses/conceals any relevant information, provides information in his application which is found incorrect or produces a certificate which is not genuine; or
 - ii) fails to pay the fees and/or charges within the time prescribed by the Head of the Department; or
 - iii) violates provisions of Statute 4(a).
- c) The Head of the Department of Computer Science shall be competent to cancel admission of a student to PGDCA if he remains absent, without permission of the Head of the Department, for a period of one month continuously after an opportunity has been given to him to explain as to why such an action be not taken against him.

5. A person, so long as he is a student of PGDCA 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 re-appear category in one course only 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 the class work of the PGDCA but could not do so on account of delay in the conduct of the said examination for reasons beyond his control, shall be eligible to appear in that examination even after he has been admitted to PGDCA.
6. Students who have passed the qualifying examination from an Institution other than University of Jammu shall be required to submit the following documents within a period of one month from the date of admission to PGDCA:-
 - i) All qualification certificates, in original
 - ii) Migration certificate from the University last attended in accordance with the relevant Statutes.
 - iii) Eligibility certificate issued by the University of Jammu.
7. These Statutes are for Indian Nationals and do not apply to the foreign students seeking admission to PGDCA Course in the University. However, such of the foreign students as have passed the qualifying examination from the University of Jammu and wish to take admission in PGDCA will be allowed admission on merit provided the number of seats under this category shall not exceed 10% of the total number of seats available in the PGDCA Course.
8. A student having been admitted to the course and having failed in the examination shall not be eligible to seek re-admission to the PGDCA Course.
9. English shall be the medium of instruction and examination.
10. There shall be one examination at the end of the academic year.
11. The examination shall be held in accordance with the syllabi and courses of study approved by the Academic Council.
12. The examination for the PGDCA Course shall be open to:
 - (A) A regular student who-
 - (a) has been on the rolls of the University Department during the year preceding the examination;
 - (b) has submitted his application on the prescribed form to the Controller of Examinations through the Head of the Department concerned;
 - (c) produces the following certificates signed by the Head of the Department:-
 - (i) of good character,
 - (ii) of having attended not less than 75% of the lectures delivered in each course/paper offered by the candidate. ¹
 - (iii) of having satisfactorily performed the work of the class.

- (B) A candidate who has completed the prescribed course of lectures and practicals in the academic year but has been -
- (i) either unable to appear in the examination
OR
- (ii) unable to pass the examination in a paper or papers, shall be eligible to appear in the examination within two academic years following the academic year in which he was unable to appear or unable to pass the examination, as the case may be.
13. The Head of the University Department concerned may, for special reasons to be recorded in writing, condone shortage of attendance in a paper not exceeding 5 lectures in theory and 3 in practicals/workshop practice or project during the academic session. A student whose deficiency is not condoned or is not condonable shall not be eligible to appear in the examination.
- A student who does not fulfil the minimum requirement of attendance in theory/project/practical paper/course will not be eligible to appear in the examination in that paper/course. Such a student will be required to seek admission in the next academic session in order to earn fresh eligibility to appear in the Course(s)/paper(s) in which he fell short of attendance.
14. Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Head of the Department shall for the purpose of condoning deficiency in attendance required by him on account of such participation be treated as present on all the working days during the days of his absence on such account for a period not exceeding 30 working days in an academic year:-
- (a) State representation in International/All India competitions organised by the agencies which are recognised by the Board of Sports and Youth Welfare.
- (b) Participation in Inter-University competitions held under the auspices of a University or any other recognised institution as a member of the University team.
- (c) Participation in the N.C.C., N.S.S. and National Integration Samitis activities as a member of the recognised institutions.
- (d) Participation in the Inter-College competitions organised by the University as a member of the team of participating institutions.
- (e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University competition.
- (f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organised under the auspices of the State Government/University as a member of the institution affiliated/recognised by the University.
15. A student shall submit his application for admission to examination to the Controller of Examinations on the following dates on the prescribed forms accompanied by the prescribed fee and necessary certificates signed by the Head of the Department.

Dates of receipt of fee and forms

Regular students

January 31

Failures and Re-appear cases

December 15

15-A RATES OF EXAMINATION FEE AND OTHER FEES/CHARGES

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20-
v)	Desk fee	Rs.25/-	Rs.25/-

15-B LATE FEE FOR SUBMISSION OF EXAMINATION FORM

a)	For first count of 15 days delay after the last date prescribed for receipt of form/fee or both.		Rs. 90/-
b)	For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-		Rs. 150/-
c)	An additional late fee per day after the expiry of last date with late fee of Rs. 150/-		Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”²

16. The scheme of examination of the PGDCA shall be as under:

Theory papers	:	Five, each of 100 marks
Practical	:	Three, each of 150 marks
Project work to be submitted in the form of report duly approved by the concerned teacher and Head of the Department.	:	50 marks

The duration of examination in each theory paper shall be of three hours. The duration of examination in each practical shall be as may be prescribed in the syllabi and courses of study approved by the Academic Council.

17. Every candidate shall be required to complete project work before the commencement of practical examination. The topic of project work will be allotted by a teacher of the Department in consultation with the Head of the Department. The project report shall be evaluated by a committee consisting of the concerned teacher, the Head of the Department and another teacher to be nominated by the Head of the Department. The Head of the Department will convene the meeting of the committee and chair it. The marks awarded to the candidates will be communicated to the Controller of Examinations by the Convener

on proper award rolls under the signatures of the members of the committee. The marks will be reflected in the marks sheet of the candidate, under the head, "Project work".

18. 20% of the total marks in each theory and 50% of the total marks in each practical shall be reserved for internal assessment. Internal assessment shall be awarded and record thereof maintained as prescribed in Statutes or Regulations of the University for the Master's Degree programme.
19. The minimum number of marks required to pass the examination shall be:
 - (a) 40% in each theory paper (separately in the Internal assessment and the University examination)
 - (b) 40% in each practical (separately in the Internal assessment and the University examination);

Provided that a candidate who appears in the examination but fails in one or more than one paper by a deficiency of not more than 1 % of the maximum marks of the papers in which he appears shall be declared to have passed the examination by adding the required number of marks in the paper(s) to his best advantage.

Provided further that if a candidate appears in one paper only and fails in the examination by a deficiency of not more than 2 marks, he shall be declared to have passed the examination and the required number of marks upto 2 only shall be added to his score in the paper.

20. A candidate who fails to obtain 40% marks in one or more papers or in the practicals in the University examination shall be permitted to appear in such paper(s) in the subsequent examinations;

Provided that every student shall qualify in all the papers prescribed for the course within three years of joining the course failing which his examination/admission shall stand cancelled and he shall not be allowed to appear in the examination.

The Internal assessment awards of the candidates shall be carried over to all the subsequent examinations in which he is eligible to appear.

21. A candidate failing to secure 40% marks in the internal assessment in any of the prescribed practical course shall not be permitted to take the University examination in the practicals. Such a candidate shall have to repeat such practical course(s) as a casual student on payment of full fees as prescribed by the University for the concerned academic session.

Provided that the facility of casual student will be allowed only for one year, immediately following the year in which he was a regular student. Such a candidate shall be allowed to take the examination only at the end of the academic year during which he was registered as a casual student. For the purpose of examination, such a candidate shall be categorized as a "Re-appear" case.

22. The practical examination shall be conducted simultaneously by two examiners, one external (to be appointed from amongst teachers of the Universities, Technical Institutions, Engineering Colleges or from National Laboratories, Regional Computer Centres, renowned public and private enterprises engaged in the work connected with the computer) and one internal from the Department.

The external examiner shall be in charge of the practical examination and will decide the distribution of marks for various components of the examination in consultation with the internal examiner. In the case of any controversy, the opinion of the Head of the Department shall prevail.

23. The remuneration for paper setting, evaluation of answer books and conduct of practical examinations etc. shall be the same as prescribed by the University for Master's Degree Examination.
24. The successful candidates shall be placed in three divisions as follows:-
 - (a) Those who secure 75% or above of the aggregate number of marks shall be placed in the First division with distinction.
 - (b) Those who secure 60% of the aggregate number of marks or more but less than 75% shall be placed in the First division.
 - (c) Those who secure 50% or more but less than 60% marks shall be placed in the Second division.
 - (d) Those who secure below 50% marks shall be placed in the Third division.

Deficiency upto 1 % marks of the aggregate number of marks required for First division with distinction, First division or Second division shall be condoned for purpose of placing a candidate in the First division with distinction or First or Second division.
25. As soon as possible, the Controller of Examinations shall publish a list of candidates indicating against each his result.
26. Each successful candidate shall be awarded a Diploma indicating (i) the division in which he has passed and (ii) the score in the Project work.
27. A transcript shall be issued to a student in respect of his performance in the examination. The transcript shall indicate separately the marks secured by the candidate in internal assessment and the University examination in each paper.

ANNEXURE- I

Merit of all candidates for admission to the PGDCA Course in the MIER College of Education, Jammu will be determined in the following manner.

i/	Aptitude written test	10 marks
ii/	Marks obtained in the qualifying examination	90 marks

EXPLANATION

- a) Aggregate marks of all the examinations in the case of candidates possessing Bachelor's Degree (under 10+2+3 pattern) or graduation in any professional course of more than 3 years shall be reduced to the base of 90 marks.
- b) The Aptitude Test shall be designed by the College in consultation with the Head of the Department of Computer Science and Applications, University of Jammu, Jammu.

References:

1. University Council Resolution No. 24 dated 21-02-2003
2. University Council Resolution No. 98 dated 21-06-2004

CHAPTER LXIV

STATUTES GOVERNING POST-GRADUATE DIPLOMA COURSE IN APPLIED ELECTRONICS (T. V. REPAIR/MAINTENANCE).

1. The Course of Diploma in Applied Electronics shall extend over a period of one academic year. The academic year shall consist of two terms as provided in the Statutes.
2. Every candidate for admission to the Diploma Course in Applied Electronics shall have passed the B.Sc. examination with Electronics and/or Physics and Mathematics as elective subjects of this University or any other recognised University.²
3. There shall be two examinations in an academic year, one at the end of each term.
4. The examination shall be held in accordance with the syllabi and courses approved by the Academic Council.
5. English shall be the medium of instruction and examinations.
6. The examination for the Diploma Course in Applied Electronics shall be open to a regular student who -
 - a/ has been on the rolls of the University Department during the term preceding the examination;
 - b/ has his name submitted to the Controller of Examinations by the Head of the Department concerned;
 - c/ produces the following certificates issued by the Head of the Department -
 - i/ of good character;
 - ii/ "of having attended not less than 75% of full course of lectures delivered during each term."⁵
 - iii/ of having satisfactorily performed the work of the class.A candidate who has completed the prescribed course of lectures in a term but has been -
 - i/ either unable to appear in the examination, or
 - ii/ unable to pass the examination in a paper/papers shall be eligible to appear in the examination within the two terms next following the term in which he was unable to appear or unable to pass the examination, as the case may be.
7. Promotion from 1st to 2nd term shall be regulated as under :-
 - a/ No student shall be promoted from the 1st term to the 2nd term unless he -
 - i/ fulfils the statutory requirements of attendance; and
 - ii/ takes the term examination in all the courses of study prescribed for the term:

Provided that a candidate, who has been unable to appear in or complete the examination on account of illness or circumstances beyond his control may, on the recommendation of the Head of the Department and with the approval of the Vice-Chancellor, be promoted to the 2nd term and allowed to appear in the paper/s in which he/she has been unable to appear.

Provided further that the application of such a candidate shall not be entertained unless it satisfies the following conditions :-

- i/ It reaches the Controller of Examinations not later than the tenth day from the date on which the candidate was incapacitated from taking or completing the examination.
- ii/ It is accompanied by a medical certificate issued by a Civil Surgeon/ registered medical practitioner in case of illness or documentary proof in the case of absence due to circumstances beyond the control of the candidate.

- b/ Promotion from the 1st term to the 2nd term may be allowed to a student even if he fails to qualify all the papers of 1st term examination:

Provided that every student shall qualify in all the papers prescribed for 1st and 2nd terms within two years of joining the 1st term course, failing which his examination shall stand cancelled and he shall not be allowed to appear in the examination even privately.

- 8. The Head of the Department concerned may, for special reasons to be recorded in writing, condone shortage of attendances in a paper not exceeding 5 lectures in theory and 3 in practicals/workshop practice project during one term.

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Head of the Department shall, for the purpose of condoning deficiency in attendances incurred by him/her on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding 15 working days in one term:-

- a/ State representation in International/ All India Competitions organised by agencies which are recognised by the Board of Sports and Youth Welfare.
- b/ Participation in the Inter-University Competitions held under the auspices of a University or any other recognised institution as a member of the University team.
- c/ Participation in the Inter-College Competitions organised by the University as a member of the teams of participating institutions.
- d/ Participation in the N.C.C., N.S.S. and National Integration Samitis activities as a member of the recognised institutions.
- e/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.
- f/ Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock climbing or other such activities organised under the auspices of the State Government/ University as a member of the Institution affiliated/recognised by the University.

9. The amount of examination fee to be paid by each candidate for a term examination shall be as follows or as may be prescribed from time to time :-

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/- ⁶
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

10. The candidates shall submit their applications for admission to examination to the Controller of Examinations on the following dates, on the prescribed forms accompanied by the prescribed fee and the necessary certificates signed by the Head of the Department:

Examination	Date of Receipt of Fee and Forms	
	Regular	Private
1st term	November 15	October 15
2nd term	April 15	March 15

LATE FEE

11.

- For first count of 15 days delay after the last date prescribed for receipt of form/ fee or both. Rs. 90/-
- For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-
Rs. 150/-
- An additional late fee per day after the expiry of last date with late fee of Rs. 150/-
Rs.30/- per day

Subject to the maximum of Rs. 500/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”⁶

12. There shall be the following courses of study in the Diploma Course in Applied Electronics:

- | | | |
|-----------|----|--------------------------------------|
| 1st Term: | a/ | Two theory papers of 100 marks each. |
| | b/ | Workshop Practice of 100 marks. |
| | c/ | Practical of 200 marks. |
| 2nd Term: | a/ | Two theory papers of 100 marks each. |
| | b/ | Project Study of 100 marks. |
| | c/ | Practical of 200 marks. |

The duration of examination in each theory paper/ Workshop Practice/Project Study shall be as may be prescribed in the syllabi and courses of study.

13. Every student shall be required to attend practical training outside the University and/or outside the State if needed, at their own expenses for the period as may be prescribed in the syllabus.
14. 20% of the total marks in each theory paper and 50% of the total marks in practicals and workshop practice shall be reserved for internal assessment. Internal Assessment shall be awarded on the basis of one test or two assignments during a term. Detailed procedure for award of internal assessment and maintenance of record shall be as prescribed under Regulations.
15. The minimum number of marks required to pass the examination shall be -
 - a/ 40% in each theory paper (separately in the internal assessment and the University examination);
 - b/ 40% in each Practical, (separately in the internal assessment and the University examination);
 - c/ 40% in Workshop Practice, (separately in the internal assessment and the University examination); and
 - d/ 40% in the Project Study.

Provided that a candidate who appears in the examination and fails in one or more than one paper at any term examination by a deficiency of not more than 1 % of the maximum marks of the examination shall be declared to have passed the examination by adding the required number in the paper/s to his best advantage:

Provided further that if the candidate appears in one paper only and fails in the examination for deficiency of not more than 2 marks, he shall also be declared to have passed the examination and the required number of marks upto 2 only shall be added in the paper.⁴

16. A candidate who fails to obtain 40% marks in one or more papers or practical/workshop Practice/Project Study at a term examination shall be permitted to re-appear in such papers:

Provided that every student shall qualify in all the papers prescribed for 1st and 2nd terms within two years of joining the 1st term course failing which his examination/admission shall stand cancelled and he shall not be allowed to appear in the examination.

17. The practical examination including workshop practice and project study shall be conducted by two examiners, one external (to be appointed from amongst teachers from Universities, technical institutes, engineering colleges or scientists from national laboratories or renowned industries having adequate experience in the subject concerned) and one internal examiner.
18. The following rates of remuneration shall be payable to the paper-setters and the examiners:-
 - i/ for setting a question paper - Rs.300/-
 - ii/ for marking each answer-book - Rs.8/- (subject to a minimum of Rs.100/-)
 - iii/ for practical examiner - Rs.50/- per candidate for External and Internal subject to a minimum of Rs.200/- per session.³

19. The division of each successful candidate shall be determined on the combined result of first and second term examinations.
20. The successful candidates shall be placed in the divisions as follows:-
 - a/ those who obtain 60% of the aggregate number of marks or more shall be placed in the first division.
 - b/ those who obtain 50% or more but less than 60% marks shall be placed in the second division.
 - c/ those who obtain below 50% marks shall be placed in the third division.
 - d/ those who obtain 75% or above of the aggregate number of marks shall be placed in the first division with distinction.
21. No formal certificate of having passed the first term examination shall be issued to any candidate. However, a statement of marks obtained in the term examination shall be given to every candidate.
22. Not later than eight weeks after the commencement of the examination or with the special permission of the Vice-Chancellor, as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates indicating against each, his/her result.
23. Each successful candidate shall be awarded a Diploma stating the division in which he has passed and distinction obtained in the paper, if any.
24. A person so long as he is a student of Diploma Course in Applied Electronics, shall not be permitted to attend any other course of instruction or to appear in any other examination of this University or any other University:

Provided that a candidate who has been placed under compartment in M.Sc. examination only shall not fall under the purview of this Statute.¹

References:

1. University Council Resolution No. 31 dated 18.1.1978.
2. University Council Resolution No. 55 dated 11.9.1984.
3. University Council Resolution No. 5 dated 23.5.1998.
4. University Council Resolution No. 22 dated 24.7.1986.
5. University Council Resolution No. 24 dated 21-02-2003
6. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LXV

STATUTES GOVERNING DIPLOMA COURSE IN SAHITYACHARYA IN SANSKRIT LITERATURE

1. The course of instruction for the Diploma in Sahityacharya in Sanskrit Examination shall extend over a period of two years and the examination shall be held in Parts viz. I and II and shall be open to candidates who satisfy the conditions laid down for each part in the following Statutes;

PART I

2. The examination shall be open to any candidate who -
 - i/ has been on the rolls of an institution affiliated to the University for the Sahityacharya examination for one academic year preceding the examination;
 - ii/ has previously passed the Shastri examination or the M.A. examination in Sanskrit or the M.O.L. examination in Sanskrit or any other examination of a recognised University considered by the Academic Council as equivalent to any of these examinations;
 - iii/ has his name submitted to the Controller of Examinations by the Head of the Institution accompanied by the following certificates :-
 - a/ of good character;
 - b/ "of having attended not less than 75% of the lectures delivered in the subject in which he wishes to be examined. A deficiency in lectures may be condoned for special reasons by the Syndicate."²

PART II

3. The examination shall be open to any candidate who -
 - i/ has been on the rolls of an institution affiliated to the University for the Sahityacharya examination for one academic year preceding the examination;
 - ii/ has passed not less than one academic year previously the Shityacharya Part-I examination in the subject offered;
 - iii/ has his name submitted to the Controller of Examinations by the Head of the Institution accompanied by the following certificates :-
 - a/ of good character;
 - b/ "of having attended not less than 75% of the lectures delivered in the subject in which he wishes to be examined. A deficiency in lectures may be condoned for special reasons by the Syndicate."²
4. Private candidates, who are eligible under Statutes relating to the admission to private candidates, may be permitted to appear in the examination subject to fulfillment of other statutory requirements.
5. A candidate, who has passed the Sahityacharya examination of this University, may appear in the Sahityacharya examination in any subject other than the one in which he has already passed, if he satisfies the requirements of these Statutes.

6. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by persons authorised in this behalf under the Statutes.

7. **“RATES OF EXAMINATION AND OTHER FEES/CHARGES:-**

S.No.	Examination	Regular	Private
i)	Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

8. Whenever the application form/fee or both of a candidate is/are received after the last prescribed date, he shall also pay late fee as mentioned hereunder :-

a)	For first count of 15 days delay after the last date prescribed for receipt of form/fee or both.	Rs. 90/-
b)	For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-	Rs. 150/-
c)	An additional late fee per day after the expiry of last date with late fee of Rs. 150/-	Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”¹

9. The medium of examination shall be Sanskrit.

10. The minimum number of marks required to pass the examination shall be 40% in each paper and 45% in the aggregate:

Provided that a candidate who appears in more than one paper and fails in one or more than one paper and/or aggregate at an examination by a deficiency of not more than 1 % marks of the maximum marks of the paper in which he appears shall be declared to have passed the examination by adding the required number of marks in the paper/s and/or aggregate to his best advantage:

Provided further that if the candidate appears in one paper only and fails in the examination by a deficiency of not more than two marks he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the paper and/or aggregate:

Provided also that a candidate appearing under illness category in the supplementary/bi-annual examination shall be awarded the same percentage of grace marks as would have been awarded to him had he completed the examination in the annual session.

11. A candidate for Part-I examination, who obtains at least 50% of the aggregate number of marks, but fails in one paper by obtaining not less than 25% marks in that paper, shall be permitted to appear in the paper in which he failed within three chances on payment of full fee prescribed for the examination and if he passes in that paper in either of these examinations he shall be deemed to have passed the examination.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he missed to avail of any chance thus available to him for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

A candidate placed under compartment in an examination and eligible to join the next higher class under the Statutes be permitted subject to fulfillment of other statutory conditions, to appear in the examination for the higher class/course as well as the compartment examination at the same session and if he passes in the compartmental examination, his result of the higher examination be also declared. If he fails in the compartmental examination and there are further chances available to him under Statutes to clear the compartmental subject, his result of the higher examination be withheld, unless he is failing in the higher examination, till he passes the compartmental examination. If he fails to qualify the compartmental subject within the permissible period or chances, he be declared to have failed in the examination and his admission to the higher Course and/or examination be treated as cancelled. If the result of higher examination of such a candidate is declared by mistake or oversight before he clears the compartmental examination the result of the higher examination be quashed at any stage.

12. A candidate for Part-II examination, who obtains at least 50% of the aggregate number of marks, but fails in one paper by obtaining not less than 25% of the marks in that paper, shall be permitted to appear in the paper in which he failed at the subsequent examination or examinations on payment of full fee prescribed for the examination on each occasion. If he passes in that paper, he shall be deemed to have passed the Sahityacharya examination.

Provided that examination shall be completed within 5 chances from the date of his failing in that subject in the first instance.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

13. The division in which a successful candidate is placed in the examination shall be determined on the combined results of Part-I and Part-II examinations.
14. The successful candidates shall be placed in three divisions as follows :-
 - a/ those who obtain 65% or more of the aggregate number of marks shall be placed in the first division;

- b/ those who obtain 55% or more but less than 65% shall be placed in the second division;
- c/ those who obtain less than 55% shall be placed in the third division.

Deficiency upto 1% of the aggregate number of mark, require for first and second divisions shall be condoned for the purpose of placing a candidate in the first or second division.

15. Not later than four weeks after the commencement of the examination or as soon thereafter as possible, the Controller of Examinations shall publish a list of candidates indicating against each his/her result. Each successful candidate of Part-I shall receive a certificate of having passed Part-I examination. Each successful candidate of Part-II shall receive a degree conferring the Oriental Literary Title of Sahityacharya.

References:

1. University Council Resolution No. 98 dated 21-06-2004
2. University Council Resolution No. 24 dated 21-02-2003

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CHAPTER LXVI

STATUTES GOVERNING POST-GRADUATE DIPLOMA COURSE IN CRIMINOLOGY AND POLICE SCIENCE¹

1. The University of Jammu shall provide instructions in Diploma Course in Criminology and Police Science in the Faculty of Law.
2. "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."⁵
3. The total number of seats for the Diploma Course shall be 30 out of which five seats shall be reserved for the officers of the Police Department of the Jammu and Kashmir Government to be nominated by the Director General of Police, Jammu and Kashmir Government. The nominated candidates shall have secured not less than 45% marks in the qualifying examination.
4. Any person in employment or self employment or engaged in a business or a profession is not eligible for admission to the course. Such person may, however, be considered for admission if:-
 - i/ In the case of a person in employment, he produces a certificate from his employer that the employer has no objection to his employee pursuing the course in the University and that the employee is on authorised leave for the purpose of study in the University.
 - ii/ In the case of self-employed person or a person who is engaged in a business or a profession, the person concerned gives an undertaking in writing that he will devote his whole-time for studies as a student during the period he remains on the rolls of the Department for the course 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 recommendation to the Vice-Chancellor.
5. Subject to the provisions of these Statutes admission to the Diploma Course shall be made under the Regulations governing admission to the Post-graduate courses of the University of Jammu.
6. The Academic Council may approve the courses of studies for the Diploma in Criminology and Police Science on the recommendation of the Faculty of Law. It may also make such changes in the prescribed courses of study as may be considered to be necessary from time to time.
7. The course work for the Diploma in Criminology and Police Science shall be of the duration of one academic year consisting of two semesters and there shall be an examination at the end of each semester.
8. Promotion from the first to the second semester may be allowed to a student even if he fails to qualify in paper(s) prescribed for the semester examination. Provided that every

student shall have to qualify in all the papers prescribed for the 1st and 2nd semesters within five years of joining the first semester failing which his examination shall stand cancelled and he shall neither be allowed to continue the Diploma Course as a regular student nor to appear in any semester examinations as a private candidate. Provided further that no student shall be promoted from 1st to 2nd semesters unless he fulfills the statutory requirement of attendance.

9. Subject to the provisions contained in these statutes the 1st and 2nd semesters examination shall be open to a regular student who produces the following certificates signed by the Head of the Department of Law or any other teacher of the Department authorised by him (Head of the Department of Law) in this behalf:

- i/ of good conduct;
- ii/ of having completed the prescribed courses of lectures (including seminars) delivered during the semester.

Provided that a student who has completed the prescribed number of lectures in an academic term but has been:

- i/ either unable to appear in the examination
- OR
- ii/ unable to pass the examination

shall be eligible to appear in the examination within four academic years next following the academic year in which he was unable to appear in the examination or was unable to pass the examination, as the case may be.

10. “No student shall be eligible to take semester examination unless he has attended 75% or more of the lectures/seminar/tutorials work delivered and in addition 75% of session practical work during the semester preceding the examination.

Provided that a student who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Head of the Department of Law shall, for the purpose of condoning deficiency in attendance required by him on account of such participation, be treated as present on all the working days of his absence on such account for a period not exceeding 15 working days in a semester:

- a/ State representation in the international/All India Competitions organised by an agency recognized by the Board of Sports and Youth Welfare.
- b/ Participation in an Inter-University Competition held under the auspices of a University or any recognized institution as a member of the University team.
- c/ Participation in the Inter-College Competitions organised by the University as a member of the participating institutions.
- d/ Participation in the NCC, NSS or National Integration Samiti activities as a member of the institution.
- e/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions”.
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- f/ Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or any other such activities organized under the auspices of the State Government/ University as a member of the University.

Provided further that deficiency in the number of attendances upto 5% of the Lectures delivered during the term may be condoned by the Head of the Department of Law.

Provided also that no candidate shall be eligible for condonation of deficiency in attendances more than once in an academic year.

11. i/ The examination fee for a semester examination shall be as under :

S.No.	Examination	Regular	Private
i)	“Full subjects	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one subject		Rs.360/-
iii)	Re-appear/Compartment in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-
ii/	LATE FEE		
a)	For first count of 15 days delay after the last date prescribed for receipt of form/fee or both.		Rs. 90/-
b)	For another count of 15 days after the expiry of last date with a late fee of Rs. 90/-		Rs. 150/-
c)	An additional late fee per day after the expiry of last date with late fee of Rs. 150/-		Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”³

12. A person, so long as he is a student of the Diploma Course, shall not be permitted to join any other course of instruction or to appear in any other examination of the University.
13. No formal certificate of having passed first semester course shall be issued to any candidate. However, a statement of marks obtained in the semester shall be supplied to every candidate.
14. No candidate shall be eligible for the Diploma in Criminology and Police Science unless he has passed in all the papers obtaining not less than 40% marks in each paper.
Provided that a candidate who fails in a paper/papers at a semester examination shall be allowed grace marks upto 1% of total marks prescribed for a semester examination.
15. A candidate who fails to obtain 40% marks in one or more papers at a term examination shall be permitted to re-appear in each such paper.
16. As soon as possible after the end of the second semester examination, the Controller of Examinations shall publish a list of successful candidates classified as under:

- (j) Those who obtain 60% or more marks in the aggregate of all the two semester examinations shall be placed in the first division.
- (ii) Those who obtain 48% or more marks but less than 60% marks shall be placed in the second division.
- (iii) Those who obtain 40% or more marks but less than 48% marks shall be shown as pass.

A candidate having obtained 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction.

Deficiency upto 1 % marks in the aggregate number of marks required for first or second division shall be condoned for purpose of placing a candidate in the first or second division.

- 17. Each successful candidate shall be awarded a Diploma stating the division in which he has passed and distinction obtained in the paper, if any.
- 18. A candidate who has already passed the Diploma Course examination from this University may on the recommendation of the Dean, Faculty of Law, be allowed to appear as private candidate in the additional paper/papers of the examination, in which he had not already passed. on payment of requisite fee. Such a candidate on obtaining pass marks in the paper/papers shall be granted a certificate to that effect.
- 19. The rates of remuneration for paper-setting and evaluation including the evaluation of seminar research papers shall be as under or as may be prescribed from time to time:-
 - 1. Paper setting : Rs.300/-
 - 2. Evaluation : Rs.8/- per script subject to a minimum of Rs.100/-
 - 3. Evaluation of seminar papers : Rs.10/- per paper subject to a minimum of Rs.100/-

References:

- 1. University Council Resolution No. 49 dated 24-7-86
- 2. F.Acd/II/25/98/1882-1931 dated 25-6-1998
- 3. University Council Resolution No. 98 dated 21-06-2004
- 4. University Council Resolution No. 24 dated 21-02-2003
- 5. University Council Resolution No. 20 dated 26-04-2000

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CHAPTER LXVI-A

STATUTES GOVERNING THE DIPLOMA COURSES IN KSHAR SUTRA, PANCHKARMA AND YOGA.¹

1. GENERAL

The following shall be the Diploma Courses in the Faculty of Ayurvedic Medicine and Surgery:

- i) Diploma Course in Kshar Sutra
- ii) Diploma Course in Panchkarma
- iii) Diploma Course in Yoga.

2. ELIGIBILITY

- a) A candidate shall be eligible for admission to the Diploma Course in Panchkarma and Kshar Sutra who:-
 - i) has passed the BAMS/MUMS/MBBS Course or any other degree recognized as equivalent by the CCIM New Delhi.
- b) A candidate shall be eligible for admission to the Diploma Course in Yoga who:-
 - i) has passed Hr. Secondary Part-II(10+2) from the J&K State Board of School Education or any other examination recognized equivalent thereto.

3. DURATION

- 3.1 Every student shall undergo a period of certified study extending over one year from the date of commencement of the class-work to the commencement of the examination.

4. EXAMINATIONS

- 4.1 For award of Diploma in Panchkarma, Kshar Sutra and Yoga the examination shall be conducted by the University of Jammu in accordance with the provision contained in the Statutes.
 - i) The examination will be held at the end of one academic year from the date of commencement of the class work to the date of commencement of the examination.
 - ii) The examination will be held twice in a year i.e. one regular and one subsequent(supplementary) on such dates as may be fixed by the Controller of Examinations, University of Jammu in consultation with the Dean, Faculty of Ayurvedic Medicine. The subsequent examination will be held within 6 months from the date of regular examination is over.
- 4.2 The applications on the prescribed form for admission to the Diploma examination alongwith prescribed fee must reach the Controller of Examinations at least two months before the date of commencement of the regular examination. Applications with late fee as prescribed by the University of Jammu from time to time shall also be entertained. No application form shall be entertained if it is not received at least seven days before the commencement of the examination.

4.3 Application forms and fee for the subsequent examination must reach the Controller of Examinations within 15 days after the date of declaration of the result of the regular examination without late fee and thereafter with late fee as given in the Statute.

4.4 "The amount of examination fee to be paid by a candidate shall be as follows:-

- | | | |
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| i) | First regular examination | Rs.500/- |
| ii) | Re-appear in more than one paper | Rs.525/- |
| iii) | Re-appear in one paper | Rs.375/- |

NOTE: In addition to the fees prescribed above every student appearing in the examination will have to pay Rs.20/- as "Maintenance of Service fee" and Rs. 25/- as "Desk fee" or as prescribed by the University from time to time."²

5. INTERNAL ASSESSMENT

5.1 The internal assessment in theory will be of 20 marks and in practical 10 marks.

5.2 It shall be based on day to day assessment, evaluation of student's assignment and class tests.

5.3 Regular/periodical examination shall be conducted throughout the duration of the courses subject to a minimum of two in each subject.

5.4 Day to day records shall be given weightage while awarding internal assessment.

5.5 Weightage for the internal assessment shall be 10% of the total marks allotted to each subject written/practical exam.

6. DISSERTATION

A candidate shall submit :

1.1 Four copies of dissertation on the topic assigned by the Dean of the Faculty concerned in consultation with the Principal of the College to the Controller of Examinations not later than two months before the date of commencement of theory examination.

1.2 The dissertation shall be evaluated by an external examiner to be appointed by the University out of the panel recommended by the Board of Studies concerned. The examiner will evaluate the dissertation, if in order, or otherwise the same will be rejected with concrete suggestions for its improvement.

1.3 There shall be an examiner to evaluate the dissertation of 20 candidates.

7. ELIGIBILITY FOR EXAMINATION:

7.1 A candidate before being allowed to sit for the diploma examination:

- must have undergone the prescribed course of study as given in Statute 3.1
- has his/her name submitted to the Controller of Examination by the Principal of the College in which he/she is enrolled.

iii) produce the following certificates signed by the Principal of the college in which he/she is enrolled:-

- a) of having good moral character.
- b) of having attended not less than 75% of the prescribed course of lectures delivered and 75% of practicals and or clinics held, separately in each subject of the examination provided that deficiency upto 10% of the lectures and practicals separately may be condoned by the Principal. Candidates falling short of required percentage of attendance and those whose deficiency is not condoned by the Principal shall be permitted to appear in the subsequent examination provided they remain on the roll of the college as regular students and attend 75% of the lectures delivered and 75% of the practicals and or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.

Provided further that the number of lectures and practicals they attend is not less than the number of which they fell short in the subject or subjects.

Provided also that no condonation, whatsoever, shall be allowed for deficiency in lectures and practicals for the subsequent examination in such case.

- c) of having satisfactorily performed the work of the class.

8. PASS PERCENTAGE

8.1 The minimum number of marks required to pass the examination shall be 50% in theory and oral (including internal assessment) and 50% in practical and or clinical including internal assessment (where provided), separately in each subject.

8.2 Candidates who pass the Diploma Course examination within the minimum prescribed duration and secure not less than 75% marks in any subject shall be declared to have passed with distinction in that subject.

NOTE: As soon as possible after the end of Diploma examination, the Controller of Examinations shall publish the result of Diploma examination.

9. SCHEME OF EXAMINATION

Every candidate for the Diploma in Panchkarma, Kshar Sutra and Yoga examination shall be required to have attended the full prescribed course for one year and passed in the following examination:-

1)	Theory	Two papers of 90 marks each	180 marks
	Internal Assessment		20 marks
		Total	200 marks
2)	Practical		90 marks
	Internal Assessment		10 marks
		Total	100 marks

10. APPOINTMENT AND ELIGIBILITY OF EXAMINERS

- 10.1 A person to be appointed as an examiner in Diploma Course examination should be a Professor/Associate Professor or MD/PG qualification or an equivalent qualification in the subject (Shallay, Kaya Chakitsa and Yoga).
- 10.2 In case under exceptional cases when Professor/Associate Professor is not available, a Assistant Professor with atleast 3 years teaching experience with requisite qualification and experience in the subject or as recommended by the Dean of the Faculty concerned may be considered for appointment as examiner.
- 10.3 The external examiner shall ordinarily be an in-service teacher in the subject or an allied subject from any Ayurvedic College affiliated to a recognized University other than Jammu University or a Post Graduate Institute recognized by the CCIM.
- 10.4 The Internal examiner shall ordinarily be an in-service senior teacher/HOD in the subject in the affiliated Ayurvedic College who has been working in the department for a minimum period of six months.
- 10.5 The Practical/Clinical and Oral examination in each subject shall be conducted jointly by the external and internal examiner(s) and the award sheet containing the marks of Oral practical and or clinical (including the internal assessment) shall be compiled and signed by both the examiners before it is submitted to the University.
- 10.6 Award sheet containing marks of theory alongwith duly evaluated and signed answer scripts shall be submitted to the University separately by each examiner.
- 10.7 External examiner shall rotate at an interval of three year.
- 10.8 Except HOD of the subject concerned in a college, all others with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiner by rotation in their subject every year. Provided that where Professor or Associate Professor is not available, a teacher or a Assistant Professor with M.D. qualification may be considered for the appointment as examiner.
- 10.9 In the subject(s) comprising two or more papers, one of the papers shall be set by the internal examiner and the rest by the external examiner. In only those subjects where there is only one question paper, the paper will be set by the external examiner. In the subject where a paper is divided into two parts, one part will be set by the external examiner and the other by the internal examiner.
- 10.10 The external and internal examiners will be appointed by the University from the panel of examiners(external and internal) submitted by Dean of the Faculty.
- 10.11 External examiners shall preferably be from outside the State.
11. The syllabus for the Diploma Courses will be adopted as stands approved by the University of Jammu vide notification No. 2001/Dec/96/dated 03-12-2001.
12. All legal disputes relating to Diploma Courses (admission-examination) shall be subject to the jurisdiction of the Jammu Courts only.

13. A student who remains absent continuously for a period of 65 days, his/her name shall be struck off from the college rolls without any notice and can be considered by the Principal for re-admission after paying the re-admission fee of Rs.1000/-
14. With a view to remove any difficulty or anomaly arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give authoritative interpretation of these Statutes and his interpretation shall be final and binding on all concerned.

There will be no re-evaluation of answer scripts. But there will be rechecking of the answer scripts.

Reference:

1. University Council Resolution No. 50 dated 21-02-2003
2. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LXVII

ORIENTAL CLASSICAL LANGUAGES

(Old Scheme)

1. Three examinations for Proficiency, High Proficiency and Honours, respectively shall be held in each of the following subjects :-

- (1) The Arabic Language and Literature.
- (2) The Sanskrit Language and Literature.
- (3) The Persian Language and Literature.

2. These examinations shall be open to any student who-

A. (1) has been enrolled in a recognised institution during at least one academic year previous to the examination. The Syndicate shall have power to condone any deficiency in this period for very special reasons:

Provided that a candidate having remained on the rolls of an institution for less than one academic year but having attended the corresponding course in any other recognised University or Board for the period short of that prescribed before his/her admission to the institution, may be admitted to the examination as a special case;

(2) has his name submitted to the Controller of Examinations by the Head of the Institution, he has most recently attended and produces the following certificates signed by the Head of the Institution :-

- (a) of good character; and
- (b) of having attended not less than two-third of the full course of lectures delivered for the examination in which he wishes to appear during the period he has been enrolled in the institution from which he appears.

OR

B. Is eligible under Statutes relating to the admission of private candidates:

Provided that admission to the Honours course and examination shall be open to such candidates only as have passed any examination of this University or of the University of Jammu & Kashmir (before 1970) or from any other recognised University or Board.

Provided, however, that the Shastri examination shall be open only to such candidates as have passed -

- (1) the Visharad examination of this University or of the University of Jammu & Kashmir (before 1970) or of any other recognised University.
- (2) the M.A. examination in Sanskrit of a recognised University; or
- (3) Madhyama examination of Banaras or Jaipur or the Sanskrit Title examination of the Calcutta University, or any other equivalent examination approved by the Academic Council.

3. The Principal of an Oriental Institution is empowered to condone shortages upto 10 lectures in each compulsory paper and upto 5 in the optional paper. Students, falling short of the required percentage beyond 10 lectures in compulsory papers and 5 in the optional paper and those whose deficiency is not condoned by the Principal under the authority vested in him by this Statute, shall not be permitted to appear in the annual examination but shall be permitted to appear in the bi-annual examination, provided that they make up the deficiency and also attend 2/3 of the lectures delivered upto the commencement of the bi-annual examination by remaining on the rolls of the institution:

Provided further that no condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Any candidate, who participates in Inter-College or Inter-University Tournament or N.C.C. Course/Camp may, for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on all the working days of his/her absence on such account.

4. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and necessary certificates, signed by the persons authorised in this behalf under the Statutes.
5. In each examination there shall be six compulsory papers of three hours duration carrying 100 marks each.

Provided that the candidates appearing in Proficiency, High Proficiency and Honours examinations in various Oriental Classical Languages may take up the corresponding optional papers as shown below :-

Arabic	-	Urdu
Persian	-	Urdu
Sanskrit	-	Hindi

Provided further that the optional paper in all these examinations shall be of 100 marks and of three hours duration.

6. The minimum number of marks required to pass the examination shall be as follows:-
- | | | |
|----------------------|---|--------------------|
| (1) Proficiency | - | 33% in each paper. |
| (2) High Proficiency | - | 36% in each paper. |
| (3) Honours | - | 36% in each paper. |

Provided that a candidate who appears in more than one paper and fails in one or more than one paper and/or aggregate at an examination by a deficiency of not more than 1% marks of the maximum marks of the papers in which he appears shall be declared to have passed the examination by adding the required number of marks in the paper/s and/or aggregate to his best advantage:

Provided further that if a candidate appears in one paper only and fails in the examination by a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the paper and/or aggregate:

Provided also that a candidate appearing under illness category in the supplementary/bi-annual examination shall be awarded the same percentage of grace marks as would have been awarded to him had he completed the examination in the annual session.

(4) The minimum number of marks required to qualify the optional paper shall be 30%.

The fact that a candidate has passed in the optional paper shall be mentioned in his certificate.

7. In the Proficiency/High Proficiency/Honours examination in the Faculty of Oriental Learning a candidate who obtains the minimum pass marks in all the papers other than the optional paper but fails in one paper only obtaining respectively not less than 20/25/25% marks in that paper may, if he so desires, be admitted to the examination within three chances. Such a candidate shall be required to pay the fee as prescribed for the full examination on each occasion, and if he passes in that paper, he shall be deemed to have passed the examination concerned.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he missed to avail of any chance thus available to him for the reasons of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

A candidate placed under compartment in an examination and eligible to join the next higher class under Statutes be permitted, subject to fulfilment of other Statutory conditions, to appear in the examination for the higher class/course as well as the compartmental examination at the same session and if he passes in the compartmental examination, his result of the higher examination be also declared. If he fails in the compartmental examination and there are further chances available to him under Statutes to clear the compartmental subject, his result of the higher examination be withheld, unless he is failing in the higher examination, till he passes the compartmental examination. If he fails to qualify in the compartmental subject within the permissible period or chances, he be declared to have failed in the examination and his admission to the higher course and/or examination be treated as cancelled. If the result of higher examination of such a candidate is declared by mistake or oversight before he clears the compartmental examination the result of the higher examination be quashed at any stage.

8. The successful candidates shall be placed in three divisions as follows :-
- 1 . Those who gain 60% or more of the aggregate number of marks (including the marks of the optional paper) shall be placed in the first division;
 2. Those who gain 48% or more but less than 60% of the aggregate number of marks (including the marks of the optional paper) shall be placed in the second division; and
 3. Those who gain below 48% of the aggregate number of marks (including the marks of the optional paper) shall be placed in the third division.

Deficiency upto 1 % of the aggregate number of marks required for first and second divisions shall be condoned for the purpose of placing a candidate in the first or second division.

9. Certificates conferring the Oriental Literary Titles of Prajna, Moulvi and Munshi shall be granted to persons who pass the Proficiency examination in Sanskrit. Arabic and Persian respectively.

Certificates conferring the Oriental Literary Titles of Visharad, Moulvi Alim and Munshi Alim shall be granted to persons who pass the High Proficiency examination in Sanskrit. Arabic and Persian respectively.

Diploma conferring the Oriental Literary Titles of Shastri, Moulvi Fazil and Munshi Fazil shall be granted to persons who pass Honors Examination in Sanskrit, Arabic and Persian respectively.

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CHAPTER LXVIII

PROFICIENCY AND HIGH PROFICIENCY IN SANSKRIT

(New Scheme) ¹

1. Nomenclature

There shall be Proficiency and High Proficiency Exams in Sanskrit Language and Literature known as :-

- i) Proficiency in Sanskrit - Prajana
- ii) High Proficiency in Sanskrit - Visharad

2. Duration

The Proficiency (Prajana) and High Proficiency (Visharad) Examinations shall be extended over a period of two each.

3. Eligibility For Admission

The eligibility for admission to Proficiency and High Proficiency examinations shall be as under:

A) For Proficiency (Prajana)

a) For Prajana 1st year

A candidate must have passed middle standard i.e. 8th of school education from a Govt/private recognised school of Jammu province. The school leaving certificate must be counter signed by an authority of the Education Department of J&K State Govt. not less than the rank of Z.E.O/C.E.O.

b) For Prajana 2nd Year

A candidate must have passed first year Prajana(Prof. In Sanskrit) exam from the University of Jammu

B) For High Proficiency (Visharad)

a) For Visharad 1st Year

A candidate must have passed prajana-II year from the University of Jammu or Matriculation exam i.e. 10th class from the J&K State Board of School Education or any other examination recognised as equivalent thereto.

b) For Visharad 2nd year

A candidate must have passed Visharad 1st year from the University of Jammu.

4. Scheme

The Scheme of examination shall be as under

i) For Prajana/Visharad 1st year

- a) There shall be an internal exam to be held at the end of first year. The examination shall be conducted by the College/Institution itself i.e. house examination, but the question papers for the exams shall be supplied by

the University of Jammu.

- b) There shall be number of papers as approved by the Academic council from time to time. Each paper will carry 100 marks and of 3 hours duration each.

ii) For Prajana/Visharad 2nd year

- a) There shall be University examination at the end of second year.
- b) There shall be number of papers as approved by the Academic Council from time to time. Each paper will carry 100 marks and of 3 hours duration each.

5 Attendance Requirement

A candidate must have attended not less than 75% of the full course of lectures delivered to him in each of the subjects/papers.

6. Condonation of Lectures

The Principal of a College/Institution is competent to condone shortage in each subject/ paper upto five lectures. A Candidate whose deficiency is not condoned or is not condonable by the Principal under the authority vested in him shall not be permitted to appear in the annual exam.

Provided that such candidates shall be allowed to appear in the supplementary exam provided they have completed the attendance requirement by attending the classes (arranged by the Institution/ College specially) upto the commencement of the supplementary examination.

Provided further that a student who fails to meet the above requirement shall not be permitted to appear in the supplementary examination.

Provided also that the aforesaid candidates who have not completed attendance requirement upto supplementary exams shall be permitted to appear in the next annual examination. Provided they continue to remain on the rolls of the College/Institution upto the commencement of the next annual examination.

7. Eligibility to appear in the exam

The Proficiency and High Proficiency 1st year and 2nd year examination shall be open to a candidate who:-

- a) fulfills all the statutory conditions necessary for admission to the particular examination.
- b) has been enrolled for the course in recognised institution and has passed not less than one academic year previously as under:-
 - i) For Prajana 1st Year**
8th class in the annual session of the previous year.
 - ii) For Prajana 2nd Year**
Prajana 1st year in the annual examination of the previous year.

iii) For Visharad 1st Year

Prajana 2nd year in the annual examination of the previous year.

iv) For Visharad 2nd Year

Visharad 1st year in the annual examination of the previous year.

- c) has his name submitted to the Controller of examination by the Principal/ Head of the Institution he has recently attended and produced the following certificates signed by the Principal/Head of the Institution:-
- i) of good character; and
 - ii) of having attended not less than 75% of the full course of lectures delivered to his class.

No Candidate shall be permitted to appear in the examinations as a private candidate (except re-appear cases)

Provided that in case of the candidates having reappear in one subject or illness category the period of one year shall be counted from the session in which he was placed under reappear in one subject/paper or was prevented from completing the exam owing to illness.

8. Attendance in lieu of participation in games/cultural and co-curricular activities

Any student who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the principal concerned shall for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period of exceeding 30 working days in an academic session:-

- a) State representation in International/All India competitions organised by the Board of sports and youth Welfare
- b) Participation in the Inter-University competition held under the auspices of a University or any other recognised institution as a member of the University team.
- c) Participation in the Inter-College competition organised by the University as a member of the teams of participating institutions.
- d) Participation in the NCC, NSS and National Integration Samiti activities as a member of the recognized institutions.
- e) Participation in the Mountaineering/Hiking/trekking/Skiing/Rock Climbing or other activities organized under the auspices of the State Government/ University as a member of the institution affiliated/recognised by the University.

9. Examination

Each exam will be held twice in a year i.e. one annual and one supplementary. On such dates and centres as may be fixed by the Controller of Examinations after getting approval of the Vice Chancellor.

10. Submission of Examination Forms

The candidate shall submit their permission-cum-admission forms to the Controller of Examinations on such dates as may be approved by the University.

11. Examination fees/Late fees

The rates of examination fees/late fees shall be same as notified by the University from time to time.

12. Courses of study

The syllabi and courses of study for each subject/paper of proficiency and high proficiency examination shall be the same as approved by the academic Council or as notified by the University.

13. Pass Percentage

The minimum number of marks required to pass

- i) Prajana 1st year and Prajana 2nd year shall be 33% in each subject/paper (excluding additional optional subject).
- ii) Additional optional subject shall be 33%
- iii) Visharad 1st year and Visharad 2nd year shall be 36% in each subject/paper. A candidate who has to appear in all the eight subjects/papers and is required to obtain atleast 36% marks in each in three Sanskrit papers and in three other subjects (Out of five subjects other than Sanskrit). He has also to obtain 33% in each of the remaining two subjects.

Provided in case of subjects involving practicals, a candidate is required to obtain 33% marks separately in theory as well as practical.

Provided further that a candidate who appears in more than one subject and fails in one or more than one subject/s in the examination by deficiency of not more than 1% marks of the maximum marks of the subjects in which he appears shall be declared to have passed the examination by adding the required number of marks in the subjects/paper to his best advantage.

Provided also that if a candidate appears in one subject/paper only and fails in the examination for a deficiency of not more than two marks shall be deemed to have passed the examination and the required number of marks upto two only shall be added to the subject/paper.

Provided further also that a candidate appeared under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have awarded to him had he completed the examination in the annual session.

14. Division

The division of the successful candidates shall be determined on the basis of the result of Prajana 2nd year and visharad 2nd year as under:-

i) Proficiency (Prajana)

- a) Those who obtain 75% or more of the number of marks shall be placed in first division with distinction.
- b) Those who obtain 55% or more but less than of the aggregate number of marks shall be placed in first division.

- c) Those who obtain 48% or more but less than 55% of the aggregate number of marks shall be placed in second division.
- d) Those who obtain 33% and above but less than 48% in the aggregate number of marks shall be placed in the third division.

Deficiency upto 1% of the aggregate number of marks required for first and second division shall be condoned for placing the candidate in the first or second division.

ii) High Proficiency (Visharad)

- a) Those who obtain 75% or more of the number of marks shall be placed in first division with distinction.
- b) Those who obtain 60% or more of the number of marks shall be placed in first division.
- c) Those who obtain 48% or more but less than 60% of the number of marks shall be placed in second division.
- d) Those who obtain 36% and above but less than 48% in the number of marks shall be placed in the third division.

Deficiency upto 1% of the number of marks required for first and second division shall be condoned for placing the candidate in the first or second division.

15. Re-Appear Category

A candidate who fails in Prajana/Visharad 1st and 2nd examination but has secured pass marks in a subject/paper shall if he so desires be exempted from appearing in such subject(s)/ paper(s) and shall be allowed to appear in the remaining subject(s)/ paper(s) in a subsequent examination(s) on payment of prescribed fee on each occasion and if he passes in the subject(s) he shall be declared to have passed the examination.

Provided that the examination shall be completed within seven chances from the date of passing in one or more subject(s)/ paper(s) in the first instance. However, if a candidate does not clear one or more backlog subject(s) /paper(s) in the stipulate time period, he shall be given one mercy chance over and above the chances mentioned above to clear the backlog in the session next to the last chance available under the statutes as per the prevailing courses of studies.

Provided further that whenever the Vice Chancellor is satisfied by the evidence produced by the candidate that he has missed to avail of any chance thus available to him for the reason of illness, detention, death of a near relative or any other cause, the candidate may be allowed to avail of one or more chance to complete the examination at the session next to the last chance available under the statute.

Provided also that if a candidate does not wish to avail of this concession, he shall intimate his intension to the University while submitting the examination form for the subsequent examination and the option once exercised will be treated as final and he shall not be allowed to revise his option thereafter.

16. Provisional permission to join next higher class under re-appear category

A candidate who has to reappear in one subject/ paper only in either Prajana/ Visharad-1st or Proficiency/ High Proficiency 2nd examination shall be eligible to seek provisional admission/permission to the next higher class/examination at his own risk and responsibility on a clear responsibility on a clear understanding that he shall qualify the subject/paper in which he has been placed under reappear category in one subject/paper in which he has been placed under reappear category in one subject/paper within the permissible statutory chances failing which his provisional admission/permission to the next higher class/ examination shall stand cancelled.

17. Issuance of marks certificate

No formal certificate of having passed Prajana /Visharad 1st examination shall be issued. The result of Prajana/ Visharad 1st examination on the basis of evaluation done by the respective college/institution shall be prepared by the Institute/ College got counter signed by the concerned officer of the University i.e. A.R. (Eval.)

The candidate will, however, be also supplied marks certificates indicating the marks secured in each subject/ paper immediately after the declaration of result the examination by the principal of the College/Institution.

The marks certificate of Prajana/Visharad 1st and 2nd examination shall be awarded a degree in the faculty concerned under statutes.

18. Issue of certificate

A candidate who is declared to have qualified Prajana/ Visharad 1st and 2nd examinations shall be awarded a degree in the faculty concerned under statutes.

19. Non Entitlement for award under reappear/ illness category

No candidate who passes the exam in parts i.e. under the categories of reappear and illness shall be entitled to a scholarship or a prize or medal.

20. Permission to appear in other Exam.

A candidate who passes the exam in parts i.e. under the categories of re-appear and illness shall be entitled to a scholarship or a prize or medal.

21. Authority to interpret statutes

With a view to remove any difficulty arising out of the application and implementation of these statutes the Vice Chancellor shall be competent to give authoritative interpretation of these statutes and his interpretation shall be final and binding on all concerned.

Reference:

1. University Council Resolution No. 66.90 dated 21-04-2006

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CHAPTER LXIX

STATUTES GOVERNING THE POST-GRADUATE DIPLOMA COURSE IN SANSKRIT LANGUAGE ^{1, 2}

1. The duration of the course leading to the Post-graduate Diploma in Sanskrit Language (hereinafter referred to as Diploma) shall be one year. There shall be an examination at the end of the year in the prescribed courses for students having undergone a regular course of study in the Department of Sanskrit.

The examination shall be held in the month of September or on such other dates as may be approved by the Vice-Chancellor.

The total number of seats shall be thirty.

2. "A candidate to be eligible for admission to DCSL programme, must have passed the qualifying degree examination in any disciplinary stream with atleast 40% of the aggregate marks(36% for Scheduled caste/Tribe candidates)"⁴
3. The Head of the Department of Sanskrit shall be responsible for the proper and effective functioning and administration of the Diploma Programme and maintenance of discipline.
4. The nature, number, scope and contents of courses in each paper for the Diploma Programme, contact hours and the duration of examination in each paper shall be as approved by the Academic Council on the recommendations of the Board of Studies and the Faculty concerned.
5. The syllabi and courses of study for the Diploma Course in Sanskrit Language will be as approved by the Academic Council.
6. Persons selected for admission to the Diploma Programme shall have to pursue studies, undertake academic work and appear in the examination in accordance with the courses prescribed.
7. Instruction in each paper shall be in the form of lectures, or according to the needs of each course as may be decided by the Board of Studies concerned.
8. The medium of instruction shall be Sanskrit/Hindi/ English.
9. Sessional assessment shall be a, constituent part of the examination. The weightage of marks to be given to Annual examination and Sessional assessment in each paper shall be in the ratio of 80:20. The sessional assessment shall be awarded and the record thereof shall be maintained in the manner prescribed for Master's Degree Programme in the Faculty of Arts.
10. The examination for the Diploma Course in Sanskrit Language shall be open to the following categories of persons :-
 - 10-A) A candidate who has undergone a regular course of study in a Department of the University for the period specified for that course of study by having been on the rolls of the Department immediately preceding the examination and submits his/her application on the prescribed form to the Controller of Examinations through the Head of the Department where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the Head of the Department of Sanskrit:-

- i/ he/she has been a person of good conduct and has performed the work of the class satisfactorily;
 - ii/ "he/she has attended not less than 75% of the lectures delivered in each course offered by him/her in that course."⁶
 - iii/ he/she has paid the prescribed fees. The application on the prescribed form duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose.
- 10-B) An ex-student i.e. a person who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a paper or papers in the examination including minimum attendance requirement and having passed in sessional assessment and having either failed to pass the examination in that paper/s or been unable to appear in the examination in that paper/s provided he appears in the examination within the maximum period prescribed under Statutes and submits his/her application on the prescribed form alongwith the prescribed fees to reach the Controller of Examinations within the dates fixed for this purpose.
- 10-C) A candidate pursuing his research leading to the Ph.D. Degree may be allowed to join the Post-graduate Diploma Course in Sanskrit Language during the period of his registration for Ph.D. Degree in case the supervisor certifies that the knowledge of Sanskrit language will immensely help the scholar in his research work and recommends him for the purpose. But he shall not be eligible to appear in the said Diploma Course examination before the expiry of the minimum period prescribed for supplicating the thesis. Thereafter he may be allowed to appear in the examination as a late college student/private candidate, as the case may be, in accordance with these Statutes.
- 10-D) A candidate who fulfils the conditions of eligibility relating to the admission of private candidates to various University examinations.³
11. The Head of the Department of Sanskrit may condone shortage of attendance of a student in any course for special reasons to be recorded in writing, upto 5 lectures in each course. A student whose deficiency in lectures in a paper is not condoned by the Head of the Department of Sanskrit or is not condonable, shall not be eligible to appear in the examination in that paper.
12. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department of Sanskrit shall for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days during the days of his absence on such account for a period not exceeding 15 working days:-
- i/ State representation in Inter-National/All India Competitions organized by Agencies which are recognized by the Board of Sports and Youth Welfare;
 - ii/ Participation in an Inter-University competition held under the auspices of a University or any other recognized Institution as a member of the University team;
 - iii/ Participation in an Inter-College competition organised by the University as a member of the team of participating institutions;
 - iv/ Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the recognized Institution;

- v/ Participation in the Coaching Camps/Rehearsals, prior to participation as a member of the state or University team in the National/All India/Inter-University Competitions;
 - vi/ Participation in the Mountaineering/Hiking/ Trekking/Skiing/Rock climbing or any other such activities organised under the auspices of the State Govt./University, as a member of an Institution affiliated/recognized by the University.
13. Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied after issuing a show cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
- 13-A) In order to earn the credits for a course a student must have:
- a/ “attended not less than 75% of the lectures(including tutorials/seminars) delivered.”⁶
 - b/ obtained not less than 36% of the total marks (separately in the examination and the internal assessment) in each paper.
- 13-B) A student who has earned the minimum credit in a course in the manner provided in Statute 13-A shall be exempted from appearing in that paper again.
14. A student who does not fulfill the minimum requirement of attendance in lectures in a paper will not be eligible to sit in the examination in that paper. Such a student will have either to repeat the course when classes in that course are held by the Department or opt for a new course if facilities of instruction are available and the course in which he failed to fulfill requirement of attendance in lectures was not a compulsory basic or a pre-requisite course. In all such matters final decision will be taken by the Head of the Department of Sanskrit after consulting the adviser of the students, and keeping in view the statutory position:
- Provided that a candidate falling short of lectures in a course/s of study and otherwise found eligible to appear in the exam. as a private candidate may be allowed to appear in the courses as a private candidate when examination in such paper/s is conducted subsequently by the University for the regular students;
- Provided lastly that in all such matters final decision will be taken by the Head of the Sanskrit Department keeping in view the statutory positions.
15. Admission Committee shall be approved by the Vice-Chancellor on the recommendations of the Head of the Department consisting of the following :-
1. Head of the Department of Sanskrit
 2. Dean, Faculty of Arts
 3. Three members one each of the rank of Professor, Associate Professor and Assistant Professor.
- Three members shall constitute a quorum.
16. The Head of the Department of Sanskrit shall be competent to cancel admission of a student enrolled for a course of study in the Department if -
- i/ the student remains absent without permission of the Head of the Department of Sanskrit for a period of one month continuously; or

- ii/ the student does not attend 50% or more of the total lectures delivered, provided an opportunity has been given to him/her to explain as to why such an action be not taken against him/her.
17. Every eligible candidate shall pay his examination fee right at the time of admission to the course simultaneously alongwith other charges/fees etc. as prescribed by the University from time to time.
 18. The Head of the Department shall forward to the Controller of Examinations the examination forms of the eligible candidates by such dates alongwith such fees as may be prescribed by the University of Jammu from time to time.
- 18-A Ref. Sr. No. 24–A for Late Fee
19. The Head of the Department shall forward sessional assessment marks awarded by the teachers concerned to the Controller of Examinations before the commencement of examination. The Head of the Department shall preserve the detailed record of the sessional assessment awards for inspection if needed by the University upto six months from the date of the declaration of the result.
 20. A candidate who completes the minimum attendance requirement but does not appear in the examination or having appeared, fails in a paper shall be allowed to appear in that paper/s in the next examination within a maximum period of two years to be calculated from the date he had to appear in the examination for the first time, as the case may be.

Provided that the candidate who fails to qualify all the papers within the prescribed time, may be allowed to avail of one more chance to qualify the backlog papers at the immediate next session after the expiry of statutory period. In such cases the marks obtained in sessional assessment in the paper concerned shall be carried forward. However, if a candidate fails to qualify the examination in all the papers within the stipulated period inclusive of the additional chance as referred to above, he shall be required to appear as a failure in all the papers which he could not qualify in full within the said period. He shall not be required to earn fresh eligibility to appear in such papers of the Diploma Programme. He will have to appear according to the syllabus and courses of study which are in vogue. In all such cases the marks shall be raised proportionately in lieu of sessional assessment. This provision shall also be applicable to other candidates appearing privately.
 21. A candidate who appears in the examination and fails in one or more than one paper and/or aggregate in the examination by deficiency of not more than 1% marks of the maximum marks of the papers in which he/she appeared shall be deemed to have passed the examination by adding the required number of marks in the paper/s and/or aggregate to his/ her best advantage.
 22. A transcript indicating details of the marks secured by the candidate shall be issued to him/ her in respect of his/her performance in the examination after declaration of the result. Their sessional assessment earned shall be taken into account under the Statutes. However, in the case of other candidates the transcript shall indicate in the total marks (i.e. marks obtained in the examination and raised proportionately in lieu of sessional assessment) in each paper.
 23. Successful candidates shall be classified as under:
 - i/ Those who obtain 60% or more of the aggregate number of marks in the examination shall be placed in the first division.

- ii/ Those who obtain 50% or more but below 60% of the aggregate number of marks in the examination shall be placed in the second division.
- iii/ Those who obtain 36% or more but below 50% of the aggregate number of marks in the examination shall be placed in the third division.

24. The rate of examination fee payable by each candidate appearing in an examination for Diploma Programme shall be as under :-

S.No.	Examination	Regular	Private
i)	“Full subjects in each examination	Rs.310/-	Rs.360/-
ii)	Re-appear in more than one paper		Rs.360/-
iii)	Re-appear in one paper		Rs.300/-
iv)	Maintenance of service fee	Rs.20/-	Rs.20/-
v)	Desk fee	Rs.25/-	Rs.25/-

24-A Whenever the application form/fee or both of a candidate is/are received after the last prescribed date, he shall also pay late fee as mentioned hereunder:

- a) For first count of 15 days delay after the last date prescribed for receipt of form/fee or both. Rs. 90/-
- b) For another count of 15 days after the expiry of last date with a late fee of Rs. 90/- Rs. 150/-
- c) An additional late fee per day after the expiry of last date with late fee of Rs. 150/- Rs.30/- per day

Subject to the maximum of Rs. 750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to centre of examination.”⁵

24-B The rates of remuneration payable for paper setting, evaluation of the answer scripts and for conduct of viva-voce will be the same as prescribed for other Diploma programmes.

- 25. Notwithstanding anything contained in these Statutes, the Head of the Department reserves the right to suspend/rusticate any student from the rolls of the department on account of any indiscipline, misconduct, misbehaviour etc. in or outside the department after following the University procedure.
- 26. Every candidate intending to appear in a examination shall submit his/her application for appearing at each examination to the Controller of Examinations to reach within 45 days after the last date of admission without late fee to the respective examinations.

27. A candidate who does not pass Diploma Programme within the prescribed period of one academic year shall not be entitled to a scholarship or a prize or a medal.
28. The Vice-Chancellor shall interpret and remove any difficulty arising in the application and implementation of these Statutes and shall decide norms and procedures for the same.

References:

1. University Council Resolution No. 24 dated 6-10-1989
2. University Council Resolution No. 39 dated 4-10-1990
3. University Council Resolution No. 24 dated 14-10-1992
4. University Council Resolution No. 20 dated 26-04-2000
5. University Council Resolution No. 98 dated 21-06-2004
6. University Council Resolution No. 24 dated 21-02-2003

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CHAPTER LXX

MODERN INDIAN LANGUAGES

1. Three examinations, the Proficiency, High Proficiency and Honours respectively, shall be held in each of the following Modern Indian Languages :-
 - (1) The Urdu Language and literature;
 - (2) The Hindi Language and Literature;
 - (3) The Punjabi Language and literature; and
 - (4) The Dogri Language and literature.
2. These examinations shall be open to any student who -
 - A.
 - (1) has been enrolled in an institution recognised by the University during at least one year previous to the examination. The Syndicate shall have power to condone any deficiency in this period for very special reasons:
Provided that a candidate having remained on the rolls of an institution for less than one academic year but having attended the corresponding course in any other recognised University or Board for the period short of that prescribed before his/her admission to the institution, may be admitted to the examination as a special case.
 - (2) has his name submitted to the Controller of Examinations by the Head of the Institution which he has most recently attended and produces the following certificates signed by the Head of the Institution :-
 - (a) of good character; and
 - (b) “of having attended not less than 75% of the full course of lectures delivered for the examination in which he wishes to appear during the period he has been enrolled in the institution from which he appears.”²
 - B. Is eligible under Statutes relating to the admission of private candidates.
Provided that admission to Honours course and examination shall be open to such candidates only as have passed any examination of this University or of the University of Jammu & Kashmir before 1970 or from any other recognised University or Board.
3. “The Principal of an Institution is empowered to condone shortages up to 10 lectures in each compulsory paper and upto 5 in the optional paper. Students, falling short of the required percentage beyond 10 lectures in compulsory paper and 5 in the optional and those whose deficiency is not condoned by the Principal under the authority vested in him by the Statutes, shall not be permitted to appear in the annual examination but shall be permitted to appear in the biannual examination provided that they make up the deficiency and also attend 75% of the lectures delivered upto the commencement of the biannual examination by remaining on the rolls of the institution;
Provided that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the biannual examination.”²

4. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and necessary certificates signed by persons authorised in this behalf under the Statutes.
5. In each examination there shall be six compulsory papers of three hours duration carrying 100 marks each.

Provided that the candidates for the Proficiency, High Proficiency and Honours Examination in Hindi, Urdu and Honours examination in Punjabi and Dogri shall be allowed to take up the corresponding optionals as shown below:

Urdu	...	Persian or Arabic or Hindi
Hindi	...	Sanskrit
Punjabi (for Honours Examination only)	...	Hindi or Urdu
Dogri (for Honours Examination only)	...	Hindi

Provided further that the optional paper in all these examinations shall be of 100 marks and three hours duration.

6. (a) The minimum number of marks required to pass the examination shall be as follows:-
 - (1) Proficiency - 33% in each paper
 - (2) High Proficiency - 36% in each paper
 - (3) Honours - 36% in each paper

Provided that a candidate who appears in more than one paper and fails in one or more than one paper by a deficiency of not more than 1 % of the maximum marks of the papers in which he appears shall be declared to have passed examination by adding the required number of marks in the paper/s to his best advantage:

Provided further that if the candidate appears in one paper only and fails in the examination for a deficiency of not more than two marks shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the paper:

Provided also that a candidate appearing under illness category in the bi-annual examination shall be awarded the same percentage of grace marks as would have been awarded to him had he completed the examination in the annual session.

- (4) The minimum number of marks required to qualify the optional paper shall be 30%.

The fact that a candidate has passed in the optional paper shall be mentioned in his certificate.

7. In the Proficiency/High Proficiency/Honours examination a candidate who obtains the minimum pass marks in all the papers other than the optional paper but fails in one paper only obtaining respectively not less than 20/25% marks in that paper may, if he so desires, be admitted to the examination within three chances. Such a candidate shall be required to pay the fee as prescribed for the full examination on each occasion and if he passes in that paper, he shall be deemed to have passed the examination concerned.

Whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/ she missed to avail of any chance thus available to him/her for the reasons of illness,

detention, death of a near relative or any other cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

A candidate placed under compartment in an examination and eligible to join the next-higher class under Statutes be permitted, subject to fulfillment of other statutory conditions, to appear in the examination for the higher class/course as well as the compartmental examination at the same session and if he passes in the compartmental examination, his result of the higher examination be also declared. If he fails in the compartmental examination and there are further chances available to him under Statutes to clear the compartmental subject, his result of the higher examination be withheld, unless he is failing in the higher examination till he passes the compartmental examination. If he fails to qualify the compartmental subject within the permissible period or chances, he be declared to have failed in the examination and his admission to the higher course and/or examination be treated as cancelled.

If the result of higher examination of such a candidate is declared by mistake or oversight before he clears the compartmental examination, the result of the higher examination be quashed at any stage.

8. The successful candidates shall be placed in three divisions as follows :-
1. Those who gain 60% or more of the aggregate number of marks (including the marks of the optional paper) shall be placed in the first division;
 2. Those who gain 48% or more but less than 60% in the aggregate number of marks (including the marks of the optional paper) shall be placed in the second division: and
 3. Those who gain below 48% of the aggregate number of marks (including the marks of the optional paper) shall be placed in the third division.

Deficiency upto 1 % of the aggregate number of marks required for first and second divisions shall be condoned for the purpose of placing a candidate in the first or second division.

9. Certificates of having passed the Ratna, Adib, "Budhiman"¹ and Tilak examination shall be granted to candidates who have passed the Proficiency examination in Hindi, Urdu, Punjabi and Dogri respectively.

Certificates of having passed the Bhushana, Adib Alim, "Vidwan"¹ and Parveen examinations shall be granted to the candidates who have passed the High Proficiency examination in Hindi, Urdu, Punjabi and Dogri respectively.

Diplomas of Prabhakar, Adib Fazil, Gyani and Shiromani shall be granted to the candidates who have passed the Honours examination in Hindi, Urdu, Punjabi and Dogri respectively.

References:

1. University Council Resolution No. 22 dated 17-3-1980.
2. University Council Resolution No. 24 dated 21-02-2003
3. University Council Resolution No. 98 dated 21-06-2004

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CHAPTER LXXI

STATUTES GOVERNING ADMISSION TO THE VARIOUS DIPLOMA COURSES IN THE FACULTY OF MEDICINE.¹

DURATION

1. The course of instruction for the Diploma Courses in Anesthesiology, Child Health, Radio Diagnosis and Radio-Therapy, Clinical Pathology and such other Diplomas as may be authorized to be instituted by the University shall extend over a period of two academic years.

ADMISSION

- 2.1 Admission will be made once a year by the Medical College, admitted to the privilege of affiliation by the University for these Courses. Admission made by the College shall be provisional subject to approval of the eligibility by the University.

- 2.2 The admission to the Diploma Course shall be open to a candidate who:-

- a) has passed the examination for the degree of M.B.B.S. from this University or any other University recognised by the Medical Council of India.
- b) has completed satisfactorily one year of pre-registration compulsory rotation internship in a duly recognised institution as laid down by the University for registration as Medical Graduate.

OR

has earned exemption for the same by virtue of either-

- i) having served in Armed Force Medical Services for one year.

OR

- ii) having undergone five years' Course leading to the award of M.B.B.S. degree where internship is not a pre-requisite for registration as Medical Graduate.

- c) has temporary/full registration as Medical Practitioner with State Medical Faculty or equivalent.

- 2.3 Application on prescribed form of the candidates admitted by the College alongwith the prescribed fee for eligibility and registration as Post-graduate student in the Faculty of Medicine, must reach the Registrar of the University within 30 days after the date of starting the Course every year.

The applications shall be accompanied by the following documents and certificates in original or their certified true copies:-

- i) M.B.B.S. Degree certificate together with certificate indicating the number of attempts made in passing each Professional Examination and the marks obtained in each subject in all the Professional Examinations.
- ii) Certificate of having good moral character from the Principal of the Medical College/ Institution, from where he/she qualified the M.B.B.S. Degree.
- iii) Certificate of having completed satisfactorily one year period of Pre-registration rotating internship or a certificate qualifying for exemption therefrom as per Clause 2.2(b).

- iv) Migration certificate, if the candidate has passed his/her last examination from an Institution not affiliated to this University.

REGISTRATION AS POST-GRADUATE STUDENT (DIPLOMA COURSE)

- 3.1 Candidates selected for admission in the College and whose applications completed in all respects and supported by the fee and documents listed in Statute 2.3 are received by the Registrar within the stipulated period, shall be registered, on fulfilment of all conditions of eligibility as Diploma student in the Faculty of Medicine.
- 3.2 Candidate accepted as Post-graduate student (Diploma) by the University shall be deemed to have been registered from the date of starting the Course every year.
- 3.3 No candidate shall be allowed to be registered in more than one subject at a time.

PERIOD OF STUDY

- 4.1 The period of study and training of Diploma shall be two years as a Post-graduate student after registration of the candidate with the University.
- 4.2 This period shall have to be spent as a full time Post-graduate student in the concerned department in a Medical College affiliated to the University for these Courses and in Hospital(s) attached to it which shall be recognised for this purpose and periodically inspected by the University. In no circumstance shall a candidate be permitted to fulfil this condition, even partly, in an Institution not affiliated to and recognised by this University for the said purpose.
- 4.3 The emphasis will be on in-service training and the candidates will be required to participate in the teaching and training programmes of Under-graduate students and interns in their subject/specialties. apart from taking part in Seminars, group discussions and clinical meetings.
- 4.4 The Principal of the College concerned may consider grant of 15 days' Leave during each year of the Course in favour of a candidate subject to the condition that the leave so granted shall not exceed 21 days at a stretch.

EXAMINATION

- 5.1 The examination shall be held twice a year one Regular and one Subsequent after a minimum gap of six months on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, Faculty of Medicine and shall be open to a student who-
 - i) has attended subsequent to obtaining the M.B.B.S. Degree, the Course of instruction prescribed by the University for two academic years preceding the examination in the College affiliated to the University in the Faculty of Medicine.
 - ii) has completed the compulsory pre-registration rotating internship in a duly recognised institution as laid down by the University for registration as Medical Graduate.
 - iii) produces the following certificates signed by the Head of the College in which he is enrolled :-
 - a) of having good character; and
 - b) of having satisfactorily undergone the training prescribed for the Course.

- 5.2 The admission form and fees for the regular examinations must reach the Controller of Examinations at least two months before the commencement of the examination and thereafter with the requisite late fee.
- 5.3 The amount of examination fee and such other fees shall be as may be prescribed from time to time.

SCHEME OF EXAMINATION

6. The scheme of examination in each Diploma Course shall be as under:-
- i) Three written papers consisting of 100 marks each and of three hours duration each, out of which one shall be on Basic Science.
 - ii) One oral examination consisting of 100 marks.
 - iii) One day practical/clinical examination consisting of 200 marks. The examination in Diploma Courses shall be held at the end of the session.

EXAMINERS

- 7.1 There shall be 2 examiners, one External and one Internal to be appointed by the Vice-Chancellor out of a panel of examiners proposed by the Board of Studies concerned.
- 7.2 The theory paper I & III will be set by the External Examiner and paper II by the Internal Examiner. The external examiner will send paper I & III to the Internal Examiner who after moderation will submit the same to the Controller of Examinations.
- 7.3 The examination in Practical/Clinical and viva-voce shall be conducted by both the examiners i.e. an internal and the external and shall extend for a period of one day.

REMUNERATION

8. The following rates of remuneration shall be payable to the examiners or as may be prescribed from time to time :-
- | | | |
|------|---|-----------------------------------|
| i) | Paper Setters | Rs.150 per paper |
| ii) | Moderation Fee | Rs. 50 per paper |
| iii) | For conduct of whole examination including evaluation of theory paper/practical/clinical and viva-voce examination. | Rs.200 per candidate per examiner |

PASS PERCENTAGE

- 9.1 The minimum number of marks required to pass the examination shall be 50% in written papers and oral examination taken together and 50% in the clinical/practical examination, separately.
- 9.2 A candidate who passes the examination at the first attempt and secure 80% and above of the aggregate number of marks, shall be declared to have passed with "Distinction."
- 9.3 The Controller of Examinations shall publish a list of candidates who have been declared successful in various examinations, showing the total number of marks secured by them, distinction obtained, if any, etc.

AWARD OF DIPLOMA

Each successful candidate shall be granted a Diploma in the subject concerned.

Reference:

1. University Council Resolution No. 18 dated 6.10.94

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CHAPTER LXXII

FACULTY OF MUSIC AND FINE ARTS

1. There shall be the following courses of study in the Faculty of Music and Fine Arts :

Music

1. B. Mus. Course Four Year Bachelor's Degree in Performing Arts in following disciplines :-
 - i) Vocal Hindustani Classical Music
 - ii) Sitar Instrumental
 - iii) Violin Instrumental
 - iv) Tabla Instrumental
 - v) Dance (Kathak)
2. M. Music Course. Two years Master's Degree Course in Hindustani Music (Vocal, Instrumental and Dance)

Fine Arts

1. B.V.A. Course Four years Bachelor's Degree Course in Visual Arts in following disciplines:-
 - i) Painting
 - ii) Sculpture
 - iii) Applied Arts
 - iv) Art History & Aesthetics
2. Master's Degree in Fine Arts: Two years Master's Degree Course in Visual Arts. (Painting\Sculpture\Applied Arts\Art History and Aesthetics)
2. The examination shall be held in accordance with the Syllabi approved by the Academic Council from time to time.
3. The Academic Council may, on recommendations of the Faculty of Music and Fine Arts incorporate such changes in course of study prescribed in the statutes as may be considered necessary from time to time.
4. English/Hindi shall be the medium of instruction and examination for B. Mus. course and English for instruction and examination for B.V. A.
5. a) A candidate, so long as he is a student in a course of study in Music and Visual Arts, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University.
b) Provided that a candidate, who has already appeared in an examination in a Faculty other than that of the Faculty of Music and Fine Arts before joining a course of study in Music and Visual Arts and was placed in compartment or

re-appear category in that examination, shall not be precluded from appearing in or completing that examination while he is pursuing a course of study in Music & Visual Arts.

6. The examinations shall be open to-
 - a) (i) A regular candidate who has completed the prescribed 75% course of lectures/practicals in an academic year.
 - (ii) And has secured pass marks in the internal assessment in all the subjects viz, Practicals and Theory.
 - b) A candidate who has completed the prescribed course of lectures in an academic year and secured pass marks in the internal assessment but has been unable to appear in examination or unable to pass the examination, shall be eligible to appear in the examination within three years including the year in which he\she was either due to appear or having appeared and failed in the first instance, as the case may be
 - c) Provided that whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, detention, death of a near relative or any other cause, a candidate may be allowed to avail of one more chance to clear the examination subjects at the session next to the last chance available under statutes.
7. Candidates shall submit their applications to the Controller of Examinations on the prescribed form through the Principal of the constituent\affiliated college within the prescribed date and along with the prescribed fee for the University examination. Whenever the application forms or fee or both of a candidate is\ are received after the last prescribed date, he\she shall also pay late fee as notified by the University from time to time.
8. The examination fee for Final year annual examinations shall be as prescribed by the University from time to time.
9. No candidate shall be deemed to have completed the prescribed course unless he\she has attended 75% or more lectures/practical delivered during the academic year preceding the examinations.

Provided that any candidate, who participates in a student workshop, short term training under student exchange programme, a Gharana Maestro within the state or outside musical concert, art exhibition, or attends national or international event\exhibition, camp organized by State Cultural Academy, Lalit Kala Academy, Sangeet Natak Academy or any other National Academy or any other professional organization or assigned a special project/programme, or participates in inter-university sports tournaments, games, cultural and other co-curricular activities with the approval of the Principal of the constituent affiliated college shall for the purpose of condoning deficiency on attendance incurred by him/her on account of such participation be treated as present on all the working days of his/her absence on such account for a period not exceeding 30 working days in an academic year.

Provided further that deficiency in the number of lecture/attendance upto 5% delivered

during an academic year may be condoned by the principal of the constituent/affiliated college.

Provided also that no candidate shall be eligible for condonation of deficiency in attendance once in an academic year.

10. No student shall be allowed to remain on the rolls of the constituent\affiliated college of the University in the following courses exceeding the total period indicated against each:
 - a) B.Mus Course 7 years
 - b) B.V.A. Course 7 years
11. No formal certificate of having passed the First, Second and Third year B.Mus and B.V.A examinations shall be issued to any candidate. However, a statement of marks obtained in above mentioned academic examination shall be supplied to every candidate.
12. A student admitted in Four Year Degree course in B. Music and B.V.A. in a constituent\affiliated college shall be permitted, at any stage, to have migration to any other University of country and vice-versa only in case of equivalence in scheme of education and similarity in courses of study.

STATUTES GOVERENING BACHELOR DEGREE COURSE IN MUSIC

NOMENCLATURE:-

1. There shall be Bachelor's Degree Courses in following disciplines in Performing Arts (herein after referred to as B. Mus. Course) in the Faculty of Music and Fine Arts.
 - i) Vocal Hindustani Classical Music
 - ii) Sitar Instrumental
 - iii) Violin Instrumental
 - iv) Tabla Instrumental
 - v) Dance (Kathak)

DURATION

2. The B.Mus. Course shall be of the duration of four academic years and will be divided into two parts viz, First Year Degree as Foundation and Second Year, Third Year and Fourth Year as Specialization.

INTAKE

3. The number of seats in the First Year (Foundation) of the B.Mus. Course shall not exceed 10 in each discipline of Vocal, Sitar, Violin, Tabla and Dance.

EXAMINATION

4. The assessment\examinations at the end of the First Year, Second Year and Third Year of the B.Mus. course shall be held by constituent\affiliated college and called as internal examination.
5. There shall be University Examination held after the completion of the Fourth (Final) Year of B.Mus. Course in all subjects of Specialization.

ELIGIBILITY AND SELECTION PROCEDURE

6. Every candidate for admission to the B. Music Course must have passed the 10+2 Examination of the J&k Board of School Education or any other examination recognized as equivalent thereto.
7. Admission to Four Year Bachelor Degree Course in Music with not less than 45% marks in the 10+2 Course Examination (40% in case of Schedule Caste\Schedule Tribe) shall be made by the Admission Committee consisting of the Principal of the constituent\affiliated college and heads of the departments. For purpose of admission equal weightage shall be given to the percentage of marks obtained by the candidate in the 10+2 examination and his\her performance in the aptitude test.

The aptitude test shall be as follows:

- a/ Swar-Ability to identify Shudha and Vikrit notes and to sing or play them:-
50 marks
- b/ Laya-knowledge of simple Laya and the following Talas:
Teental, Keharwa, Dadra. 50 marks
- c/ Raga-Ability to sing simple composition in any raga. 50 marks
- d/ General Knowledge Test (Written Test having subjective and objective questions related to Music) 50 marks
- e/ Viva Voce 50 marks

While making selection, seats shall be reserved for persons belonging to the Scheduled Castes\Tribes and Backward Classes in accordance with the Jammu & Kashmir Scheduled Castes and Backward Classes (Reservation) rules as adopted by the University.

8. Candidate shall offer Vocal or Sitar, or Violin, or Tabla, or Dance (Kathak) as their main subject for specialization at the time of admission only.

LANGUAGES

9. Candidate admitted to the First Year (Foundation) Degree Course of B. Mus. shall offer two Language subjects i.e. General English and Hindi as taught in the Bachelor Degree Part I Course of this University.
10.
 - a) The candidate will be taught Language subjects only in the First year of B.Mus. Course and the Examination in these subjects will be held at the end of the year along with other subjects.
 - b) A student who is admitted to the First Year B. Mus. Course and holds a Graduate Degree is exempted from offering Language subjects.
 - c) A student who is admitted to the First Year B.Mus Course and has already passed Part I or Part II examination of the Bachelor Degree (Arts) course and has cleared English and Hindi shall be exempted from offering English and Hindi Language subjects.
 - d) A student who is admitted to the First Year B. Mus. Course and has already passed Part I or Part II examination of the B.Sc or B.Com. Course shall be exempted from offering English but has to offer Hindi Language subject.

- e) If a student does not pass the examination in any of these language subjects at the end of the first year he/she will not be detained if otherwise eligible for promotion to the next higher class and may take the examinations again in the subsequent years.

However, the B. Mus. Degree will be awarded only after the language subjects have been cleared. The examination in these subjects shall be conducted by the Constituent\ Affiliated college.

READMISSION

- 11) Degree Students have to seek readmission every year before the stipulated date. The admission in the Second Year, Third Year and Fourth Year Specialization shall depend on their completing satisfactorily the previous year's course\assignments and passing fully in the annual examinations.

ELIGIBILITY TO THE EXAMINATION

12. The University and Internal examination shall be open to:-
- a)
 - i) A regular candidate who has completed the prescribed 75% course of lectures/practicals in an academic year.
 - ii) and has secured pass marks in the internal assessment in all the subjects viz, Practicals and Theory.
 - b) A candidate who has completed the prescribed course of lectures/practicals in an academic year and secured pass marks in the internal assessment but has been unable to appear in examination or unable to pass the examination, shall be eligible to appear in the examination within three years including the year in which he\she was either due to appear or having appeared and failed in the first instance, as the case may be.

SUBMISSION OF APPLICATION FORMS FOR ADMISSION TO EXAMINATION

13. Candidate shall submit his\her application for the final year Examination to the controller of Examinations on the prescribed form through the Principal of the constituent\affiliated college within the prescribed date and along with the prescribed fee for the examination

LATE ENTERTAINMENT OF FORMS

14. In case application forms for the university examination or fee or both of a candidate is\are received after the last prescribed date, he\she shall also pay late fee as notified by the University from time to time.

EXAMINATION FEE

15. The examination fee for annual examination shall be as prescribed by the University from time to time.

DATE OF EXAMINATION

16. Annual examination in each academic year shall normally begin in March-April every year. Supplementary Examination in each academic year shall normally start in the October-November. However exact date shall be fixed by the Dean Faculty of Music and Fine Arts in consultation with the Controller of Examination of the University.

17. a) A candidate, so long as he is a student in a course of study in Music and Visual Arts, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University.
- b) Provided that a candidate, who had already appeared in an examination in a Faculty other than that of the Faculty of Music and Fine Arts before joining a course of study in Music and Visual Arts and was placed in compartment category in that examination, shall not be precluded from appearing in or completing that examination while he is pursuing a course of study in Music and Fine Arts.

CONDONATION OF LECTURES:

18. Deficiency in the number of attendance upto 5% of the lectures delivered during an academic year may be condoned by the Principal of the Constituent/Affiliated College.

ATTENDANCE IN LIEU OF PARTICIPATION IN CO-CURRICULAR ACTIVITIES, GAMES ETC

19. Any candidate who participates within the state or outside in, a student workshop, short term training under, student exchange programme, a Gharana maestro, or attends national or international event\ musical concert, organized by State Cultural Academy, Sangeet Natak Academy, or any other National Academy, or any other professional organization or assigned a special project\ programme, or participates in Inter University Sports Tournaments, games, cultural and other co-curricular activities with the approval of Principal of the constituent\ affiliated college shall for the purpose of condoning deficiency on attendance incurred by him/her on account of such participation be treated as present on all the working days of his/her absence on such account for a period not exceeding 30 working days in an academic year.

COURSES OF STUDY

20. There shall be following course structure for Four Year Bachelor Degree in Performing Arts in Specializations viz, Vocal, Sitar, Violin, Tabla and Dance (Kathak)

The Four Year full time Bachelor Degree Course in Music is divided into two parts:

- a) **First Year Degree (Foundation) Course:** - The First Year of the Bachelor Degree course in Music shall be called as Foundation course. The students admitted to the Four Year Bachelor Degree course in Music in specializations viz, Vocal, Sitar, Violin, Tabla and Dance shall undergo one year foundation course in their respective subjects of specialization.
- b) **Specialization Course:-** Second Year, Third Year and Fourth Year of Four Year Bachelor Degree courses in Music viz. Vocal, Sitar, Violin, Tabla and Dance shall be called as the specialization courses in respective disciplines.

A) VOCAL

First Year Degree (Foundation)

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper III : Practical

Paper IV : Demonstration

Languages

General English

Hindi

Second Year Degree

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper- III : Practical

Paper- IV : Demonstration

Third Year Degree

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper - III : Practical

Paper - IV : Demonstration

Fourth Year Degree

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper- III : Practical

Paper- IV : Demonstration

B) SITAR

First Year Degree (Foundation)

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper - III : Practical

Paper - IV : Demonstration

Languages

General English

Hindi

Second Year Degree

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper- III : Practical

Paper- IV : Demonstration

Third Year Degree

Theory

Paper I : General Theory

Paper II : Applied Theory

Practicals

Paper- III : Practical

Paper- IV : Demonstration

Fourth Year (Final) Degree

Theory

Paper-I : General Theory

Paper-II : Applied Theory

Practicals
Paper- III : Practical
Paper- IV : Demonstration

C) VIOLIN

Foundation-First Year Degree

Theory
Paper- I : General Theory
Paper- II : Applied Theory
Practicals
Paper- III : Practical
Paper- IV : Demonstration

Languages

General English

Hindi

Second Year Degree

Theory
Paper-I : General Theory
Paper-II : Applied Theory
Practicals
Paper-III : Practical
Paper-IV : Demonstration

Third Year Degree

Theory
Paper-I : General Theory
Paper-II : Applied Theory
Practicals
Paper-III : Practical
Paper-IV : Demonstration

Fourth Year (Final) Degree

Theory
Paper-I : General Theory
Paper-II : Applied Theory
Practicals
Paper-III : Practical
Paper-IV : Demonstration

(D) TABLA

Foundation—First Year Degree

Theory
Paper-I : General Theory
Paper-II : Applied Theory
Practicals
Paper-III : Practical
Paper-IV : Demonstration

Languages

General English

Hindi

Second Year Degree

Theory
Paper-I : General Theory
Paper-II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

Third Year Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

Fourth Year (Final) Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

(E) DANCE (KATHAK)

Foundation—First Year Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

Languages

General English

Hindi

Second Year Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

Third Year Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

Fourth Year (Final) Degree

Theory
Paper–I : General Theory
Paper–II : Applied Theory

Practicals
Paper–III : Practical
Paper–IV : Demonstration

21. (a) Each course shall be assigned a specific number of Credit Points.
(b) Credit Hours imply the number of studio hours assigned for studio courses per week and number of lectures prescribed for theory courses per week.

- (c) The value in terms of marks of one credit point would normally be 100.
 - (d) In determining the Credit Points in terms of marks obtained by a student, the quality of his/her performance is to be considered.
22. There shall be 32 credit hours/points for each Specialization course viz, 9 credit hours for each Practical subject, 5 credit hours each for theory paper, 2 credit hours for each Language subject.

INTERNAL ASSESSMENT

23. (a) 40% of the total marks allotted to each Language subject viz, General English and Hindi, each theory subject viz, General Theory and Applied Theory shall be reserved for internal assessment and 60% marks for performance in the annual examination.
24. (b) Break-up of 40% marks allotted to internal assessment for each theory subject shall be as under :-
- Four Class Tests or Assignments :- 200 marks (each of 40 marks, Attendance 05 and Home Task 05)
- (c) Break-up of 40% marks allotted to the internal assessment for each language subject shall be as under:
- Four class tests/assignments-80 marks (each of 20 marks)
Distribution of marks for each assessment shall be as under :
- | | |
|-----------------------|----------|
| Class test/assignment | 18 marks |
| Attendance | 2 marks |
| Total | 20 marks |
25. (a) 50% marks of the total marks allotted to Paper-III, viz, Practical and Paper IV, viz, Demonstration, for all the four years of the Degree Courses shall be reserved for internal assessment and 50% marks for performance in the annual examination.
- (b) Break-up of 50% marks allotted to internal assessment for each Practical paper shall be as under :- Four periodical tests : 450 marks (First Three Tests 100 marks, Attendance 06 marks and Home Task 06 marks each, while Fourth Test of 100 marks with Attendance 07 marks and Home Task 07 marks).
26. The examination duration for Theory Papers and the Language papers will be of 3 hours.
27. The examination duration for each Practical subject shall be 30 to 45 minutes duration (for each student).

INTERNAL EXAMINATION

28. (a) The annual examination at the end of First, Second and Third year course will be held by the constituent/affiliated college internally.
- (b) Students who are eligible to appear for the internal annual examination will be examined for Practical and Theory subjects.
- (c) For Practical subjects, a jury appointed by the Principal shall assess the examination performances.
- (d) The theory papers and the answer books will be set and checked by a committee set up by the Principal of the constituent/affiliated college.

- (e) Any candidate who has passed in all the Practical subjects but has failed in any of the language paper/theory paper in the annual examinations shall be placed under compartment in the language/theory paper in which he/she has failed and be allowed to appear in the subsequent examination in that language/theory paper and if he/she passes in that paper in accordance to the statutes he/shall be deemed to have passed the examination.
- (f) A candidate who has failed in any of the Practical papers will have to repeat in the same class for the whole academic year.

UNIVERSITY EXAMINATION

- 29. (a) University Examination shall be held after the completion of the Final Year of B. Mus. Course all subjects of specialization.
- (b) Candidates will be allowed to appear in the above examination only when they have secured 75% of attendance in all theory and practical subjects and completed prescribed class work and assignments to the satisfaction of the teacher concerned and Head of the Department.
- 30. The Joint Board of Examiners appointed as per university examination rules will do all the work pertaining to B. Mus. University Examination for both theory and practical subjects.
- 31. The Joint Board of Examiners shall consist of Head of the Departments of different streams or any other teacher/teachers nominated by Dean Faculty of Music and Fine Arts as well as external examiners/experts covering as far as possible all those subjects to which there are candidates.
- 32. The Joint Board of Examiners shall work under the convenership of the Chairperson (Dean Faculty of Music & Fine Arts) who shall, after obtaining due permission from the University, convene meetings and preside over them, allot paper-setting and assessment responsibilities to specialist members and undertake correspondence with regards to fixing and holding of practical examinations and ensure that results are settled according to statutes.
- 33. The Joint Board of Examiners shall set the papers as per University Examination rules whereas the performance based assessment work/or marking of the answer sheets will be done in the constituent/affiliated college at the time of examination, jointly by respective panels of internal as well as external examiners.
- 34. It will be compulsory to pass in each head of the examination viz., internal assessment and annual examination in order to be declared as successful.
- 35. The practical examinations for the final Year B. Mus. course in different specializations will be arranged in respective studios of the constituent/affiliated college.
- 36. The theory examinations will be held before the practical examinations. The conduct of these examinations will be supervised by supervisors appointed by the Chairman of the Examination Board on behalf of the University. The Dean Faculty of Music & Fine Arts, the Chairman of the Examination Board will be Chief Supervisor.
- 37. The standard for passing for B.Mus. courses in all subjects will be 40% minimum.

38. The examination duration for Theory Papers and the Language papers shall be of 3 hours.
39. The examination duration for Practical/Demonstration shall be 30 to 45 minutes for each student.
40. The Convener, Joint Board of Examiners shall send the award rolls to the Controller of Examination of the University, under seal, for final tabulation and declaration of the results.
41. The advance cheque for the conduct of examination shall be sent to the Convener, Joint Board of Examination, by the University. The final disbursement of remuneration and T.A. for the External Examiners, Internal Examiners, Technical and Menial Staff shall be the responsibility of the Convener of the Joint Board of Examination who will submit the final bill to the University. In the event of the non-receipt of the cheque before the start of the examination, the Convener of the Joint Board of the Examination shall make temporary financial arrangements till the time the cheque is received from the university.

PASS PERCENTAGE

42. In order to secure a pass in annual examination a candidate shall be required to obtain 36% marks in each language and 40% in each practical/performance test and theory paper and 40% of the total aggregate number of marks.
43. Provided that a candidate, who fails in one paper in the First year or Second year or Third year or Fourth year examination of the B. Mus. Course by not more than 1% marks shall be deemed to have passed the First year or Second year or Third year or Fourth year examination, as the case may be.

Provided further that a candidate after having been given the benefit of the statutory concession of 1% marks provided in the above clause fails by one marks only shall be deemed to have passed the examination. Such marks shall be added in the paper while assessing the result of the candidate.

44. STATUTE REGARDING COMPARTMENT

A candidate who appears in all the papers of the main subject (Practicals) in any of the B. Music examinations and passes in all the papers but fails in one theory paper or language paper shall be placed under compartment in the theory paper or language paper in which he/she has failed. Such a candidate may if he/she so desires, be permitted to appear in a subsequent bi-annual/annual examination in that theory paper or language paper and if he/she passes in that paper in accordance with the Statutes he/she shall be deemed to have passed the examination.

Provided that the examination shall be completed within five consecutive chances from the date of his/her failing in that paper in the first instance.

Provided further that whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, or death of a near relative or any other exceptional cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

45. Provided also that if a candidate does not wish to avail himself of this concession he shall intimate his intention to the University while submitting his permission-cum-admission form for the subsequent examination and the option once exercised shall be treated as final and he/she shall not be allowed to revise his option there after.
46. Provided that no candidate who passes in the bi-annual/supplementary examination shall be entitled to a scholarship or a prize or honours.
47. A candidate who has failed in one theory or language paper in any annual examination and has passed in all the remaining subjects of the said Course shall be eligible to join the next higher class of the Bachelor's Degree Course in Music provisionally, subject to the condition that he/she shall be required to pass the said Course examination in full within the number of chances prescribed under statutes and in case, he/she fails to qualify the said Course examination and there are no further chances thus available to him/her under statutes to clear the theory or language paper, his/her result of the higher examination shall be withheld unless he/she passes in the lower examination. If he/she fails to qualify in the paper within the permissible period of chances, he/she be declared to have failed in the examination and his/her provisional admission to the higher course and/or examination shall be treated as cancelled. If the result of higher examination is declared by mistake or oversight before he/she clears the preceding examination and there is no further chance available to him/her to pass the paper, the examination be quashed at any stage.
48. As soon as possible after the end of the Fourth Year (Final) Annual Examination, the Controller of Examination shall publish a list of candidates indicating against each his/her result.
49. Successful candidates shall be classified as under :
 - i) Those who obtain 75% or more of the aggregate number of marks shall be placed in Distinction Category.
 - ii) Those who obtain 60% or more of the aggregate number of marks shall be placed in the First Division.
 - ii) Those who obtain 50% or more of the aggregate number of marks shall be placed in the second division.
 - iv) Those who obtain 40% or more of the aggregate number of marks shall be declared as Pass in the third division.
50. Each successful candidate shall be awarded a certificate stating the division in which he/she passed and distinction obtained in the paper, if any.

Reference

1. University Council Resolution No. 68.18 Dated 27-3-2009

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CHAPTER LXXIII

STATUTES GOVERNING BACHELOR DEGREE COURSE IN VISUAL ARTS

NOMENCLATURE :-

1. There shall be Bachelor's Degree Courses in following disciplines in Visual Arts (herein after called as B.V.A. Course) in the Faculty of Music and Fine Arts.
 - i) Painting
 - ii) Sculpture
 - iii) Applied Art
 - iv) Art History & Aesthetics

DURATION

2. The B.V.A. Course shall be of the duration of four academic years and will be divided into two parts viz., First Year Degree as Foundation and Second Year, Third Year and Fourth Year Degree as Specialization.

INTAKE

3.
 - a) The number of seats in the First Year (Foundation) of the B.V.A. course shall not exceed 40.
 - b) The number of seats in the each discipline of Specialization viz., Painting, Sculpture, Applied Art, Art History & Aesthetics, shall not exceed 10.

EXAMINATION

4. The assessment/examination at the end of the First, Second and Third Year of the B.V.A. course will be held by constituent/affiliated college and called as internal Examination.
5. There shall be University Examination held after the completion of the Fourth (Final) Year of B.V.A. Course in all subjects of Specialisation.

ELIGIBILITY AND SELECTION PROCEDURE

6. Every candidate for admission to the B.V.A. Course must have passed the 10+2 Course examination of the J&K Board of Secondary Education or any other examination recognized as equivalent thereto, with not less than 50% marks (45% in case of Schedule Caste/ Schedule Tribe)
7.
 - a) A candidate seeking admission to Four Year Bachelor Degree Course in Visual Arts shall have to appear in the aptitude test. Final selection shall be made by the Admission Committee comprising of the Principal of the constituent/affiliated college and heads of the departments. For purpose of admission equal weightage shall be given to the percentage of marks obtained by the candidate in the 10+2 examination and his/her performance in the aptitude test.
 - b) Candidate shall submit his/her application for the Internal Examination to the Principal of the Constituent/Affiliated College on the prescribed form within the prescribed date.

The Aptitude Test is as follows :

- (i) Object Drawing 50 marks
- (ii) Drawing from Memory 50 marks
- (iii) Clay modeling 50 marks
- (iv) Applied Art 50 marks
- (v) General Knowledge Test (subjective and objective questions related to Art)
(Written Paper) 50 marks
- (vi) Viva-Voce 50 marks

While making selection, seats shall be reserved for persons belonging to the Scheduled Castes and Backward Classes in accordance with the Jammu & Kashmir Scheduled Castes and Backward Classes (Reservation) Rules as adopted by the University.

LANGUAGES

8. Candidate admitted to the First Year (Foundation) Degree Course of B.V.A. shall offer two Language subjects i.e. General English and Hindi as taught in the B.A. Part I Course of this University.
9. (a) The candidate will be taught Language subjects only in the First Year of the B.V.A. Course and the Examination in these subjects will be held at the end of the year along with other subjects.
(b) A student who is admitted to the First Year B.V.A. Course and holds a Graduate Degree is exempted from offering Language subjects.
(c) A student who is admitted to the First Year B.V.A. Course and has already passed Part I or Part I examination of the Bachelor Degree (Arts) course and has cleared English and Hindi shall be exempted from offering English and Hindi language subjects.
(d) A student who is admitted to the First Year B.V.A. Course and has already passed Part I and Part II examination of the B.Sc or B.Com Course shall be exempted from offering English but has to offer Hindi Language subject.
(e) If a student does not pass the examination in any of the Language subjects at the end of the First Year B.V.A. he/she will not be detained if otherwise eligible for promotion to the next higher class and may take the examinations again in the subsequent years. However the B.V.A. Degree will be awarded only after the Language subjects have been cleared. The examination in these subjects shall be conducted by the constituent/affiliated college.

ADMISSION TO THE SPECIALIZATION

10. Candidates after successfully completing the First Year (Foundation) Course shall offer Painting or Sculpture or Applied Art, or Art History & Aesthetics as their main subject for specialization and seek admission to Second Year Degree Course in any of the above mentioned specializations.
11. The student while seeking admission in the Specialization Course shall mention his/her preference in terms of choice of the Specialization in relevant column in the admission form.

12. Admission to the specialization course shall however be made by a Selection Committee comprising of the Principal and all Heads of the Departments. For this admission weightage shall be given to the percentage of marks obtained in related subjects in Foundation Course as per the following criteria :

Specialization	Related Subjects in Foundation Course
Painting	Paper III and Paper V
Sculpture	Paper IV and Paper V
Applied Art	Paper V and Paper VI
Art History & aesthetics	Paper I and II

13. Students have to seek admission to the specialization before the stipulated date. The admission in the Second Year, Third Year and Fourth Year Specialization will however depend on their completing satisfactorily the previous year's course/assignments and passing full in the annual examinations.

Eligibility to the Examination

14. The University and Internal Examinations shall be open to :-
- (a) i) A regular candidate who has completed the prescribed 75% lectures/attendance in an academic year.
 - ii) and has secured pass marks in the internal assessment in all the subjects viz, Practicals and Theory.
 - (b) A candidate who has secured the prescribed percentage of attendance in an academic year and has secured pass marks in the internal assessment but has been unable to appear in examination or unable to pass the examination, shall be eligible to appear in the examination within three years including the year in which he/she was either due to appear or having appeared and failed in the first instance, as the case may be.

Submission of Application Forms for Examination

15. (a) Candidate shall submit his/her application for the University Examination to the Controller of Examinations on the prescribed form through the Principal of the constituent/affiliated college within the prescribed date and along with the prescribed fee for the examination.

LATE ENTERTAINMENT OF FORMS

16. In case the application forms for the university examination or fee or both of a candidate is/are received after the last prescribed date, he/she shall also pay late fee as notified by the University from time to time.

EXAMINATION FEE

17. The examination fee for Final Year annual examination shall be as prescribed by the University from time to time.

DATE OF EXAMINATION

18. Annual examination in each academic year shall normally begin in March-April every year. Supplementary Examination in each academic year shall normally start in the October-November. However exact date shall be fixed by the Dean Faculty of Music and Fine Arts in consultation with the Controller of Examination of the University.
19.
 - a) A candidate, so long as he is a student in a course of study in Visual Arts, shall not be permitted to attend any other course of instruction or to appear in any other examination of the University :
 - b) Provided that a candidate, who had already appeared in an examination in a Faculty other than that of the Faculty of Music and Fine Arts before joining a course of study in Visual Arts and was placed in compartment category in that examination, shall not be precluded from appearing in or completing that examination while he is pursuing a course of study in Music and Fine Arts.

CONDONATION OF LECTURES

20. Deficiency in the number of attendance up to 5% during academic year may be condoned by the Principal of the constituent/affiliated college.

ATTENDANCE IN LIEU OF PARTICIPATION IN CO-CURRICULAR ACTIVITIES, GAMES ETC

21. Any candidate who participates within the state or outside in a student workshop, short term training under student exchange programme, or attends national or international event/exhibition organized by State Cultural Academy, Lalit Kala Academy, or any other National Academy, or any other professional organization or assigned a special project/programme, or participates in inter university sports tournaments, games, cultural and other co-curricular activities with the approval of the Principal of the constituent/affiliated college shall for the purpose of condoning deficiency on attendance incurred by him/her on account of such participation be treated as present on all the working days of his/her absence on such account for a period not exceeding 30 working days in an academic year.

COURSES OF STUDY

22. There shall be following course structure for Four Year Bachelor Degree Visual Arts in Specializations viz, Painting, Sculpture, Applied Art and Art History & Aesthetics.

The Four Year full time Bachelor Degree Course in Visual Art is divided into two parts:

- a) First Year Degree (Foundation Course):- The First Year of the Bachelor Degree Course called as Foundation Course shall be common to all students of First Year Degree of B.V.A.
- b) Specialization Course :- The Course for Second, Third and Fourth Year shall be called Specialization.

FOUNDATION: FIRST YEAR DEGREE

Theory

Paper I	:	Story of Art
Paper II	:	Fundamentals of Art

Practical

Paper III	:	Colour Practical & Design
Paper IV	:	Clay Modeling
Paper V	:	Object Drawing
Paper VI	:	Applied Art
Paper VII	:	Print Making

Languages

1. General English
2. Hindi

SPECILIZATION COURSE

A) PAINTING

Second Year Degree

Theory

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

Third Year Degree

Theory

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

Fourth Year Degree

Theory

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

B) SCULPTURE

Second Year Degree

Theory

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

Third Year Degree**Theory**

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

Fourth Year Final Degree**Theory**

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Aesthetics (Indian & Western)

Practical

Paper IV	:	Life Study
Paper V	:	Composition
Paper VI	:	Optional

C) APPLIED ART**Second Year Degree****Theory**

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Theory of Applied Art

Practical

Paper IV	:	Illustration
Paper V	:	Press Advertisement
Paper VI	:	Optional

Third Year Degree**Theory**

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Theory of Applied Art

Practical

Paper IV	:	Illustration
Paper V	:	Press Advertisement
Paper VI	:	Optional

Fourth Year Final Degree**Theory**

Paper I	:	History of Indian Art
Paper II	:	History of Western Art
Paper III	:	Theory of Applied Art

Practical

Paper IV	:	Illustration
Paper V	:	Press Advertisement
Paper VI	:	Optional

D) ART HISTORY & AESTHETICS**Second Year Degree**

Paper I	:	History of Indian Art : Art of Ancient India upto Gupta Period
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Paper I A	:	Project for the above
Paper II	:	History of Western Art : Pre–History to Gothic Period
Paper II A	:	Project for the above
Paper III	:	Aesthetics (Indian & Western)
Paper III A	:	Project for the above
Paper IV	:	Classical Language (Sanskrit/Persian) and any one of the following script: Sharda/Takari.
Paper IV A	:	Project for the above
Paper V	:	Art of Primitive, Folk & Tribal Societies
Paper V A	:	Project for the above
Paper VI A	:	Cultural Background of World/India (Part-I)
Paper VII	:	(Practical) Studio Practice

Third Year Degree

Paper I	:	History of Indian Art : Art of Ancient India up to Gupta Period
Paper I A	:	Project for the above
Paper II	:	History of Western Art: Pre–History to Gothic Period
Paper II A	:	Project for the above
Paper III	:	Aesthetics (Indian & Western)
Paper III A	:	Project for the above
Paper IV	:	Art of Jammu & Kashmir (Part-I)
Paper IV A	:	Project for the above
Paper V	:	Art of Far East/or Art of Near East or Art of Central Asia or Islamic Art
Paper V A	:	Project for the above
Paper VI A	:	Cultural Background of World/India (Part-II)
Paper VII	:	(Practical) Studio Practice

Fourth Year Final Degree

Paper I	:	History of Indian Art : Art of Ancient India up to Gupta Period
Paper I A	:	Project for the above
Paper II	:	History of Western Art : Pre–History to Gothic Period
Paper II A	:	Project for the above
Paper III	:	Aesthetics (Indian & Western)
Paper III A	:	Project for the above
Paper IV	:	Art of Jammu & Kashmir (Part-II)
Paper IV A	:	Project for the above
Paper V	:	Curatorial/Gallery Practices/ Art & Journalism: Print & Electronic Media Techniques
Paper V A	:	Project for the above
Paper VI	:	Influence of Indian Art outside India
Paper VI A	:	Project for the above
Paper VII	:	(Practical) Studio Practice

23. a) Each course shall be assigned a specific number of Credit Points.
b) Credit hours imply the number of studio hours assigned for studio courses per week and number of lectures prescribed for theory courses per week.
c) The value in terms of marks of one credit point normally be 100.
d) In determining the credit points in terms of marks obtained by a student, the quality of his/her performance is to be considered.

24. FOUNDATION : First Year Degree B.V.A. Course

There shall be 32 credit hours/points for First Year Degree (Foundation) Course with

following Break-up: 2 credit hours for each Language subject, 2 credit hours each for Theory Subjects, and 5 credit hours for each Practical subject viz., Colour Practical & Design, Clay Modeling, Object Drawing, Applied Art while 4 credit hours for the subject of Print Making.

25. **SPECIALIZATION : Painting, Sculpture, Applied Art**

There shall be 30 credit hours/points each for Second Year, Third Year and Fourth Year Courses of Specializations with following break-up: 2 credit hours for each Theory Subjects and 9 credit hours for two Practical subjects each while 6 credit hours for the Optional Practical subject.

26. **SPECIALIZATION : Art History & Aesthetics**

There shall be 20 credit hours/points each for Second Year, Third Year and 22 credit hours for Fourth Year Courses of Specialization in Art History & Aesthetics with following break-up:

Second Year Degree : 4 credit hours/points for subjects I, II, V while 2 credit hours/points each for subjects III, IV, VI and VII.

Thrid Year Degree : 4 credit hours/points each for subject I, II, V while 2 credit hours/points each for subjects III, IV, VI and VII.

Fourth Year (Final) Degree : 4 credit hours/points each for subjects I, II, IV and VI, while 2 credit hours/points each for subjects III, V and VII.

INTERNAL ASSESSMENT

27. 40% of the total marks allotted to each Language subject viz., General English and Hindi and theory subjects and each practical subject shall be reserved for internal assessment and 60% marks for performance in the annual examination.

28. The Internal Assessment of all the cases shall be assessed by a Panel comprising of three members viz., Principal or his/her nominee, HOD of the concerned Department and Class Teacher.

29. If a student obtains 75% and more or less than 40% of marks in the internal assessment, the case shall be subject to a review by a panel comprising of Principal and all the four HODs of Visual Arts.

30. a) Break-up of 40% marks allotted to internal assessment for each language subject and each theory subject shall be as under :-

Four Class Tests or Assignments :-	80 marks (each of 20 marks)
Distribution of Marks for each assessment shall be as under :	
Class Test/Assignment	: 18 marks
Attendance	: 2 marks
Total	: 20 marks

- b) Foundation
- i) Break-up of 40% marks allotted to internal assessment for Practical Paper III, IV, V and VI shall be as under :-

Five periodical assessments : 200 marks (40 mark for each assessment)

Distribution of Marks for each assessment shall be as under :

Concept/Composition	:	8 marks
Drawing	:	8 marks
Handling of material	:	8 marks
Presentation/Display	:	8 marks
Attendance	:	4 marks
Home Task	:	4 marks

Total : 40 marks

- ii) Break-up of 40% marks allotted to internal assessment for Practical Paper VII shall be as under:- Four periodical assessments: 160 marks (40 marks for each assessment)

Distribution of Marks for each assessment shall be as under :

Concept/Composition	:	8 marks
Drawing	:	8 marks
Handling of material	:	8 marks
Presentation/Display	:	8 marks
Attendance	:	4 marks
Home Task	:	4 marks

Total : 40 marks

- c) Specialization

Break-up of 40% marks allotted to internal assessment for Practical Paper IV and V shall be as under :-

Five periodical assessments : 360 marks (72 marks for each assessment)

Distribution of Marks for each assessment shall be as under :

Concept/Composition	:	15 marks
Drawing	:	15 marks
Handling of material	:	15 marks
Presentation/Display	:	15 marks
Attendance	:	6 marks
Home Task	:	6 marks

Total : 72 marks

Break-up of 40% marks allotted to internal assessment for Optional Practical paper VI shall be as under :- Four periodical assessments : 240 marks (each of 60 marks)

Distribution of Marks for each assessment shall be as under :

Concept/Composition	:	12 marks
Drawing/Handling of Images & Light	:	12 marks
Handling of material/Equipment	:	12 marks
Presentation/Display	:	12 marks
Attendance	:	6 marks
Home Task	:	6 marks

Total : 60 marks

INTERNAL EXAMINATION

31. a) The Annual Examination at the end of First, Second and Third year course shall be held by the constituent/affiliated college internally.
- b) Students who are eligible to appear for the internal annual examinations will be examined for Practical and theory subjects.

- c) For Practical subjects, a jury consisting of Head of the Department of different streams or any other teacher/teachers and external examiners/experts appointed by the Principal of the Constituent/Affiliated College shall assess the examination works.
- d) The theory papers and the answer books will be set and checked by a committee set up by the Principal of the constituent/affiliated college in consultation with the concerned HOD.
- e) Any candidate who has passed in all the practical subjects but has failed in any of the language paper/theory papers in the annual examinations shall be placed under compartment in the language/theory paper in which he/she has failed and be allowed to appear in the subsequent examination in that language/theory paper and if he/she passes in that paper in accordance to the students he/she shall be deemed to passed the examination
- f) A candidate who has failed in any of the practical papers will have to repeat in the same class for the whole academic year.

UNIVERSITY EXAMINATION

- 32. (a) University Examination in Fine Arts shall be held after the completion of the fourth Year of B.V.A. Courses in all subjects of specialization.
- (b) Candidates will be allowed to appear in the above examination only when they have secured 75% of attendance in all theory and practical subjects and completed prescribed class work and assignments to the satisfaction of the teacher concerned and Head of the Department.
- 33. The Joint Board of Examiners appointed as per university examination rules shall do all the work pertaining to B.V.A. Course University Examination for both theory and practical subjects.
- 34. The Joint Board of Examiners shall comprise of Head of the Departments of different streams or any other teacher/teachers nominated by Dean Faculty of Music and Fine Arts as well as external examiners/experts covering as far as possible all those subjects to which there are candidates. The concerned class teacher will assist the joint board of examiners.
- 35. The Joint Board of Examiners will work under the convenership of the Chairman (Dean Faculty of Music & Fine Arts) who will, after obtaining due permission from the Controller of Examination of the University, convene meetings and preside over them, allot paper-setting and assessment responsibilities to specialist members and undertake correspondence with regards to fixing and holding of practical examinations and ensure that results are settled according to the statutes.
- 36. The performance based assessment work/or marking of the answer books in the constituent/affiliated college at the time of examination and shall be done jointly by the respective panels of internal as well as external examiners.
- 37. Candidates shall arrange display of their examination works along with selected body of class and assignment works in the exhibition hall/gallery/or studios of the constituent/affiliated college. The examiners shall evaluate candidate's performance on the basis of exhibited works in order to arrive at the final evaluation of the performance of each

candidate. (This will not apply to the candidates in the specialization subject of Art History & Aesthetics).

38. It will be compulsory to pass in each head of the examination viz, internal assessment and annual examination in order to be declared as successful.
39. It will be compulsory also to pass in case of 'non-examination' subjects namely "Studio Practice" in case of specialization subject of Art History & Aesthetics. In these subjects assessment will be done on the basis of class work/assignments by the principal or his/her nominee, HoD of the relevant department and concerned class teacher. These marks will be entered in the University marks lists in normal course.
40. The practical examinations for the final Year B.V.A. course in different specializations will be arranged in respective studios of the constituent/affiliated college.
41. The theory examinations will be held before the practical examinations. The conduct of these examinations will be supervised by supervisors appointed by the Chairman of the Examination Board on behalf of the University. The Dean Faculty of Music & Fine Arts, the Chairman of the Examination Board will be the Chief Supervisor.
42. The standard for passing for B.V.A. courses in all subjects will be 40% minimum. (This passing standard shall also apply to such non-examination subjects as defined in No 34 which carry only maximum marks for class work/assignments).
43. The examination duration for Theory Papers and the Language papers shall be of 3 hours.
44. The examination duration for all practical subjects of First Year Degree (Foundation) course shall be 12 hours (four hours every day) while for Second Year, Third Year and Fourth Year (Final) shall be 48 hours for each practical subject (four hours everyday).
45. The Convener, Joint Board of Examiners shall send the award rolls to the Controller of Examination of the University, under seal, for final tabulation and declaration of the results.
46. The advance cheque for the conduct of examination shall be sent by the university to the Convener, Joint Board of Examination. The final disbursement of remuneration and T.A. for the External Examiners, Internal Examiners, Technical and other support staff shall be the responsibility of the Convener of the Joint Board of Examination who will submit the final bill to the University. In the event of the non-receipt of the cheque before the start of the examination, the Convener of the Joint Board of the Examination shall make temporary financial arrangement till the time the cheque is received from the University.

PASS PERCENTAGE

47. In order to secure a pass in annual examination, a candidate shall be required to obtain 36% marks in each language and 40% in each theory and practical paper respectively and 40% of the total aggregate number of marks.
48. Provided that a candidate, who fails in one paper in the First year or Second year or Third year or Fourth year examination of the B.V.A. Course by not more than 1% of the

total marks shall be deemed to have passed the First year or Second year or Third year or Fourth year examination, as the case may be :

Provided further, that a candidate after having been given the benefit of the statutory concession of 1% marks in the above clause fails by one mark only shall be deemed to have passed the examination. Such marks shall be added in the paper while assessing the result of the candidate.

STATUTE REGARDING COMPARTMENT

49. (a) A candidate who appears in all the papers of the main subjects (Practicals) in any of the B.V.A. examinations and passes in all the papers but fails in one theory paper or language paper shall be placed under compartment in the theory paper or language paper in which he/she has failed. Such a candidate may if he/she so desires, be permitted to appear in a subsequent bi-annual/annual examination in that theory or language paper and if he/she passes in that paper in accordance with the Statutes he/she shall be deemed to have passed the examination.

Provided that the examination shall be completed within five consecutive chances from the date of his/her failing in that paper in the first instance.

Provided further that whenever the Vice-Chancellor is satisfied by the evidence produced by a candidate that he/she missed to avail of any chance thus available to him/her for the reasons of illness, or death of a near relative or any other exceptional cause, the candidate may be allowed to avail of one more chance to complete the examination at the session next to the last chance available under the Statutes.

50. Provided also that if a candidate does not wish to avail himself of this concession he/she shall intimate his intention to the University while submitting his permission-cum-admission form for the subsequent examination and the option once exercised shall be treated as final and he/she shall not be allowed to revise his option thereafter.
51. Provided lastly that no candidate who passes in the bi-annual/supplementary examination shall be entitled to a scholarship or a prize or honours.
52. A candidate who has failed in one theory or language paper in any annual examination and has passed in all the remaining subjects of the said Course shall be eligible to join the next higher class of the Bachelor's Degree Course in B.V.A. provisionally, subject to the condition that he/she shall be required to pass the said Course examination in full within the number of chances prescribed under statutes and in case, he/she fails to qualify the said Course examination and there are no further chances thus available to him/her under statutes to clear the theory or language paper, his/her result of the higher examination shall be withheld unless he/she passes in the lower examination. If he/she fails to qualify in the paper within the permissible period of chances, he/she be declared to have failed in the examination and his/her provisional admission to the higher course and/or examination shall be treated as cancelled. If the result of higher examination is declared by mistake or oversight before he/she clears the preceding examination and there is no further chance available to him/her to pass the paper, the examination be quashed at any stage.
53. After the end of the Fourth Year (Final) Annual examination, the Controller of Examinations shall publish a list of successful candidates indicating against each his/her result.

54. Successful candidates shall be classified as under :
- (a) Those who obtain 75% or more of the aggregate number of marks shall be placed in Distinction Category.
 - (b) Those who obtain 60% more of the aggregate number of marks shall be placed in the First Division.
 - (c) Those who obtain 50% more of the aggregate number of marks shall be placed in the second division.
 - (d) Those who obtain above 40% of the aggregate number of marks shall be declared as Pass in the third division.
55. Each successful candidate shall be awarded a certificate stating the division in which he/she has passed and distinction obtained in the paper, if any.

Reference

1. University Council Resolution No. 68.18 Dated 27-3-2009

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CHAPTER LXXIII–A

I STATUTES GOVERNING BACHELOR DEGREE IN PHYSICAL EDUCATION (B.P.ED.)¹

1. NOMENCLATURE

There shall be Bachelor's Degree Course in Physical Education (herein after referred to B.P.Ed course) in the Faculty of Behavioural Sciences.

2. DURATION

The B.P.Ed. course shall be of the duration of one academic year and the examination shall be conducted at the end of the year.

3. The admission shall be made on the basis of merit obtained in the written test and sport achievements. The physical fitness test is compulsory to qualify for written test.

a) Physical Fitness Test

The candidate have to qualify the Physical Fitness Test comprising of five exercises.

b) Written Test 60 marks

Written test shall be conducted to check the knowledge of the candidate in the sports and Physical Education.

The paper shall be objective type.

c) Sports Achievement 40 marks

Highest achievement in sports shall be considered.

Total	100 marks
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The physical fitness test and written test will be conducted by the Directorate of Sports and Physical Education after the expiry of last date for the submission of applications for the admission to the course. The candidate must have participated in the Inter Collegiate / Inter University/ National level competitions in any game/ sport from the University of Jammu or any other University/ Institution/ Association/ Federation equivalent thereof. The physically handicapped candidate will not be considered for admission to the course.

Fee for payment seat : Rs. 20,000/- per seat ³

4. MEDIUM OF INSTRUCTION AND EXAMINATION

The medium of instruction and examination shall be English.

5.

I. ELIGIBILITY

Admission to the B.P.Ed course shall be open to those candidates who have passed a Bachelor Degree (10+2+3 pattern) from the University of Jammu or an examination recognized as equivalent thereto.

Provided that the inservice candidates will also be eligible for admission to the said course. They will be required to enclose 'No Objection Certificate' from his/her employer along with his/her application form.

II. FEE STRUCTURE ⁵

1.	Admission Fee	Rs.90/-
2.	University Sports Fee	Rs.65/-
3.	University Development Fund	Rs.170/-
4.	Library Deposit	Rs.60/-
5.	University Corpus Fund	Rs.60/-
6.	Stationery Fee	Rs.60/-(Rs.30/-To be retained by the Deptt.)
7.	B.P.Ed Contingency Fund	Rs.1100/-(To be retained by the Deptt.)
8.	Identity Card	Rs.15/-(To be retained by the Deptt.)
9.	Social Activity	Rs.50/-(To be retained by the Deptt.)
10.	Student Assistance/Aid Fund	Rs.40/-(To be retained by the Deptt.)
11.	Reading Room Fee	Rs.70/-(To be retained by the Deptt.)
12.	Excursion Fee	Rs.500/-(To be retained by the Deptt.)
13.	Medical Assistance Fee	Rs.40/-(To be retained by the Deptt.)
14.	Laboratory Deposit	Rs.500/-(To be retained by the Deptt.)
15.	Camps	Rs.2975/-(To be retained by the Deptt.)
16.	Sports Equipments	Rs.1500/-(To be retained by the Deptt.)
17.	Sports Education Tour	Rs.3000/-(To be retained by the Deptt.)
18.	Sports Facility Maintenance	Rs.2000/-(To be retained by the Deptt.)
19.	Magazine/University News Bulletin Fee	Rs.100/-(Rs. 65/- to be retained by the Deptt.)
20.	Games Fee	Rs.200/-(Rs. 50/- to be retained by the Deptt. And Rs.150/- to Campus Sports Committee)
21.	Cultural Fee	Rs.70/-(To Dean Students Welfare)
22.	NSS	Rs.15/-(To coordinator NSS)
23.	Miscellaneous	Rs.20/-(To be retained by the Deptt.)
24.	Library Deposit(Refundable)	Rs.400/-
25.	Insurance Fee	Rs.40/-
	TOTAL	Rs.13,140/-

6. SELECTION OF THE CANDIDATES

The selection of the candidates for admission to B.P.Ed. course shall be made strictly in order of rank in the merit list.

7. MINIMUM ATTENDANCE REQUIREMENT

The examination shall be open to a student who is of good character and has attended not less than 75% of lectures delivered to the class in each of the subjects offered and 75% of the sessions assigned to practical work, i.e. each session will be of two hours duration.

8. “A student who has completed the prescribed course of instructions but does not appear in the examination or having appeared has failed may be allowed on the recommendation of the Director/Incharge B.P.Ed. course to appear in the examination as a private candidate without attending fresh course of instructions within a period of three years provided that such a candidate shall not be eligible to a Medal, Merit, Position or Scholarship”. ²

9. ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the H.O.D. concerned shall, for the purpose

of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding thirty working days in an academic year;

- a) State representation in International/ All India Competitions organised by agencies which are recognised by the Board of Sports and Youth Welfare;
- b) Participation in the Inter-University Competitions held under the auspices of a University or any other recognised institution as a member of the University team;
- c) Participation in the Inter-Collegiate Competitions organised by the University as a member of the team of participating institutions;
- d) Participation in N.C.C, N.S.S and National Integration Samiti activities as a member of the recognised institutions;
- e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/ All India Inter-University Competitions; and
- f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated /recognised by the University.

10. Examination²

- a) The course of instruction in B.P.Ed. shall consist of following parts i.e.

Part-I	Theory	- 600 marks
Part-II	Lesson in teaching , coaching and officiating	- 600 marks

NOTE:

- i) Each theory paper will be of 100 marks, 80 Marks in each theory paper shall be allocated for external examination and the remaining 20 marks will be kept for Internal Assessment. Lesson in teaching, coaching and officiating will be evaluated internally and externally.
 - ii) Part-II practicals, lessons in teaching, coaching and officiating
 - iii) Note Book pertaining to the aforesaid 10 supervised lessons.
 - iv) A candidate is required to opt for one of the game and has to prepare a practical note book.
- b) HOD/Director/Incharge B.P.Ed. will certify on the candidate's Note Book that all the requirements pertaining to teaching practice have been fulfilled by the candidate.

11. SCHEME OF EXAMINATION

- "a) In theory papers:

- i) Every theory paper shall be of 100 marks. 80 marks in each theory paper are allocated for external examination and 20 marks in each theory paper are allocated for internal assessment.
- ii) A candidate shall be declared to have passed if he/she obtains not less than 40% of the total marks separately in the theory papers of the University examination and internal assessment.

- b) Re-appear in one subject only shall be allowed for the student of Department of Sports and Physical Education. Minimum qualifying marks for Re-appear subject shall be 20% and re-evaluation may be allowed as in the case of B.P.Ed. course.
- c) The theory paper will be set by the external examiner. The award received from the external examiner of theory papers will be moderated by Convenor, Board of Studies as provided in the University Calendar. The practical examination shall be conducted by the Board of examiners consisting of:
 - i) An external examiner
 - ii) Internal examiner
 - iii) Head/Director/ Incharge B.P.Ed. course who will be chairman of the Board.

Practicals

In practical examinations, the candidate shall be declared to have passed if he/she obtains not less than 50% marks separately in internal assessment and external examination.

- | | | |
|----|--|-------------------------|
| 1. | General Lesson (Any one)
(including internal assessment of 70 marks) | : 140 marks |
| 2. | Lesson on Game (any one)
(including internal assessment of 70 marks)
Wrestling | : 140 marks |
| 3. | Lessons on Athletics (any one)
(including internal assessment of 70 marks) | : 140 marks |
| 4. | Class Room lessons
(including internal assessment of 70 marks) | : 140 marks |
| 5. | Camping, Notebook and Attendance ² | : 40 marks ⁴ |

12. "The successful candidate shall be classified in the respective division as under:

First Division	:	60% and above
Second Division	:	45% to 60%
Third Division	:	below 45%

Distinction: A candidate securing 75% or more of the aggregate number of marks in theory and practical."²

13. LATE OF SUBMISSION OF EXAMINATION FORMS

Prescribed application form for the examination, duly filled in and accompanied by the fee as prescribed from time to time alongwith the requisite certificates as required under Statutes must reach the Controller of Examinations on or before 15th of October.

14. I a) "The number of seats in B.P.Ed will be maximum of Thirty(30) or as approved by the Syndicate.

b) Payment Seats

The number of such seats may not ordinarily exceed 15% of the determined seats for the course as per Statute. These seats shall be supernumerary and thus, shall not count for in determining the quantum of reservation

specified in Statute 9 for the various categories. The concerned admission committee shall make admission on the basis of merit determined as per Statute 7 subject to fulfillment of eligibility conditions for such supernumerary seats.

Note: The Statutes are subject to addition/amendment/ approval by the competent Authority.”²

II EXAMINATION FEES:

The following shall be the rates of examination fee or as may be prescribed from time to time for the regular/re-appear candidates for appearing in the B.P.Ed examination:

	REGULAR	PRIVATE
i) Full subjects	Rs.200/-	-
ii) Re-appear in one subject only	-	Rs.200/-
iii) Maintenance of service fee	Rs.20/-	Rs.20
iv) Desk fee	Rs.25/-	Rs.25/-

In addition to above, a candidate shall have to pay additional fee @Rs.25/- per subject involving practicals or as may be prescribed from time to time.

15. LATE ENTERTAINMENT OF EXAMINATION FORMS

Prescribed application form for the examination, duly filled in and accompanied by the fee as prescribed from time to time alongwith the requisite certificates as required under Statutes must reach the Controller of Examinations on or before 15th of October.

16. PASS PERCENTAGE.

The minimum number of marks required to pass the examination shall be:

- i) 50% marks in each Theory Paper.
- ii) 50% marks in each Practical Paper.

17 RE-APPEAR CATEGORY

A candidate who does not secure pass marks in a paper of B.P.Ed. Examination but has secured pass marks in the remaining papers shall be exempted from appearing in such papers. He /she is eligible to re-appear in the paper in which he has not secured pass marks.

Such a candidate shall be allowed to appear in the paper in which he/she has got re-appear in the annual examination (s) within a period of three years from the date of classification on payment of prescribed fee and if he/she passes in the said paper he/she shall be declared to have passed the examination.

Provided that if the candidate fails to secure pass marks in the paper (in which he/she had failed within one chance, he/she shall not be eligible to pursue the course or to appear in the examination thereafter.

18 PERMISSION TO FAILURE AND OTHER CATEGORIES TO APPEAR IN THE EXAMINATION.

A candidate who has completed the prescribed course of study but is unable to appear in the examination due to some unavoidable circumstances, i.e., detention, death of near

relative & illness or having appeared but has failed to secure pass marks will be allowed to appear in the next annual examination (s) as a private candidate without attending classes within a period of three years from the date of classification provided the H.O.D is satisfied by the evidence produced by the candidate. In case the candidate is unable to appear in the examination within a period of three years, he /she shall not be eligible to pursue the course or to appear in the examination, thereafter such successful candidates will not be eligible for a medal, merit position or scholarship.

19 ISSUANCE OF MARKS CERTIFICATES

The candidate/s will be supplied marks certificates indicating the marks secured in each paper (separately in the written examination & Practical examination) immediately after the declaration of result of the examination.

20. DETERMINATION OF DIVISION/DISTINCTION ETC.

The successful candidates shall be classified in the following categories determined on the basis of aggregate marks in written and practical examinations taken together:-

1. First division with Distinction 75% and above.
2. First Division 60% and above
3. Second Division 50% and above.

Deficiency upto 1% marks in the aggregate marks required for First Division only shall be condoned for placing a candidate in the First Division.

21 ISSUANCE OF DEGREE

A candidate who is declared to have qualified the B.P.Ed. Course examination shall be awarded a degree in the faculty concerned under Statutes.

22. NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR AND OTHER CATEGORY

No candidate, who passes the B.P.Ed. examination in parts, i.e., under the categories of failure, re-appear, detention or illness, shall be entitled to a scholarship or a prize or a medal.

23 AUTHORITY TO INTERPRET STATUTES

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 orders as he may deem fit.

24. IMPROVEMENT OF DIVISION/PERFORMANCE

A candidate having qualified the Degree of Bachelor of Physical Education (B.P.Ed.), if he/she so desired, will be eligible to improve his/her Division/percentage of marks only in one chance within a period of three years from the year of his/her having passed the said course.

STATUES & ELIGIBILITY CRITERIA FOR ADMISSION TO THE MASTER'S DEGREE PROGRAMME IN PHYSICAL EDUCATION TO BE COMMENCED FROM THE ACADEMIC SESSION 2007-08 ⁶

1. A candidate who has passed the following examination shall be eligible to join the M.P.Ed Course:-
 - a) B.P.Ed/D.P.Ed (One year Course after Graduation)
 - b) B.P.E (Four Year Degree Course from a recognized Indian or Foreign University/ Institution with at least 45% marks in aggregate
 - c) B.P.E three year with B.P.Ed/D.P.Ed Course (One year): or
 - d) Any other equivalent and recognized course as above as approved by the University of Jammu.
2. The duration of the course shall be two academic years i.e. Part –I (Previous) Part-II (Final). The Examination for each year shall be conducted at the end of each Session on such dates which shall be notified by the University.
3. The admission of a candidate to the Course shall be made on the basis of merit obtained in the Physical Fitness Test, Written Test, Sport Achievements, and the weightage in the qualifying Examination as well as after the counseling of the candidate.
Highest achievement in one approved game/sport shall be considered as sports achievement.
4. The Annual Examination shall be held in two parts i.e. M.P.Ed Previous at the end of the Session of the first year and the M.P.Ed Final at the end of the Session in the second year. The annual examination shall commence in the last week of April/May every year or on such dates as may be notified by the University.
5. The medium of instructions for the Course shall be English and the candidate so admitted to the course shall be required to take up examinations in English only.
6. The examination at the end of each Session each year consist of the following parts

M.P.Ed PART –I (PREVIOUS)

*	Theory Examination	500 Marks
*	Practical Examination	300 Marks
	Total	800 Marks

THEORY

S.No.	Subject/Paper	Marks	Assessment
1.	History and Principals of Physical Education	80	20
2.	Anatomy, Physiology and Kinesiology.	80	20
3.	Advanced Techniques of Officiating & Coaching	80	20
4.	Research Methodology	80	20
5.	Methods, Organization and Administration of Physical Education	80	20

PRACTICALS

		Internal (50 marks)	External (50 marks)
a)	General Lesson		
	1. General & Specific Exercises		
	2. Class Formation/Mass PT		
	3. Type of Commands		
	4. Five supervised lesson in the Note Book		
		Internal (50 marks)	External (50 marks)
b)	Lesson on Athletics & Performance		
	1. Teaching of Athletic Events		
	2. Marking of Track & Officiating		
	3. Five Athletic Lessons in the Note Book		
	4. Performance: 100 Mts; 200 Mts; 400 Mts Long Jump; Shot Put (Max 5 Marks of each)		
		Internal (50 marks)	External (50 marks)
c)	Lesson on Game		
	1. Teaching of Fundamental Skills		
	2. Officiating & Marking of concerned fields/courts and preparation of score sheets		
	3. Five lessons on one game in the Note Book		
Games Allotted:	Football ; Hockey; Volleyball; Table Tennis; Cricket; Badminton ;Wrestling ; Handball; Basketball; Kabaddi/Kho-Kho		

M.P.Ed (FINAL)

*	Theory Examination	500 Marks
*	Practical Examination	300 Marks
	Total	800 Marks

THEORY

S.No.	Subject/Papers	Marks	Assessment
1.	Sports Psychology and Sociology	80	20
2.	Sports Medicine & Rehabilitation	80	20
3.	Science of Sports Coaching	80	20
4.	Measurement & Evaluation in Physical Education	80	20
5.	Any one of the following: i). Dissertation; ii). Yoga & Recreation; iii). Supervision in physical Education		

Note: The candidates scoring atleast 55% marks in theory in the M.P.Ed (Previous) shall only be allowed to opt for the dissertation.

PRACTICALS

		Internal (50 marks)	External (50 marks)
a)	Class Room Theory Lesson		
	1. General Lesson topic of Theory Paper		
		Internal (50 marks)	External (50 marks)

b) Lesson on Advance Training & Coaching in Games

1. Basic rules & regulations and Officiating in any of these games i.e
Football; Hockey; Volleyball; Table Tennis
;Cricket; Badminton; Wrestling; Handball;
Basketball; Kabaddi/ Kho-Kho

Internal (50 marks)	External (50 marks)
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c). Proficiency in any one game as per the candidates choice

7. The discipline of students the admitted to the M.P.Ed Course shall be governed as per the Statues governing the University and as per the provisions of the Discipline of students as contained in the University Calendar Volume-I and as enforced by the University of Jammu from time to time

A student seeking admission to the course shall have to submit an affidavit /undertaking in the Directorate of Sports and Physical Education to the effect that they shall abide by the Statues , Norms, Discipline, Rules and Regulations of the University of Jammu and that he/she shall not indulge into any such act which all the unbecoming of a University student and in violation to the conducive academic atmosphere of the University.

8. In the absence of any specified Statue(s) as above the Statues of the M.P.Ed Course in conjunction with the General Statues of the University of Jammu shall be applicable to the students of the M.P.Ed Course with regard to all aspects of their stay in the University of Jammu.
9. The General Statues as are applicable to the students of the B.P.Ed Course shall also be applicable for the students seeking admission for the M.P.Ed Course

NOTE *:

- a) The Department of Sports will look into the sports activities of the University
- b) The Department of Physical Education which look into the academic part i.e. B.P.Ed and M.P.Ed

10. Fee Structure for admission to the M.P.Ed. (2 Year Course) on self-supporting basis

1.	Admission Fee	110/-	
2.	University Sports Fee	75/-	
3.	University Development Fund	200/-	
4.	Library Fee	70/-	
5.	University Corpus Fund	70/-	
6.	Students Insurance Fee	40/-	
7.	Magazine/Univ.News Bulletin Fee	40/-	
8.	NSS Fee	50/-	(To be remitted to NSS Programme Coordinator).
9.	Library Dev. Fund	200/-	(To be remitted to the Central Library)
10.	IQAC Fee	100/-	(To be remitted to the Convener IQAC.)
11.	Smart Card Fee	50/-	(To be deposited in the Dhanvantri Library).
12.	Stationary Fee	75/-	(Rs. 35/- to be retained by the Deptt. and Rs. 40/- to be remitted to the

			University Chest).	
13.	Games Fee	200/-	(Rs. 150/- to be deposited with the Deptt. of Physical Education and 50/- to be retained by the Deptt.)	
14.	Cultural/Literary Fee	75/-	(To be retained by the Dean Students Welfare).	
15.	Medical Assistance	45/-	(Rs. 15/- to be remitted to DSW and Rs. 30/- to be retained by the Deptt.).	
16.	Miscellaneous	20/-		
17.	B.P.Ed. Contingency Fund	3000/-		
18.	Identity Card	15/-		
19.	Social Activity	65/-		
20.	Student Assistance/Aid Fund	45/-		
21.	Reading Room Fee	75/-		
22.	Excursion Fee	1000/-		(To be retained by the Deptt.)
23.	Laboratory Fee	2080/-		
24.	Camps	3000/-		
25.	Sports Equipments	4500/-		
26.	Sports Educational Tour	4000/-		
27.	Sports Facility Maintenance	5000/-		
28.	Laboratory Deposit (Refundable)	400/-		
29.	Library Deposit (Refundable)	400/-		
	Total	25,000⁸		

Reference:

1. University Council Resolution No. 52 dated 21-06-2004
2. University Council Resolution No. 66.36 dated 21-04-2006
3. University Council Resolution No. 66.86 dated 21-04-2006
4. Corrigendum to U.C. Res. No. 36 vide No. Coord./Corri-UC-Noti./07/3886-3966 dated 08-02-07
5. University Council Resolution No. 67.59 dated 25-02-2008
6. University Council Resolution No. 67.53 dated 25-02-2008
7. University Council Resolution No. 67.55 dated 25-02-2008
8. University Council Resolution No. 68.06 dated 27-03-2009

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CHAPTER LXXIII–A(I)

CENTRE FOR EARLY CHILDHOOD CARE AND EDUCATION (ECCE) IN THE P.G. DEPARTMENT OF HOME SCIENCE,

Significance and Rationale for establishment of centre

1. Early childhood years (0-6 years) are the foundation years of a child's life. Developmentally appropriate stimulation at this period goes a long way in ensuring realization of maximum human potential. ECCE has been recognized as an important priority area in the national development plans and receives a large share of budget allocation in the social welfare sector.
2. Recognizing this importance, several empirical studies have been conducted over the years by P.G. Department of Home Science in this area. The Data from these researches coupled with conclusions drawn during seminars/workshops organized on Preschool education by the department (1998, 2000) have led to the conclusion that there is a need to improve the understanding of the schools, parents and community about the needs of young children, especially in J&K.
3. The Post-Graduate Department of Home-Science is offering Master's degree programme in Human Development (one of the five branches of Home Science). ECCE is one of the core arrears of the study in Human development. Many M.Sc. Dissertations and Ph.D. studies have been undertaken related to care and education of young children. ECCE is also emphasized as a specialized stream in the model curriculum recommended for adoption at the National Level by the U.G.C.
4. The P.G. department of Home Science is already running a full-fledged laboratory nursery school and day care centre since April 1997. This school works as a laboratory for Master's and Research Students besides being an agency for outreach activities for upliftment of under-privileged sections or society. It is also acting as a supportive measure for wards of university. The nursery school has generated revenue for the University besides providing job opportunities at various levels. The demand for seats in the nursery school has been steadily increasing.
5. The department has initiated Indian Association for Preschool education- (Jammu Chapter) affiliated to the National Level body. About 20 schools and 90 individuals were enrolled as members of IAPE. This network of various preschools of Jammu can be the agency for meeting some of the objectives of the Centre (mentioned later). Two Seminars/ Workshops have been organized by the department in 1998 and 2000 on Preschool Education.
6. The P.G. Department of Home Science has a well established library containing books and research Journals on ECCE. Research Reports, M.Sc. Dissertations and Ph.D. Thesis conducted in J&K are available in the department providing contextual local data.
7. UGC has supported the need for setting up of day care and nursery school facilities in the universities. A grant of Rs. 2.00 lacs was received by the university for the upgradation of infrastructural facilities of nursery school.

Keeping in view the above points, the department plans to expand its activities in the area of Early Childhood Care and Education (ECCE) by establishment of a centre on ECCE with the following addition to the existing facilities:

- a) Expansion of existing lab. Nursery School.
- b) Starting P.G. Diploma Course in ECCE.
- c) Establishment of Documentation centre on ECCE.

The proposals for each of the above mentioned additions are appended in Annexures(I, II and III respectively).

Objectives;

The following operational goals are envisaged for the centre:

- 1) To act as nodal centre for research, training and extension for ECCE in J&K.
- 2) To develop the preschool as a model centre for Nursery Education in J&K.
- 3) To act as documentation centre for material related to ECCE.
- 4) To impart training to ECCE personnel at various levels:
 - a) Through Diploma course in ECCE.
 - b) Training Refresher Courses (Pre/In service) for ECCE personnel of Govt. Programmes (ICDS, Balwadi, etc) or Private institutions (for Principals/ Teachers)
- 5) To act as an agency for coordination, monitoring and evaluation of programmes on ECCE.
- 6) To conduct outreach activities for development of children and parents belonging to underprivileged groups.
- 7) Development of low cost indigenous teaching material for pre-primary education.
- 8) To generate additional revenue for the University and increase vocational opportunities in the University.

Advisory Committee:

1. Chairperson : Vice-Chancellor, University of Jammu
2. Co-chairperson : Dean, Faculty of Science
3. Prof. Rita Jitender, Former Secretary, J&K Cultural Academy
4. Dr. A.K. Gopal, Additional Director, National Institute for Public Cooperation and Child Development, New Delhi.
5. Director, Centre for ECCE.

Managing Committee:

- Director, Centre for ECCE.
- Head, P.G. Deptt. of Home Science, Jammu University, Jammu.
- One Associate Professor and One Assistant Professor from the P.G. Deptt. of Home Science. Jammu University, Jammu (to be nominated by the Head, Home Science).
- Centre coordinator

Requirements for the centre:

- 1) **Additional Building-** as per plan enclosed in Annexure-IV

2) **Staff:**

- **Centre Director (Honorary)** –One (to be nominated by the Vice-Chancellor from the existing faculty)

For Nursery School: (Details in Annexure-I)

Centre coordinator	-	One
Teaching Assistants	-	Three
Ayahs/Maids	-	Four
Office Assistant	-	One (Part time)
Peon	-	One

For Diploma Course:

Assistant Professors	-	Two
Office Assistant	-	One (Part time)

***Expenditure on salaries of the staff can be met out of revenues generated by the fees.**

There is no financial burden on the University for the programme of the centre will rather generate revenue for the university.

BUDGET:

I. Expected revenue (from fees)			
A.	Diploma Course:	Per Student	Total (x 10)
	Admission Fee (one time)	= Rs. 10,000/-	Rs. 1,00,000/-
	Tuition Fee (Sem. I and II)	= Rs. 12,000/-	Rs. 1,20,000/-
			Rs. 2,20,000/-
B.	Nursery School:	Per Child	Total (x 60)
	Admission Fee (one time)	= Rs. 2,000/-	Rs. 1,20,000/- (Annual)
	Tuition Fee (per month)	= Rs. 500/-	Rs. 3,60,000/-
	Teaching Practice fee (M.Sc. students) @ Rs. 225/- per year for 40 students (20 per semester)	= Rs. 450/- (per student)	Rs. 18,000/- (450 x 40)
			Rs. 4,98,000/-
	Total Excepted Revenue (I)	=	Rs. 7,18,000/-
II Expenditure			
A.	To be incurred out of revenue generated by fee in (I)		
1.	Staff Salary (Monthly):		
	Diploma Course in ECCE		
	Assistant Professors (2) @ Rs. 6, 000/- (per month)	= Rs.	12,000/-
	Accountant (1)- Part time @ Rs. 1000/- (per month)	= Rs.	1,000/-
	Peon (1) @ Rs. 1000/- (per month)	= Rs.	1,000/-
		Rs.	14,000/-
	Lab. Nursery School		
	Coordinator (1) @ Rs. 6, 000/- (per month)	= Rs.	6,000/-
	Teaching Assistant (3) @ Rs. 2000/- (per month)	= Rs.	6,000/-
	Ayas/Maids (4) @ Rs. 1500/- (per month)	= Rs.	6,000/-
	Accountant (1)- Part time @ Rs. 1000/- (per month)	= Rs.	1,000/-
		Rs.	19,000/-
	Total Expenditure on Salary per month	= Rs.	33,000/-
	Total Expenditure on Salary per Annum	= Rs.	3,96,000/-
2.	Recurring Expenses	Per month	Per annum
	Guest Assistant Professors	Rs. 2, 000/-	Rs. 24, 000/-
	Miscellaneous (Contingency, Postage, Photostat, Telephone, etc.)	Rs. 3, 000/-	Rs. 36, 000/-
	Total	Rs. 5, 000/-	Rs. 60, 000/-
	Total Expenditure (1+2)		Rs. 3, 96, 000/- Rs. 60, 000/- Rs. 4, 56, 000/-
B.	To be incurred by the University		
1.	Building- Estimated cost		Rs. 9, 94, 558/- (Please refer Annexure-IV) 2.

Infrastructural Development

The department has saved some money to the tune of Rs. 1,50 lacs from the earnings of the Lab. Nursery School and this amount may also be allowed to be utilized for developing Infrastructural Facilities for the School. Later another proposal will be sent to UGC for financial grant for this purpose.

Revenue vis-à-vis Expenditure

Total expected revenue (I)	= Rs. 7, 18, 000/-
Total expenditure (II)	= Rs. 4, 56, 000/-
Net Earning	= Rs. 2, 62, 000/-

EXPANSION OF EXISTING NURSERY SCHOOL

Background Information:

The present nursery school was initially started in April 1997 after getting permission from the then Vice-Chancellor to run it on self-sufficient basis. It was proposed to be started as a laboratory for M.Sc. and Doctoral students of P.G. department of Home Science and provide supportive day care facility to wards of University employees. The school is housed in a hall room (laboratory) inside the department. The school is funded from two regular sources- (a) Children's fee and (b) Teaching practice fee (Rs. 225/- per annum) received from M.Sc. Students. The school is managed by the Departmental Affairs Committee of the Home Science Department with the Head as its Chairperson. Presently, there are five staff members (2 Teaching Assistants and 3 Ayahs/Maids) for running the day-to-day activities in the nursery school, The staff is employed on temporary basis. One of the research scholars has been assigned the duty for coordination of nursery school activities and she works on honorary basis. The school is based entirely on "play-way" approach and scientific principles are followed in teaching-learning aspects.

From Past to Present: Benefits and Need for Expansion:

The Nursery school has been a successful experiment for the department and the University in the following ways:

- 1) The school has been very well received and there is ever increasing demand for seats in the school. The demand has been such that the University authorities were requested thrice to increase the number of seats from 10 to 20 to 35 at present during the period of last three years. Still, at the time of writing this proposal, there are about 10 children on the waiting list whom we are not able to accommodate mainly due to lack of space.
- 2) The UGC has supported the programme by providing assistance for development of infrastructural facilities to the tune of Rs. 2 lacs. Various kinds of indoor and outdoor equipments, psychological tests, kitchen equipment, computer and related accessories have been acquired out of this grant for use with nursery school children.
- 3) The University has been able to earn revenue of about Rs. 1.5 lacs and has been able to provide vocational opportunity to staff (especially women from under privileged sections of society who are working as child care maids).
- 4) On the basis of the pattern approved by UGC for provision of grant (mentioned in S.No.2), the age for admission of children was expanded to include children between 6 months- 6 years as eligible for admission to the school. Hence, Crèche and Day care facilities are also being provided to children. Such facilities are scarcely available even uphill now in Jammu, which is a great service for the employed mothers.
- 5) The students are benefited by having a living laboratory in their own institution thereby saving lot of efforts and time they would otherwise spend in conducting practical related to ECCE.

Hence in view of all these benefits and in order to further strengthen the existing preschool programme, it is envisaged that we undertake further expansion of the nursery school.

Advisory Committee for Nursery School:

1. Mrs. Ajita Mattoo (IAS)
2. Representative from Mirambika school, New Delhi
3. Representative from Indian Association for Preschool Education (IAPE)- Jammu Chapter

Requirements:

1) Expansion of existing building:

The first and the most pressing requirement is space. Children need adequate space for their growth. It is not possible to conduct activities with young children without having enough space. At present, the nursery school is housed only in one laboratory room. A small portion of another laboratory has been allocated for use by children thus putting lot of pressure on the department for want of space. Grouping of, children according to their age is important for providing some specific age related inputs but this is not possible due to problem in accommodation. In view of this , a plan has been prepared for additions in the existing building. The estimated budget for expansion of the building as per the Works Department, Jammu University is about Rs. 10 lacs approximately.

2) Staff:

Centre coordinator-one

This person will have minimum qualification as M.Sc. (Human Development) She will be fully responsible for coordinating the activities of the nursery school. **Teaching Assistants** (on contractual basis)- Three (Graduates with Diploma in NIT) **Ayahs/ Maids- Four** (Minimum qualification- 10th and experience of dealing with children desirable).

Office staff- accountant/ clerk (one) part time (can be drawn from existing staff).

Peon-one (qualification as per University norms.)

2) Addition in Infrastructure:

At present, the school has enough Infrastructure to admit 60 children. A proposal can, however, be sent to UGC requesting more funds for this purpose. In addition the profit earned from the Nursery School (Rs. 1.5 lacs till date) can be utilized for infrastructural development.

Financial Implications for the University:

The University is requested to sanction grant for expansion of existing building. One permanent post of Centre Coordinator (equivalent to Assistant Professor's grade) be sanctioned so that the responsibilities of handling young children could be specified and fixed. Other staff will be employed, on contractual basis and salaries of the staff can be met out of the revenues generated.

“Fees & other charges for admission in the Nursery school and Day Care Centre”³

Sr. No.	Catgory	University Employee	Non–University Employee
Nursery–School			
1.	Security	Rs.1000/-	Rs.1000/-
2.	Admission Charges	Rs.1500/-	Rs.2000/-
3.	Tuition Fees/Activity Charges	Rs.500/-	Rs.550/-
Day Care			
4.	Scurity	Rs.1000/-	Rs.1000/-
5.	Admission Charges	Rs.1500/-	Rs.2000/-
6.	Day Care Charges	Rs.300/-	Rs.350/-
7.	Tuition Fees/Activity Charges	Rs.500/-	Rs.550/-

STATUTES GOVERNING THE P.G. DIPLOMA ON EARLY CHILDHOOD CARE AND DEVELOPMENT IN THE P.G. DEPARTMENT OF HOME SCIENCE.²

COURSE

The job oriented diploma course in ECD is a one – year full time course. There will be 2 semesters in the course and admission will be made in August along with the admission to Masters in Human Development. Examination will be held in the month of Dec./Jan. for the 1st semester and May/ June for the 2nd semester.

The syllabus for the diploma course has been prepared in consultation with experts from the national level ECCE institutions so as to make the course competitive and meaningful.

There will be four theory papers (4 credits each) and one practical paper (8 credit each) in each semester. Following are the Theory and Practical papers in each semesters:-

First Semester :

Name of the Papers:

Paper – I	Introduction to Child Development
Paper – II	Introduction to Early Childhood Care and Education.
Paper – III	Organization and Management of ECCE Institution.
Paper – IV	Planning Programmes And Activities for Children.
Paper – V	Practical and Internship.

Second Semester :

Paper – I	Child Health and Nutrition
Paper – II	Child with Special Needs.
Paper – III	Teaching Methods in Preschool Education.
Paper – IV	Working with Parents and Community.
Paper – V	Practical and Internship.

The total credits to be earned per Semester are 24. Practical work will also include internship which would mean placement in an institution of ECCE, on temporary basis.

Extensive practical experiences of working with children will be provided in the departments laboratory nursery school.

ELIGIBILITY

Female graduates in any discipline with minimum 55% marks shall be eligible for admissions to the course. Preference will be given to the candidates in the following order:-

- Ist category : B.Sc. (Home Science)
- IInd category : B.A. with Home Science as an elective subject.
- IIrd category : Graduates from other streams with either of the subjects: Psychology, Sociology, Social work or Education.

Candidates who have passed the qualifying examination from a University other than University of Jammu shall be required to obtain the eligibility certificates from this University at the time of admission.

In – Service candidates will be given relaxation of marks in the qualifying examination (50%) , If they fulfill all other criteria.

CRITERIA FOR ADMISSION

Academic merit will be the criteria for admission.

No. of seats: The total number of seats in this course shall be 10.

FEE STRUCTURE

Admission fee (one time) : Rs 10, 000/-

Tuition fee (for two semesters) : Rs. 12, 000/-

(Tuition fee to be paid in two installments of Rs. 6000/- each in the beginning of each semester). Fee will be accepted through Bank Draft in the name of H.O.D, Home Science Department, University of Jammu, Jammu.

Other fee including Hostel charges will be notified from time to time.

PERIOD OF STAY

No student shall be allowed to remain on rolls in the Department exceeding the period of two years.

CANCELLATION

- a) The Admission Committee concerned, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate / Students 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 her application form that is found in correct or produces a certificate, which is not genuine.
 - ii. In the opinion of the admission committee has taken up employment or a vocation which is likely to interfere with the studies in the University.
 - iii. Fails to pay the fee and deposits including Hostel fee and deposits, with in the time prescribed by the Head of the Department / Warden of the Hostel concerned.
- b) 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 75% 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 her.

**ESTABLISHMENT OF DOCUMENTATION CENTRE ON EARLY
CHILDHOOD CARE AND EDUCATION****Need for Documentation centre;**

Early childhood care and education is an important priority area for national development. For sustenance of research, training and extension activities in this area, a backbone review material is essential. This review material could be in the form of books, research journals, research reports, Ph.D. thesis, M.Sc. Dissertations or other published material like newspapers and magazines. It is important that these materials be classified and listed so that proper documentation is done for a systematic search.

Rationale for establishment of Documentation Centre in P.G. Department of Home Science:

As mentioned earlier, the P.G. departments of Home Science is providing Masters degree programme in Human Development (one of the five branches of home Science) and ECCE is one of the core areas of the study in Human Development. The department has large quantity and variety of documents/ books available on ECCE which is currently being utilized by M.Sc. and Ph.D. students. This facility could be provided to other scholars who are engaged in activities in ECCE. Local data related to growth and development of Children in J&K is also available which could be utilized by planners and policy makers for welfare of children.

Requirements:

There are no financial implications on the university for this centre since

- 1) It will be managed by Centre Coordinator (of Nursery School) aided by research scholars of the department.
- 2) Miscellaneous expenses on items such as contingency, photocopying, stationary etc., may be met out of the nursery school fund.

SYLLABUS FOR DIPLOMA COURSE IN ECCE

Academic Programme:

The diploma course on ECCE will be a two semester course. Enrollment for the course will be done in August each year (at the time of admission to M.Sc. Programme).

The Scheme of Studies will be as follows:

First Semester:

There will be 4 theory papers (4 credit each) and one Practical paper (8 Credits). The total credits for the semester will be 16. The total weightage of marks per semester will be 600. All papers are compulsory.

Name of the Paper	Ext. Assessment	Int. Assessment	Total
Paper-I			
Introduction to Child Development	80	20	100
Paper-II			
Introduction to Early Childhood Care and Education	80	20	100
Paper-III			
Organisation and Management of ECCE Institutions	80	20	100
Paper-IV			
Planning Programmes & Activities for children	80	20	100
Paper-V			
Practicals and Internship	100	100	200

Second Semester:

There will be 4 theory papers (4 credit each) and one Practical paper (8 credits). The total credits for the semester will be 16. The total weightage of marks per semester will be 600. All papers are compulsory.

Name of the Paper	Ext. Assessment	Int. Assessment	Total
Paper-I			
Child Health and Nutrition	80	20	100
Paper-II			
Children with Special Needs	80	20	100
Paper-III			
Teaching Methods in Preschool Education	80	20	100
Paper-IV			
Working with parents and Community	80	20	100
Paper-V			
Practicals and Internship	100	100	200

Pattern of Examination:

Examination for first semester will be held in December-January each year and for second semester in May-June. The total marks for the two semester will be 1200. The passing criteria will be as per University Norms. All successful candidates will be awarded Diploma Certificates by the University.

Reference:

1. University Council Resolution No. 80 dated 21-06-2004
2. University Council Resolution No. 67.19 dated 25-02-2008
3. University Council Resolution No. 68.03 Dated 27-03-2009

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CHAPTER LXXIII A(II)

CENTRE FOR MEDIA STUDIES

ADVANCED DIPLOMA IN MEDIA STUDIES'

1. **Introduction:**

The present century is fast emerging as an era of Electronic and Print Media. It has enormous vocational potential and as far as one can visualize. It is likely to grow further into a vast empire of job-oriented possibilities perhaps more than even the latest possible technological advancements achieved by mankind. Thus, at this juncture of human history when even the latest scientists and technological developments have failed to guarantee an honoured existence to even the skilled individuals, it is high time that suitable policies are devised whereby Universities and Educational Institutions are made not to waste their resources, which are already very meager and insufficient as compared to their needs on such streams of knowledge as have no social relevance and which do not guarantee an honourable existence to a citizen. It is in this background that introduction of professional course in Media studies is being envisaged. This step should have been taken long back. So that by now this would have grown into a full fledged institute like that of A.J.Kidwai Mass communication Research Centre, Jamia Millia Islamia, New Delhi, or Indian Institute of Mass Communication, Govt. of India, New Delhi. Anyhow, better late than never, even now its introduction would throw open new avenues of progress and development for the young generation of this region.

2. **Duration:**

The Duration of the Course will be one year, spread over two semesters.

3. **Eligibility and admission Criteria:**

The course shall be open to all candidates having passed B.A./B.Sc./B.Com. or equivalent examination with 50% marks from any University of the country or abroad. For Scheduled Caste, Scheduled tribe candidates, the minimum requirement of marks shall be 45%. The candidate selected for admission on the basis of marks secured in the qualifying examination shall be called for the interview by the Board constituted by the Vice-Chancellor. The number of candidates called for interview shall generally be three times the number of seats in order of merit. Final selection of the candidates will be based on the composite merit gained by the candidates. The weightage for academic merit and interview shall be 80% and 20% respectively.

4. **Number of Seats:**

There shall be 20 seats(initially) . Each candidate shall have to pay Rs. 20,000/- as admission fee apart from other University fees as applicable from time to time.

5. **Infrastructure and Faculty Requirement:**

By the time the University is in a position to provide for all these facilities it can tie-up with both the A.J. Kidwai Mass Media Research Centre, Jamia Millia Islamia and the IIMC New Delhi as Kashmir University has done but teaching faculty would have to be provided for running the courses. Initially, four faculty members will be recruited on contractual basis. Besides above some clerical and menial staff would also be required for manning the office etc. Initially one S.A. and one orderly would suffice on contract basis. Till the

accommodation is developed and provided to the Department, it will be housed in the existing/available accommodation in the University . Since it is a professional course and the students are to be trained for entering into Electronic and Print Media Industry, the creation of the following facilities would be imperative at later stage.

- a) A full studio for production of Radio programmes fitted with necessary digital apparatus for recording and relaying the programmes.
- b) A full fledged T.V. Studio with fitted lights and cameras to produce T.V. programmes.
- c) A control room for recording T.V. programmes fitted with necessary apparatus.
- d) A small Film Studio with 16mm – 35 mm cameras and other apparatus for producing films.
- e) A control room for recording Film Programmes fitted with necessary apparatus
- f) A lab for editing films with necessary apparatus.
- g) A small off-set printing press with a speed of printing 10,000 copies per hour.

These facilities would have to be adequately manned by the following Technical Staff:

- h) A well trained Operator/Engineer to operate Radio Apparatus.
- i) A trained Technician/Engineer to operate Television and film apparatus.
- j) A trained Technician for editing films

Three technicians to run the printing press.

7. **Attendance:**

A candidate once admitted to the course shall be required to have to his credit minimum of 75% of attendance to make him eligible to appear in term end examination in all courses of study including practicals.

Being a professional course, the students will be required to put in longer hours of work lasting till late in the evenings and on holidays. Absence from class continuously for 30 days shall lead to cancellation of admission and the name of such errant student shall be struck off the rolls. Partial absence or irregularity shall also be suitably penalized. The class teachers shall display on the Notice Board the attendance statement at the end of each month and no notices shall be served to the errant students.

8. **Performance and Evaluation:**

The performance of students shall be evaluated regularly through Internal assignments and tests both theoretical and practical. The programmes of practical/tests shall be drawn by the class teachers and notified at the beginning of every month which will be strictly followed. No candidate will be promoted to the next class unless he has obtained 50% marks both in theory papers and practicals/internal assessment project assignments separately. A candidate failing in one part i.e. either in theory paper or practical shall be deemed to have failed in the entire paper and shall be allowed to repeat the same as and when teaching in that paper is undertaken by the Department.

9. **Courses of Study:**

Teaching in the following courses of study shall be imparted to the students and examined accordingly at the end of each term besides evaluating practical work, viva-voce and

internal assessment and sessional work.:

First Semester

- Course I - History and Development of Journalism
- Course II - Various Journalistic Forms-Principles
- Course III - Radio-History and development
- Course IV - Various Programmes-Production Techniques

Second Semester

- Course V - Television History and Development
- Course V - Various Programmes-Production Techniques
- Course VII - Film- History and Development
- Course VIII - Various Film- Production Techniques

However, the final and detail Structure and Statutes governing the course shall be decided by the Adhoc Board of Studies.

10. Adhoc Board of Studies

The constitution of the Adhoc Board of Studies in Media Studies would be as under:

1. Dean, Academic Affairs.
2. Dean, Faculty of Arts.
3. Dean, Faculty of Social Sciences.
4. Head/Director, Department of Media Studies.
5. Director, Mass Communication research Centre, Jamia Millia Islamia, New Delhi.
6. Director, IIMC, New Delhi.
7. Director, Doordarshan, Jammu.
8. Director, Radio Kashmir, Jammu.
9. One Nominee of the Vice-Chancellor.

Reference:

1. University Council Resolution No. 96 dated 21-06-2004
2. University Council Resolution No. 67.134 dated 25-02-2008

CHAPTER LXXIII–B

P.G. COURSE IN FISHERIES ¹

Fisheries has been recognised as a vocational course by U.G.C. and introduced as integral part of B.Sc. curriculum in many colleges of the country and State of Jammu and Kashmir too. Students opting this subject at graduation level are presently put to disadvantageous position vis-à-vis other science stream students because:

1. They lose chance of admission to higher education as no University in the State(Jammu University/Kashmir University or SKAUST) is running M.Sc. Fisheries course. Thus, chances to get admission for higher education are reduced from three subjects to two subjects at Master's Level.
2. Training being provided at graduation level at present is insufficient for want of both infrastructure and availability of specialized manpower in Colleges.
3. Most of the fisheries training institutes are presently located in and around the coastal States. Even training imparted is aimed at exploitation and utilization of marine sources, thus leaving a niche for inland freshwater aquaculture to be started by an institute opting to do so.

It is worthwhile to state here that there is a need for a centre that could impart training about cold water fisheries in Himalayas, a place with tremendous scope for hilly cold waters and sport fishery. The Course presently proposed shall provide an opportunity to the pupil who opt Industrial Fisheries at B.Sc. Level to undertake a P.G. Course in Fisheries. The course shall be equivalent to the one in vogue for students of other streams (Chemistry, Physics, Botany and Zoology etc.) and would justify to further equip the students who may opt. For self employment through adoption of fisheries as a profession.

As Universities today do not have sufficient financial inputs for starting new courses, it is proposed that the course, P.G. Course in Fisheries be initiated as Self sponsored course through the Director of Distance Education in collaboration with the Department Zoology.

ORGANISATION

The Directorate of Distance Education and Department of Zoology in coordination shall administer the course through internal staff. Some administrative staff, comprising of Junior Assistant-cum-Typist, orderlies etc. shall be engaged on remuneration basis.

JURISDICTION

A person residing in any part of the country will be eligible to enroll himself/herself for this course provided he/she is otherwise eligible.

DETAILS ABOUT THE COURSE

The Directorate of Distance Education and the Department of Zoology shall run this self-sponsored three year P.G. Course in Fisheries through Distance mode of education. The course will be on the pattern of regular Post-graduate course of the University of Jammu. The first two year academic Programme will be covered through four semesters. The course material of each semester will be provided to the students at the start of each semester. One month Personal Contract Programme (PCP) shall be organized at the time as notified by the Course Co-ordinator. Ninety-hour theory classes to cover the

subject/course and thirty practicals will be conducted to provide laboratory/field training to the students.

Internal assessment and terminal examination for each semester will be as per regular science courses.

ELIGIBILITY

The P.G. Course in Fisheries through Distance Education mode shall be open to employed and other candidates who have passed the Bachelor's Degree of 10+2+3 pattern from any recognised University with the following combinations:-

- i) Botany + Zoology + Industrial Fish & Fisheries (or other combinations with Industrial Fish & Fisheries as approved by the University of Jammu).
- ii) Botany + Zoology + Chemistry
- iii) B. V.Sc.
- iv) B. F.Sc.
- v) B.Sc. Agriculture

The students who have passed B.Sc. with Industrial Fish & Fisheries as one of the subjects or have done B. F.Sc. with not less than 50% marks shall be considered for admission first. Thereafter if seats remain vacant, candidates who have passed qualifying examination with other combination and have secured more than 60% marks shall be considered. If seats still remain vacant, the candidates with less than 50% shall also be considered for admission.

EXAMINATION AND AWARD OF DEGREE

The Statues governing the examination of the regular Post-graduate courses in science, University of Jammu shall also apply to the students of Post-graduate Course in fisheries through distance mode.

The examination will be conducted by the Controller of Examinations of the University as is in the case of regular students. The successful candidates will be awarded the same degree as is awarded to the successful regular students of Post-graduate Science Department.

ADMISSION

The Director, Distance Education and the Co-ordinator of the programme shall look after the arrangements including issue of admission notice, receipts of admission forms, conduct of entrance test, (if and when required) preparation of merit list and display of list of selected candidates etc.

Application for admission to the course shall be invited through notification published in local and national (at least one each) newspapers by the Director, Distance Education with the approval of the Dean Academic Affairs/Vice-Chancellor.

The selection to the course will be made strictly on the basis of merit.

ENROLMENT

The number of seats in the P.G. Course in Fisheries shall be 25. The distribution of seats for admission shall be as under:-

- a) 12 seats shall be reserved for candidates who have passed qualifying examination from the University of Jammu.

- b) 12 seats shall be filled by candidates from all over India on merit basis.
- c) One seat shall be reserved for in-service candidates or candidates sponsored by Govt./NGO's/Industrial Houses associated with Fish and Fisheries products.

Note:- In case no candidate is recommended in category (c) the same shall be filled from category (a/b) on the basis of merit.²

METHODS OF INSTRUCTIONS

Instructional methods in Distance Education shall essentially be based on the supply of course materials for home study, supported by the written assignments, personal contact programme, library facilities, audio-visual aids, radio broadcasts, extension Assistant Professors etc.

LESSONS

The syllabus for each course will be divided into a suitable number of lessons/units known as lecture scripts by the subject committee. Lecture scripts will be prepared by the subject experts. The lessons will be reviewed periodically to enrich and up-date as per the practice of Distance Education and guidelines of the Distance Education Council. The lessons will be dispatched to the students at regular intervals.

PERSONAL CONTACT PROGRAMMES

As a part of imparting education through distance mode, the Directorate will hold one contact programme in each semester of the duration of 30 days. The contact Programme will be compulsory. Classes will be organized at campus, University of Jammu.

RESPONSE SHEETS

For evaluating the students and sustaining their interest in studies, there shall be response sheets in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student will be required to submit minimum 2 response sheets.

INTERNAL ASSESSMENT

Sessional assessment in theory and laboratory courses (except dissertation) shall be awarded at the end of each semester.

(A) Theory Courses:

Sessional assessment in each theory course shall be based on assignments/test of 20 marks in a 4 credit course and 10 marks in 2 credit course

(B) Laboratory Courses:

Sessional assessment in each laboratory course shall be based on daily performance, attendance and a test and distribution of marks in each component shall be in the manner detailed below:

	4 Credit Lab. Course	2 Credit Lab. Course
(1) Daily Performance	27 marks	13 marks
(2) Attendance	10 Marks	05 marks
(3) Test	13 marks	07 marks
Total	<u>50 Marks</u>	<u>25 Marks</u>

The distribution of marks for attendance shall be in accordance to the following scheme:

	ATTENDANCE	MARKS
a)	Below 75% of the total number of attendances	ZERO
b)	From 75% to 80% of the total number of attendances	40%
c)	Above 80% to 85% of the total number of attendances	60%
d)	Above 85% to 90% of the total number of attendances	80%
e)	Above 90% of the total number of attendances	100%

Note: *minimum of 75% of attendance in each Theory and Laboratory Course is required for a student to become eligible to appear in the examination.*

NON-TEACHING STAFF

In order to carry out administrative work of the course, management of fishery pond, store, and watch and ward activities, following non-teaching staff will be engaged on remuneration basis:

1.	Clerk-cum-Computer Assistant	1
2.	Office Bearer	1
3.	Fisherman	1
4.	Caretaker of Ponds	3 (for around the clock duty)
5.	Store Incharge	1

TEACHING STAFF

The Department of Zoology will run the course through its existing teaching staff and resource personnel from other Universities/institutes.

DUTIES OF THE TEACHING STAFF

1. Head, Department of Zoology: To supervise the conduct of the course.
2. Coordinator:
 - a) To look after admission to the course and supervise academic work of the course.
 - b) To frame time-table and assign work to other teachers and look after the development and maintenance of the fish farm.
 - c) To ensure that the enrolment is completed, study material is prepared and despatched to the students according to pre-determined schedule.
 - d) To organise personal contact programme and make arrangements for resource personnel.
 - e) To render academic guidance to the enrolled students during office hours and teach during the PCP Programmes.
 - f) To arrange evaluation of response sheets and assignments and conduct of internal and external practical examinations.
 - g) To write, revise, review and edit lessons and other reading materials for supply to the enrolled candidates for other.
 - h) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director, DDE.
 - i) To perform such duties as may be assigned under Statutes of the University.

FEE STRUCTURE

Every student enrolled in P.G. Course in Fisheries shall have to pay the following fees

annually for two years only (in Rupee).²

1.	Enrolment Fee	Rs.	80/-	
2.	Tuition Fee	Rs.	12000/-	
3.	PCP Fee	Rs.	6000/-	
4.	Fish farm/Lib./Lab. Development Fund	Rs.	5000/-	
5.	D.D.E. Development	Rs.	3000/-	
6.	Postage	Rs.	200/-	
7.	Library Fee	Rs.	100/-	
8.	Cost of Examination Forms	Rs.	60/-	(1st & 2 nd Sem.)
9.	N.S.S. Fee	Rs.	15/-	
10.	University Corpus Fund	Rs.	50/-	
11.	Local Fund	Rs.	50/-	
12.	Identity Card	Rs.	15/-	
13.	Laboratory Security	Rs.	2500/-	(refundable)
14.	Registration	Rs.	100/220*	

Besides every candidate will have to pay registration, eligibility, examination and such other fees as are prescribed by the University. Students will have to deposit security (refundable) as may be decided upon by the Directorate for Library Books if they want to avail themselves of this facility.

Every candidate will also have to pay any other fee as may be prescribed by the University from time to time.

“For the third year the students will be required to pay only examination fee for the evaluation of their dissertations”.²

The Directorate of Distance Education will retain the accrued fees except for item 4,9 & 10 which will be transferred to Department of Zoology (4), NSS (9) and University of Jammu (10) respectively. The Department of Zoology shall credit the amount of Local Fund (under a separate head Fish and Fisheries) and shall use this and interest accrued on it for development & maintenance of fish farm on the recommendations of the Coordinator of the course.

FEES AND SUBMISSION OF APPLICATION FORM

Every candidate seeking admission shall be required to pay Rs. 100/- (non-refundable) alongwith his/her application. Application forms shall be available for sale in the DDE. All remittances of fees shall be made through Bank Drafts drawn in favour of the Director, Directorate of Distance Education, University of Jammu.

Application form complete in all respect alongwith requisite documents (specified in the application) must reach the Director within the dates notified by the Directorate for the purpose.

ADMISSION COMMITTEE

Admission to the course shall be made by the Admission Committee, which shall comprise of the following:

1. Dean Faculty of Life-Sciences
2. Director, Distance Education
3. Co-ordinator of the programme
4. Two faculty members associated with teaching of fisheries.

* If not registered earlier with University of Jammu.

** Prescription fee of Rs.200/- from the students studying in DDE, University of Jammu for the issue of duplicate enrolment card/identity card

REMUNERATION AND HONORARIUM ETC. FOR THE WORKS PERTAINING TO THE POST-GRADUATE COURSE IN FISHERIES.

1. a) Lesson Writing: Rs.1000/- per lesson + Rs.5/- per page typing (subject to maximum of Rs.50/-)
- b) Recording of lessons Rs.1000/- fixed.
2. Revision/Review of lessons Rs.300/- per lesson
Editing-cum-proof reading Rs.7/- page (to be done by subject experts only)
3. Evaluation of Assignments/Practicals tests Rs.10/- per assignment/Practical test

Personal Contact Programme

- a) Delivery of Lecture Rs.150/- per lecture+ Rs.50/- conveyance charges.(conveyance will be paid once in a day only, even if the lectures delivered or more)
- b) Practical conduct Rs.250/- for practical session of three hours duration + Rs.50/- conveyance per day.

Honorarium

- * Head of the Department Rs.1000/- p.month
- * Programme Co-ordinator Rs.1000/- p.month
- * Clerk-cum-Computer Rs.100/- per working day
- * Assistant Store Incharge Rs.100/- per working day
- * Office bearer Rs. 60/- per working day
- * Fisherman/Caretaker of Pond Rs. 60/- per working day

Contingency

Rs.10,000/- p.a.

STATEMENT SHOWING EXPENDITURE FOR THE PERIOD OF FIVE YEARS

	1st	2nd	3rd	4th	5th
1. Lesson Writing & Printing	2,18,000	2,18,000	12,000	12,000	12,000
2. Stationery	20,000	20,000	20,000	10,000	10,000
3. Evaluation of Assignments	6,000	6,000	6,000	6,000	6,000
4. Postage	2,000	2,000	2,000	2,000	2,000
5. PCP Lectures	36,000	36,000	36,000	36,000	36,000
6. PCP Practicals	18,000	18,000	18,000	18,000	18,000
7. TA & DA	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000
8. Chemicals	20,000	20,000	20,000	20,000	20,000
9. Casual Staff	2,08,800	2,08,000	2,08,000	2,08,000	2,08,000
10. Honorarium (H.O.D)	12,000	12,000	12,000	12,000	12,000
11. Co-ordinator	12,000	12,000	12,000	12,000	12,000
12. Advertisement	15,000	15,000	15,000	15,000	15,000
13. Contingent grant for Co-ordinator	5,000	5,000	5,000	5,000	5,000
14. Books & Literature of extension	50,000	50,000	50,000	50,000	50,000
15. Farm Equipment/Consumable	50,000	50,000	50,000	50,000	50,000
16. Construction of channel & pumping station			5,00,000		
17. Construction of Reservoir					3,50,000
Grand Total	7,76,364	7,76,364	10,70,364	5,70,364	9,20,364

INCOME STATEMENT FOR FIRST FIVE YEARS (Based on 25 students)

Year	M.Sc.-Ist Year (Income)	Year	Expenditure	Net Difference (Profit)
2002-03	6,69,750		7,76,36	
2003-04	13,39,500		7,76,364	
2004-05	13,39,500		10,70,364	
2005-06	13,39,500		5,70,364	
2006-07	13,39,500		9,20,364	
	60,27,750		41,13,820	19,13,930

STATUTES GOVERNING THREE-YEAR POST GRADUATE COURSE IN FISHERIES THROUGH DISTANCE

1. There shall be a Post-graduate course through Distance Education mode leading to the degree of Master of Sciences in Fisheries (hereafter referred to as Post-graduate course in Fisheries through Directorate of Distance Education, Jammu).
2. Post-graduate course in Fisheries shall be run collectively by the Directorate of Distance Education and the Department of Zoology, University of Jammu, Jammu.
3. "Post-graduate course in Fisheries shall be of the duration of three(3) years with 4 months (120 days) Personal Contact Programme (PCP) spread over Four (4) semesters in the first two years. During the third year the candidate will be required to undergo six months training at the Fish farm of State Govt. or Institution of central Govt. or ICAR at any place in the country and prepare a dissertation on the research problem mutually agreed by the internal supervisor (from University of Jammu) and external supervisor (from place where the candidate would work). Preparation of dissertation will be compulsory requirement and shall be in lieu of eight theory and eight practical credits. The allotment of internal as well as external supervisors will be made by the Co-ordinator well before the programme is initiated. In-farm training may not be required for in-service candidates (serving at place of research like State/Central Fishery, Fishery College/ICAR Institute etc.) but preparation and submission of dissertation will be an essential requirement."²
4. The syllabi and courses of study for the Post-graduate Course in Fisheries shall be the same as may be prescribed from time to time by the University of Jammu.
5. Admission of P.G. Course in Fisheries through Distance Education mode shall be open to the persons residing in any part of the country, who is otherwise eligible.
6. The P.G. Course in Fisheries through Distance Education mode shall be open to employed and other candidate who have passed the Bachelor's Degree of 10+2+3 pattern from any recognised University with the following combinations:-
 - i) Botany + Zoology + Industrial Fish & Fisheries)or other combinations with Industrial Fish & Fisheries as approved by the University of Jammu).
 - ii) Botany + Zoology + Chemistry
 - iii) B.V.Sc.
 - iv) B.F.Sc.
 - v) B.Sc. Agriculture

The students who have passed B.Sc. with Industrial Fish & Fisheries as one of the subjects or have done B.F.Sc. with not less than 50% marks shall be considered for admission first. Thereafter if seats remain vacant, candidates who have passed qualifying examination with other combination and have secured more than 60% marks shall be considered. If seats still remain vacant, the candidates with less than 50% shall also be considered for admission.
7. The number of seats in the P.G. Course in Fisheries shall be 25. The distribution of seats for admission shall be as under:-
8. a) 12 seats shall be reserved for candidates who have passed qualifying examination from the University of Jammu.

- b) 12 seats shall be filled by candidates from all over India on merit basis.
- c) One seat shall be reserved for in-service candidates or candidates sponsored by Govt. Dept./NGO's/Industrial Houses associated with Fish and Fisheries products.

Note: *In case no candidate is recommended in category (a) the same shall be filled from open merit category (b).*

9. The notification for inviting applications to the P.G. Course in Fisheries through Distance Education mode shall be issued by the Directorate of Distance Education normally in the month of June/July through local & national newspapers. Application complete in all respects and accompanied by relevant documents must reach the Directorate of Distance Education within last date as prescribed for the purpose.

Note: *Mere acceptance of application form in the office shall not amount to selection of the candidate to the course.*

10. Admission to the P.G. Course in Fisheries through Distance Education mode shall be recommended by the admission committee to the Dean, Academic Affairs/Vice-Chancellor for approval. The admission committee shall comprise the following:-

- a) Dean, Faculty of Life Sciences
- b) Director, Directorate of Distance Education
- c) Co-ordinator of the Programme
- d) Two faculty members associated with the teaching of Fish & Fisheries.

11. Admission to the P.G. Course in Fisheries shall be provisional and can be cancelled at any time in case it is found that the candidate has furnished fictitious certificates or has suppressed the facts.

12. Every student enrolled in P.G. Course in Fisheries course shall have to pay the fee as prescribed by the University from time to time through a Demand Draft drawn in favour of Director, Directorate of Distance Education payable at Jammu.

13. There shall be one contact programme of the duration of 30 days in each semester for the course. The contact programme shall be compulsory and the classes will be organised at the Campus of the University of Jammu.

14. The Statutes governing the examination of the regular P.G. Course in Science of the University of Jammu shall also apply to students of the P.G. Course in Fisheries through Distance Education. The examination will be conducted by the Controller of Examination of the University as in the case of regular students and successful candidates shall be awarded the same degree as is awarded to the successful regular students of the P.G. Course in Science.

Sessional assessment in theory and laboratory courses (except dissertation) shall be awarded at the end of each semester.

(A) Theory Courses:

Sessional assessment in each theory course shall be based on assignments/test of 20 marks in a 4 credit course and 10 marks in 2 credit course

(B) **Laboratory Courses:**

Sessional assessment in each laboratory course shall be based on daily performance, attendance and a test and distribution of marks in each component shall be in the manner detailed below:

	4 Credit Lab. Course	2 Credit Lab. Course
(1)	Daily Performance 27 marks	13 marks
(2)	Attendance 10 Marks	05 marks
(3)	Test 13 marks	07 marks
	Total 50 Marks	25 Marks

The distribution of marks for attendance shall be in accordance to the following scheme:

	ATTENDANCE	MARKS
a)	Below 75% of the total number of attendances	ZERO
b)	From 75% to 80% of the total number of attendances	40%
c)	Above 80% to 85% of the total number of attendances	60%
d)	Above 85% to 90% of the total number of attendances	80%
e)	Above 90% of the total number of attendances	100%

Note: *minimum of 75% of attendance in each Theory and Laboratory Course is required for a student to become eligible to appear in the examination.*

15. " The dissertation of the 16 credit value (8 Theory + 8 Practicals) shall start during the fourth semester. Each student in the middle of the third year, before the last prescribed date as decided by the Coordinator, shall be required to submit the same for evaluation. Assessment of dissertation will be made collectively by internal & external examiners and marks allotted separately for theory (Results, Discussions, Review of Literature etc.) and practical (Materials and Methods used)".²
16. There shall be a committee to interpret these Statutes. 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 will issue such orders as he may deem fit. Any thing not contained in these Statutes shall be governed by the existing Statutes applicable to the P.G. Courses in Science.

Reference:

1. University Council Resolution No. 78 dated 21-06-2004
2. University Council Resolution No. 66.30 dated 21-04-2006

CHAPTER LXXIII–C¹

DIRECTORATE OF QUALITY ASSURANCE IN THE UNIVERSITY OF JAMMU.

1. There shall be a Directorate of Internal Quality Assurance headed by a Director. The Directorate shall be a service department and it shall have no teaching responsibility.
2. The Director will report directly to the Vice-Chancellor without any change in the traditional hierarchy/structure of the University.
3. All issues and concerns relating to Strategic Planning will be addressed at the level of the Vice-Chancellor.
4. The personnel working against the posts of Media Officer and the Training and Placement Officer will be re-deployed appropriately by the Vice-Chancellor.
5. The administrative departments of the University shall continue to bear scrutiny from the external agency(ies), for ISO Certification, while the teaching departments shall be assessed and accredited by NAAC Only.

Reference :

1. University Council Resolution No. 68.84 Dated 27-3-2009

CHAPTER LXXIII–D

STATUES GOVERNING GLOBAL UNDERSTANDING COURSE ¹

DECLARATION

1. The period of instructions for the Certificate Course shall extend over a period of 6 months in each case or as specified by the East Carolina University, U.S.A. The examination shall be held as under-
 - a. Certificate course at the end of Semester.

QUALIFYING EXAMINATION FOR ADMISSION

2. The course shall be open to a
 - A candidate who has passed the Higher Secondary Part – II examination (10+2 pattern) of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereof or possess higher qualification.
3. No. of Seats:-

No. of seats in the course shall be determined by the East Carolina University, USA

MINIMUM ATTENDANCE FOR REGULAR STUDENTS

4. The examination shall be open to a student who is of good character and has attended not less than 90% of the periods of the Course of lectures delivered to the class.

CONDONATION OF LECTURES

5. The coordinator for the Global understanding course can condone shortage in attendance of a student upto 3 lectures.

SCHEME OF EXAMINATIONS

6. The scheme of examination will be prescribed by East Carolina University, at present following method for evaluation will be
 - A. Quizzes & Journal – 15%
 - B. Class Participation - 20%
 - C. 3 Joint Papers – 15% each
 - D. Final Exam – 20 % (The mode of final exam will be decided by the coordinator in consultation with East Carolina University).

INTERNAL ASSESSMENT

7. No Internal Assessment.

AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES

8. The Assistant Vice – Chancellor Global Academic initiatives, East Carolina University, USA, shall prescribe the syllabus and course of study for the Global Understanding Course.

ISSUANCE OF CERTIFICATE

9. No separate marks certificate will be issued to the candidate.

ISSUE OF CERTIFICATE

10. A candidate who is declared to have qualified in the Global understanding shall be awarded certificate for the course.

DETERMINATION OF DIVISION/ DISTINCTIONS ETC.

11.
 - i) The division of each successful candidate shall be determined on the basis of result of the Global Understanding Course.
 - ii) Successful candidates of course i.e. obtain 60% marks in the examinations taken together shall be placed in the first division. Those who obtain 50% or more than but less than 60% shall be placed in the second division. And all below 50% shall be placed on the third division. A minimum of 40% shall be the pass percentage for a given course.
 - iii) Those who obtain 75% or more of the aggregate number of marks shall be placed in the first division with distinction.
 - iv) A deficiency upto 1% marks in the aggregate number of marks required for 1st and 2nd division shall be condoned for placing a candidate in the first or second division, as the case may be.

AUTHORITY OF INTERPRET STATUES

12. With a view to removing any difficulty arising out of the application and implementation of these Statues, the Vice – Chancellor shall be competent to give authoritative interpretation of these Statues, and his interpretation shall be final and binding on all concerned.

13. Fee

Course fee will be Rs.3000/-

14. Eligibility conditions

For admission to the certificate course in Global Understanding, a candidate to be eligible 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 recognized as equivalent thereto with not less than 45% marks

Reference:

1. University Council Resolution No. 67.31 dated 25-02-2008.

CHAPTER LXXIII–E

ESTABLISHMENT OF INTERNATIONAL RESOURCE CELL (IRC) IN THE UNIVERSITY.¹

Reference:

1. University Council Resolution No. 66.111 dated 21-04-2006

CHAPTER LXXIII–F

ESTABLISHMENT OF ACADEMIC STAFF COLLEGE IN THE UNIVERSITY OF JAMMU.¹

Reference:

1. University Council Resolution No. 66.112 dated 21-04-2006

CHAPTER LXXIII–G

ESTABLISHMENT OF DISASTER MANAGEMENT CENTRE IN THE UNIVERSITY.¹

Reference:

1. University Council Resolution No. 66.113 dated 21-04-2006

CHAPTER LXXIII–H

ESTABLISHMENT OF CENTRE FOR WOMEN STUDIES.¹

Reference:

1. University Council Resolution No. 66.115 dated 21-04-2006

CHAPTER LXXIII-I

ESTABLISHMENT OF JAMMU UNIVERSITY TECHNO-BUSSINESS SKILL DEVELOPMENT CENTRE.¹

Reference:

1. University Council Resolution No. 66.117 dated 21-04-2006

CHAPTER LXXIII–J

“SETTING UP OF INSTITUTE OF HOTEL MANAGEMENT (IHM), UNIVERSITY OF JAMMU AT PATNITOP CIRCUIT.”¹

Reference:

1. University Council Resolution No. 68.77 date 27.03.2009

CHAPTER LXXIII–K

“ESTABLISHMENT OF PATENT CELL IN THE UNIVERSITY OF JAMMU.”⁴

Reference:

1. University Council Resolution No. 68.87 of 27.03.2009

CHAPTER LXXIII–L

“POST DEGREE CONTINUOUS LEARNING CERTIFICATE PROGRAMME (PDC) IN THE UNIVERSITY OF JAMMU IN COLLABORATION WITH UNIVERSITY OF CALGARY. CANADA.”¹

Reference:

1. University Council Resolution No. 67.64 date 25.02.2009

CHAPTER LXXIII–M

“INTERNATIONAL CENTRE FOR CROSS–CULTURAL RESEARCH AND HUMAN RESOURCE MANAGEMENT IN THE UNIVERSITY OF JAMMU.”¹

Reference:

1. University Council Resolution No. 67.124 of 25.02.2008

CHAPTER LXXIII–N

**“CENTRE FOR RESEARCH ON GOJRI AND PAHARI LANGUAGES AND CULTURE IN
UNIVERSITY OF JAMMU.”**

Reference:

1. University Council Resolution No. 67.141 of 25.02.2008

CHAPTER LXXIII–O

STATUTES GOVERNING POST GRADUATE DIPLOMA COURSE IN HUMAN RIGHTS AND DUTIES EDUCATION ¹

1. The University of Jammu shall provide instructions in P.G. Diploma Course in Human Rights and Duties Education in The Law School.
2. A candidate shall be eligible to seek admission to P.G. Diploma Course in Human Rights and Duties Education if he/she has passed: -

Bachelor's Degree examination under 10+2+3 in any discipline of the University of Jammu or an examination of any other University recognized as equivalent thereto with at least 45% marks in the aggregate for open merit seats and 40% marks for SC/ST category.
3. The total number of seats for the P.G. Diploma Course shall be 30 out of which 5 seats shall be reserved for person belonging to the Police/Para Military Forces.
4. Any person in employment or self-employment or engaged in a business or a profession shall not be eligible for admission to the course. However, such person may be considered for admission if:-
 - i/ he is in employment and produces a certificate from his employer that the employer has no objection to his employee pursuing the said course in the University and that the employee is on authorized leave for the purpose of study in the University.
 - ii/ he is self-employed person or engaged in a business or a profession and gives an undertaking in writing that he will devote his whole time for studies as a student during the period he remains on the rolls of The Law School for the course 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 recommendation to the Vice Chancellor for the admission of such candidate.
5. Subject to the provisions of these Statutes admission to the P.G. Diploma Course in Human Rights and Duties Education shall be made/regulated under the Regulations governing admission to the Post-graduate courses of the University of Jammu.
6. The Academic Council may approve the courses of studies for the P.G. Diploma in Human Rights and Duties Education on the recommendations of the Faculty of Law. It may also make such changes in the prescribed courses of study as may be considered to be necessary from time to time.
7. The course work for the P.G. Diploma in Human Rights and Duties Education shall be a whole time and of the duration of one academic year consisting of two semesters and there shall be an examination at the end of each semester.
8. Subject to the provisions contained in these statutes the 1st and 2nd semester examination shall be open to a regular student who produces of the following certificates signed by the Director, The Law School or any other teacher of the Law School authorized by the Director in this behalf:

- a) Of good conduct.
 - b) Of having completed the prescribed courses of lectures (including seminars) delivered during the semester. Provided that a student who has completed the prescribed number of lectures in an academic term but has been:
 1. either unable to appear in the examination.
 - OR
 2. unable to pass the examination.
 Shall be eligible to appear in the examination within three academic years next following the academic year in which he was unable to appear in the examination or was unable to pass the examination , as the case may be.
9. Promotion from the first to the second semester may be allowed to a student even if he fails to qualify in paper(s) prescribed for the semester examination. Provided that every student shall have to qualify in all the papers prescribed for the 1st and 2nd semester within four years of joining the first semester failing which his examination shall stand cancelled and he shall neither be allowed to continue the Diploma Course as a regular student nor to appear in any semester examination as a private candidate. Provided further that no student shall be promoted from 1st to 2nd semester unless he fulfills the statutory requirement of attendance.
10. No student shall be eligible to take semester examination unless he has attended 75% or more of the lectures/seminar/tutorial work delivered in session including practical work during the semester preceding the examination.
- Provided that a student who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Director, The Law School shall, for the purpose of condoning deficiency in attendance required by him on account of such participation, be treated as present on all the working days of his absence on such account for a period not exceeding 15 working days in a semester.
- a) State representation in international/All India Competitions organized by an agency recognized by the Board of Sports and Youth Welfare.
 - b) Participation in an Inter-University Competition held under the auspices of a University or any recognized institution as a member of the University Team.
 - c) Participation in the Inter-College Competitions organized by the University as a member of the participating institutions.
 - d) Participation in NCC, NSS of National Integration Samiti activities as a member of the institution.
 - e) Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions.
 - f) Participation in the mountaineering/hiking/trekking/skiing/rock climbing or other such activities organized under the auspices of the State Government/University as a member of the institution.
- Provided further that deficiency in a number of attendance upto 5% of the lectures delivered during the term may be condoned by the Director, The Law School.

Provided also that no candidate shall be eligible for condonation of deficiency in attendance more than once in an academic year.

11. a) The examination fee for a semester examination shall be as prescribed under the statutes. Candidates who are eligible to appear under re-appear category in more than one course shall have to pay full examination fee and those candidates having compartment /reappear in one paper will pay examination fee as prescribed by the University.

Note:

Every candidate, in addition to the fees prescribed by the University from time to time, appearing in the examination shall have to pay Rs. 3500/- as Tuition Fee.

b) Late Fee

- I. Rs. 50/- 1st count of 15 days after the last date prescribed for receipt of form /fee or both.
- II. Rs. 100/- another count of 15 days delay after the expiry of last date with a late fee of Rs. 50/-
- III. An additional late fee of Rs. 10/- per day after the expiry of last day with late fee of Rs. 100/- subject to a maximum of Rs. 500/- upto 20 days before the commencement of examination and thereafter Rs. 1000/- late fee upto 5 days before the commencement of the examination, provided question papers are available and can be sent to the centre of examination. Further late submitted case @ Rs, 2000/- with special permission from the Vice Chancellor provided question papers are available and can be sent to the Centre of examination.

12. A person, so long as he is a student of the Diploma Course, shall not be permitted to join any other course of instruction or to appear in any other examination of the University.

13. No formal certificate of having passed first semester course shall be issued to any candidate. However, a statement of marks obtained in the semester shall be supplied to every candidate.

14. No candidate shall be eligible for the Diploma in Human Rights and Duties Education unless he has passed in all the papers obtaining not less than 40% marks in each paper.

Provided that a candidate who fails in a paper/papers at a semester examination shall be allowed grace marks upto 1% of total marks prescribed for a semester examination.

15. A candidate who fails to obtain 40% marks in one or more papers at a semester examination shall be permitted to re-appear in each such paper as per University norms prescribed from time to time. However, a candidate may apply for re-evaluation as per the University norms prescribed from time to time. However, a candidate may apply for re-evaluation as per the University statutes.

16. As soon as possible after the end of the second semester examination, the Controller of Examinations shall publish a list of successful candidates classified as under:
- a) Those who obtain 60 % or more marks in the aggregate of all the two semester examinations shall be placed in the first division.
 - b) Those who obtain 48% or more marks but less than 60% shall be placed in the second division.
 - c) Those who obtain 40% or; more marks but less than 48% marks shall be shown as pass.

A candidate having obtained 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction. Deficiency upto 1% marks in the aggregate number of marks required for first or second divisions shall be condoned for purpose of placing a candidate in the first or second division.

17. Each successful candidate shall be awarded a Diploma stating the division in which he has passed and distinction obtained in the paper, if any.
18. The rates of remuneration ;for paper-setting and evaluation including the evaluation of Seminar/Project reports shall be as under or as may be prescribed from time to time:

1. Paper setting	:	Rs. 350/-
2. Evaluation of papers	:	Rs. 10/- per script subject to a minimum of Rs. 200/-
3. Evaluation of Case Study/ Project Reports	:	Rs. 150/- per report/Case Study subject to a Minimum of Rs. 300/-
4. Viva voce for both internal/ External Examiner	:	Rs. 500/- per day for 20 candidates.

19. The scheme of Papers for Diploma in Human Rights and Duties Education is attached at Annexure-I
20. However, the viability/utility of the continuance of the Diploma shall be determined after every three years by a committee of teachers duly constituted by the Vice Chancellor.

Reference

- 1 University Council Resolution No. 67.18 dated 25-02-2008

CHAPTER LXXIII–P¹

RESEARCH CENTRE FOR PERSIAN STUDIES IN THE UNIVERSITY OF JAMMU

References

1. University Council Resolution No. 67.20 dated 25-02-2009

CHAPTER LXXIII–Q¹

CENTRE FOR MARKETING SCIENCE WITHIN THE FACULTY OF COMMERCE.

References

1. University Council Resolution No. 67.21 dt. 25-2-2009

CHAPTER LXXIII–R^{1,2}

CENTRE FOR STUDIES IN MUSEOLOGY IN THE UNIVERSITY OF JAMMU

References

1. University Council Resolution No. 67.23 dt. 25-2-08
2. University Council Resolution No. 67.85 dt. 25-2-08

CHAPTER LXXIII–S¹

REGIONAL CENTRE FOR THE STUDY OF HISTORY AND CULTURE OF JAMMU & LADAKH

References

1. University Council Resolution No. 67.97 dt. 25-2-08

CHAPTER LXXIII–T¹

CENTRE FOR NEW LITERATURE, CULTURE AND COMMUNICATION.

References

1. University Council Resolution No. 67.151 dated 25-02-2008

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CHAPTER LXXIV

REGULATIONS

I REGULATIONS RELATING TO INTERNAL ASSESSMENT AND MAINTENANCE OF RECORD IN PRACTICAL PAPERS IN THE SUBJECTS COMPRISED IN THE FACULTIES OF SCIENCE, LIFE SCIENCES, ARTS, SOCIAL SCIENCES and BEHAVIOURAL SCIENCES.³

1. 50% of the total marks for the practical paper in a subject reserved for internal assessment shall be distributed as under :-
40% for class assessments and tests; and
10% for regularity of attendance.
2. (a) In case of B.A./B.Sc. total marks reserved for class assessments and test shall be distributed as under :-
 - i/ 1st assessment at the end of November on the basis of 12% Marks day-to-day performance in the laboratory/field.
 - ii/ 2nd assessment at the end of session on the basis of 12% Marks day-to-day performance in the laboratory/field from December to the end of the session.
 - iii/ Marks for class test. 16% Marks
- (b) In the case of M.A./M.Sc. and Diploma Course examinations total marks reserved for class assessments and tests shall be divided nearly (so as to avoid fractions) among the following:-
 - i/ 1st assessment at the end of three months after the commencement of an academic term/session on the basis of day-to-day performance in the laboratory/field;
 - ii/ 2nd class assessment at the end of the academic term/session on the basis of day-to-day performance in the laboratory/field after the 1st assessment;
 - iii/ class test during the period of an academic term/session.
- (c) In case of BCA total marks reserved for internal assessment in the Project Work shall be distributed as under:-³
 - i) Attendance 10 marks
 - ii) Synopsis 12 marks
 - iii) Report I & II 12 marks
 - iv) Presentation 12 marks
(Evaluation of the Project +
Live 16 marks demonstration
Of the Project i.e. (8+8)

3. Internal assessment shall be made by a Board comprising -
In the case of a College:-
 - (a) the teacher incharge of the class;
 - (b) the Head of the Department concerned; and
 - (c) the Principal of the College;
 In the case of a University Teaching Department :-
 - (a) the teacher incharge of the class; and
 - (b) the Head of the Department concerned.

4. Class assessment shall be made on the basis of performance of a student in the practical classes. Marks allotted for the class test shall be awarded proportionately on the average percentage of marks obtained by a candidate in the practical test of the house examination.

5. "Marks out of 10% for regularity in attendance in practicals shall be awarded according to the following scale :-

Provided that any candidate, who participates in Inter-College or Inter-University Sports Tournament or N.C.C. Course/Camp may, for the purpose of calculating the award, be treated as present on all working days during the days of his/her absence".²

Attendance	Marks
a/ Below 75% of the total number of attendances	Zero
b/ From 75% to 80% of the total number of attendances	40%
c/ Above 80% to 85% of the total number of attendances	60%
d/ Above 85% to 90% of the total number of attendances	80%
e/ Above 90% to 100% of the total number of attendances	100%

6. "In all calculations marks shall be calculated correct upto 1st place of decimal provided that in the total marks to be awarded to a candidate in a paper/subject out of the maximum marks allotted for internal assessment, fractions less than half a mark shall be disregarded and half and more shall be raised to a whole".¹
7. Record of internal assessment shall be maintained in the prescribed form (Appendix-A) in duplicate by each College/Department. One copy to be forwarded to the University and another copy to be retained by the College/Department.
8. Note book shall be taken into consideration for internal assessment and viva-voce of each candidate shall be held alongwith the University examination.
9.
 - i/ The Head of the University Department / the Principal of the College concerned shall forward to the Controller of Examinations the internal assessment in a consolidated form on the award rolls in duplicate after receipt of the University Roll No. slips and before the commencement of examination.
 - ii/ Class assessment be determined on the basis of day-to-day performance of the students in practical classes. Assessment in class test be determined in accordance with the provisions contained in the Regulations.

10. There shall not be any internal assessment for private candidates and the marks shall be assessed in their case in terms of the University examination out of the total marks allotted for the practical paper. The examiners shall award marks to regular and private candidates out of the same maximum and, afterwards, the total marks shall be increased proportionately by the tabulators in the case of private candidates in lieu of internal assessment.
11. A regular student, who fails to pass an examination and appears subsequently in the capacity of a late-college student, shall be treated as a private candidate for purposes of calculation of marks in lieu of internal assessment.
12. The record of internal assessment (including answer books) shall remain in the custody of the Head of the Department or the Principal of the College concerned. It shall be open to inspection by the University for a period not exceeding six months after the date of declaration of results of the University examinations.
13. The University shall make arrangement for the inspection of the sessional record of the Colleges and Post-graduate Departments at least once a year, to ensure regular returns of the assessment being made to the University. The Inspectors for this purpose shall be appointed by the Board of Inspection. Only one Inspector shall be appointed for inspection of sessional record in an affiliated College or a Post-graduate Department.
14. A fee of Rs.150/- per inspection for Post-graduate and Rs.250/- per examination for Under-graduate and B. Ed. exams. shall be paid to an inspector.
15. In the case of students who migrate from other Universities and are unable to attend or complete course of an examination in a college affiliated to this University, internal assessment shall be calculated on the basis of such class work and house examination only as are held within the period of their attendance.
16. A fee of Rs. 300/-(or US \$ to for requests from abroad) be charged for verification of various Degrees/Diplomas issued by the University of Jammu.⁴

II REGULATIONS RELATING TO THE AWARD OF INTERNAL ASSESSMENT AND MAINTENANCE OF RECORD IN EACH THEORY PAPER OF THE B.A./ B.Sc./B.Com PART-I, II AND III, M.A./M.Sc./M.Com. AND DIPLOMA COURSES EXAMINATIONS INCLUDING B.A./ B.Com. (GENERAL COURSE) EXAMINATION AND M.Com. EXAMINATION THROUGH DISTANCE EDUCATION

REGULATION 1

20% of the total marks for each theory paper in a subject reserved for internal assessment shall be distributed as under :-

- A) B.A./B.Sc./B.Com. Degree (General) Course Examinations.
- i/ 15% for other components
 - a/ Two tests of equal weightage i.e. 7.5% of the first and 7.5% of the second test (first test of 7.5 marks out of 20 and second test of 7.5 marks in the case of a paper of 100 marks). In a paper of 150 marks, 11 marks be fixed for the first test and 11.5 for the second test.
 - b/ The test shall be conducted for 50 students at one time. In case the number of students is beyond 50, let the test be conducted in more than one sittings.
 - c/ The test shall be based on 5 short answer questions.
 - d/ The questions to be set in each test shall be different.
 - e/ The first test shall be conducted before December vacations and second test be held before March of the next year.
 - f/ The test copies of the students getting beyond 75% of marks shall be evaluated by another teacher teaching the same subject. In case there is only one teacher in a College, then the teacher shall himself justify and explain the reasons for giving marks beyond 75% to the Principal. Ordinarily, the three members Committee will take decision in such cases:-
 - i/ Principal
 - ii/ Head
 - iii/ Teacher concerned.
 - ii) 5% marks for regularity of attendance.²

- B) M.A./M.Sc./M.Com and Post-graduate Diploma Courses examinations where semester pattern operates :-

- i/ At least one class test of one hour duration involving objective type items and short answer questions per course per term;

OR

- ii/ At least one seminar per course per semester.

The class test/seminar is to be conducted by the teacher/teachers teaching the course and he/she/they will be assessing it.

C) M.A./M.Sc./M.Com. and Post-graduate Diploma Course Examinations (other than those where semester system operates).

i/ 2 class assessment each carrying 5% marks, based on written assignments and one test carrying 10% marks;

OR

ii/ 2 class tests each year, each class test carrying 10% marks.

REGULATION 2

Internal assessment shall be made by a Board comprising:-

i/ **In the case of Colleges**

a/ The teacher incharge of the class;

b/ The Head of the Department concerned; and

c/ The Principal of the College

ii/ **In the case of University Department**

a/ The teacher incharge of the class;

b/ The Head of the Department concerned.

REGULATION 3

“Marks out of 5% for regularity of attendance, where provided, shall be awarded according to the following scale:-

Percentage of attendance put in	Benefit for marks to be given as Internal Assessment out of the marks reserved for regularity of attendance in each theory paper/ subject.
a/ Below 75% of the total number of attendances	Zero
b/ From 75% to 80% of the total number of attendances	40%
c/ Above 80% to 85% of the total number of attendances	60%
d/ Above 85% to 90% of the total number of attendances	80%
e/ Above 90% of the total number of attendances.	100%

Provided that calculations of attendances shall be done upto the date regular class work is dispensed with.

Provided further that a candidate, who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Principal/Head of the Department concerned, shall for the purpose of calculating the awards be treated as present on all the working days for his/her absence on such account for a period not exceeding 30 working days in an academic session.

- i/ State representation in International/National/ All India Competitions organised by agencies which are recognized by the Board of Sports and Youth Welfare.
- ii/ Participation in the Inter-University Competitions, held under the auspices of a University or any other recognized institution as a member of the University team.
- iii/ Participation in the Inter-College Competitions organised by the University as a member of the teams of participating institutions.
- iv/ Participation in the NCC, NSS and National Integration Samitis activities as a member of the recognized Institutions.
- v/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions.
- vi/ Participation in the mountaineering / hiking / trekking / skiing / rock climbing or any other such activity organised under the auspices of the State Government/ University".⁵

Participation in any of the above events would not entitle a student to claim any exemption, concession or credit in respect of his obligation to appear in the test or do assignments for purposes of Internal Assessment.

REGULATION 4

In all calculations marks shall be calculated correct upto the 1st place of decimal provided that in the total marks to be awarded to a candidate in a paper/subject out of the maximum marks allotted for internal assessment, fractions less than half a marks shall be disregarded and half and more shall be raised to a whole.

REGULATION 5

Record of internal assessment shall be maintained by each College/Department in a bound register according to the proforma given in the Appendix.

REGULATION 6

The Principal of the College/Head of the Department concerned shall forward to the Controller of Examinations, the internal! assessment in a consolidated form on the award rolls in triplicate after receipt of the University Roll Number slips and before the commencement of the examinations.

REGULATION 7

There shall not be any internal assessment for private candidates and the marks shall be assessed in their case in terms of the University examination out of the total marks allotted for the theory paper. The examiners shall award marks to regular and private candidates out of the same maximum and afterwards, the total marks shall be increased, proportionately by the tabulators in the case of private candidates in lieu of internal assessment.

REGULATION 8

A regular student who fails to pass an examination and appears subsequently in the capacity of a late college student shall be treated as a private candidate for purpose of calculation of marks in lieu of internal assessment, provided that the internal assessment earned by a regular student, who after completion of the course does not appear in the

examination may be carried forward and credit given once only to the candidate while appearing either at the next bi-annual or at the next annual examination. Provided the Principal/Head of the Department where the candidate completed the course communicates particulars of the candidate and the internal assessment earned by him to the Controller of Examinations before commencement of the examination at which the candidate appears as a late college student.

REGULATION 9

The record of internal assessment (including answer books) shall remain in the custody of the Principal of the College/Head of the Department concerned. It shall be open to inspection by the University for a period not exceeding three months after the date of declaration of result of the University examinations.

REGULATION 10

The University shall make arrangements for inspection of the sessional record of the colleges and Departments, at least once a year before the commencement of examination and in any case before the declaration of result to ensure maintenance of the record in accordance with the University Regulations and regular returns of the assessment being made to the University. In exceptional cases the Vice-Chancellor may authorise holding of an inspection after the declaration of result of an examination. In major colleges where the number of candidates is very large a team of two or more Inspectors shall be appointed to conduct the inspection of record relating to the internal assessment and in other colleges only one Inspector shall be appointed for inspection of sessional record in the colleges. The Inspector or a team of Inspectors, as the case may be for this purpose, shall be appointed by the Board of Inspection. "A fee of Rs.150/- for Post-graduate and other Diploma Examinations and Rs.250/- per examination for under-graduate and B. Ed examinations to an Inspector or, as may be prescribed from time to time, be paid to an Inspector."³

REGULATION 11

In the case of a student who migrates from any other University in accordance with the Statutes in force and is unable to attend/complete course of an examination in a college affiliated to the University, internal assessment shall be calculated on the basis of class work or tests only as is/are held within the period of his attendance.

REGULATION 12

The answer-scripts of the test duly assessed shall be shown to the students on demand and collected back for purpose of record. On the basis of feed-back received from the class test, the teacher shall take remedial measures for bridging the gaps.

REGULATION 13

Any complaint made by a student regarding the marks of an assignment or test should be attended to by the teacher concerned for post-graduate class or the teacher concerned and the Head of the Department for under-graduate classes. The Principal of the College, or the Head of the University Department can be requested by any student to examine and finally decide about a complaint in case a student is not satisfied with the disposal of his complaint at the lower level.

REGULATION 14

If a candidate is unable either to appear in a test or submit a written assignment in time for reasons to be recorded which are considered valid by the Principal of the College/ Head of .the Department, he may be given only one additional chance for evaluation before the submission of internal assessment and commencement of University examination.

REGULATION 15

The teacher teaching the class should be given credit for evaluation of assignment/tests at the following rates :-

- | | | |
|----|---|------------------------|
| a/ | Upto 300 assignments/tests scripts in the whole year | 3 periods
per week |
| b/ | Between 300 to 600 assignments/test scripts in the whole year | 6 periods
per week |
| c/ | Above 600 assignments/test scripts in the whole year | 9 periods
per week. |

REGULATION 16

“These Regulations shall also be applicable to the students on the rolls of the Directorate of Distance Education with the modification that the components and mode of award of Internal Assessment in the correspondence courses shall be as given in annexure I & II.”⁴

College _____ Class _____ (for College) Subject _____

Session _____.

Record of Internal Assessment in Theory papers

1. University Roll No.
2. Registration No.
3. Name
4. College Roll No.
5.

	Marks in Class Assessment and class Test	Class assessment/ class test	Marks secured	Maximum marks allotted for the assessment/test
	_____	_____	_____	_____
		1st assessment/test		
		2nd assessment/test		
		3rd assessment/test		
6. Attendance in theory classes:

	Class	
i/ Total of Theory/class held		Total
ii/ No. of theory classes attended by the student.		
iii/ Percentage of attendance:		
7. Marks awarded to the students for attendance in theory classes on the basis fixed by the University.
8. Total of columns 5 and 7 Total marks secured _____ Out of _____
9. Actual marks in assessment for which credit is to be given in the University examination reduced to the base of 20% of the maximum marks reserved for internal assessment.

Certified that all the above entries
 have been checked and found in
 order _____
 Principal _____
 Teacher Incharge of the
 Class _____

(FOR P.G. CLASSES & DIPLOMA COURSES)

Department _____ Class _____ Course _____

Session _____.

Record of Internal Assessment in Theory Papers

1. University Roll No. _____

2. Registration No. _____

3. Name _____

4. Departmental Roll No. _____

5. Marks in Class	Class Seminar/Class Test	Marks secured	Maximum marks allotted for the seminar/ test
_____	_____	_____	_____

1st class seminar/class test.

2nd class seminar/class test,

6. Total marks secured _____ out of _____

7. Actual marks in assessment for which credit is to be given in the University examination reduced to the base of 20% of the maximum marks reserved for internal assessment.

Certified that all the above entries have been checked and found in order _____

Head of the Department/Teacher Incharge of the class¹ _____

Components and mode for award of internal assessment in B.A./B.Com. (Part-I, II and III) Directorate of Distance Education.

- 1 . 20% of the total marks for each theory paper in a subject reserved for internal assessment shall be distributed as under :-
 - a. There shall be four written assignments in each paper.
 - b. Each assignment shall carry 5% of the marks reserved for internal assessment in a paper.
 - c. As far as possible different types of assignment topics/questions shall be framed and allotted randomly to the students.
 - d. Each student shall submit written assignments within the prescribed time.
 - e. Internal Assessment awards shall be transferred to the University within one month after the termination of the relevant examination.
 - f. The record of internal assessment for B.A./B.Com. course through correspondence shall be maintained in a bound register according to the proforma given in the Appendix-I.

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU

(Record of Internal Assessment in theory papers)

Class _____ Subject _____ Session _____

1. University Roll No.
2. Registration No.
3. Name
4. Enrolment No..

S. No.	Subject	Assignment	Assignment	Assignment	Assignment	Marks before cover- sion	Marks after cover- sion	Total asse- sment marks
		I	II	III	IV			
1.								
2.								
3.								
4.								
5.								

Components and mode for award of internal assessment in M.Com. Course through correspondence.

1. 20% of the total marks for each theory paper in a subject reserved for internal assessment shall be distributed as under :-
 - a. There shall be two written assignments in each paper.
 - b. Each assignment shall carry 10% of the marks reserved for internal assessment in a paper.
 - c. As far as possible different types of assignment topics/questions shall be framed and allotted randomly to the students.
 - d. Each student shall submit written assignments within the prescribed time.
 - e. Internal Assessment awards shall be transferred to the University within one month after the termination of the relevant examination.
 - f. The record of internal assessment for M.Com. course through correspondence shall be maintained in a bound register according to the proforma given in the Appendix-II.

DIRECTORATE OF DISTANCE EDUCATION

UNIVERSITY OF JAMMU

(Record of Internal Assessment in theory paper)

Class _____ Subject _____ Session _____

1. University Roll No.
2. Registration No.
3. Name
4. Enrolment No.

S. No.	Subject	Assignment I	Assignment II	Assignment III	Assignment IV	Marks before cover- sion	Marks after cover- sion	Total asse- sment marks
1.								
2.								
3.								
4.								
5.								

References:

1. University Council Resolution No.22 dated 24.07.1986
2. University Council Resolution No. 12 dated 23.5.1986 .
3. University Council Resolution No. 5 dated 23.5.1998
4. University Council Resolution No. 61 dated 15.12.1988.
5. University Council Resolution No. 16 dated 15.01.2001

(APPENDICES)(I-XIV)

APPENDIX-I

SCHEDULE OF DATES OF COMMENCEMENT OF VARIOUS EXAMINATIONS

S. No.	Name of the Examination	DATE OF COMMENCEMENT	
		Annual	Bi-Annual/ Supplementary
1.	B.A./B.Sc./B.Com. 3 Year (General) Course	March-April or May every year	October/November every year
2.	B.B.A.	March-April	October/ November
3.	B.Ed.	August	November/December
4.	B.Lib.Sc		As per Statutes
5.	LL.B. (Acad.) I & III Term Examinations II & IV Term Examinations Re-appear category		2nd week of February every year 2nd week of August every year To be fixed by the Director, Directorate of Distance Education under an intimation to the Controller of Examinations.
6.	M.B.B.S.		As per Statutes.
7.	B.A.&M.S. i/ Pre-Professional examination ii/ First, Second & Third Professional examinations		1st May/1st November 7th May/7th November
NOTE:	In case the dates fall on Sunday or Holiday, the examination shall commence from next working dates.		
8.	Bachelor of Engineering		As per Statutes
9.	M.A./M.Sc./M.Com. 1st & IIIrd Semester IIInd & IVth Semester		December/January May/June
10.	M.Ed. Ist Semester IIInd Semester		1st/2nd week of December 1st/2nd week of May
11.	L.L.M.		As per Statutes
12.	M.D./M.S.		As per Statutes
13.	M.B.A. Ist & IIIrd Semester IIInd & IVth Semester		December/January April/May
14.	M.C.A. I, III & V Semester II, IV & VI Semester		December/January. May/June
15.	M.Lib. Sc.		As per Statutes
16.	M.Phil		As per Statutes
17.	Pre-Ph. D.		As per Statutes
18.	P.G. Diploma Course in Business Management		As per Statutes
19.	P.G. Diploma Course in Marketing Management & Sales Management: 1st Semester IIInd Semester		December/January April/May
20.	P.G. Diploma Course in Office Management & Secretarial Practice		As per Statutes
21.	P.G.D.C.A.		As per Statutes
22.	P.G.D.C. in Applied Electronics		As per Statutes
23.	Dipioma Course in Sahityacharya in Sanskrit Language		As per Statutes
24.	P.G.D.C. in Criminology & Police Science		As per Statutes
25.	Oriental Classical Language (Old Scheme)		As per Statutes
26.	Proficiency, High Proficiency & Honours in Sanskrit (New Scheme)		As per Statutes
27.	P.G.D.C. in Sanskrit		September
28.	Modern Indian Languages		As per Statutes
29.	Diploma Course in the Faculty of Medicine		As per Statutes
30.	Preparatory Course in Music		As per Statutes.
31.	Bachelor in Music		As per Statutes
32.	Preparatory Course in Fine Arts		As per Statutes
33.	Bachelor in Fine Arts		As per Statutes

DATES OF RECEIPT OF FORMS AND FEE FOR THE VARIOUS EXAMINATIONS IN THE UNIVERSITY OFFICE

S. No.	Name of the Examination	Annual Examinations		Bi-annual Examinations	
		Regular	Private	Regular	Private
1.	B.A/B.Sc./ B.Com. Part-I Part-II Part-III	15th October 1st Nov.	15th September 1st Oct. 10th Oct.	16th August	1st July 16th Aug. 1st July 16th Aug.
2.	B.B.A. Part-I Part-II Part-III	15th Oct 1st November 10th November		16th August 16th August 16th August	
3.	B.Ed.	As per Statutes			
4.	B.Lib. Sc.	As per Statutes			
5.	LL.B. I,III & V Term II,IV & VI Term Re-appear category Re-appear (2 years Academic)	15th Nov. 2nd April	1st November 15th March	Within 10 days from the date of the declaration of the result. Within 30 days from the date of declaration of the result.	
6.	Bachelor of Engineering	Within 45 days from the last date of admission, without late fee, to the class concerned of the college and also pay the requisite examination fees on the dates to be determined by the Principal.			
7.	M.B.B.S.	Twice a year i.e. one regular and one subsequent on such dates as may be fixed by the Controller of Examinations in consultation with the Dean Faculty of Medicine.			
8.	B.A.M.S.	Two months before the commencement of examinations.			
9.	M.A./M.Sc./M.Com. Semester System (1st and IIIrd Semester of admission examination to be held in December/January)	Within 45 days 15th September after the last date to the respective semester course.			
10.	M.Ed. (for examination to be held in December) (for examination to be held in May)	15th September			15th February
11.	M.B.A.	As per Statutes			
12.	M.CA.	As per Statutes			
13.	M.Lib.Sc	As per Statutes			
14.	L.L.M.	As per Statutes			
15.	M.D./M.S	Two months before the commencement of examination.			
16.	M.Phil	Within 45 days of the last date of admission in case of 1st term examination and within 25 days after the termination of 1st term theory examination in the case of 2nd term examination.			
17.	P.G. Diploma Course in Business Management	As per Statutes			
18.	P.G. Diploma Course in Office Management and Secretarial Practice	As per Statutes			

19. P.G. Diploma Course in Marketing & Sales Management: (1st Semester examination to be held in December/January) (IInd Semester examination to be held in April/May) Within 45 days after the last date of admission without late fee to the respective Semester course. Within 30 days after the date of examination of 1st Semester.
20. P.G.D.C.A.
i) Regular students 31st January:
ii) Failures & Re-appear 15th December.
cases
21. P.G.D.C. in Applied Electronics (1st Term)
i) Regular students 15th November.
ii) Private students 15th October .
(IInd Term)
i) Regular students 15th April
ii) Private students 15th March
22. P.G. Diploma in Sahityacharya in Sanskrit Literature As per Statutes
23. P.G. Diploma Course in Criminology & Police Science As per Statutes
24. Oriental Classical Language (Old Scheme) As per Statutes
25. Proficiency, High Proficiency & Honours in Sanskrit (New Scheme) As per Statutes
26. P.G.Diploma Course in Sanskrit Language As per Statutes
27. Modern Indian Languages . As per Statutes
28. Diploma Course in Faculty of Medicine As per Statutes
29. Preparatory Course in Music As per Statutes
30. Bachelor in Music 60 days before the scheduled date for commencement of examination.
31. Preparatory Course in Fine Arts As per Statutes
32. Bachelor in Fine Arts 60 days before the scheduled date for commencement of Examination.

RATES OF EXAMINATION AND OTHER FEES/CHARGES FOR DIFFERENT SERVICES ¹**(A) EXAMINATION FEES**

S.No	Examination	Regular	Private Subjects	Science
1.	B.A/B.Sc./B.Com./BBA/BCA Full subjects.	Rs.250/-	Rs.330/-	Rs.30/-each sub.
	Re-appear in more than one subject		Rs.330/-	
	Re-appear in one subject		Rs.250/-	
	Additional subject		Rs.250/-	
2.	Music and Fine Arts Preparatory Course I Year	Rs.200/-	Rs.310/-	
	Preparatory course II year	Rs. 250/-	Rs.320/-	
	Reappear on more than one subject		Rs.320/-	
	Compartment/Reappear in one subject		Rs.225/-	
	Degree Course Part-I	Rs.200/-	Rs.300/-	
	Final Year Degree Course	Rs.300/-	Rs.380/-	
	Reappear in more than one subject	Rs.300/-	1st Degree	
		Rs.380/-	Final Degree	
	Compartment/Reappear in one subject		Rs.240/-	
3.	B.Ed. Full Subjects	Rs.300/-	Rs.380/-	
	Reappear in more than one subject		Rs.380/-	
	Reappear/Compartment in one paper		Rs.310/-	
4.	B.LIB. SCIENCE Full subjects	Rs.310/-	Rs.380/-	
	Reappear in more than one paper		Rs.380/-	
	Reappear/Compartment in one paper		Rs.310/-	
5.	M.B.B.S. 1st Professional	Rs.500/-		
	2nd Professional	Rs. 500/-		
	Final Professional Part-I	Rs. 500/-		
	Final Professional Part-II	Rs. 500/-		
	Reappear in more than one paper		Rs.525/-	
	Reappear in one paper		Rs.375/-	
6.	BACHELOR OF ENGINEERING Full Subjects in each semester	Rs. 500/-		
	Reappear in more than one paper		Rs.525/-	
	Reappear in one paper		Rs.375/-	
7.	BAMS 1st Professional	Rs. 500/-		
	2nd Professional	Rs. 500/-		
	3rd Professional	Rs. 500/-		
	Reappear in more than one paper		Rs.525/-	
	Reappear in one paper		Rs.375/-	
8.	LL.B. Full subjects in each term	Rs.310/-	Rs.360/-	
	Reappear in more than one subject in each term		Rs.360/-	
	Re-appear in one subject in each term		Rs.300/-	
9.	POST GRADUATE DIPLOMA COURSES Diploma Course in Business Management	Rs.310/-	Rs.360/-	
	Diploma Course in Office Management and Secretarial Practice	Rs.310/-	Rs.360/-	

	Reappear in more than one subject/paper		Rs.360/-	
	Reappear in one subject/ paper		Rs.300/-	
10.	POST GRADUATE DIPLOMA COURSE IN COMPUTER SCIENCE AND APPLICATION			
	Full Subjects	Rs.310/-	Rs.360/-	
	Reappear in more than one paper		Rs.360/-	
	Reappear in one paper		Rs.300/-	
11.	MASTER DEGREE PROGRAMME AND OTHER POST GRADUATE DIPLOMA COURSES ON SEMESTER/TERM PATTERN IN EACH SEMESTER/TERM			
	Full subjects	Rs.310/-	Rs.360/-	Rs.35/- for each Sc.Sub.
	Reappear in more than one paper		Rs.360/-	
	Reappear in one paper		Rs.300/-	
12.	O.C. & MIL			
	Full paper in each Examination	Rs.300/-	Rs.350/-	
	Reappear in more than one paper		Rs.350/-	
	Reappear in one paper		Rs.240/-	
S.No.	Examination			Fee
13.	M.Phil/Pre-Ph.D/Ph.D/D.Sc./M.D. & M.S.SCHOLARS			
	M.Phil			
	Admission Fee			Rs.135/-
	University Sports fee			Rs.190/-
	Stationery fee			Rs.45/-
	Magazine fee			Rs.35/-
	Games fee			Rs.200/-
				(Rs.150/- to be deposited with the Department of Sports and Physical Education and Rs. 50/- to be retained by the Department).
	Social activity fund			Rs.45/-
	Student aid fund			Rs.45/-
	Misc.			Rs.15/-
	Reading room fee			Rs.70/-
	Development fund			Rs.180/-
	Library deposit			Rs.600/- (refundable)
	Science breakage fee			Rs.500/-
	Identity card			Rs.15/-
	Laboratory Deposit			Rs.350/- (refundable)
	Supervision fee			Rs.650/- per term(to be deposited at the time of beginning of each term)
	Application fee			Rs.120/-
	EXAMINATION			
	Examination fee			Rs.550/- per term
	Reappear in one course			Rs.550/-
	Dissertation/Project work (Re-submission fee)			Rs.550/-
	Pre-Ph.D Course			
	Application fee			Rs.120/-
	Enrolment of examination fee			Rs.125/-
	Library deposit			Rs.600/- (refundable)
	Ph.D. Programme			
	Application fee			Rs.120/-
	Registration fee			Rs.550/-
	University development fund			Rs.180/-
	Library Deposit			Rs.600/- (Refundable)
	Supervisory fee			Rs.700/- per annum

Examination fee	Rs.700/-
Fee for supply of copy of Examiner's reports of Ph.D Thesis	Rs. 130/-
Library fee	Rs.120/-
D.Litt./D.Sc	
Application fee	Rs.360/-
Registration fee	Rs.750/-
University development fund	Rs.180/-
Research fee	Rs.3000/-
(Rs. 1000/- to be paid at the time of registration and Rs.2000/- at the time of submission of thesis)	
Examination fee (Payable at the time of submission of thesis)	Rs.1300/-
Library deposit	Rs.600/- (refundable)
M.D./M.S.	
Plan of thesis	Rs.600/-
Change of subject/Guide	Rs.500/-
Registration fee	Rs.950/-
Fee for late submission of M.D./M.S. Plan of Thesis	Rs.20/- per day.

NOTE:

In addition to the fees prescribed above, every candidate appearing in any examination conducted by the University will have to pay Rs.20/- as maintenance of service fee, and Rs.25/- as Desk fee. These two funds will be kept at the disposal of the Controller of Examinations.

LATE ADMISSION FEE FOR B.A./B.Sc./B.Com.

- | | | |
|----|---|----------|
| a) | for first count of seven days after the last date prescribed for admission | Rs.120/- |
| 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. | |

LATE FEE FOR SUBMISSION OF EXAMINATION FORM/FEE OR BOTH

- | | | |
|----|---|----------------|
| a) | For first count of 15 days after the last date prescribed for receipt of form/fee or both | Rs.90/- |
| b) | For another count of 15 days delay after the expiry of last date with a late fee of Rs.70/- | Rs.150/- |
| c) | An additional late fee per day after the expiry of last date with late fee of Rs.135/- | Rs.30/-per day |
- (Subject to the maximum of Rs.750/- upto 30 days before the commencement of the examination. Thereafter with a late fee of Rs. 2000/- upto 15 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 5 days before the commencement of the examination provided the question papers are available and can be sent to center of examination.)

OTHER CHARGES

- | | | |
|----|--|---------------------|
| l) | Re-evaluation of answer scripts | |
| a) | Fee for re-evaluation within 15 days after the date of declaration of the result | Rs.310/- per script |
| b) | Late fee for late entertainment of application form for re-evaluation for another count of 5 days after the expiry of the prescribed period of 15 days | Rs.175/- |
| c) | Fee to see his/her answer script within 20 days after the result of re-evaluation is declared | Rs.50/- per script |
| d) | Re-totalling of Marks/Rechecking of results | Rs.125/-per script |

REGISTRATION/ MIGRATION

- | | | |
|----|---|----------|
| a) | Registration Fee | Rs.135/- |
| b) | Revival of registration (if migration certificate is surrendered) | Rs.200/- |
| c) | Revival in the absence of Migration certificate with an affidavit | Rs.700/- |
| d) | Inter-University migration certificate | Rs.320/- |
| e) | Duplicate migration certificate | Rs.650/- |
| f) | Inter-college migration certificate | Rs.150/- |
| g) | Clearance of Disputed Eligibility/ Provisional permission after the declaration of the result | Rs.150/- |

NOTE:

- a) Those candidates whose result is withheld for want of the clearance of the examination of previous class in which they have appeared in the examination and result is awaited will be completed on payment of fee as indicated at (g) above. However, the documents is/are to be submitted within 7 days after the date of declaration of that result failing which the late fee of Rs. 150/- as indicated in the item (g) above, will be charged.
- b) If the candidate has already deposited the documents for completion of formalities before the declaration of result, he will be exempted from paying the fee as indicated at (g) above on production of documentary evidence.

CERTIFICATE-ORIGINAL/DUPLICATE

- | | | |
|----|--|------------------------|
| a) | Attempt certificate in each examination | Rs.200/- |
| b) | Merit Certificate (original) | Rs.140/- |
| c) | Provisional Certificate | Rs.170/- |
| d) | Copy of entry in the Register of students | Rs.140/- |
| e) | Eligibility certificate | Rs.280/- |
| f) | Issue of degree prior to Convocation | Rs.220/- |
| g) | Certificate of having appeared in an examination of which the result has not been declared | Rs.150/- |
| h) | Merit Certificate(duplicate) | Rs.150/- |
| i) | Duplicate qualification certificate originally signed by the Controller of examinations | Rs.2500/- ⁴ |
| j) | Duplicate qualification certificate originally signed by the Vice-Chancellor | Rs.2500/- ⁴ |
| k) | Duplicate marks card/certificate | Rs.40/- |
| l) | Duplicate Registration card/Admission card | Rs.40/- |
| m) | Duplicate library ticket/card | Rs.80/- |

CHANGE OF CENTRE/CONSTITUTION OF SPECIAL CENTRE

- | | | |
|----|-------------------------------------|----------------------|
| a) | Change of centre of an examination | Rs.600/- |
| b) | Change of session/date of practical | Rs.210/- per subject |

c)	Constitution of special centre for Practical/Theory	Rs.300/-per candidate
d)	Conduct of special practical examination	Rs.250/- plus other expenses for conduct of exam.
e)	Constitution of centre outside the state for LL.B(Acd.)/B.Ed. (per candidate with the special permission of the Vice-Chancellor)	Rs.800/-
f)	Constitution of centre outside the Jammu city for B.Ed. examination except for the college where B.Ed. education is imparted.	Rs.350/- per candidate.
g)	For other examinations of Distance Education unless otherwise notified	Rs.350/-per candidate
h)	Late submission of centre change application form	Rs.100/-
CHANGE/CORRECTION IN CERTIFICATE		
a)	Correction in name and parentage	Rs.125/-
b)	Change in name and parentage	Rs.650/-
c)	Correction in date of birth(after 20 days of the receipt of registration card)	Rs.20/-
CONVOCATION		
a)	Application fee for attending convocation	Rs.150/-
b)	Late application fee for attending Convocation in addition to convocation fee before 24 hours of the time of Convocation	Rs.100/-
c)	Issue of degree before the convocation	Rs.300/-
d)	Gown fee	Rs.75/-
INSPECTION/APPLICATION FEE TO BE PAID BY COLLEGES/INSTITUTIONS FOR GRANT OF AFFILIATION/RECOGNITION TO IMPART INSTRUCTIONS IN VARIOUS COURSES		
I	i) Application fee—	
	a) for all types of Professional Colleges/Institutions	Rs.10,000/-
	b) for all types of Non-Professional Colleges/Institutions	Rs.6000/-
	ii) Inspection fee for Oriental institutions And colleges imparting instructions in B.A./B.Sc./B.Com./BCA/BBA and B.Sc. Home Science Course or such courses of three years duration before Inspection is conducted.	Rs.35000/-
II	Inspection fee for Engineering/ Medical/Ayurvedic/Agriculture institutions offering courses of the duration of 4 years and above before the inspection of the Institution is conducted In case of courses of shorter duration The inspection fee shall be	Rs.1,00,000/- Rs.50000/-
III	Inspection fee before the Inspection of The Institution is conducted for affiliation in-	
	i) Diploma courses of one year duration (other than Faculty of Medicine/Agriculture/Engineering/Ayurvedic)	Rs.25000/-
	ii) Bachelor of Physical Education(B.P.Ed) Of one year duration	Rs.40000/-
	iii) Bachelor of Education(B.Ed) and any other Degree of one year duration.	Rs.50000/-

IV	Institutions offering L.L.B. course of 3 years of 5 years shall remit inspection fee of Rs. 75000/- before the Inspection of the Institution is conducted. Provided that Institution/s offering courses of 3 years and 5 years shall remit of Rs.100000/- before the Inspection is conducted.	
V	Inspection fee in new subject/course in the Faculty of Oriental Learning	Rs.5000/-
VI	Application fee for recognition to new Subject(s)/ courses at the time of Issue of application form	Rs.2000/-
VII	Inspection fee per subject per course for recognition of the new subject/s before inspection is conducted	Rs.3000/-
VIII	Application fee for permission to start Honours class side by side with pass Course B.A./B.Sc./B.Com in an affiliated college	Rs.2000/-
IX	Inspection fee for starting Honours course side by side B.A/B.Sc./B.Com. in an affiliated college.	Rs.3000/-per subject
X	Inspection fee for recognition on Account of Research for Ph.D degree	Rs.75000/-
XI	Inspection fee for an additional subject/ area in a center recognized for research	Rs.75000/-
XII	Endowment fund	As per Statute
XIII	Corpus fund	Rs.500/- per student Admitted in the Non-Govt. colleges of the University to be deposited by the Non-Govt.colleges every year alongwith the relevant RR
XIV	Service charge	3% of the total fee (less Rs. 500/- realized as corpus fund) deposited by student admitted in the Non-Govt. College for various courses of the University to be deposited by the Non-Govt. college every year.

NOTE:

- i) Inspection fee may be refunded only in case the application form is withdrawn or rejected.
- ii) The cash section shall not accept any fee from any institution/college unless it is asked to do so.

MISCELLANEOUS

- a) Fee for communicating the result of a candidate to each institution before formal declaration of result
Rs.300/ - plus postal charges
- b) Communication of result with detail of marks before the declaration of result
Rs.350/ - plus postal charges per institution
- c) Late submission of RR
Rs.10/- per candidate upto one month after the statutory period of submission of RR in normal course.

d)	Hiring charges of an examination hall or any other accommodation for conduct of an examination in the Campus to outside agencies	Rs.15/- per candidate subject to the minimum of Rs. 1500/- per center per day.
APPLICATION FORMS ETC.		
a)	Application form for admission to Master's Degree Programme alongwith brochure	Rs.60/-
b)	Examination Admission-cum-Permission form	Rs.35/-
c)	Application form for appointment of University teachers/officers	Rs.200/-
d)	Application form for appointment to the post other than teacher/officer	Rs.125/-
SYLLABUS		
a)	OC & MIL	Rs.45/-
b)	B.Sc. Home Sc.	Rs. 45/-
c)	B.Com.	Rs. 45/-
d)	B.A./B.Sc./BBA/BCA	Rs. 45/- per class
e)	B.Lib.Sc.	Rs. 45/-
f)	B.Ed.	Rs. 45/-
g)	LL.B	Rs. 45/-
h)	Master's Degree Programme /Post-graduate Diploma Courses	Rs. 45/- per course
i)	BAMS(each professional)	Rs. 45/-
j)	MBBS (each professional)	Rs. 45/-
k)	B.E.(each semester)	Rs. 45/-
SPORTS FEE		
a)	Sports fees	Rs. 45/-
b)	Entry Fee for various events of the University sports tournaments	Rs.40/- per student
LIBRARY		
a)	Security other than University students and scholars	Rs.500/- (refundable)
b)	Library use fee from the members other than the University students	Rs.200/- per month
c)	Library security deposit by the research scholars and students on roll of the University Departments	Rs.500/- (refundable)
d)	Library security deposit by retired teachers of the University, Prominent Govt., officials and eminent scholars	Rs.550/- (refundable)
e)	Over due late charges	i) Re. 1/- for first 10 days ii) Rs.2/- for next 20 days iii) Rs.5/- beyond 20 days (not exceeding cost of book plus 10% and any penalty imposed by the Library)
f)	Monthly Library use reading room fee for members of the teaching staff and in exceptional cases some students of affiliated colleges, former University students appearing in the competitive examinations and genuine users.	Rs. 200/-
g)	Internet Usage in the Dhanvantri Library Registration Fee(Non-refundable):Each member will be registered for a period of three months, in one go, for using the internet facility. The members will have to pay the registration fee at the following rates, to be deposited in advance, in the office of the Dhanvantri Library	

Regular students on roll of the Departments	Rs 100/- for three months or University a part thereof
Registered M.Phil and Ph.D Research the University of Jammu	Rs. 200/- for three months or Scholars of a part thereof
Ex-University Students(on the recommen- Professors of the University Department)	Rs.200/-for three months or dation of two a part thereof
Visiting Research Scholars from other Universities(on the recommendation of the HOD of the concerned University Department).	Rs. 200/- for three months or a part thereof

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)

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)	Stationary Fee	Rs.75/-	
	(Rs.35/- to be retained by the Dept. and Rs. 40/- to be remitted in University Chest. All Depts. 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.25/- to be remitted in the University Chest. In case of L.L.M./Diploma Course, Rs. 200/- to be retained by the Law department in the local fund and Rs.25/- to be remitted in the University chest).		
ix)	Games fee	Rs.200/-	
	(Rs150/- to be deposited with the Department of Sports and Physical Education and Rs.50/- to be retained by the Department)		
x)	Cultural/Literary fee	Rs.75/-	
	(to be remitted to the Dean Students Welfare)		
xi)	Social activities fund	Rs.65/-	
xii)	Student Assistance/Aid fund	Rs.45/-	To be retained by the Deptt.
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.	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	Rs. 20/-	(to be remitted to the NSS programme coordinator)
xix)	Library development fund	Rs.200/-	(to be remitted to the Central library)
xx)	Prospectus fee	Rs. 150/-	(to be deposited in the University chest)
xxi)	Practical training fee (to be charged from the students joining LL.B. course)	Rs.100/-	(to be retained by the Deptt. of Law & utilised for the purpose & in manner prescribed by the Regulations in this regard)

xxii)	Library deposit (refundable)	Rs.400/-
xxiii)	Laboratory deposit (refundable)	Rs.400/-
xxiv)	Alumni Fees ⁵	Rs.100/- (to be realized from regular students once during the pursuance of a PG course).

Enhancement of payment seat from 2.50 lac to 3.00 lac for admission to MBA programme for the academic session 2007-08 ⁶

xxv)	Induction Charges	Rs.800
xxvi)	Training and placement fund	Rs.6500
xxvii)	Course Material Fund	Rs.3500
xxviii)	Management Club	Rs.1200

(fee at S. No. xx and xxi to be retained by the respective Departments)

- B. The candidate admitted to the Department of Home science shall also be charged Rs.250/- per student for each of the two semesters(i.e. 1st and 3rd Semester)as Teaching practice fee annually.

C. 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 upto a maximum of 5 days after the last date prescribed for the purpose.	Rs.50/-
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 and 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 Brocher of P.G. Programmes/Law etc.

FEE TO BE PAID BY EACH STUDENT ENROLLED FOR P.G. DIPLOMA COURSE IN MARKETING AND SALES MANAGEMENT IN THE CENTRE OF ADULT, CONTINUING EDUCATION & EXTENTION ON SELF-FINANCING BASIS ²

1) Fee

Each student enrolled for the course shall have to pay a fee of Rs.3,000/- per semester.

2) Remuneration

The following remuneration shall be paid:-

i)	Teachers engaged to deliver lectures to the student	Rs.150/-per lecture
ii)	Librarian	Rs.300/-per month
iii)	Coordinator of the course	Rs.2000/-per month
iv)	Steno-typist	Rs.300/-per month
v)	Orderly	Rs.100/- per month

NOTE:

Advertisement and printing charges of application forms will be met out of the sale of the application forms @ Rs.100/- per form

Fee to be charged from students of Bachelor's Degree Course in Physio-therapy in the Non-Govt. Colleges from the Session 2002-03 is as under: ³

Category:

(a)	General Fee	Rs. 35,000/- per candidate
(b)	NRI/Management Seats	Rs. 75,000/- per candidate
(c)	Rs.10,000/- (Refundable to be charged from every student once at the time of admission to First Year Course.	

References:

1. University Council Resolution No. 98 dated 21-06-2004
2. University Council Resolution No. 4 dated 04-12-2001
3. University Council Resolution No. 52 dated 21-02-2003
4. University Council Resolution No. 66.10 dated 21-04-2006
5. University Council Resolution No. 67.148 dated 25-02-2008
6. University Council Resolution No. 67.43 dated 25-02-2008

APPENDIX-IV TO VI

ALL ENTRIES IN APPENDICES IV TO VI ARE UNDER UPDATION

RATES OF REMUNERATION FOR VARIOUS ASSIGNMENTS OF EXAMINATION

Name of the Examination	For paper setter	For Evaluation of Answer Book
A. PAPER SETTING & EVALUATION		
OC & MIL		
Honours. High Proficiency, Proficiency, All Certificate Courses	Rs.250/-	Rs.6/- subject to a minimum of Rs.100/-
B.A./B.Sc./B. Com. (General) Course each exam.	Rs.250/-	Rs.7/- subject to a minimum of Rs.100/-
Music & Fine Arts		
Preparatory course & 1st Year	Rs.250/-	Rs.6/- subject to a minimum of Rs.100/-
Degree in Music & Fine Arts	Rs.250/-	Rs.7/- subject to a minimum of Rs.100/-
B.Ed.	Rs.300/-	Rs.8/- subject to a minimum of Rs.100/-
B.Lib. & Information Science	Rs.300/-	-do-
LL.B.	Rs.300/-	-do-
M.A./M.Sc./M.Com./M.Ed/M.Lib./M.B.A. & All P.G. Courses/Engineering/M.B.B.S.	Rs.300/-	Rs.8/- subject to a minimum : Rs.100/-
M.Phil/LL.M./M.D./M.S. & P.G. Diploma Courses in Medicine	Rs.400/-	Rs.20/- subject to a minimum of Rs.120/-
For evaluation of Dissertation		
Thesis/Project Report		
i/ M.A. Hindi, M.Com. D.B.M./M.Ed. & D.O.M.Internal	Rs.60/- & Rs.40/- per candidate for External and Examiner subject to a minimum of Rs.200/	
ii/ M.B.A. & other P.G. and/ or equivalent exams.	Rs.125/- respectively.	
iii/ Undergraduate For various Dissertation/ Thesis/Project Reports of each candidate per session	Rs.30/- per candidate subject to a minimum of Rs.150/-	
M.Phil	Rs.350/- per evaluation and viva voce.	
Ph.D. Thesis	Viva-Voce Rs.200/- per examiner internal & external. Evaluation- Rs.500/- per examiner internal & external.	
Moderation of Question Paper.		
- Undergraduate & OC & MIL	Rs.60/-	
- Postgraduate/LL.B/B.Ed/LL.M/ M.B.A./Diploma Courses.	Rs.70/-	
Checking Assistant to the Examiner	Rs.225/- per thousand answer scripts subject to a minimum of Rs. 30/-	

NOTE:

The Checking Assistant has to cross all the blank pages of the answer scripts and the continuing sheets. At a later date if it comes to the notice of the authority that he has not done so, penalty be imposed on him/her.

Inspector for inspection of Internal Assessment

For Post-graduate & other Diploma examinations Rs.150/

For Under-graduate and B.Ed examination Rs.250/- per examination

Rs.200/- per visit per person

Inspectors for Affiliation/Recognition

B. PRACTICALS

B.A./B.Sc./B.Com.Part-I, Part-II & Part-III (General) Course Exam.

- Practical examiners in all subject

Rs.7/- per candidate per session for an examination of 4 hrs and above subject to a minimum of Rs.100/- per session.

Rs.5/- per candidate per session for an examination of 3 hrs but below 4 hrs subject to a minimum of Rs. 100/- per session.

- Supervisors in all subjects.
Laboratory Assistant

College teachers Rs.50/- per session.

Rs.4/- per candidate per session for an examination of 3 hrs but below 4 hrs subject to a minimum of Rs.40/- per session.

Rs.5/- per candidate per session for an examination of 4 hrs and above subject to a minimum of Rs.40/- per session.

Rs.8/- per candidate in the subject where the duration of the practical examination is of two days subject to a minimum of Rs.40/- per session.

Master's Degree Programme/All Post-graduate Diploma Courses except Diploma Courses in the Faculty of Medicine.

- Practical examiners

Rs.50/- per candidate for External and Internal subject to a minimum of Rs. 200 per session.

- Supervisors in all subjects

College/University teachers Rs.50/- per session.

- Laboratory Assistant

Physics, Geography & Applied Electronics at P.G. Level (all subjects)

Rs.25/- per candidate to be distributed among various functionaries associated with the conduct of Practical examination subject to a minimum of Rs.50/- per session.

C. Rates of remuneration for the internal practical examiners and other staff engaged for the conduct of practicals in the subjects of Psychology , Geography , Statistics* , Indian Music* and Home Science* for the students of Part-I, Part-II and Part-III of the three year B.A. (General) course appearing through the Directorate of Distance Education w.e.f. the academic session 1997-98 shall be as under: ¹

1. Programme Director (for the whole programme)

Rs.500/-

2. Internal Examiner in all subjects

Rs. 7/- per candidate for doing practicals of 4 hours and above subject to a minimum of Rs. 100/- per session

Rs. 5/- per candidate for doing practicals of 3 hours but below four hours subject to a minimum of Rs.100/- per session

3. Laboratory Assistant

Rs. 4 per candidate per session for practical of 3 hours but below 4 hours subject to a minimum of Rs. 40/- per session

Menial Staff (Practicals in all subjects):

- | | |
|----------------------------------|-----------------------|
| 4. Waterman/Woman | Rs.20/- per session. |
| 5. Sweeper | Rs. 20/- per session. |
| 6. Gasman and other allied staff | Rs.20/- per session. |

D. B.Ed.

- | | |
|---|---|
| - Practical Examiner | Rs.5/- per candidate per session subject to a minimum of Rs.100/- as total remuneration. |
| - Remuneration to Laboratory staff engaged for B.Ed. practical examination. | As admissible in the under-graduate courses. |
| -Practice of Teaching | Rs.3/- per lesson per candidate subject to a minimum of Rs.100/- as total remuneration per day. |

E. Music & Fine Arts

- | | |
|---|---|
| - Preparatory Course & 1st Year. | Rs.4/- subject to a minimum of Rs.100/-. |
| - Degree in Music & Fine Arts | Rs.325/- for a batch of 16 students break-up being Rs.100/- for setting question paper and Rs.225/- for evaluation for external examiner. |
| - For Viva-Voce and Practical examination to each examiner per candidate per session. | For duration of 72 hrs Rs.350/- i.e. 4 hrs daily for internal examiner and for the duration of 36 hrs. Rs.200/-. |

Music

- | | |
|--|--|
| - Both external and internal examiners | Rs.15/- per candidate subject to a minimum Rs.150/- |
| - Tabla Assistant | Rs.2.50 per candidate subject to a minimum of Rs.40/- |
| - Harmonium Assistant | Rs.2.50 per candidate subject to a minimum of Rs.40/- |
| - Studio Assistant | Rs.120/- for 72 hrs and Rs.60/- for 36 hrs. |
| - Live Model | Rs.2.50 per candidate subject to a minimum of Rs.40/- per day and outside Rs.5/- per hour. |

Music & Fine Arts

- | | |
|-------------------------------------|----------------------|
| - Menial staff required under rules | Rs.20/- per session. |
|-------------------------------------|----------------------|

F. M.B.B.S./B.D.S./M.D./M.S.

- | | |
|---|--|
| -Practical examiner for oral examination & practical examination. | Rs.25/- per candidate per examiner subject to a minimum of Rs.400/-. |
|---|--|

Menial Staff (Practical)

- | | |
|------------------|---------------------|
| - Waterman/Woman | Rs.20/- per session |
| - Sweeper | Rs.20/- per session |
| - Gasman | Rs.20/- per session |
| - Gardener | Rs.20/- per session |
| - Museum Keeper | Rs.20/- per session |
| - Mistri | Rs.20/- per session |

G. Conduct of Theory Examinations

- | | |
|---|---|
| - Inspection fee for Inspector/ Members of Flying Squad of Examination Centres. | Rs.70/- per centre subject to a maximum of 2 centres per session. (Conveyance charges be paid in case no official transport is provided). |
|---|---|

Inspector-cum-Overall Incharge. Head of the Institution of an examination centre constituted at places other than the constituent affiliated colleges / University Departments to help the Super- intendent in the conduct of Examination.	Rs.225/- per centre without ceiling of maximum amount (plus conveyance in case an examination is conducted in the afternoon session/holiday).
- Superintendent	Rs.80/- per session of examination subject to a minimum of Rs.160/- plus conveyance allowance.
- Deputy Superintendent / Invigilators (College/University Teachers) University Officer Senior most teacher will act as Dy. Superintendent.	Rs.50/- per session plus conveyance
- Supervisors (School Assistant Professors, teachers & Others)	Rs.50/- per session of examination.
- Assistant Superintendent	Rs.50 per session
- Amanuensis	Rs.25/- per session of examination
-Daftri	Rs.20/- per session of examination (Daftri is allowed where the No. of candidates is more than 20).
- Waterman/Women for exam. Centre	Rs. 20/- per session of examination
- Sweeper for Exam Centre	Rs.20/- per day of examination
- Chowkidar for exam. centre	Rs.20/- per day*
- Typing of seating plan for whole examination	Upto 10 days exam. Rs. 30/- beyond 10 days exam. Rs. 40/-
- Seating arrangement for whole examination	Upto 10 days exam. Rs. 30/- beyond 10 days exam. Rs. 40/-
-Superintendent inspecting the examination centre.	Half D.A for inspection day and conveyance allowance
External Supervisor The Inspector-cum-Overall Incharge can appoint one teacher per centre (No. of candidates per centre should not be less than 30) to act as assistant to him subject to a maximum of 5 teachers for all the centres constituted in his college.	Rs. 50/- per session of examination

**H. Scale of Flat rates for Various Articles
Needed at the Centre of Examinations**

- For a centre upto 10 days of examination	Rs.40/-
- For a centre beyond 10 days of examination	Rs.50/-
- Return of unconsumed stationery after the termination of both theory & practical examination.	Actual T.A./D.A. Rs.20/- per centre subject to a minimum of Rs.40/- (one person will collect the balance stationery of the centres constituted in the Muffasil colleges subject to a maximum of 5 centres).

NOTE:

*The payment to the Chowkidar shall not be made for all the centres and remuneration shall be paid at the prescribed rates only to the chowkidars on the strength of the College for the entire duration of the examination.

- Lifting of stationery both ways in Jammu. Rs.30/- upto centre of 20 candidates
Rs.50/- more than centre of 20 candidates.
Within Campus Rs.20/-.
- Arrangement of Urinal Rs.3/- per day of exam. subject to a maximum of Rs.50/-.
- Marking of answer scripts (Re-evaluation) Rs.18/- per answer script subject to minimum of Rs. 100/-.(to be shared in the case of team marking equally by the re-evaluators evaluating the said answer-script/s)

Carriage of parcels containing Answer Scripts to the Post Office in the Muffasil Centres

- Udhampur for Boys College Rs.20 per visit.
for Girls College Rs.10 per visit.
- Rajouri College Rs.20 per visit.
- All other Muffasil centres Rs.15 per visit.

Carriage of Parcel containing Answer Scripts after the examination from Examination Centre to University

- Within Campus Rs.6 per visit.
- M.A.M. College Rs.10 per visit.
- Other colleges/Institutions Rs.20 per visit.
- Payment to the official who is detained to receive sealed parcels from the Superintendents of Exam. Centres constituted in Jammu city after office hours. (No refreshment charges are paid). Rs.20 per day in Summer
Rs. 15 per day in Winter.

Code Officer

In case of Table Evaluation & Computerisation

Rs.2/- per candidate subject to a minimum of Rs.50/-
Rs.0.30 per script subject to a minimum of Rs.50/-.

Assistant to Code Officer

Rs.0.60 per candidate or Rs.0.12 per script in case of Table Evaluation.

Rate of Conveyance to the Coding Officer and checking assistant

- Coding Officer Rs.50/- per day subject to a maximum of Rs.200/- - Rs.400/- and Rs.600/- where the number of candidates is upto 100, 500 and beyond 500 candidates respectively.
- Checking Assistant Rs.20/- per day subject to a maximum of Rs.75/- - Rs.150/- and Rs.250/- where the number of candidates is upto 100, 500 and beyond 500 respectively.

Tabulation, Collation of Results and Preparation of Marks Certificates

- Tabulators (for all examinations) R.2.00 per candidate.
- Re-tabulation (for all examinations) Rs.0.85 per candidate.
- Collators Rs.0.50 per candidate.
- Preparation of Marks Certificate Rs.0.50 per candidate.
- Pasting of List of candidates. Rs.25/- per thousand.
- Typing of list of candidates. 15 paise per candidate.
- Comparing of list of candidates. 18 paise per candidate per pair.

- Stamping of Answer Books and Continuing Sheets.	Rs.20/- per thousand.
Table Evaluation & Project Work	
- Project Director	Rs.6000/-fixed or Rs.120/- per day whichever is less
- Dy. Project Director	Rs.4000/-fixed or Rs.80/-per day whichever is less.
- Centre Assistant	Rs.50/- per day.
- Store Keeper	Rs.50/- per day.
- Checking Assistant to Re-evaluators	Rs.225/- per thousand.
- Marks file	Rs.8/- per hundred.

Note:-

It is desirable that the work may be completed in 40 days, but in no case it should go beyond 50 days. If the work, due to one reason or the other is to be stretched beyond 50 days, prior written permission from the Vice-Chancellor is required then the Project Director may be paid @ Rs.120/- and Deputy Project Director @ Rs.80/- for additional days to be fixed by the Vice-Chancellor.

Conveyance Charges

- Members of Flying Squad/ Inspector-cum- overall Incharge/ Supdts/ Internal Assessment Inspetors/ Moderator Evaluator/ Table Evaluator/ Practical Examiner/ Evaluator for Ph.D. & others for Viva- Voce/Project Director of Table Evaluation/ Re-evaluation.	Rs.50/- per day.
- Dy.Superindent/Dy. Project Director/ Gaz. staff for jobs connected with Table Evaluation/ University or College Teachers/ University Officers as invigilators. Conveyance charge to clerical staff as are required to work after office hours for evaluation/receipt of parcels/ conduct of examination in the University.	Rs.30/- per day. @ Rs.10/- per day
- Others	As usual @ Rs.20/- per day.
- Mileage to Practical Examiner/ Inspectors. Evaluators called from other Universities for the evaluation of Ph.D., M.Phil or P.G. work .	@ Rs.3/- per kilometer for plain areas and Rs.3.50 per kilometer for hilly areas.

Note: Prescription of same rates for coding for re-evaluation as are in the case of normal as well table evaluation.***

RATES OF REMUNERATIONS FOR SELF-FINANCING COURSES OF DDE UNIVERSITY OF JAMMU ²

S.No	Nature of Assignment	Rates of remuneration
1.	<ul style="list-style-type: none"> a) Script writing b) Review of script c) Editing d) Proof Reading 	<ul style="list-style-type: none"> Rs. 1000/- per lesson script ⁴ Rs.400 per script Rs.200 per script Rs. 05 per page for simple reading Rs. 07 per page for subject Expert
2.	<p>Contact Programme</p> <ul style="list-style-type: none"> a) Programme Director b) Resource Personnel c) Clerical Assistance d) IVth Class e) Evaluation of Response Sheets 	<ul style="list-style-type: none"> Rs. 1000 per programme Rs. 200 per lecture without any rider Rs. 500 per programme As per the rates allowed by the University for works in examination Rs. 07 per script
3.	<p>Practice of Teaching(Practicum)</p> <ul style="list-style-type: none"> a) Supervisors b) Conveyance Charges c) Chief Inspector d) Demonstration Lectures e) Project work(Dissertation Work Guidance) 	<ul style="list-style-type: none"> Rs. 800 per programme (3 weeks) Rs. 300 per programme of practicum Rs. 1000 plus TA per Programme Rs. 250 per demonstration Rs. 1000 consolidated for supervision of the Students of a group of ten.
4.	<p>Guest Speakers for Extension</p>	<ul style="list-style-type: none"> Rs. 500 per lecture and to and fro conveyance charges
5.	<p>Radio/TV Talkers</p> <ul style="list-style-type: none"> a) Professor b) Associate Professor c) Assistant Professor d) Eminent Scholars 	<ul style="list-style-type: none"> Rs.750 per talk per programme lecture. Rs.500 per talk per programme lecture. Rs.400 per talk per programme lecture. Rs.1000 per talk per programme lecture.
6.	<p>Typing/Calligraphy/Cartography/ Designing</p> <ul style="list-style-type: none"> a) Type (Manual) b) Computer typing c) Calligraphy d) Cartography Design 	<ul style="list-style-type: none"> Rs.10 per page Rs.20 per page Rs.65 per page Rs.1500 per course/programme
7.	<p>Local Conveyance and Travel charges</p> <ul style="list-style-type: none"> a) Outside the state b) Within the state c) Within the state Leh/Kargil d) Local conveyance to resources personnel/DDE teacher. Coordinators during PCPs and duties within Jammu city. 	<ul style="list-style-type: none"> Rs.150 per day Rs.100 per day Rs.250 per day Rs.50 per day
8.	<p>Miscellaneous Expenditure</p> <ul style="list-style-type: none"> a) For Refreshment of the Resource persons in PCP/other programmes/ Counselling etc. b) Actual Rent on account of water charges/furniture breakage/ Maintenance to be settled with the institution concerned. c) Actual expenditure incurred in postage/telephone/telegram/ Fax/transport, Stationery registers, chalk etc. in PCPs Practicum etc. d) Audio cassettes/Video Recording fee 	<ul style="list-style-type: none"> Rs 500 per programme Rs 500 per talk
<p>Revised Fee of DDE, University of Jammu, Jammu For Self Financing Course.</p>		
a)	M.A. Urdu/Hindi/English/Economics	Rs.5000 for four Semesters
b)	M.Ed	Rs.5500 for two Semesters
c)	PGDBM	Rs.2000 for two Semesters

NOTE: Prescription fee of Rs 200/- from the students of DDE for the issue of duplicate enrolment card/identity card.⁵

Remuneration for Evaluation of Project Report and conduct of Viva-Voce examination of MCA IV-Semester shall be as under: ³

1. Rs 100 per student to the External Examiner;
 2. Rs. 60/- per student to the Internal Examiner.
- Upto the maximum of 20 students per examiner

Note:- a) (Remuneration for all the examinations related jobs not specified above be raised by 20%).
b) "Timing of the Evaluation Centres and roaming teams for re-evaluation outside the jurisdiction of the University of all Examinations will be from 8.00 a.m. to 8.00 p.m. during summer season and payment of 50% remuneration over and above the prescribed normal rates will also be paid to the staff engaged in the Centres".⁷

References:

1. University Council Resolution No. 66 dated 05-04-1999
2. University Council Resolution No. 79 dated 21-06-2004
3. University Council Resolution No. 7 dated 21-02-2003
- * University Council Resolution No. 15 dated 21-06-2004
4. University Council Resolution No. 67.27 dated 25-02-2008
5. University Council Resolution No. 67.05 dated 25-02-2008
6. University Council Resolution No. 67.06 dated 25-02-2008
7. University Council Resolution No. 13 dated 21-06-2004

LIST OF PAPERS ETC. TO BE RECEIVED BY THE SUPERINTENDENT OF THE EXAMINATION CENTRE

1. Parcel of question papers.
2. List of candidates.
3. Attendance sheets.
4. Blank answer-books and continuation sheets.
5. Superintendent's File.
6. Directions for candidates.
7. List of supervisors.
8. Absentee Memo Book.
9. Handbook of Regulations relating to the conduct of examination.
10. Bill forms.
11. Cloth.
12. Drawing paper if required.
13. Tracing paper, if required.
14. Blotting paper.
15. Graph paper.
16. Steam Tables, if required.
17. Logarithmic Tables, if required.
18. Subject to availability, any other paper that may be required for the conduct of examination.
19. Roll Number Cards.

**LIST OF PAPERS TO BE SENT BY THE SUPERINTENDENT
OF EXAMINATION CENTRE TO THE REGISTRY**

1. Empty envelopes from which the question papers have been removed.
2. Admission Cards collected from the candidates.
3. Plans of the examination hall/rooms.
4. Attendance sheets.
5. Certificate of reading out directions for the candidates.
6. Report about blank answer-books received, utilized and returned.
7. Roll Number Cards.
8. Photographs of private candidates.
9. General Report regarding conduct of the examination.
10. Hand-book of Regulations relating to the conduct of examination.
11. List of candidates.
12. Memoranda of Absentees.
13. Supervisors' bills.
14. Contingent bill with relevant vouchers.

**SCHEDULE SHOWING AUTOMATIC DEDUCTIONS FROM
THE REMUNERATION OF SUPERINTENDENTS**

S. No.	Nature of irregularity	Automatic deduction Rs.
(A)	Failure to return the following documents to the Controller of Examinations within the fixed time limit :-	
1.	List of candidates.	- 5.00
2.	Memoranda of absentees	- 5.00
3.	Certificates regarding opening of parcels of question papers	- 5.00
4.	Empty clothlined envelopes and the inner covers from which the question papers have been removed with seals intact	- 2.00
5.	Admission Cards collected from the candidates	- 5.00
6.	Plan of the examination hall/rooms	- 1.00
7.	Attendance sheets	- 1.00
8.	Certificate regarding reading out directions to the candidates	- 10.00
9.	Report about blank answer-books received, utilised and returned	- 5.00
10.	Photos of private candidates	- 5.00
11.	General report regarding conduct of the examination	- 5.00
12.	Regulations	- 5.00
13.	Form No. 11 in Superintendent's File	- 2.00
14.	Supervisors' bills	- 5.00
15.	Contingent bill with relevant vouchers	- 5.00
(B)	Failure to fill up the following documents accurately :-	
1.	Absentee Memo for the Controller of Examinations	-0.25 per mistake
2.	Absentee Memo for Examiners	-0.25 per mistake
3.	Failure to furnish an accurate copy of seating plans	-1.00
(C)	Failure to despatch a copy of the question paper to the examiner alongwith the answer books	-1.00
(D)	Failure to get a certificate of opening correct envelope of question papers signed by himself/herself, the Deputy Superintendent and the Supervisors before the start of the examination	- 5.00
(E)	Failure to attach proper sanction with the contingent and the supervisor bills	-1.00 per item

MINIMUM REQUIREMENTS FOR PASSING THE UNIVERSITY EXAMINATIONS

The following shall be the percentage of marks required for passing the examinations:

S. No.	Name of the Examination	Minimum marks required for passing the examination		
		Written Papers	Practical	Aggregate
1.	B.A./B.Sc. Part-I, II and III	a/ 33 % marks in General English (separately in the University Examination in and Internal Assessment) b/ 36% marks in other subjects (separately in the University Examination and Internal Assessment)		36% marks in the subject involving practical separately University Examination and internal assessment
2.	B. Com. Part I, II and III	33% marks in the each subject separately in the University Examination and Internal Assessment		
3.	B. B. A. Part I, II and III	40% marks in each paper (separately in the University Examination and Internal Assessment)		
4.	B. Ed.	i/ 36% marks in each paper of Part-I separately in written test (theory, sessional work and practical) ii/ 45% marks in Practice of Teaching (separately in the University Examination and Internal Assessment)		
6.	L.L. B.	40% marks in each paper		
7.	M. B.B. S.	50% in theory and oral taken together	50%	
8.	Bachelor of Engineering	40% marks in each subject	40% marks in each	40% Laboratory course
9.	M. A./M. Sc./M. Com.	36% marks in each course (separately in the University Examination and Internal Assessment)		
10.	M.B.A	40% in each course in the University Examination and Internal assessment Separately		40% each in Seminars, Workshops. Directed study/Project. Seminar Project report and viva-voce 50%
11.	M. C. A. (Semester I to V)	40% in each paper (separately in the University Examination and Internal Assessment)		
	Semester VI			50% in the Project work.
12.	M. Lib.	40% in each course (separately in the University Examination and Internal Assessment)	40% in viva-voce	50%
13.	M. Ed.	36% marks in each course (separately in the University Examination and Internal Assessment).		

14.	LL. M.	40% in each course	40% in Dissertation	50%
15.	M. Phil	'C' Grade in each course		Grade 'B'
16.	D. B. M.	33% marks in each paper (separately in the University Examination and Internal Assessment)		40%
17.	Diploma in Office Management and Secretarial Practice	33% in each paper (separately in the University Examination and Internal Assessment)		
18.	Diploma Course in Marketing and Sales Management	36% marks in each course (separately in the term Examination and Internal Assessment)		
19.	P. G. D. C. A.	40% in each Theory paper (separately in the University Examination and Internal city Assessment)	40% in each Practical (separately in the Univer- Examination and Internal Assessment)	
20.	P. G. Diploma Course in Applied Electronics	40% in each Theory paper (separately in the University Examination and Internal Assessment)	40% in each Practical, Workshop Practice, Project Study (separately in the University Examination and Internal Assessment).	45%
21.	P. G. Diploma course in Sahityacharya and Sanskrit Literature	40% in each paper		
22.	P. .G. Diploma in Criminology and Police Science	40% in each paper		
23.	Oriental Classical Languages (Old Scheme) and Modern Indian Languages Proficiency High Proficiency and Honours in Sanskrit (New Scheme) Proficiency	33% in each paper		
	High Proficiency & Honours	36% in each paper		
	P. G. Diploma Course in Sanskrit Language Examination and Internal Assessment)	36% in each paper (separately in the University		
24.	Diploma courses in Medicines	50% in written papers and oral Examination taken together	50% in Clinical Practical Examination separatel	
25.	Preparatory course in Music and Fine Arts subject/paper	33% in each subsidiary subject/main	40%	40%
26.	Bachelor in Music & Fine Arts			
	1st Year	33% marks in General English		40%
		36% marks in Sanskrit or MIL		
	Final Year	33% marks in each theory paper	40% marks in each practical demons- tration test	

27.	B. A.M.S			
	Pre-Professional	33% in each subject	33%	
	First Professional	50% in theory & oral taken together		50%
	Second Professional	50% in theory and oral taken together		50%
	Final Professional	50% in theory and oral taken together		50%

DUTIES OF THE CHECKING ASSISTANTS TO THE HEAD EXAMINERS

1.
 - (1) To check the totalling of marks of all the answer-books marked by sub-examiners and by the Head Examiner.
 - (2) To see whether any question or part of a question has been left unmarked.
 - (3) To see that the sub-examiner has given to each question not more than the maximum number of marks allotted to the question.
 - (4) To see that no answer beyond the required number has been valued.
 - (5) To see that the marks have been transferred correctly from the answer-books to the award rolls and from inside each answer-book to its title page and from the title page against the correct roll number on the award roll.
 - (6) To see that the marks given in words tally with those given in figures on the award roll and that all the pages of the award roll are duly signed by the examiner.
 - (7) To see that all the instructions have been carried out by the Head and sub-examiners.
 - (8) To see that marks, both in words and figures, tally in all the three copies of the award roll.
 - (9) To sign each and every page of the award roll in token of his/her having compared and checked the posting in the award roll and to sign the title page of each answer-book after duly checking it as detailed above.
 - (10) To maintain a diary of errors detected by him/her and forward the same to the Controller of Examinations by name alongwith the consolidated statement.
 - (11) To bring to the notice of Head Examiner any mistake that may be detected by him/her and to obtain the signature on the relevant award roll of the Head Examiner in token of the fact that all the errors and omissions were brought by him/her to the notice of the Head Examiner and were duly corrected and initialled by the Latter.
 - (12) The Assistant is required to work at the Head Examiner's residence or the Evaluation centre as the case may be.
2. Any Assistant who is found careless in discharging the duties mentioned above shall be penalised or even reported to the Vice-Chancellor for forfeiture of his/her total remuneration and disqualification for appointment as such in future.

SCALE OF AUTOMATIC DEDUCTIONS FROM THE REMUNERATION OF EXAMINERS AND TABULATORS

I. EXAMINERS

- | | | |
|----|---|--|
| 1. | Failure by the sub-examiners to submit to the Head Examiners test instalment of answer-books or, by the Head Examiner to communicate approval of the standard to the sub-examiners within the prescribed time limit . | -Rs. 2.00 per day |
| 2. | Failure by the examiner to submit the documents within the time-limit prescribed in the Regulations | -Rs. 1.00 per day upto 5 days and Rs. 10.00 per day thereafter |
| 3. | For any omissions, errors, mistakes e.g. | -Rs. 0.50 for each mistake or omission |
| 1. | Failure to sign each page of the award roll | |
| 2. | Failure to initial the correction made in the award rolls | |
| 3. | Difference of marks in words and figures in award rolls | |
| 4. | Failure to fill in all the columns of each page of the award roll . | |
| 5. | Erasing entries in the award rolls | |
| 6. | Wrong transfer of marks from the answer-books to the award roll | |
| 7. | Writing marks for more than one candidate in the space provided for each candidate. | |
| 4. | For leaving any portion of the answer book unmarked | -Rs. 10.00 in each case |

II. TABULATORS

- | | | | |
|----|---|------------------------|--------------------|
| 1. | Result affected cases e.g. fail to pass or compartment/reappear and vice-versa. | -Rs. 10.00 per mistake | Subject to maximum |
| 2. | Other mistakes | -Rs. 2.00 per mistake | of Rs. 100.00 |

SCALE OF CONTINGENT EXPENSES PAYABLE TO EXAMINERS

The sanctioned scale of contingent expenses payable to examiners is given below :-

All Examiners :

- (i) Actual (registered) postage and telegram charges, provided that receipts are attached with the bill.
- (ii) Actual freight (railway and road), provided that receipts are attached with the bill.
- (iii) Amount incurred on ordinary correspondence, provided this has been done under certificate of posting and vouchers in support of that are attached with the bill.

Additional Expenses for Head Examiners:

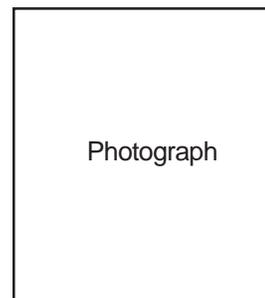
- (i) Allowance for clerical assistant and menial servant at the rate of Rs.3/- per sub-examiner working under the Head Examiner subject to a minimum of Rs.10/- and maximum of Rs.40/- provided that the receipts are attached with the bill.
- (ii) Carriage from railway station or out agency or transport or the University Office and back
- (iii) Amount incurred on cloth and gunny bags (supported by vouchers).
- (iv) Stationary (including sealing wax); Rs.5/- (supported by vouchers).
- (v) Additional Expenses to Single Examiners
 - (a) Carriage Charges from Railway Station or out agency or transport or Post Office or the University office and back subject to a maximum of Rs. 6/-
 - (b) Stationery (including sealing wax and cloth bag/gunny bag) subject to a maximum of Rs. 5/- (Supported by vouchers)¹

Reference:

1. University Council Resolution No. 34 of 10.6.1981/2127-2226 dated 14.08.1981

APPLICATION FORM FOR REGISTRATION FOR Ph. D. DEGREE

1. Faculty _____
2. Subject _____
3. Name in full _____
4. Father's Name _____
5. Registration No. _____
6. Present occupation . _____
7. Present address _____
8. Permanent address _____
9. Examination passed:



University	Year	Examination	Subjects	Division
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10. Previous research experience (attach copies of publication, if any) _____
11. Subject of the proposed research work. Enclose a brief outline _____
12. Name of the supervisor _____
13. Name of the institution where the candidate proposes to work _____
14. I hereby declare that the above statements are correct to the best of my knowledge and belief that I have read carefully all the Statutes and Regulations governing the registration and the award of the Ph. D. Degree of the University. I enclose all the relevant papers.

Dated _____

Signature _____
of the Scholar

15. Consent of the Head of the institution where the candidate is employed. I have no objection to the candidate's pursuing his research studies for the Degree of Ph. D. who is employed in my institution.

Dated _____

Signature _____
Seal

Enclosures:

1. Migration Certificate (if the candidate has done his M.A./M.Sc. from any other University)
2. Attested copies of the certificates.
3. Outline of the proposed research work.
4. Reprints of the publication, if any.

RECOMMENDATION OF THE SUPERVISOR

I certify that the subject of the proposed research work is fit for Ph. D. Degree and this application has been made with my full approval.

Dated _____

Signature _____

Address

RECOMMENDATION OF THE HEAD OF THE POST-GRADUATE DEPARTMENT

I recommend that the candidate may be registered on the proposed problem under Prof./Dr./Mr. _____ who is an approved guide for Ph.D. of the University.

Dated _____

Signature _____

Seal

Certificate of the _____ Section

The candidate is eligible/ineligible for registration for the Ph.D. Degree of this University vide Statute/Regulation number _____

Dated _____

Assistant/Dy. Registrar

Decision of the Board of Research Studies

Shri/Miss/Mrs _____ has been registered for the Ph. D. Degree with effect from _____ under Prof./Dr./Mr _____.

Dated _____

Convener

Board of Research Studies

Accounts Section

Candidate has paid the Registration fee of Rs _____ vide University Receipt No _____ dated _____.

Dated _____

Assistant Registrar

(Accounts)

The registration letter issued to Shri/Miss/Mrs _____ under this office No _____ dated _____ and copy sent for information and necessary action to

(i) The Head of the Department of _____

(ii) Prof./Dr./Mr _____ under this office No _____ dated _____

Dated _____

Head Assistant

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