

# UNIVERSITY OF JAMMU

NOTIFICATION 01 OF 2017

DATE: 06.01.2017

**Subject: UNIVERSITY REGULATIONS**

It is notified that the **81<sup>st</sup> meeting of the University Council** held on **20<sup>th</sup> October, 2016** at Raj Bhavan, Srinagar approved the following Regulations:-

I)

- a) Bifurcation of the 'Board of Sports and Youth Welfare' as 'Board of Sports' and 'Board of Students Welfare'.
- b) Prescription of composition and Regulations governing 'Board of Sports' and 'Board of Students Welfare' as given in **Annexure-I** shall replace the existing in the **Chapter-II** of the University Calendar, **Vol-I (Resolution 81.05)**;

and other modification in University Calendar after bifurcation:

	<b>Existing</b>		<b>Amended</b>
<b>4.1 (5)</b>	Director, Youth Welfare - Secretary	<b>4.1 (5)</b>	Dean Students Welfare - Secretary

shall replace the existing in the **Chapter-XXX** of the University Calendar, Vol-I (Resolution 81.05)

- II) Adoption of Placement Policy of the University of Jammu as given in **Annexure-II** shall be incorporated in as new **Chapter-XXXVII-F** of the University Calendar, **Vol-I (Resolution 81.06)**.
- III) Adoption of guidelines for checking of Plagiarism as given in **Annexure-III** shall be incorporated in as new **Chapter-LVIII-A** of the University Calendar, **Vol-II (Resolution 81.09)**.
- IV) Amendments in the Regulations governing the discipline of Students of the Teaching Departments of the University of Jammu as given in **Annexure-IV** shall be incorporated in the **Chapter-XX** of the University Calendar, **Vol-I (Resolution No. 81.10)**.
- V) Amendment in raising of funds through the Alumni/Civil Society under the provisions as given in the Regulations governing the Corpus Fund, the **point 3(V)** of these regulations in the **Chapter XXX** of the University Calendar, **Vol-I** shall be read as under (**Resolution No. 81.11**):

**3(v) Contributions from alumni associations/Corporate Sector/Civil Society/ NRIs/PIO/Any other source.**

*W*

**VI)** Adoption of revised norms/guidelines for the election of Students Union in the University of Jammu as given in **Annexure-V** shall be incorporated in as new **Chapter-XXII-A** of the University Calendar, **Vol-I (Resolution No. 81.17)**.

**VII)** Adoption of UGC guidelines on Determination of a Uniform Span within which a students may be allowed to qualify for a Degree as given in **Annexure-VI**. In the following exceptional circumstances, the student shall be allowed to complete the programme in one more year after N+2 years :

1. Serious illness requiring hospitalization.
2. Death of one of the following members on the day of Examination/one day before Examination (Mother, Father, Mother-in-law, Father-in-Law, Brother, Sister, Son & Daughter).
3. Serious accident requiring hospitalization.
4. Prolonged disability requiring medical care.
5. Curfew, riots, natural disaster causing immobility of the candidate to reach the Examination Hall.

shall be incorporated as in as new regulation in **Chapter-LXXIV** of the University Calendar, **Vol-II** as point 3 (**Resolution No. 81.18**).

**VIII)** Amendments in the regulations relating to the award of internal Assessment in Theory and Practical papers of B.A./B.Sc./B.Com./BBA/BCA/Honours Course from the session 2016-17 shall be incorporated in the **Chapter-XLII** of the University Calendar, **Vol-II** be reads under (**Resolution No. 81.21**):

EXISTING	Modified
<p><b><u>Theory papers</u></b>  <b>1 A)</b>            ii) Two written assignments/project reports : 10 marks (05 marks each)</p> <p><b><u>Practical papers</u></b>  <b>2 (a)</b>            i) 1st assessment on the basis of day-to-day performance in the laboratory/field : 06 marks            ii) 2nd assessment on the basis of day-to-day performance in the laboratory/field : 06 marks  <b>2 (b)</b>            ii) Two written assignments : 10 marks (05 marks each)</p>	<p><b><u>Theory papers</u></b>  <b>1 A)</b>            ii) One written Test : 10 marks (test comprising of objective and descriptive of 05 marks each)</p> <p><b><u>Practical papers</u></b>  <b>2 (a)</b>            i) Assessment on the basis of day to day performance in the laboratory/field : 12 marks            ii) deleted  <b>2 (b)</b>            ii) One Practical Test : 10 marks</p>

*W*

- IX)** Adoption of amended Regulations governing Teacher's Welfare Fund for the Teachers of the University and of all Non-Professional and Non-Technical Govt. Degree Colleges as given in **Annexure-VII** shall be incorporated in the **Chapter-III** of the University Calendar, **Vol-I (Resolution No. 81.37)**.
- X)** Adoption of the General Financial Rules-2005 in the University with necessary amendments in the relevant Statutes of the University as given in **Annexure-VIII** shall be incorporated in the **Chapter-XXXV** of the University Calendar, **Vol-I (Resolution No. 81.40)**.

**No: Coord/81-UC/Reg/1-99**

Baba Saheb Ambedkar Road,  
Jammu (Tawi) - 180 006.

**Date:** 6/1/2017



(Prof. Keshav Sharma)  
**REGISTRAR**



Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
3. Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu.
4. Financial Commissioner to Planning and Development Dept., J&K Govt., Civil Secretariat, Jammu.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu.
6. Commissioner Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
7. Commissioner Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. Sr. P.A. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLL/DDE/DIQA.
18. Sr. P.A. to Joint Registrar (Finance)
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.
22. Assistant Director, (IT Enabled Services) to upload Notification in University website.
23. Guard file.

## ANNEXURE-I

Existing		Amended			
5. Board of Sports and Youth Welfare		5. Board of Sports		5	Board of Students Welfare
71.	The Board of Sports and Youth Welfare (hereinafter called the Board) shall be composed of:-	71.	The Board of Sports Shall be composed of:-	71	The Board of Students Welfare shall be composed of:-
(a)	The Vice-Chancellor;	(a)	The Vice-Chancellor;	(a)	The Vice –Chancellor;
(b)	The Pro-Vice-Chancellor, if any:	(b)	The Pro-Vice-Chancellor, if any:	(b)	The Pro-Chancellor, if any:
(c)	The Educational Advisor to the Government or Officer designated by the Govt. to be Incharge of Higher Education	(c)	The Educational Advisor to the Government or Officer designated by the Govt. to be Incharge of Higher Education.	(c)	The Educational Advisor to the Government or Officer designated by the Govt. to be Incharge of Higher Education.
(d)	Four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;	(d)	Four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;	(d)	Four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;
(e)	Four persons, atleast one of whom shall be a woman, not connected with the University and the Colleges, interested in Sports and Youth Welfare activities, nominated by the Syndicate;	(e)	Four persons, atleast one of whom shall be a woman, not connected with the University and the Colleges, interested in Sports, nominated by the Syndicate;	(e)	Four persons, atleast one of whom shall be a woman, not connected with the University and the Colleges, interested in Students Welfare activities, nominated by the Syndicate;
(f)	the Registrar,	(f)	the Registrar,	(f)	the Registrar,
(g)	the Controller of Examinations;	(g)	the Controller of Examinations;	(g)	the Controller of Examinations;
(h)	The Director Youth Welfare (ex-officio Secretary);	(h)	the Director, Physical Education/Sports; and	(h)	the Dean Students Welfare; and
(i)	the Director, Physical Education, (Joint Secretary)	(i)	the Director, Physical Education/Sports, (ex-officio Secretary);	(i)	the Dean Students Welfare (Ex-officio Secretary).

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

Existing		Amended			
Aims and objects		Aims and objects			
			<b>Board of Sports</b>		<b>Board of Students Welfare</b>
72 (a)	To promote true spirit of sportsmanship and comandarie among students;	72 (a)	To promote true spirit of sportsmanship and comandarie among students;	72 (a)	To promote true spirit of leadership, sportsmanship and comandarie, cultural harmony & discipline among students;
(b)	to advise the Syndicate in formulation of policies in regard to Sports and Youth Welfare activities and to organize, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate Sports and Tournaments and programme and activities relating to Students Welfare and to foster, undertake and conduct Inter -College and Inter-University competitions, festivals and cultural and literacy activities, and	(b)	to advise the Syndicate in formulation of policies regarding the sports activities and to organize, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate Sports activities/Tournaments and programme and sports festivals.	(b)	to advise the Syndicate in formulation of policies regarding the Students Welfare activities and to organize, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate and Inter-Departmental art, cultural and literary competitions/ programs and activities.
(c)	to authorize the conduct of tournaments and other youth welfare activities in various events as prescribed under the Regulations.	(c)	to authorize the conduct of tournaments and other sports activities in various events as prescribed under the Regulations	(c)	to authorize the conduct of competitions and other Students Welfare activities in various events as prescribed under the Regulations.
73	<b>MEETINGS</b> The Board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.	73	<b>MEETINGS</b> The Board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.	73	<b>MEETINGS</b> The Board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.
74	<b>CHAIRMAN</b> The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the members present shall elect a Chairman from among themselves.	74	<b>CHAIRMAN</b> The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the nominee of the Vice Chancellor shall chair the meeting.	74	<b>CHAIRMAN</b> The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the nominee of the Vice Chancellor shall chair the meeting.
<b>Secretary</b>		<b>Secretary</b>			
75	The Director Youth Welfare shall be the ex-officio Secretary and the	75	The Director, Physical Education/Sports, University of Jammu shall	75	The Dean Students Welfare shall act as ex-officio Secretary in the Board of

	Director Physical Education shall be the Joint Secretary of the Board.		act as ex-officio Secretary in the Board of Sports		Students Welfare.
76	<b>QUORUM</b> Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.	76	<b>QUORUM</b> Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.	76	<b>QUORUM</b> Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.
<b>Powers and Functions</b>		<b>Powers and Functions</b>			<b>Powers and Functions</b>
77	The Board of Sports and Youth Welfare shall perform the following functions and duties:-	77	The Board of Sports shall perform the following functions and duties:-	77	The Board of Students Welfare shall perform the following functions and duties:-
(i)	To plan, organize and regulate students welfare programs and activities including hikes, camps, cultural and literary programs, festivals, extension lectures, Youth clubs and societies, etc.	(i)	To plan, organize and regulate hiking, trekking and other expedition, camps and sports festivals.	(i)	To plan, organize and regulate students welfare programs and activities including art, cultural and literary programs, festivals, extension lectures, workshops, Youth clubs and societies etc.
(ii)	To organize, conduct and control tournaments in various sports events and competitions for students at Inter-College level.	(ii)	To organize, conduct and control tournaments in various sports events and competitions for students at Inter-College level.	(ii)	To organize, conduct and control in various art, cultural, literary competitions for students at Inter-Collegiate level.
(iii)	To undertake and implement National Sports Organization, National Service Corps, National Cadet Corps and National Integration Samiti and similar programs.	(iii)	To undertake and implement National Sports organization.	(iii)	To undertake and implement various schemes and UGC & AIU related to Students Welfare.
(iv)	To promote Inter-University fellowship by organizing or taking part in Inter-University contests.	(iv)	To promote Inter-University fellowship by organizing or taking part in Inter-University tournaments.	(iv)	To promote Inter-University fellowship by organizing or taking part in Inter-University contests/competitions.
(v)	To select University teams and to appoint instructors of various games and clubs and officials to accompany the University teams for Inter-University Competitions.	(v)	To select University teams and to appoint instructors of various games and clubs and officials to accompany the University teams for Inter-University Competitions.	(v)	To select University teams and to appoint accompanist, choreographer etc. for various cultural items and clubs and officials to accompany the University teams for Inter-University Competitions.
(vi)	To propose Regulations for the organizations, conduct and control of the University Sports and tournaments and	(vi)	To propose Regulations for the organizations, conduct and control of the University Sports	(vi)	To propose Regulations for the organizations, conduct and control of the University cultural activities and Students

	Youth Welfare Programmes.		activities/ tournaments.		Welfare Programmes.
(vii)	To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.	(vii)	To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.	(vii)	To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.
(viii)	To frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the Syndicate for approval.	(viii)	To frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the Syndicate for approval.	(viii)	To frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the Syndicate for approval.
(ix)	To appoint Committees as and when necessary, and fix their terms of reference.	(ix)	To appoint Committees as and when necessary, and fix their terms of reference.	(ix)	To appoint Committees as and when necessary, and fix their terms of reference.
(x)	To condone delay in the submission of entry by colleges for the tournaments and other competitions conducted by the University.	(x)	To condone delay in the submission of entry by colleges for the tournaments and other competitions conducted by the University.	(x)	To condone delay in the submission of entry by colleges for the competitions conducted by the University.
(xi)	To prepare reviews and reports of the activities pursued during the year.	(xi)	To prepare reviews and reports of the activities pursued during the year.	(xi)	To prepare reviews and reports of the activities pursued during the year.
(xii)	To recommend to the Syndicate budget estimates for Sports and Youth Welfare activities annually.	(xii)	To recommend to the Syndicate the budget estimates for sports activities annually.	(xii)	To recommend to the Syndicate the budget estimates for Students Welfare activities annually.
(xiii)	To raise and spend funds for Sports and Youth Welfare activities in accordance with the budget estimates sanctioned by the University Council.	(xiii)	To raise and spend funds for Sports activities / Tournaments in accordance with the budget estimates sanctioned by the University Council.	(xiii)	To raise and spend funds for <b>Students</b> Welfare activities/competitions in accordance with the budget estimates sanctioned by the University Council.
(xiv)	To perform such other functions as the Syndicate may direct or as may be deemed necessary to promote Sports and Youth Welfare Programme.	(xiv)	To perform such other functions as the Syndicate may direct or as may be deemed necessary to promote Sports activities and tournaments.	(xiv)	To perform such other functions as the Syndicate may direct or as may be deemed necessary to promote <b>Students</b> Welfare activities/programmes.
78	There will be following Departments to provide secretarial assistance to the Board:-  i. Department of Youth Welfare ii. Department of Sports and Physical Education	78.	Department of Physical Education/Sports will provide secretarial assistance to the Board.	78	Department of Students Welfare will provide secretarial assistance to the Board.

I.	Functions of the Department of Youth Welfare.	I.	Functions of the Directorate of Sports	I.	Functions of the Department of Students Welfare.
(a)	To plan, organize and conduct students welfare programmes including cultural and literary activities, festivals, extension and special lectures, Youth Clubs, societies etc.	(a)	--	(a)	To plan, organize, conduct and control students welfare programmes and competitions including art, cultural and literary activities, festivals, extension and special lectures, workshops, camps, Youth Clubs, societies etc.
(b)	To co-ordinate the work of student services, agencies in the University and motivate faculty involvement in students welfare programmes.	(b)	--	(b)	To co-ordinate the work of student services, agencies in the University and motivate faculty involvement in students welfare programmes.
(c)	To prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated /constituent colleges.	(c)	--	(c)	To prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated /constituent colleges.
(d)	To provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Syndicate in regard to youth welfare activities.		--	(d)	To provide secretarial services to the Board of Students Welfare and pursue and implement decisions taken by it or the Syndicate in regard to Students welfare activities.
(e)	To maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the University from time to time.	(e)	--	(e)	To maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the University from time to time.
(f)	To devise ways and means for promoting the well-being of the University students – social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.	(f)	--	(f)	To devise ways and means for promoting the well-being of the University students – social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.

*A.M.*



(g)	To organize and supervise the working of canteens, co-operative stores, hobby centres, students homes, community halls,. Clubs etc.	(g)	--	(g)	To organize and supervise the working of canteens, co-operative stores, kiosk, hobby centres, students homes, community halls,. Clubs etc.
(h)	To prepare reviews and reports of the activities pursued during a year.	(h)	--	(h)	To prepare reviews and reports of the activities pursued during a year.
(i)	To perform such other functions as the University Council or the Syndicate or the Vice-Chancellor may direct or as may be deemed necessary for promotion of youth welfare and maintenance of discipline among students.	(i)	--	(i)	To perform such other functions as the University Council or the Syndicate or the Vice-Chancellor may direct or as may be deemed necessary for promotion of student's welfare and maintenance of discipline among students.
				(j)	To conduct cultural activities/competitions for University staff.
II	Functions of the Department of Sports and Physical Education.	II	Functions of the Directorate of Physical Education/Sports	II	--
(a)	To assist the colleges in working out schemes of physical education.	(a)	To assist the colleges in working out schemes of Sports activities / Tournaments and Physical Education.	(a)	--
(b)	To organize, conduct and control the University sports, tournaments and athletics and to organize various University sports clubs and Inter-University level coaching camps.	(b)	To organize, conduct and control the University sports, tournaments and athletics and to organize various University sports clubs and Inter-University level coaching camps.	(b)	--
(c)	To organize hikes, trekking, mountaineering camps etc.	(c)	To organize hikes, trekking, mountaineering camps etc. including sports festivals, water sports & other related sports activities.	(c)	--
(d)	To be incharge of the gymnasium, swimming pools, play fields, stadium and physical education equipments.	(d)	To be incharge of the gymnasium, swimming pools, play fields, stadium and physical education equipments.	(d)	--
(e)	To advise students regarding the physical development.	(e)	To advise students regarding the physical development/Sports.	(e)	--

*Handwritten signature*

(f)	To regulate the functioning of N.C.C.,N.S.O. and N.S.C. schemes in the colleges and the University Campus.	(f)	To prepared the activities calendar in cooperation with the Head of the Teaching Departments of the University and Heads of Affiliated/Constituent Colleges.	(f)	--
(g)	To pursue and implement decisions taken by the Syndicate or the Board of Sports and Youth Welfare in regard to programs relating to sports and physical education.	(g)	To provide Secretarial services to the Board of Sports/Physical Education and pursue and implement decisions taken by the Syndicate or the Board of Sports in regard to programmes relating to sports & Sports activities.	(g)	--
(h)	To conduct tournaments in various games for the teaching staff of the University and the affiliated colleges.	(h)	To conduct tournaments in various games for the teaching staff of the University and the affiliated colleges.	(h)	--
(i)	To organize Inter-Departmental Sports and Tournaments for the University teaching Departments.	(i)	To organize Inter-Departmental Sports and Tournaments for the University teaching Departments.	(i)	--
(j)	Such other functions as the Syndicate or the Vice-Chancellor may direct.	(j)	Such other functions as the Syndicate or the Vice-Chancellor may direct.	(j)	--

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## Placement Policy

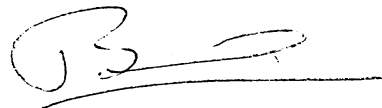
**Introduction:** Placement is an important activity of the University and has a long term implication for the students as well as the University. Although, the main purpose of the University is to provide domain Knowledge, skills and attitude required for a successful future citizen, the students need for a good campus placement cannot be overlooked.

**Vision:** To become the most preferred recruitment destination for renowned corporate houses across the globe.

**Mission:** To provide lucrative placement opportunities to our students in the renowned organizations across the globe.

**Placement Policy:** Head of the Department/ Director/ Rector of the University Departments/ Offsite Campuses shall nominate one faculty member as a Placement Coordinator and one student Coordinator. The information for their nomination (Faculty coordinator & Student Coordinator) will be sent to the Dean Students Placement in the beginning of the session. They shall act as nodal persons in the office of Dean Students Placement with regard to placements of the students in their respective departments. One student one job policy will be followed in the placement of the batch through on/off Campus drives arranged by the University. A student will be considered placed if he/she appears in the Campus drive and Placement Cell office/ Department Placement Committee gets official confirmation of his/ her selection from the company. A student is free to attend pre – placement talk with the Company and may appear or quit after the PPT. But once he/she decides to appear in the selection process, he/ she cannot quit. In case he/she decides to quit in between he/she shall not be allowed for two immediate placement drives that follow.

Once 80% of the students of a class get one Job, the student already having a job will be eligible to apply for another job. A student who has obtained a second job will not be allowed to appear for any other interview. A student will be provided maximum of five chances.




## Rules and Regulations

1. Students from all the concerned departments and offsite campuses will participate in the drive arranged by the Dean except in exceptional circumstances if the MOU desires otherwise or the visiting corporate so desires:
2. At the time of the Placement Drive, one faculty coordinator and one student coordinator nominated by the concerned department/ off site campus should be present:
3. Facilities / Infrastructure shall be the responsibility of the concerned Head of the Department/ Director/Rector. Office of the Dean Student Placement shall not be responsible for providing infrastructure facilities:
4. Dean Students Placement will ensure, as far as possible, that all the eligible students from the main campus as well as the offsite campuses shall participate in the drive in the subject concerned as arranged by his/her office:
5. Dean Students Placement is also authorized to conduct joint campus/ Pool Campuses drive with other sister Universities if so desired by the visiting Companies:
6. The Companies are requested to announce the result / final selection on the day of the Campus visit. In case the company is unable to declare the result on the same day, then the student is allowed to participate in the drive of the other companies till the declaration of the result by the company:
7. Placement Committee of the Department/ offsite Campuses can also invite Companies for Placement of their students. If any Department invites the company for the placement process with its own initiative, the discretion of involving students from other departments/ campuses rests with the concerned department organizing the placement drive.



8. Students have to follow a Dress Code and be in formals and be accompanied with their placement coordinators in the Placement drive: and
9. Once the MOUs are signed, the responsibility of its execution shall be that of the respective head namely the Director/ Rector of the Campus/HoD.

The policy is subject to change at any later stage at the discretion of Dean Students Placement with the prior approval from the Vice – Chancellor. The changes so made and if any, at a later stage shall be notified to all stakeholders.

A handwritten signature in black ink, appearing to be 'J B' followed by a flourish.

**Guidelines for Plagiarism**  
**University of Jammu**

**Preamble:**

The University of Jammu is an Institution of repute and credibility. It is committed to promote highest standards of academics through its various activities, especially teaching, research and extension. In promotion of these activities, utmost care is taken to see that ethics and honesty, as important values are inculcated among the stakeholders. It is, in this pursuit, that the University endeavours to put in place detailed guidelines for avoiding plagiarism in academics (especially research thesis, dissertation and publications).

**Operational Definition of Plagiarism**

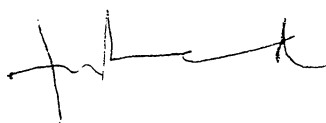
According to the Marriam-Webster Online Dictionary, "Plagiarism" means ([www.plagiarism.org](http://www.plagiarism.org))

- To steal and pass off (the ideas or words of another) as one's own.
- To use (another's production) without crediting the source.
- To commit literary theft.
- To present as new and original idea or product derived from an existing source.

**Sensitization Measures for Prevention of Plagiarism:**

It is an important duty of an academic institution to make the scholars and students aware about the concept, nature and punitive aspects of plagiarism both for those who indulge in Negligent Plagiarism (innocent or careless copying of another's work) of Dishonest Plagiarism (done intentionally). In order to sensitize the scholars and students, the following measures shall be adopted by the University of Jammu.

- i. The office of Dean Research Studies shall organize awareness workshops/lectures/seminars on prevention of plagiarism for students and faculty members.
- ii. The Respective Departments shall sensitize the scholars before the commencement of their research work about the various aspects of plagiarism and make them aware about the repercussions of indulging in plagiarism.
- iii. The scholars/Students shall also sign a declaration (Appendix-I) while submitting Synopsis/dissertation/thesis that the work undertaken and reported by them is original and not copies from other sources without due acknowledgements.



## **Identification and Assessment of alleged Plagiarism**

The University of Jammu has acquired the access to the plagiarism detection software in the Central Library of the University by signing an MOU with INFLIBNET. The software will check the documents submitted by the students/scholars for similarity against three central source areas: the Internet, published material and previously submitted student material.

## **Permissible limit for plagiarism**

The permissible limit for plagiarism (as approved by the University bodies) is 20% for all faculties. If the synopsis/thesis shows less than the above stated percentage of plagiarism, the Supervisor shall certify that the synopsis/thesis/dissertation may be allowed to be submitted and if it is beyond the prescribed limit, then the Supervisor, after verifying the degree of similarity, shall direct the student to revise the synopsis/thesis/dissertation before submitting it again.

## **Responsibility of the Scholar**

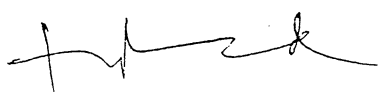
At the time of submission of synopsis/thesis/dissertation, the candidate will be required to submit three soft copies (CDs) of the thesis/synopsis/dissertation (in the PDF form), in a Single file (Without References) to the concerned HOD through the supervisor. Two of these CDs shall be forwarded for checking by the HOD to the Central Library. One copy will be retained in Central Library and one returned to supervisor, after checking by the Central Library.

## **Role of the Head of Department**

The HOD shall forward two of the submitted CDs of the synopsis/thesis/dissertation along with a covering letter to the Librarian, Dhanvantri Library for checking the degree of plagiarism in the said document. The HOD shall retain one soft copy in the department for record.

## **Role of the Supervisor**

The Supervisor shall be sent the confidential report related to Plagiarism form the Central Library through e-mail after checking. The supervisor and the scholar shall sign the certificate attached (Appendix-I) based on the report and the HOD shall countersign the declaration. The thesis/dissertation can be submitted in the department after that.



### **Responsibility of the Central Library**

The Central Library will charge the scholar for checking the degree of similarity in the document using the software provided by INFLIBNET (at present @ Rs. 2/ per page).

After receiving the necessary fee, Central Library will check the document for the degree of similarity and forward the confidential report of the same document to the Supervisor through e-mail.

### **Handling complaints of Plagiarism**

Complaints of Plagiarism shall be examined by a Scrutiny Committee consisting of the following to scrutinize whether the case falls under plagiarism or not:

1. Dean concerned
2. Convener, Board of Studies in the subject
3. Senior most Professor of the department
4. Head of the department concerned

If at all, the reported case refers directly to the above mentioned members, the Vice-Chancellor shall authorize a substitute/nominee to deal with the specific case.

In case, the Committee has the same person holding two or more positions, the Vice-Chancellor shall substitute suitable teachers from the department/university for those positions.

### **Punitive Measures**

If the complaint is found as a case of plagiarism by the previous committee, the committee comprising the following shall discuss the case and decide the action/punishment for the offence.

1. Dean Research Studies (Chairperson)
2. Dean of the concerned faculty
3. Convener, BOS in the subject
4. Head of the Department concerned
5. One Subject Expert from neighbouring University
6. Assistant Registrar (R&A) – Member Secretary

The office of Dean Research Studies shall be responsible for inviting and arranging TA/DA for outside expert.

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## Guidelines for Punitive Action

In case of detection of Plagiarism in dissertation thesis synopsis, the matter will be examined by the Committee constituted for deciding punitive measures. Based on their recommendations, Scholar/Supervisor shall be held accountable.

If the case of Plagiarism is detected (even after necessary checking) for any M.Phil/Ph.D dissertation/thesis/synopsis, the dissertation/thesis/synopsis will be withdrawn and registration of the student be cancelled.

In case Plagiarism is reported for research papers, thesis or books, the same shall also be withdrawn and benefits extended to the candidate/faculty member in terms of fellowship/promotion etc shall be withdrawn.

The subject which are not covered under URKUND Software, a sub-committee through Dean Research Studies is to be constituted comprising the subject experts from the discipline for which URKUND Software is not available. On further deliberation, it was also resolved that the URKUND Software access shall be provided to individual supervisor for pre-checking the contents of the thesis/dissertation/research papers/synopsis before final submission of the draft to the Central Library. For the purpose, the supervisor/s shall apply to Central Library for allocation of URKUND account.

It was further resolved that a letter be sent to the UGC for guidance to check the authenticity of the thesis for which URKUND Software is not available.

The said guidelines shall have a prospective effect from the day they are notified.

The Plagiarism cases detected before this notification shall be dealt with according to the applicable statutes of the University at that time.

*Handwritten signature and date: 17.5.2016*

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Honorable Vice-Chancellor

*Handwritten signature and date: 17/5/16*

<p><b>EXISTING</b>  <b>Discipline of Students of the Teaching Departments of the University Regulations</b></p>	<p><b>AMENDED</b>  <b>Discipline of Students of the Teaching Departments of the University Regulations</b></p>
<p><b>1. Definition</b></p> <p><b>“Indiscipline” means and Includes :-</b></p> <p>(a) disregard of the provisions of the Act and the Statutes, Regulations and Rules made there under from time to time;</p> <p>(b) disrespect or disobedience of the orders of any competent authority of the University;</p> <p>(c) disorderly conduct in or outside the campus;</p> <p>(d) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;</p> <p>(e) act of violence;</p> <p>(f) use of abusive, threatening or offensive language, either verbally or in writing;</p> <p>(g) possession of lethal weapons;</p> <p>(h) gambling or drinking liquor or any other anti-social activity;</p> <p>(i) causing damage or loss of the property in and of the University;</p> <p>(j) instigation of student/students or outsiders to engage in any of the foregoing activities; and</p> <p>(k) any other activity which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under</p>	<p><b>Any act of misconduct committed by a student inside or outside the campus shall be an act of ‘indiscipline’.</b></p> <p><b>1. Definition</b></p> <p><b>“Indiscipline” means and Includes :-</b></p> <p>(a) disregard of the provisions of the Act and the Statutes, Regulations and Rules made there under from time to time;</p> <p>(b) disrespect or disobedience of the orders of any competent authority of the University;</p> <p>(c) disorderly conduct in or outside the campus;</p> <p>(d) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;</p> <p>(e) act of violence;</p> <p>(f) use of abusive, threatening or offensive language, either verbally or in writing;</p> <p>(g) possession of lethal weapons;</p> <p>(h) gambling or drinking liquor or use of narcotic drugs or any other anti-social activity; or committing any offence prohibited under law</p> <p>(i) causing damage or loss of the property in and of the University;</p> <p>(j) abetting of student/students or outsiders to engage in any of the foregoing activities</p> <p>(k) an assault upon, or intimidation of, or insulting behaviour towards a teacher, officer, employee or student or any other person.</p> <p>(l) Disruption of teaching, examination, research</p>

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these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on official duty, and any act reasonably likely to cause such disruption.

(m) Arousing communal, caste or regional feelings or creating disharmony among students;

(n) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and

(o) any other activity which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

#### Minor indiscipline and Serious Indiscipline

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

#### Discipline Authority

Means an authority responsible to maintain discipline :-

(a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;

(b) for the maintenance of discipline of boarders in the Hostel, the Warden of the

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Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

#### Discipline Authority

Means an authority responsible to maintain discipline:-

(a) for the maintenance of discipline of students of a teaching department/centre in the premises of that department/centre, the Head of the Teaching Department/centre concerned shall be the Discipline Authority;

(b) for the maintenance of discipline of boarders in the Hostel, the Warden of the Hostel shall be the Discipline Authority;

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Hostel shall be the Discipline Authority;

(c) for the maintenance of discipline of students of any teaching department in the University Library, the Librarian shall be the Discipline Authority;

(d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority; and

(e) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c) and (d) and outside the Campus, the Dean of Students Welfare and/or any other person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

**Explanation:**

For the purpose of these Regulations, a student "including a Ph.D. Scholar" shall continue to be under the disciplinary jurisdiction of the University until he qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.

**Inquiry Authority** is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/students and to make appropriate recommendations to the Discipline Committee.

**Discipline Committee** is the Committee nominated by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these

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(d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority;

(e) for the maintenance of discipline of students inside the off-site campuses, the Rector/Director of the off-site campus shall be the Discipline Authority

and

(f) for the maintenance of discipline of students inside the Campus but not falling in paragraphs (a), (b), (c), (d) and (e) and outside the Campus, the Dean of Students Welfare and/or any other person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

**Explanation:**

For the purpose of these Regulations, a student "including a Ph.D./M.Phil Scholar" shall continue to be under the disciplinary jurisdiction of the University until he qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.

**Inquiry Authority** is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/students and to make appropriate recommendations to the Discipline Committee.

**Discipline Committee** is the Committee nominated by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.

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**Regulations.**

**Quorum:** Half the number of members of a committee/Authority constituted under these Regulations shall form the quorum.

2. It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations, and to help the discipline authorities of the University to maintain discipline and decorum in and outside the Campus.

3. (a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment to the maximum fine of Rs.50/- per student and/ or turn out the student/students concerned from the class upto seven working days.

(b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/officer authorised by it in this behalf.

(c) If it is not possible for the Discipline Authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the previous approval of the Vice-Chancellor, impose a collective fine not exceeding Rs.25/- per student.

4. (a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either

**Quorum:** Half the number of members of a Committee/Authority constituted under these Regulations shall form the quorum.

2. It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations, and to help the discipline authorities of the University to maintain discipline and decorum in and outside the Campus.

3(a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award all or any of the following punishment:

- i) written warning to the concerned and due information to the guardian/parent; and/or
- ii) debar/suspend the student/students concerned from the class upto seven working days; and/or
- iii) fine the student up to maximum of Rs 5000/-

(b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a committee authorised by it in this behalf.

(c) If it is not possible for the Discipline Authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of students, it may, with the prior approval of the Vice-Chancellor, impose a collective fine not exceeding Rs.5000/- per student.

4.(a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Inquiry Authority may either itself conduct the inquiry or authorise one or

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itself conduct the inquiry or authorise one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.

(b) Notwithstanding anything contained in paragraph (a) of Regulation 4, the Vice-Chancellor may, suo moto or on the recommendation of the Dean of Students' Welfare, appoint an Inquiry Authority consisting of one or more teachers of the University of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The Vice-Chancellor shall also be competent to suspend the student or students from attending the classes or library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.

5. If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend a student i.e. may not allow the student to attend the classes/reside in the Hostel/play any game in the Campus or Inter-University/ College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser:

Provided that the Dean of Students' Welfare and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.

6. In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/indiscipline of a

more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.

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5. If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend a student i.e. may not allow the student to attend the classes/reside in the Hostel/play any game in the Campus or Inter-University/College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is lesser:

Provided that the Dean Students' Welfare and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.

6. In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/indiscipline of a serious nature has been established against a

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serious nature has been established against a student and he deserves punishment more serious than that envisaged in Regulation 3(a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation 4 (a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members as Chairman: provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation 4 (b).

7. (a) Inquiry Authority shall serve the charge sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of chargesheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.

(b) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, to testify before it in the presence of the charge-sheeted student. The summaries of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.

(c) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the Vice-Chancellor. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which

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should be imposed on the charge-sheeted student by the Discipline Committee.

8. (a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.

(b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry Authority as it deems necessary for the disposal of the case.

9. The following papers shall be sent to the Vice-Chancellor when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:

i/ copy of the chargesheet served on the student;

ii/ a statement of the Inquiry Authority that the charge-sheet was served on the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;

iii/ written explanation of the charge-sheeted student;

iv/ summary of statements made by the students and witnesses, if any; and

v/ report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.

10. When a case of indiscipline has been referred to the Vice-Chancellor, he may either-

student by the Discipline Committee.

8(a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.

(b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry Authority as it deems necessary for the disposal of the case.

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10. When a case of indiscipline has been referred to the Vice-Chancellor, he may either —

i/ refer it back to the Discipline Authority, if in

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i/ refer it back to the Discipline Authority, if in his opinion the Inquiry Authority, has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or

ii/ refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.

11. The Discipline Committee may, according to the nature and gravity of offence:

i/ expel a student; or

ii/ rusticate a student for a period not less than one academic year; and/or

iii/ impose a fine not exceeding Rs.200/-; and/or

iv/ debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University; and/or

v/ impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:

his opinion the Inquiry Authority, has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or

ii/ refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.

11. The Discipline Committee may, according to the nature and gravity of offence:

i. expel a student; or

ii. rusticate a student for a period not less than one academic year; and/or

iii. ban the entry for a specified period in the University Campus including hostels and library etc.; and/or

iv. impose a fine not exceeding Rs.25000/-; and/or

v. recovery of actual pecuniary loss caused to University Property; and/or

vi. debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University or from attending the library/mess facilities or from using any other facility; and/or

vii. suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency; and/or

viii. Disqualifying from holding any representative position in the Department/ College/ Hostel/ Mess/ Sports/ Clubs and in similar other bodies.

viii. impose any other punishment which, in

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Provided that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be inflicted on him by the Discipline Committee.

The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

12. The Vice-Chancellor shall nominate the Chairman and members of the Discipline Committee on an adhoc basis.

The Dean of Students' Welfare shall be the ex-officio member and Secretary of the Discipline Committee.

The appropriate Discipline Authority or its nominee who has conducted the Inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

13. (a) All cases of expulsion or rustication shall be reported to the Syndicate for confirmation. If the order of expulsion/ rustication is not confirmed by the Syndicate, the student concerned shall be admitted to the concerned Department/ Hostel, if he so desires.

(b) If the order of expulsion/rustication is not confirmed by the Syndicate, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have

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effect in such cases from the date the student was not allowed to attend the classes or reside in the Hostel.

14. Rustication. when imposed on a student, shall always mean the loss of atleast one academic year i.e. the student concerned shall not be allowed to appear In any University examination during the academic year in which he is rusticated.

15. A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.

16 A student who is expelled from the University Teaching Department shall not be readmitted to any of the Institutions.

17 At the time of admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made there under by the University from time to time.

18 The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University Teaching

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14.Rustication. when imposed on a student, shall always mean the loss of atleast one **academic year** i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated. His/her entry in the University campus including hostel/library shall also be banned during this period.

15. A rusticated student may rejoin his/her class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.

16. A student who is expelled from the University Teaching Department shall not be readmitted to any of the courses of the University.

17 At the time of admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Statutes and Regulations made there under by the University from time to time.

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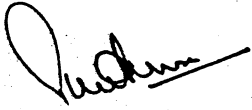
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*M. S. P. Hassan*

Departments and affiliated/ constituent colleges as well as other Universities in India.

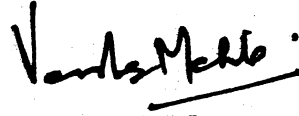
Departments/Centers/Off site Campuses and affiliated/ constituent colleges as well as other Universities in India.

**Reference:**

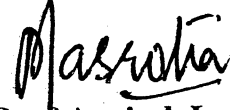
1. University Council Resolution No. 11 dated 12.5.1978.



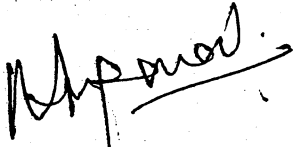
Prof P K Srivastava



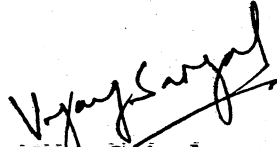
Prof Versha Mehata



Prof Arvind Jasrotia



Dr Anupma Vohra



Dr Vijay Saigal

**DEPARTMENT OF STUDENTS WELFARE**  
**UNIVERSITY OF JAMMU**

Norms/Guidelines for Election to Students' Union.

There shall be a Students' Union in the University of Jammu. The election to the Union shall be conducted by a committee consisting of Election Commissioner, Presiding Officer & Returning Officer, nominated by the Vice-Chancellor from amongst the Faculty Members within one month from the closure of admission every year as per following norms:-

**A. General**

**Definition Clause**

- i) University means and includes University of Jammu including its offsite Campuses.
- ii) Departments means P.G Departments of the University of Jammu.
- iii) Students mean the regular students of P.G Departments of University of Jammu Campus (Main/Offsite campus) pursuing their Ph.D (Wholetime)/M.Phil./P.G Courses/B.A.LL.B/B.B.A(H.M)/other courses of not less than two years duration and is on the rolls of the University on the date of nomination/election.

A.1 The University of Jammu shall have a system of Parliamentary (Indirect) election. The elections of Students Union shall be conducted for the following posts:-

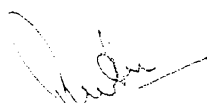
ii)	President	-	1 Post
ii)	Vice-President	-	1 Post
iii)	Secretary	-	1 Post
iv)	Joint Secretary	-	2 Posts

A.2 The union/representative body so elected shall only comprise of regular students on the rolls of the University. No University employee (permanent/contractual), shall be permitted to hold any post on the executive of such representative body, nor shall be allowed to be a member of any such representative body.

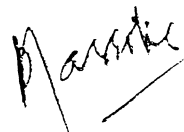
**B. Modes of Elections.**

B.1 The Head of the Department shall conduct the election of students representatives (TWO) out of which one shall be from Research Scholars (M.Phil./Ph.D.) and one from P.G/U.G. courses. In case there is no research scholar in any department, the seat shall remain vacant.

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(P. K. Srivastava)

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(Anand Jaiswal)

- B.2 Election for Student Representatives shall be conducted by the HOD through a properly nominated committee of at least two faculty members of the department and an observer from any other department, by inviting nominations from the bonafide UG/PG students and Research Scholars of the University. The election shall be conducted through secret ballot. The record shall be maintained by the department. The observer is to be nominated by Dean Students Welfare after taking approval from competent authority.
- B.3 These elected Student Representatives from each Department shall form an electoral college who will elect the Office Bearers of the Students Union mentioned at A-1.
- B.4 During the period of the elections no person, who is not a student on the rolls of the University, shall be permitted to take part in the election process in any capacity. Any individual candidate, or member of the student union, violating this rule shall be subject to disciplinary proceedings, in addition to cancellation of his/her candidature, as the case may be.
- B.5 The entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, shall not exceed 10 days.
- B.6 The elections shall be held on a yearly basis and the same shall be held within one month of the closure of admissions every year.
- B.7 During election process, class work shall not be disturbed.

**C. Eligibility Criteria for Candidates**

- C.1 For UG/PG Students the maximum age limit to contest an election shall be 25 years, as on 1<sup>st</sup> of July of the year of election.
- C.2 For Research Scholars, the maximum age limit to contest an election shall be 28 years, as on 1<sup>st</sup> of July of the year of election.
- C.3 The candidate shall have no academic backlog & financial dues/arrears in the year of contesting the election (as prescribed by the University from time to time).
- C.4 The candidate shall have to attain the minimum percentage of attendance as prescribed by the University on the date of filing of nomination papers.
- C.5 The candidate shall have one opportunity to contest for the post of office bearer, and two opportunities to contest for the post of an executive member.

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- C.6 The candidate shall not have any previous criminal record, that is to say he/she should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subjected to any disciplinary action by the University authorities.
- C.7 The candidate must be a regular, full time student of the University pursuing P.G/U.G courses and shall not be a distance education student.
- C.8 In case of Ph.D. Scholar, he/she should be registered with the University of Jammu and he/she should have not submitted his/her Ph.D. thesis and in case of M. Phil. Scholar, he/she should have not submitted his/her dissertation. However as soon as such candidates submit their thesis their post/executive membership shall fall vacant.
- C.9 The candidates who are/have been ever involved in unfair means case/misconduct shall not be eligible to participate in the election.

**D. Code of Conduct for Candidates and Elections Administrators**

- D.1 No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students.
- D.2 Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall amount to be misconduct of the candidate.
- D.3 There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or outside the campus shall not be used for election propaganda.
- D.4 All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, and impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.

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- D.5 No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing.
- D.6 Candidates may only utilize hand-made posters at certain designated places in the campus, which shall be notified in advance by the election commission / University Authority.
- D.7 The candidates for main elections be allowed to place one page manifesto on the University Web site during the election period only.
- D.8 With the view to prevent the inflow of funds from political parties into the students election process, the students shall not be allowed to have any contribution from any organization including various students bodies/wing whether affiliated or not with any political party.
- D.9 No candidate shall be permitted to carry out processions, or public meetings during the working hours in or outside the campus. They are also not allowed to canvass or distribute propaganda material outside the university campus.
- D.10 No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the university campus, for any purpose whatsoever. All candidates shall be held jointly and severally liable for any destruction / defacing of any university property.
- D.11 The use of loudspeakers, vehicles and animals for the purpose of canvassing shall be prohibited.
- D.12 On the day of polling, the candidates shall: -
- (i) co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - (ii) not serve or distribute any eatables, or other solid and liquid consumables.
  - (iii) not distribute any propaganda material on the polling day.
- D.13 Except the voters, no one without a valid identity card / letter of authority from the election commission or from the university authorities shall enter the polling booths.
- D.14 The election commission / university authorities shall appoint impartial observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer.

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- D.15 All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
- D.16 Any contravention of the aforesaid provisions may make the candidate liable to be stripped of his/her candidature, or his/her elected post, as the case may be. The election commission /university authorities may also take appropriate disciplinary action against such a violator.
- D.17 In addition to the above-mentioned code of conduct, relevant provisions of the Ranbeer Penal Code, (Svt 1989, 1932 AD), Section 153A (offences against public tranquility) and Chapter IX-A (Offences Relating to Election), shall also be applicable to student elections.

**E. Grievance Redressal Mechanism**

- E.1 There shall be a Grievances Redressal Cell in the Department of Students Welfare with Dean Students Welfare as its Chairperson. In addition Provost (Boys), Provost (Girls), Chairperson-Campus Cultural Committee and two Cultural Secretaries nominated by the Vice-Chancellor. The Grievance Cell shall be mandated with the redressal of election-related grievances, including, but not limited to breaches of the code of conduct of elections and complaints relating to election related expenditure.
- E.2 In pursuit of its duties, the grievance cell may prosecute violators of any aspect of the code of conduct or the rulings of the grievance cell. The grievance cell shall serve as the court of original jurisdiction. The Vice-Chancellor shall have appellate jurisdiction over issues of law and fact in all cases or controversies arising out of the conduct of the elections in which the grievance cell has issued a final decision. Upon review, the Vice-Chancellor may uphold or revoke or modify the sanctions imposed by the grievance cell.
- E.3 In carrying out the duties of the office, the Grievance cell shall have the authority:
  - (i) to issue a writ of subpoena/directions to compel candidates, agents, and workers, and direct students to appear and give testimony, as well as produce necessary records; and
  - (ii) to inspect the financial reports of any candidate and make these records available for public scrutiny upon request.

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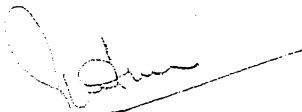
- E.4 Any student may file a complaint with the Grievance cell, within a period of one week from the date of declaration of results. The Grievance cell initiates action on all complaints within 24 hours after they are received.
- E.5 The Grievance cell may dismiss a complaint if:
  - (i) the complaint was not filed within the time frame prescribed in Recommendation E.4 above;
  - (ii) the complaint fails to state cause of action for which relief may be granted;
  - (iii) the complainant has not suffered and / or is not likely to suffer injury or damage.
- E.6 If a complaint is not dismissed, a hearing must be held. The Grievance cell shall inform, in writing, or via e-mail, the complaining party and all individuals named in the complaint, of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint.
- E.7 At the time notice of a hearing is issued, the Grievance cell, by majority vote, may issue a temporary restraining order, if it determines that such action is necessary to prevent undue or adverse effects on any individual or entity. Any restraining order, once issued, will remain in effect until a decision of the Grievance Cell is announced after the hearing or until rescinded by the Grievance cell.
- E.8 For any hearing, majority of sitting Grievance cell members must be in attendance with the Chair of the Grievance cell presiding. In the absence of the Chair, the responsibility to preside shall fall to the next senior most Grievance cell member designated by the Chair.
- E.9 The Grievance Cell shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
  - Complaining parties shall be allowed no more than two witnesses, however the Grievance cell may call witnesses as required. If said witnesses are unable to appear at the hearing, signed affidavits may be submitted the Grievance cell, Chair for the purpose of testifying by proxy.


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- All questions and discussions by the parties in dispute shall be directed to the Grievance cell.
  - There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
  - Reasonable time limits may be set by the Grievance Cell, provided they give fair and equal treatment to both sides.
  - The complaining party shall bear the burden of proof.
  - If, after a hearing, the Grievance Cell finds that provisions of this Code were violated by a candidate, or a candidate's supporters, the Grievance Cell may restrict the candidate, or the candidate's supporters, from engaging in some or all campaign activities for some or all of the remainder of the campaign. If an order is issued covering only part of the remaining campaign period, it shall take effect immediately so that after its termination, the candidate will have an opportunity to resume campaigning during the days immediately prior to and including the election days.
  - If, after a hearing, the Grievance Cell finds that provisions of either this Code or decisions, opinions, orders, or rulings of the Grievance cell have been willfully and blatantly violated by a candidate, or a candidate's supporters, the Grievance Cell may disqualify the candidate.
- E.10 Any party adversely affected by a decision of the Grievance cell may file an appeal with the Vice-Chancellor within twenty-four (24) hours after the decision is announced. The Vice-Chancellor shall have discretionary appellate jurisdiction over the Grievance cell in all cases in which error on the part of the Grievance cell is charged.
- E.11 The Vice-Chancellor shall review findings of the Grievance cell when appealed. The Vice-Chancellor may affirm or overturn the decision of the Grievance cell, or modify the sanctions imposed.
- E.12 Any instance of lawlessness or the commission of a criminal offence shall be reported to the police by the university authorities as soon as possible, but not later than 12 hours after the alleged commission of the offence.
- E.13 In the event of the office of any major post of office bearer falling vacant within two months of elections, re-elections should be conducted; otherwise the Vice President may be promoted to the post of President and Joint Secretary to the post of Secretary, as the case may be.

  
(Prof. P.K. Srivastava)  
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(Prof. Arvind Jaiswal)

ANNEXURE-VI

**UGC Guidelines on Determination of a Uniform Span  
Period Within which a Student may be allowed to  
Qualify for a Degree.**

The Commission has observed that universities across the country adopt varying span period within which a student may be allowed to complete a programme to be qualified for a degree. In order to evolve a uniform policy, the Commission had constituted an Expert Committee to consider the issue of determining a uniform span period. On the basis of the recommendations made by the Committee, the Commission has formulated following guidelines for compliance of the universities:

1. Normally, the student is expected to complete his programme within the minimum period as laid down under the relevant Regulation of the university which should be in conformity with the UGC Regulations on the award of First Degree and Masters Degree and also in line with the notification, issued from time to time, on Specification of Degrees under Section 22 of UGC Act, 1956.
2. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore should be as follows:
  - a) Time Span =  $N+2$  years for the completion of programme.  
where N stands for the normal or minimum duration prescribed for completion of the programme.
  - b) In exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the university.
  - c) During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
3. Ordinarily, no student should be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case university may allow a student one more year for completion of the programme.
4. These guidelines are subject to the Rules and Regulations of the statutory bodies and universities governing the grant of degrees.

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UNIVERSITY OF JAMMU

ANNEXURE-VII  
ANNEXURE-VI

NOTIFICATION

It is hereby notified for the information of all concerned, the Vice-Chancellor, in anticipation of the approval of the University Council, is pleased to authorize the following amendment in the regulation governing Teacher's Welfare Fund for the Teachers of the University, all Non professional and Non Technical Government Colleges duly recommended by the Committee constituted for the purpose:-

EXISTING REGULATIONS	AS IT WOULD READ AFTER AMENDMENTS
1. Providing financial relief to the dependents of a deceased teacher leaving behind dependents in need of pecuniary help such a relief may be sanctioned by the Vice-Chancellor on the recommendations of Teachers Welfare Fund Committee.	<p>Providing financial relief to the dependents of a deceased in-service teacher leaving behind dependents in need of pecuniary help such a relief may be sanctioned by the Vice Chancellor on the recommendations of Teachers Welfare Fund Committee. However, an affidavit from the first class magistrate that he has not claimed any financial assistance from any other agency.</p> <p><b>Explanation :</b> "Dependent" means and includes the following</p> <ol style="list-style-type: none"> <li>1. A widow, son, an unmarried daughter or a widowed mother; and if wholly dependent on the earnings of the employee at the time of his death, a son or a daughter support and maintenance</li> <li>2. If wholly or in partially dependent on the earnings of the employee at the time of his death-               <ol style="list-style-type: none"> <li>(a) A widower</li> <li>(b) A parent other than widowed mother</li> <li>(c) A minor child of a pre-deceased daughter where no parent of the child is alive</li> </ol> </li> </ol> <p><b>Explantion:</b> A mother, if a widow, is a dependant entitled to get compensation irrespective of whether she was wholly or in part dependent on the earnings of the deceased employee (Sarawati Devi V. Binapanit Mahatani(1968) 2LLJ811</p>
2. Providing assistance to a teacher in the event of accident or serious illness to himself/herself, spouse/children or dependent parents.	Providing assistance to a teacher in the event of accident or serious illness to himself/herself, spouse/children or parents. However, an affidavit from the first class magistrate that he has not claim any financial assistance from any other agency.
3. In case of retired teacher such assistance shall be applicable in the event of accident or serious illness to himself/herself and spouse only.	In case of retired teacher such assistance shall be applicable in the event of accident or serious illness to himself/herself and spouse only or infirmed children. However, an affidavit from the first class magistrate that he has not claim any financial assistance from any other agency.
4. Providing assistance to teachers in indigent circumstances which in the opinion of Teachers Welfare Fund Committee, deserve compassion, consideration and help.	Providing assistance to teachers in indigent circumstances which in the opinion of Teachers Welfare Fund Committee, deserve compassion, consideration and help. However, an affidavit from the first class magistrate that he has not claim any financial assistance from any other agency
<b>III )Operational Conditions</b>	
a) Financial Assistance out of Teaches Welfare Fund shall be provided to the regular teachers of the University and the Non-Professional and Non-technical Degree Colleges of the J&K State Govt. affiliated to the University of Jammu.	Financial Assistance out of Teaches Welfare Fund shall be provided to the regular teachers of the University and the Non-Professional and Non-technical Degree Colleges of the J&K State Govt. affiliated to the University of Jammu.

b) The financial assistance shall be provided to a claimant if expenditure on his/her ailment and/ or that of his/ her dependent exceeds Rs.10,000/- a month and /or Rs.50,000/- in a year.	The financial assistance shall be provided to a claimant if expenditure on his/her ailment and/ or that of his/ her dependent exceeds Rs.20,000/-.
c) At a given time the expenditure statement for claiming financial assistance shall not accumulate for a period beyond one year proceeding the date of preferring the claim.	
d) In case of long ailment where claimant is confined to bed and has exhausted all his/her Earned Leave/Half Pay leave, the Teacher's Welfare fund Committee may consider the case for suitable financial assistance.	
e) The financial assistance to be granted at a time shall be 50% of the total expenditure which is not to be reimbursed by the employer. However, it should not exceed Rs.3,00,000/-	The financial assistance to be granted at a time shall be 50% of the total expenditure which is not to be reimbursed by the employer. However, it should not exceed Rs. 2,00,000/-
f) The maximum financial assistance in all to be allowed to an employee out of the fund shall not exceed Rs.4,00,000/-.	The maximum financial assistance in all to be allowed to an employee out of the fund shall not exceed Rs.3,00,000/-.
g) A sum of Rs.2,00,000/- is to be provided to the dependents of the deceased employee who is covered under the financial assistance. Regulations at the time of his/her death provided he /she was in service at the time of his/her death. This amount shall be over and above the limit of Rs. 2,00,000/-	A sum of Rs.1,50,000/- is to be provided to the dependents of the deceased employee who is covered under the financial assistance. Regulations at the time of his/her death provided he /she was in service at the time of his/her death. This amount shall be over and above the limit of Rs.3,00,000/-
h) Under exception circumstances the financial assistance in the cases not covered under these regulations may be considered by the Teachers Welfare Fund Committee depending upon the merits of each case. The amount to be disbursed may be decided by the Committee subject to the above mentioned ceiling criteria. In an emergency the Vice Chancellor may, on the recommendations of President JUTA and the present J&K College Teachers Association, Jammu Division authorize disbursement of the amount of claimant in anticipation of the approval of the Teachers Welfare Fund Committee. A teacher who has been given financial assistance will be at liberty to make suitable donation for credit to the fund when his financial position improves.	

No:-Fin./2016-17/ 5346 - 5425

Dated: - 15/09/2016.

Copy to:-

1. Spl. Secy. to the Vice-Chancellor
2. P.S to Dean Academic Affairs
3. Sr. P.A. to Registrar
4. Sr. P.A. to Joint Registrar
5. Sr. P.A. to Controller of Examinations /Director, Colleges Dev. Council
6. Sr. P.A. to Joint Registrar (Examinations).

*Sharma*  
Assistant Registrar (B&F)  
15/9/16  
9/9/16  
9/09/2016

7. All Rectors/Project Directors of the Campuses of the University
8. Dean Students, Welfare/Provost Hostels
9. All Head of the Teaching Deptts. of the University
10. All Directors of the University
11. Convener, Campuses Beautification
12. PA's to OSD Exams.
13. Convener, Publication Cell
14. I/C Librarian, Dhanvantri Library
15. Programme Coordinator, NSS
16. Chief Medical Officer, Health Centre
17. All Wardens of the University Hostels
18. All Dy. Registrars/Asstt. Registrars
19. Chief Coordinator, SPRU
20. Executive Engineer, UWD
21. Manager Guest House
22. Content Manager, University Website
23. Security Officer, University of Jammu
24. All Sections
25. G. file

UNIVERSITY OF JAMMU

## CHAPTER XXXV

"REGULATIONS RELATING TO PROCUREMENT OF GOODS & SERVICES AND  
MANAGEMENT OF STORES IN THE UNIVERSITY"INTRODUCTORY

1. With the ever expanding activities of the University, considerable annual expenditure is being incurred by the various departments of the University on stores, which has necessitated to exercise utmost economy and efficiency in their procurement and utilization.

The following guidelines are , therefore, being laid down to enable the University employees entrusted with the function of procurement and accountal of stores to be followed.

GOODS AND SERVICES

2. Goods are tangible products for sale and possession that can be moved from one place to another.

Service is an intangible system that is not store and does not result in ownership.

2. The term "goods and services" includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard

It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, Specific Scientific & Technical Services viz, Professional consultant services, Computer & Network management, Software & Web design Development services, Special Storage, Communication facilities, outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library, or any other item that is included in the definition from time to time.



## DIVISION OF STORES

3. The purchase of stores and machinery will be divided into two categories viz.
- i) Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.
  - ii) Articles of proprietary, special or unusual character.
  - iii) It also includes dead Stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the 'engineering stores'.

## **4. PROCEDURE**

### **4.1 PROCEDURE FOR PURCHASES OF GOODS**

For procurement of article category (i) above, the following procedures shall be adopted:-

#### **4.1.1 Purchase of goods without quotations**

Purchase of goods upto the value of Rs.15,000/- (Rupees fifteen Thousand only) as per Schedule of Delegation of Financial Powers on each occasion may be made, without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

"I \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

#### **4.1.2 Purchase of goods by Purchase Committee**

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/Dean/Rector/Director. The Committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-

"Certified that we \_\_\_\_\_, members of the Purchase Committee re jointly and individually satisfied that the goods recommended for purchase are of the

requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".

#### **4.1.3 Purchase of goods directly under rate contract**

The University may directly procure goods under rate contract from the DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. <sup>University</sup> The/School / Department / Centre / division / Section shall make its own arrangement for inspection and testing of such goods wherever required.

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.

#### **4.1.4 Purchase of goods through bids**

The University may follow the following standard method of obtaining bids in:

- a. Advertised tender enquiry;
- b. Limited tender enquiry;
- c. Single tender enquiry;
- d. Two bid system.

#### **4.1.5 Advertised tender enquiry**

- a. Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs.25 lakh (Rupees Twenty Five Lakh only) and above. Advertisement in such case should be given in one Local as well as one National Newspaper having wide circulation.
- b. The University should also publish all the advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in one local and one national Newspaper.
- c. The University should also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- d. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.





#### **4.1.6 Limited tender enquiry**

- a. This method may be adopted when estimated value of the goods and services to be procured is up to Rupees Twenty-five Lakhs only. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firm which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- b. Purchase through Limited Tender enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty Five Lakhs; in the following circumstances:-
  - i. The Competent Authority in the University certify that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
  - ii. There are sufficient reasons, to be recorded in writing by the Competent Authority, indicating that it will not be in public interest to procure the goods through Advertised Tender Enquiry.
  - iii. The source(s) of supply are definitely known and possibility of fresh sources(s) beyond those being tapped is remote.
  - iv. Sufficient time should be allowed for submission of bids.

#### **4.1.7 Single Tender Enquiry**

Procurement from a single source may be resorted to in the following circumstances:-

- a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- b. In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Competent Authority obtained.
- c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent Technical Expert and approved by the Competent Authority), the required item is to be purchased only from selected firm.



Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from as single source under the provision of Para 5.3 (c) as applicable.

I.The indented goods are manufactured by M/s\_\_\_\_\_

II.No other make or model is acceptable for the following reasons:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III.Concurrence of the Finance Wing to the proposal vide: \_\_\_\_\_

IV.Approval of the Competent Authority vide

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature with date  
and designation of the  
procuring officer)

#### 4.1.8 Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:-

- a. Technical bid consisting of all technical details alongwith commercial terms and conditions; and
- b. Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.





#### 4.1.9 Late bids

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

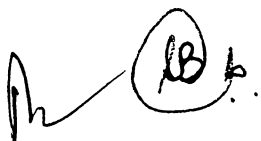
#### 4.1.10 Contents of bidding document

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:-

- a. Instruction to bidders.
- b. Conditions of contract.
- c. Schedule of requirements.
- d. Specifications and allied technical details.
- e. Price schedule (to be utilized by the bidders for quoting their prices)
- f. Contract form
- g. Other standard forms, if any, to be utilized by the purchaser and bidders.
- h. Warranty and post warranty maintenance, and
- i. Commercial conditions.

#### 4.1.11 Bid Security

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The SSI units, Public sector Undertakings shall also furnish earnest money for the amount as specified in the latest Central/State Government orders amended from time to time.
- (ii) The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or CDR from any of the Commercial/Scheduled banks. The bid security is normally to remain valid for a period of forty five days beyond the final date validity period.
- (iii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30<sup>th</sup> day of the award of the contract.

 A handwritten signature and the initials 'LB' inside a circle.

 A handwritten signature.

#### 4.1.12 Advance payment to supplier

- a. Ordinarily, Payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-
- i. Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipments, etc.
  - ii. Advance payment demanded by firms against fabrication contract, turn-key contracts etc.
- b. Such advance payments should not exceed the following limits:
- i. Thirty percent of the contract value to private firms:
  - ii. Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
  - iii. In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.



The University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

#### 4.1.13 Part Payment to Suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

### 4.2 PROCUREMENT OF SERVICES

- 4.2.1. The University may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.



*These rules*

**4.2.2** This chapter contains the fundamental principles applicable to all Departments of University regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the University. However, the Departments shall ensure that they do not contravene the basic rules contained in this chapter.

**4.2.3 Identification of Work/Services required to be performed by Consultants :** Engagement of consultants may be resorted to in situations requiring high quality services for which the University / concerned Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

**4.2.4 Preparation of scope of the required work/service:** The University /Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants should also be clearly identified at this stage.

**4.2.5 Estimating reasonable expenditure :** The University or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations engaged in similar activities.

**4.2.6 Identification of likely sources :**

(i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other University or Departments.

(ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the University's web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the University or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants.

**4.2.7 Short listing of consultants :**

On the basis of responses received from the interested parties as per **4.2.6**, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.

**4.2.8. Preparation of Terms of Reference (TOR) :** The TOR should include

- (i) Precise statement of objectives;
- (ii) Outline of the tasks to be carried out;
- (iii) Schedule for completion of tasks;



- (iv) The support or inputs to be provided by the University or Department to facilitate the consultancy.
- (iv) The final outputs that will be required of the Consultant;

**4.2.9. Preparation and Issue of Request for Proposal (RFP) :** RFP is the document to be used by the University/Department for obtaining offers from the consultants for the required work/service. The RFP should be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP should contain:

- (i) A letter of Invitation
- (ii) Information to Consultants regarding the procedure for submission of proposal
- (iii) Terms of Reference (TOR).
- (iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest.
- (v) List of key position whose CV and experience would be evaluated.
- (vi) Bid evaluation criteria and selection procedure.
- (vii) Standard formats for technical and financial proposal.
- (viii) Proposed contract terms.
- (ix) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

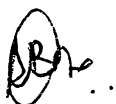
**4.2.10 Receipt and opening of proposals :** Proposals should ordinarily be asked for from consultants in 'Two bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the University or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the University or Department at the specified date, time and place.

**4.2.11 Late bids i.e. bids received after the specified date and time of receipt should not be considered.**

**4.2.12 Evaluation of Technical Bids :** Technical bids should be analyzed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the University or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.

**4.2.13 Evaluation of Financial Bids of the technically qualified bidders :** The University or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per **4.2.12** above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

**4.2.14 Consultancy by nomination:** Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the University or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.





**4.2.15 Monitoring the Contract:** The University /Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the University /Department's objectives.

## **OUTSOURCING OF SERVICES**

**4.2.16 Outsourcing of Services:** A University or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines.

**4.2.17 Identification of likely contractors:** The University or Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other University or Departments.

**4.2.18 Preparation of Tender enquiry :** University or Department should prepare a tender enquiry containing, inter alia :

- (i) The details of the work or service to be performed by the contractor;
- (ii) The facilities and the inputs which will be provided to the contractor by the University or Department;
- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service; and
- (iv) The statutory and contractual obligations to be complied with by the contractor.

### **4.2.19 Invitation of Bids:**

(a) For estimated value of the work or service upto Rupees ten lakhs or less : The <sup>University</sup> Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per **4.2.17** above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six.

(b) For estimated value of the work or service above Rupees ten lakhs: The University or Department should issue advertised tender enquiry asking for the offers by a specified date and time etc. in at least one popular largely circulated national newspaper and web site of the University or Department.

**4.2.20 Late Bids :** Late bids i.e. bids received after the specified date and time of receipt, should not be considered.

**4.2.21 Evaluation of Bids Received :** The University or Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract.

**4.2.22. Outsourcing by Choice :** Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent

Authority in the University may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.

**4.2.23 Monitoring the Contract:** The University or Department should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

## **INVITATION OF TENDERS/QUOTATIONS**

### **5.1 Tenders may not be invited for purchase to be made from:-**

- a) Kashmir Govt. Arts Emporium
- b) National textile Corporation of India
- c) All Central/State Govt. Undertakings
- d) Licensed items
- e) Government Stationery Depot
- f) Autonomous Bodies established by the Government
- g) Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser.
- h) Articles imported by the Departments concerned from other countries directly or through the Sole agents of foreign firms in the country.

### **5.2 The following points shall be kept in view while inviting tenders/quotations:-**

- i) The tender notice shall always be sent under Certificate of posting or through a messenger against a proper receipt which should be maintained in record.
- ii) The place of delivery should invariably be specified in the notice calling for tenders/quotations.
- iii) In the notice calling for quotations/tenders, the date and time by which they will be required to be received should be clearly specified. Tenders/quotations received after the specified time should not normally be considered.
- iv) The tenders/quotations should be invited sufficiently ahead of the actual date of receipt except in emergent cases to enable tenderers to quote rates after due consideration.
- v) The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition.
- vi) In the case of purchases by open tender/quotations of engineering stores, furniture, equipment exceeding Rs.5000/- earnest money in cash/Bank Draft should invariable be demanded, which should amount to 5% to 10% of the estimated cost of stores. In the event of failure to comply with the supply order, the earnest money should stand forfeited or utilized to meet expenditure by purchasing from other sources. The earnest money should be refunded after

three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers should be required to repair/replace the materials, furniture, equipment etc. at their cost failing which the material may be repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.



**Note:** The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in genuine cases where he feels satisfied that the supplier shall not back out.

- vii) In the notice calling for quotations/tenders it should be specifically stated that the accepting officer has the right to accept the rates of some or all the articles required as considered necessary by him. For this purpose contractors/supplies shall be careful in quoting "the rates for each article quite independent of the rates for other articles. The tenders/quotations received should be serially numbered by the opening officer who should also indicate the last tender/quotation as final under his initials.
- viii) The quotations/tenders should be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
- ix) Comparative Statement of tenders should be made out and signed by the manufacturers should be specified therein. The purchase Committee should record on the comparative statement of tenders the rates accepted which will be specified in the supply order. The Comparative Statement of tenders alongwith the rejected tenders should be kept on record for audit purposes.
- x) The alterations/over-writings in the tenders/quotation under the initials of the officers opening them.
- xi) If response to any invitation to tender/quotations indicates that owing to inadequate publicity or any other reasons, favorable rates have not been received or no satisfactory tender is response to invitation of tenders, fresh tenders/.quotations will be invited and measures taken to bring the invitation to tender to the notice of all possible tenders.
- xii) Where the other conditions are equal normally lowest rates will be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable or the quality of material to be purchased is found to be inferior, as ascertained by the Purchase Committee the purchase may be effected at the rates other than the lowest with the permission of the Vice-Chancellor but reasons therefore must be recorded on the comparative statement of tenders.
- xiii) While accepting tenders the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or order.

- xiv) After the purchase rate has been determined, a written supply order shall invariably be issued indicating the requirements of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply order should be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order should be sent to the supplier.
- xv) In the case of articles frequently required throughout the year viz. stationery etc; efforts should be made for entering into a running contract for a year or such smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then.
- xvi) As far as possible it should be ensured that the requirements of various kinds of stores required in each department are foreseen sufficiently in advance with a view to ensure economical purchase by following normal rules of making the purchase and thus avoiding the necessity of making emergency purchases which comparatively cost more.
- xvii) Articles which are likely to depreciate or deteriorate during storage should not be purchased long in advance to more than what are actually required.
- xvii) As far as may be considered feasible for purchase of such equipment or articles which are usually purchased by the institutions or Department of the State Government which may be in close touch with the market, their assistance in procurement of such stores may also be obtained.

### 5.3 GENERAL INSTRUCTIONS

- a. The officer in charge of Purchase & Procurement shall convene meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
- b. The Purchase Committee shall approve the tendered rates of the firms in different items required and orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.
- c. If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same be placed before the next meeting of the Purchase Committee.



- d. In the event of a change in the rates already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase Committee, the purchase at the revised rates shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.
- e. The Purchase Committee may appoint a Sub Committee consisting of at least three members for market survey and technical evaluation, as and when required.

5.4 Notwithstanding anything contained in these Regulations the Vice- Chancellor may constitute Special Purchase Committees for purchase of such articles/equipment the procurement of which is urgently required to be made in the interest of the University Work/Administration.

5.5 **Transparency, Competition, Fairness and Elimination of arbitrariness in the procurement process:-**

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Department of Expenditure, Ministry of Finance shall be applicable.

Anything not covered in the above rules will be governed by GFR Rules 2005 issued by the Department of Expenditure, Ministry of Finance.

