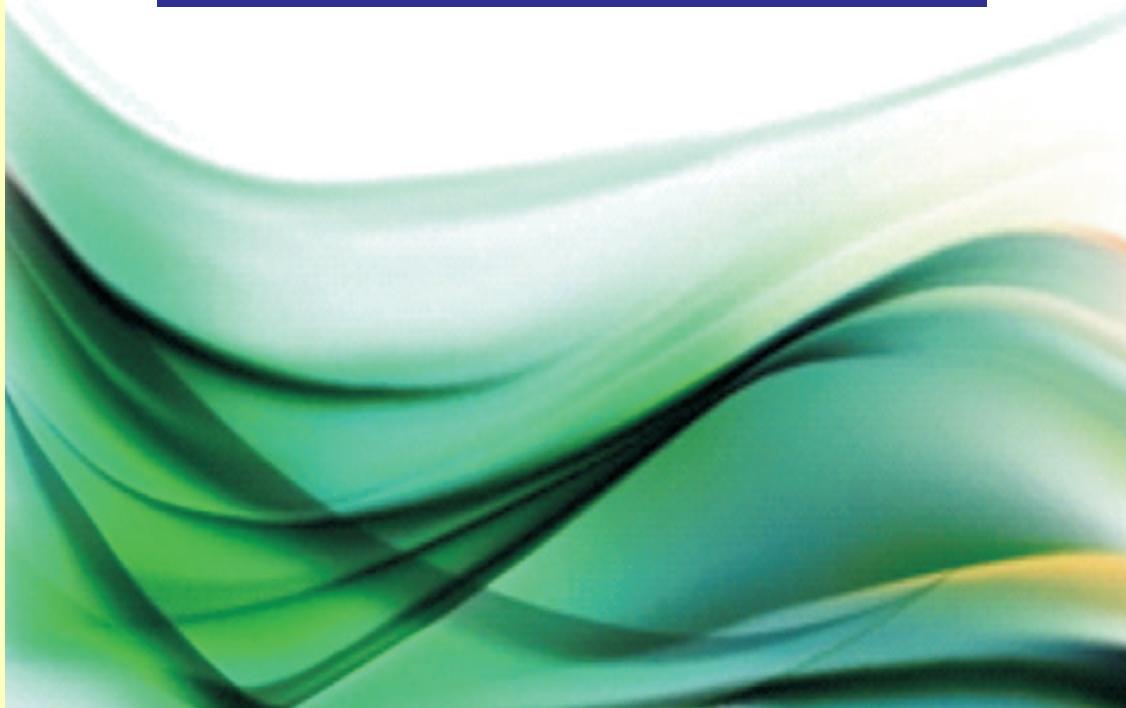


CLUSTER UNIVERSITY OF SRINAGAR

(Established Under Srinagar & Jammu Cluster Universities Act, 2016)



STATUTES AND REGULATIONS CALENDAR 2017



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Preface

The establishment of two Cluster Universities in the State of Jammu and Kashmir, the first of its kind in the country, is an innovative and a strategic intervention in the higher education sector of the State. Two Cluster Universities have been established under “The Srinagar and Jammu Cluster Universities Act, 2016” and the infrastructure development is funded through the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) scheme of the Ministry of Human Resource Development. The mandate of Cluster University Srinagar (CUS) is to provide opportunities to the aspiring students of the State to pursue higher education and also to bridge the critical gaps in specialized disciplines. The CUS has been created by pooling the resources of five existing colleges of Amar Singh College; Sri Pratap College; Govt. College for Women, M. A. Road; AAA Memorial Degree College, Bemina and Institute of Advanced Studies in Education. These five constituent colleges of the Cluster University have adequate academic, physical and technical infrastructural facilities and the mission of CUS would be to lead these colleges to the advanced schools of learning.

Cluster University of Srinagar started functioning from the academic session 2017 with the appointments of the founding Vice-Chancellor and Registrar. The first major task of the University administration, immediately after assuming the office in March 2017, was to formulate the calendar of “Statutes and Regulations” of the newly established University. For this purpose a committee was constituted under the chairmanship of the Vice-Chancellor to prepare a draft of the Statutes with the members : Prof. Sheikh Javid Ahmed (Vice-Chancellor), Dr. Yaseen Ahmad Shah (Registrar), Dr. Abdul Roouf Bhat, Dr. Humaira Qadri and Mr. Mubashir Hassan Khan.

After framing the draft statutes, a joint review committee of Cluster Universities of Srinagar and Jammu was constituted to finalise the Statutes. The joint committee, headed by the Vice-Chancellors of the two Universities, had several meetings both at Srinagar and Jammu with the objective to have uniformity in the drafted statutes of the two Universities. The final framed statutes of CUS are divided into nineteen chapters that include various aspects of the functioning of the University, i.e., powers of the officers/officials, rules governing admissions and appointments, examination guidelines, financial matters, maintenance of the discipline and grievance redressal. The statutes were submitted to the Chancellor (Hon’ble Chief Minister of the State) of the University and the approval was accorded on Dec. 22, 2017.



Vice-Chancellor
Cluster University Srinagar

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**THE SRINAGAR AND JAMMU CLUSTER UNIVERSITIES ACT, 2016 (Act No. III
of 2016)**

STATUTES AND REGULATIONS

DEFINITIONS

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

- (i) Unless otherwise provided in the Statutes and Regulations, “**Academic year**” wherever mentioned shall mean the period from the date of commencement of formation of a class to the date of commencement of the annual/semester examination held for that class;
- (ii) The “**Act**” means the Srinagar and Jammu Cluster Universities Act, 2016;
- (iii) “**University**” means the Cluster University of Srinagar
- (iv) “**College**” means an institution maintained or admitted to its privileges by the Cluster University and includes a constituent College;
- (v) “**Constituent Colleges**” means the Colleges constituting the Cluster University and recognized as such by syndicate of the Cluster University in accordance with the provisions of the Act and the Statutes;
- (vi) “**Autonomous College**” means an institution imparting instruction for the Bachelor’s Degree, Integrated/Honours & Post-Graduate courses with an autonomous status recognized by the Cluster University concerned in accordance with the provisions of the Act and the statutes;
- (vii) “**Affiliated College**” means an institutions imparting instruction up to Bachelor’s Degree, Integrated Honours & Post Graduate courses recognized by the Cluster University in accordance with the provisions of the Act and the statutes;
- (viii) “**Faculties**”, “**Boards of Studies**”, “**Board of Inspection**” and “**Boards of Research Studies**” means the “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” of a Cluster University;
- (ix) “**Head of the Department**” means the Head of a Cluster University Teaching Department who has the status of a Professor or an Associate Professor in the Cluster University and where any Cluster University has no teaching faculty in a subject the person duly appointed, for the time being, by the Cluster University;
- (x) “**Principal**” means the Head of a College or a person duly appointed, for the time being;
- (xi) “**Teachers**” include, Professors, Associate Professors, Assistant Professors and any other persons imparting instructions in the Cluster University or in any College maintained or admitted to its privileges by the Cluster University;
- (xii) “**Teachers of the Cluster University**” means persons appointed or Recognized

- by the Cluster University for the purpose of imparting instruction in the Cluster University or in any Constituent College;
- (xiii) "**Officers**", "**Authorities**", "**Professors**", "**Associate Professors**", "**Assistant Professors**", "**Fellows**", "**Demonstrators**", and "**Subordinate Staff**" mean respectively, "Officers", "Authorities", "Professors", "Associate Professors", "Assistant Professors", "Fellows", "Demonstrators", and the "Ministerial, Technical and inferior staff" of the Cluster University;
- (xi) "**Private Candidate**" means one who is eligible and has been granted permission to appear in a Cluster University examination after having completed the residency period of the course, but could not appear in the examination, with justifiable reasons, during the regular residency period; and
- (xii) The word "**three years**" wherever occurring in the Statutes to define the period of membership of an authority of the Cluster University, unless otherwise provided, shall be calculated to extend for three calendar years from the date the constitution of the Cluster University Council is notified, irrespective of the actual date on which the member may have been elected, nominated, co-opted or assigned to an authority.

CHAPTER-1

OFFICERS

1.1 STATUTES:

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

- 1.1.1 Deputy Registrar;
- 1.1.2 Assistant Registrar;
- 1.1.3 Accounts Officer/Officer In-charge Finance;
- 1.1.4 Assistant Director (Planning & Statistics);
- 1.1.5 Estates Officer;
- 1.1.6 Private Secretary;
- 1.1.7 Any other officer appointed as per sanctioned posts.

1.2 VICE-CHANCELLOR

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

- 1.2.1 to depute officers, teachers and other employees of the University on University work;
- 1.2.2 to permit the teachers and officers to attend the meetings and conferences within and outside the State;
- 1.2.3 to treat on duty for a period of, as per UGC regulation, days in exceptional cases in a year, i.e., from January to December, in the case of teachers and officers to enable them to attend meetings and academic conferences recognized by the University, and the committees constituted by the State Government or other recognized bodies and to conduct viva or practical examination outside the jurisdiction of the University or any other academic programme beneficial to the teachers/ officers of the University as may be decided by the Vice-Chancellor;
- 1.2.4 to treat on duty, the teachers of the University during the period they are engaged in the conduct of examinations (theory or practical) of the University or in assessment of answer scripts at the evaluation centres set up by the University;

- 1.2.5 to recommend and/or forward to the University Grants Commission, Union Ministry of Education and any other funding agencies, the proposals made by the University Teaching Departments/ Constituent/Affiliated colleges for grant of financial assistance under various schemes;
- 1.2.6 to select candidates and recommend them to the Union Ministry of Human Resource Development, State Ministry of Education, University Grants Commission, the Council of Scientific and Industrial Research and other Institutions/bodies/Academies etc., for the award of scholarships/fellowships/travel grants/financial assistance, etc. subject to the conditions, if any, laid down in this behalf;
- 1.2.7 to call upon the Deans, Principals of the Colleges and Heads of the Departments concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
- 1.2.8 to grant late admission of students to various courses in the University Teaching Departments and Constituent/Affiliated Colleges in accordance with the provisions of relevant Statutes;
- 1.2.9 to condone the delay in submission of forms, applications and all other documents to the University in exceptional cases where the delay is occasioned by the circumstances beyond the control of the applicant, provided always that he/she has not been guilty of negligence or fraud;
- 1.2.10 to sanction remission of late fee in the submission of Registration Returns documents etc. in genuine cases in which delay is occasioned by the circumstances beyond the control of the Candidate/College/Department, as the case may be, provided that the Candidate/College/Department has not been guilty of negligence or fraud;
- 1.2.11 to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations above as may be prescribed from time to time;
- 1.2.12 to sanction casual leave to the Deans and Heads of Departments of the University;
- 1.2.13 to sanction leave of all kinds other than casual, to the employees of the University;
- 1.2.14 to sanction crossing of efficiency bar in favour of the employees of the University;

- 1.2.15 to sanction honorarium to the subordinate staff;
- 1.2.16 to suspend, when he/she deems necessary, an officer or a teacher on grounds of misconduct in accordance with the procedure laid down in the Statues/Regulations and when he/she takes such an action he/she shall report it to the Syndicate/ University Council at its next meeting;
- 1.2.17 to suspend from attending the classes, when he/she deems necessary, a student on grounds of mischief, indiscipline and misbehaviour;
- 1.2.18 to sanction special advances out of provident Fund in favour of the University employees up to the extent, the credit is available;
- 1.2.19 to sanction write-off of loss in any individual case as per regulations;
- 1.2.20 to sanction all scholarships and fellowships of the University to the students under Statues/Regulations;
- 1.2.21 to sanction, in consultation with the Financial Advisor, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;
- 1.2.22 to sanction advances in individual cases against the budgetary provisions;
- 1.2.23 to authorize free supply of University publications on the merits of each case;
- 1.2.24 to sanction, in consultation with the Financial Advisor, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;
- 1.2.25 to accord administrative approval to the preparation of estimates for execution of approved works by the engineering unit as per codal procedure;
- 1.2.26 to accord sanction to the execution of the approved original works by the engineering unit after the estimates are technically approved by the competent authority;
- 1.2.27 to sanction, on the recommendation of engineering wing having technically approved the estimated expenditure to the extent of 5% over the estimates in the original technical sanction, within the budgetary provision;

- 1.2.28 to approve the various items of works under the grant provided for repair and maintenance of buildings and premises;
- 1.2.29 to sanction the temporary establishment on daily wages/ casual/ contract basis from time to time for University and Constituent Colleges;
- 1.2.30 to sanction creation of posts carrying scale up to the rank of Section officer and authorize budget provisions accordingly in consultation with Financial Advisor;
- 1.2.31 to authorize charge allowance as admissible under rule in respect of officers in consultation with Financial Advisor;
- 1.2.32 to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Deans, Heads of University Teaching Departments and Principals of Constituent/Autonomous/Affiliated Colleges, if necessary;
- 1.2.33 to authorize all purchases to be made for the University within the budgetary/local fund grant, as otherwise provided in the Statutes/Regulations;
- 1.2.34 to sanction admission of eligible students to degrees-in-absentia;
- 1.2.35 to sign (actual/digital) the certificates of degrees awarded by the University;
- 1.2.36 to appoint suitable persons on the recommendation of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;
- 1.2.37 to authorize amendment in the result of a candidate when affected by an error;
- 1.2.38 to authorize the publication of results of examinations conducted by the University;
- 1.2.39 to delegate the power of signing cheques to any officer of the University.
- 1.2.40 to sanction re-appropriation from one major or minor head to another in the approved budget unless specifically disallowed by the funding agencies;

- 1.2.41 to delegate the power of appointing supervisory staff to any officer of the University; and
- 1.2.42 To decide on other issues not covered above.

1.3 Terms and Conditions for the post of Vice Chancellor

1.3.1	Tenure of appointment	<p>The appointment of Vice Chancellor shall be made by the State Govt. on the basis of direct recruitment/recommendation of a selection committee constituted for the purpose, for a tenure of five years which can be renewed for another term or for such a period as Chancellor in consultation with Pro-Chancellor may deem appropriate, and shall be placed in the scale of pay as per State Universities from time to time. If the Vice-Chancellor wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay one month's salary in lieu thereof.</p> <p>Notwithstanding anything contained above, the Vice Chancellor shall continue in office beyond the expiry of his term until his/her successor is appointed and enters upon his/her office.</p>
1.3.2	Age of superannuation	Age for superannuation shall be as admissible to the post of Vice Chancellor for State Universities.
1.3.3	Pay	As admissible to the post of Vice Chancellor for State Universities.
1.3.4	Dearness pay and other allowances	As admissible to the officers of the University from time to time, except HRA if University accommodation is availed.
1.3.5	Conveyance	Use of official car for all his/her official duties and professional engagements.
1.3.6	Residential accommodation	Rent free, furnished residential accommodation earmarked for the Vice Chancellor. Besides, free mobile, internet and telephone service at his/her residence shall be provided by the University. In case the Vice-Chancellor does not avail

		the University accommodation, he/she shall be paid HRA as admissible under rules.
		The Vice-Chancellor, retaining accommodation in the parent Institution/Department during the deputation period within Srinagar city, shall not be entitled for house rent. However, the concerned Institution/Department where from the deputation has occurred shall be reimbursed the house rent dues as per the University rules.
1.3.7	Leave	As per University rules.
1.3.8	GP/CP Fund facilities	GP/CP fund as already opted. The proportionate leave salary and pension contribution and group insurance shall be remitted to the concerned Institution/Department, by the Cluster University of Srinagar from time to time.
1.3.9	Re-imbursement of Medical Expenses	Re-imbursement of medical expenses to be incurred by the Vice Chancellor shall be paid as per the rules applicable to the officers of the University.
1.3.10	TA for journeys	As per University rules.
1.3.11	Tours outside the State in Official capacity for attending academic conferences, Govt. deputation, participating meetings of the committees of the UGC or other academic bodies and delivering lectures etc.	To be treated as on duty leave which shall not exceed the limit prescribed in the University Regulations, unless specifically approved by the Chancellor.
1.4	REGISTRAR	
		The Registrar shall have the following powers and functions in addition to those provided under Section 15 of the Act: -
1.4.1	to make all disbursements on account of the University and sign all cheques, in absence of officer in charge Accounts/Finance;	
1.4.2	to sanction temporary appointments in leave arrangements of the subordinate staff;	
1.4.3	to award black mark to the subordinate staff for omissions and	

- errors proved to have been committed by them;
- 1.4.4 to impose fines on subordinate staff;
 - 1.4.5 to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of the University;
 - 1.4.6 to authorize purchases of all kinds for the office up to and including Rs. 1,00,000/- (Rupees one lakh) in individual cases;
 - 1.4.7 to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure;
 - 1.4.8 to accord sanction to the execution of approved works as per codal procedure;
 - 1.4.9 to sanction payment of advance T.A. to the University employees and members of the University bodies if and when necessary, provided that road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than 5 days before the actual date of travel;
 - 1.4.10 to sanction extra-ordinary expenditure not covered under Statutes on refreshment to the subordinate staff;
 - 1.4.11 to sanction re-appropriation from one major or minor head to another in the approved budget subject to the restrictions laid down in Accounts and Finance Regulations;
 - 1.4.12 to operate upon and maintain the account of imprest of Rs. 50,000/- (Rupees fifty thousands) to meet emergent expenses in accordance with the provisions laid down for this purpose;
 - 1.4.13 to declare the seniority list of the University employees;
 - 1.4.14 to sanction advances to the University employees out of their Provident Fund deposits in accordance with the relevant Regulations;
 - 1.4.15 to keep the custody of Service Books and Character Rolls of the University employees;
 - 1.4.16 to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down in the Statutes/ Regulations and when he takes such an

action he will report it to the Vice-Chancellor;

- 1.4.17 to sanction write off of loss in any individual case as per regulations;
- 1.4.18 to sign agreements on behalf of University. Provided that in respect of cases pertaining to a Faculty/ Department/ the concerned Dean/ Head of the Department shall also be empowered to execute an agreement with outside agencies after it is verified by the legal persons and officer incharge of finance.

1.5 CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 16 of the Act :-

- 1.5.1 to frame and issue date sheets (theory and practical) for various examinations;
- 1.5.2 to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Regulations;
- 1.5.3 to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
- 1.5.4 to condone in genuine cases deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc. or to impose token deductions only;
- 1.5.5 to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Confidential and Examination Branches who may have to sit for work outside the office hours;
- 1.5.6 to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centers as required under the provisions of the relevant Regulations;
- 1.5.7 to grant permission to private candidates for appearing in various examinations conducted by the University;
- 1.5.8 to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time;

- 1.5.9 to make payment of remuneration to printers of question papers, paper-setters, examiners, checking assistants, code officers, tabulators and collators and to sign cheques in that connection;
- 1.5.10 to authorize incurring of normal contingent expenditure in regard to the work relating to the examinations;
- 1.5.11 to sanction payment of advance T.A. to the examiners, Superintendents of Examination Centers and officials of the Examination Branch provided that the road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than five days before the actual date of journey;
- 1.5.12 to sanction casual leave to the subordinate staff of the Examination wing or delegate the powers to any officer of the University;
- 1.5.13 to inspect the examination centers (Theory & Practical); and
- 1.5.14 to appoint supervisory staff for examinations to be conducted by University.

**1.6 DEAN COLLEGE DEVELOPMENT COUNCIL
POWERS AND DUTIES**

The Dean College Development Council shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section **(1) (C) of Section 35** of the Act. He/she shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or by the Vice-Chancellor: -

- 1.6.1 to act as a Member Secretary of the College Development Council;
- 1.6.2 to conduct all official correspondence of the College Development Council;
- 1.6.3 to visit all the Constituent/Autonomous/Affiliated colleges at least twice in a year to assess the developmental needs of the Colleges;
- 1.6.4 to hold regular meetings with the Principals of the Constituent/Affiliated/Autonomous colleges with a view of apprising them of the ways in which the College Development Council can function effectively for the development of colleges;
- 1.6.5 to scrutinize development proposals of the colleges and recommend them to the UGC for approval;

- 1.6.6 to act as the Convener of all Inspection Committees appointed by the University for inspection of colleges;
- 1.6.7 to obtain from the colleges and furnish to the Commission utilization certificates and other documents in respect of UGC grants released/disbursed to the Colleges;
- 1.6.8 to help in monitoring the UGC programmes implemented by the constituent Colleges;
- 1.6.9 to review the inspection reports of the colleges and to suggest remedies for removing the defects and irregularities reported;
- 1.6.10 to prepare Annual Reports of the functions of the College Development Council during the year and submit the same to the Syndicate, University Council and the UGC;
- 1.6.11 to control the staff working in his office;
- 1.6.12 to sanction casual leave of the secretarial staff working in his office;
- 1.6.13 to organize workshops, seminars and conferences of Principals/College teachers for advancing the cause of collegiate education;
- 1.6.14 to countersign TA/DA claims of Principals/College teachers who are asked to participate in the various seminars/workshops and conferences; and
- 1.6.15 to perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.

1.7 Terms and Conditions for the posts of Registrars/Controller of Examinations/Dean Colleges Development Council

- 1.7.1 Tenure of appointment The appointment of Registrar/ Controller of Examinations/Dean Colleges Development Council shall be made by the University Council on the basis of direct recruitment/ recommendation of a selection committee constituted for the purpose, for a tenure of five years or till the point of attaining the age of superannuation as per the norms of state Universities, which may be reviewed for a similar term. The appointee/s shall be

placed in the scale of pay as admissible for State Universities from time to time. If the Registrar/ Controller of Examinations/Dean Colleges Development Council wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay one month's salary in lieu thereof.

1.7.2 Age of superannuation

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

1.7.3 Pay

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

1.7.4 Dearness pay and other allowances

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

1.7.5 Conveyance

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

1.7.6 Residential accommodation

Rent free, furnished residential accommodation earmarked for the Registrar/ Controller of Examinations/Dean Colleges Development Council. Besides, free mobile, internet and telephone service at his/her residence shall be provided by the University.

In case the officer do not avail the University accommodation, he/she shall be paid HRA as admissible under rules.

The Registrar/ Controller of Examinations/Dean Colleges Development Council retaining accommodation in the parent

		Institution/Department during the deputation period within Srinagar city, shall not be entitled for house rent. However, the concerned Institution/Department where from the deputation has occurred shall be reimbursed the house rent dues as per the University rules.
1.7.7	Leave	As per University rules.
1.7.8	GP/CP Fund facilities	GP/CP fund as already opted. The proportionate leave salary and pension contribution and group insurance shall be remitted to the concerned Institution, by the Cluster University of Srinagr from time to time.
1.7.9	Re-imbursement of Medical Expenses	Re-imbursement of medical expenses to be incurred by the Registrar/ Controller of Examinations/Dean Colleges Development Council shall be paid as per the rules applicable to the officers of the University.
1.7.10	TA for journeys	As per University rules.
1.7.11	Tours outside the State in Official capacity for attending academic conferences, Govt. deputation, participating meetings of the committees of the UGC or other academic bodies and delivering lectures etc.	To be treated as on duty leave which shall not exceed the limit prescribed in the University Statutes, unless specifically approved by the Vice- Chancellor.
1.7.12	Government employees of other Departments recognised by the University as its employees as Dean of Faculty, Registrar, Controller of Examination and Dean College Development Council , shall be entitled to all the pensionary as well as other benefits as would have been due to them in their parent departments.	

1.8 ACCOUNTS OFFICER/OFFICER INCHARGE FINANCE

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

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

charge of all financial, budget and accounting operations of the University;

- 1.8.3 the Accounts Officer/Officer in charge Finance will supervise the work of the subordinate staff working in Finance, Budget and Internal Audit Section of the University. He will dispose of all matters at his level and submit to the Registrar and the Vice-Chancellor only important policy matters for decisions;
- 1.8.4 the Accounts Officer/Officer in charge Finance will exercise all the financial powers including passing of bills and signing of cheques;
- 1.8.5 to authorize purchase of all kind for the office upto and include Rs. 25,000/- (Rupees twenty five thousand) in individual case;
- 1.8.6 any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.

1.9 DEPUTY REGISTRAR/ASSISTANT REGISTRAR

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

1.10 PUBLIC RELATIONS OFFICER

1.10.1 Pay-Band; 15600-39100+6000

1.10.2 Eligibility:

1.10.2.1 Masters Degree in Mass Communication and Journalism with 55% marks and above from any recognised university.

1.10.2.2 Should have an experience of 05 years as Journalist with any reputed organization

1.10.2.3 Should have sound knowledge of computers

1.10.3 Selection Committee:

The selection committee for the post of PRO's shall consist of the following:

Vice-chancellor, Cluster University Srinagar

Registrar, Cluster University Srinagar

Financial Advisor, Cluster University Srinagar

Pro-Chancellor's Nominee

**ASSISTANT DIRECTOR (PLANNING & STATISTICS)
FUNCTIONS AND DUTIES**

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

- 1.11.1 to devise policy on expansion and diversification of the University activities;
- 1.11.2 to plan a road map for future development of the University;
- 1.11.3 to monitor the physical targets and utilization of funds with respect to developmental projects funded by the State and Central Governments and other Agencies/Institutions/bodies etc.
- 1.11.4 to prepare relevant papers for submission of progress reports of the developmental projects to various funding agencies;
- 1.11.5 to prepare proposal for the development of University;
- 1.11.6 to prepare the strategic plan for the University;
- 1.11.7 to review various proposals for initiation of new programmes;
- 1.11.8 to liaise with various funding agencies and to keep track of the various schemes announced by the Government agencies for the funding of infrastructural projects;
- 1.11.9 to collect, compile and tabulate all statistical data for submission to the Central and State Government including other corporation and agencies;
- 1.11.10 to ensure the developmental planning in tandem with the academic and other relevant requirements of University;
- 1.11.11 to report to the Registrar and assist him regarding the planning and developmental issues of the University as enumerated above;
- 1.11.12 Any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.

1.12 ESTATES OFFICER

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

- 1.12.1 maintenance of the University building, roads, fencing, playgrounds, parks and lands, construction and maintenance of utility services;
- 1.12.2 maintenance of fire protection services;

- 1.12.3 maintenance of architectural and constructional services of the university;
- 1.12.4 all university construction;
- 1.12.5 preparation of the annual construction and maintenance budget of the university and a periodical report showing the progress on works under construction;
- 1.12.6 providing and supervising the supply of electricity, water, telephone, internet and other services;
- 1.12.7 be responsible for safety of electric installations;
- 1.12.8 perform such other duties as may be directed by the Vice Chancellor and Registrar for proper functioning of the physical facilities of the University;
- 1.12.9 any other work assigned for the development of University.

1.13 PRIVATE SECRETARY TO VICE-CHANCELLOR

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

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

1.14 RECOGNITION OF NON-TEACHING STAFF

- a. Short listing and recognition (as employees of the University) of non teaching staff from the employees of the Higher Education Department shall be carried out as per the notifications to be issued from time to time.
- b. The transition from the Higher Education Department shall be governed by the Civil Service Rules of the State unless specified by the statutes.
- c. Government employees of other Departments recognised by the University as its employees shall be entitled to all the pensionary as well as other benefits as would have been availed by them in their parent Departments.

CHAPTER – 2

AUTHORITIES AND COMMITTEES

2.1 UNIVERSITY COUNCIL

2.1.1 STATUTES

- 2.1.1.1 The members of University Council, nominated by the Chancellor under section 19 of University Act 2016, shall hold office for a period of three years.
- 2.1.1.2 Provided that the members of the University Council other than the nominated members shall hold office, as such so long as they continue to hold their respective posts, subjected to a maximum of three years

2.1.2 POWERS

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

- 2.1.2.1 to institute such Professorships, Associate Professorships, Assistant Professorships or other teaching posts as may be proposed by the Academic Council in this regard;
- 2.1.2.2 to abolish or suspend any Professorships, Associate Professorships, Assistant Professorships or other teaching posts on the report of the Academic Council in this regard;
- 2.1.2.3 subject to the powers conferred upon the Syndicate under the Act, to manage and regulate the finances, accounts, investments, property and all administrative affairs, whatsoever of the University, and for that purpose to appoint such agents as it may deem fit;
- 2.1.2.4 to withdraw any degree, diploma or certificate conferred or granted by the University upon the ground that such a person has been convicted by a court of law or an offence which in the opinion of the University Council involves moral turpitude or upon the ground that he/she has been guilty of scandalous conduct.

2.1.3 REGULATIONS

2.1.3.1 HOLDING OF MEETINGS

The meeting of the University Council shall be presided over by the Chancellor, when present. In his/her absence the Pro-Chancellor shall preside and in the absence of both the

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

2.1.3.2 NOTICE OF THE MEETING

The Registrar shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meeting the Registrar shall give previous notice of the time, date and place of the meeting as the circumstances in each case may permit:

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

2.1.3.3 SECRETARY

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

2.1.3.4 QUORUM

Seven members inclusive of the Chairperson shall form the quorum.

2.1.3.5 NOTICE OF RESOLUTION AND AMENDMENT

- i. No resolution, proposal or other matter, foreign to, or wholly inconsistent with the matter appearing in the agenda paper, shall be decided by the University Council, except to the extent permitted by the Chairperson whose decision on the subject shall be final.
- ii. Notice of a motion or resolution, from a member of the University Council, to be included in the agenda of an ordinary meeting of the Council must reach the Registrar at least ten clear days before the date of the meeting.
- iii. A motion standing in the name of a member who is absent from the meeting may be proposed on his/her behalf by any other member with the permission of the Chairperson.

- iv. Every motion shall be in the form of a resolution which must be seconded.

2.1.3.6 PROCEDURE

- a) When a motion has been duly proposed and seconded, the Chairperson shall read it out at the meeting. It shall then be open to discussion, and if there is no discussion the motion shall at once be put to the vote.
- b) Any member present may propose an amendment to a motion. When two or more amendments are proposed the Chairperson shall put them to the vote in the inverse order, i.e., the last amendment being put to the vote first and the first, last.
- c) It shall be in the discretion of the Chairperson to decide whether an amendment is in order or not.
- d) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.
- e) An amendment must be duly seconded.
- f) Every question shall be decided by a majority of the votes of the members present. The Chairperson shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes the Chairperson shall have the casting vote in addition to his vote as member.
- g) No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have the right of reply at the close of the discussion of the motion.
- h) No speech other than that of the Chairperson shall exceed five minutes in duration.
- i) The Chairperson shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairperson has called for a vote.
- j) A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment nor while a member is speaking.
- k) If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment there to, as the case may be, shall immediately be put to the vote.
- l) A member proposing the adjournment of the meeting or discussion shall also mention the date and time for

such adjournment. A meeting or discussion continued on the adjournment date shall be deemed to be the continuation of the adjourned meeting.

- m) No discussion shall be allowed on a motion mentioned in Statute (k) above.
- n) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairperson of the meeting.
- o) Any member may, by way of personal explanation, with the permission of the Chairperson, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
- p) Any member may, at any time in the course of a discussion, rise and call the attention of the Chairperson to a point of order.
- q) If a point of order is raised by one member in the course of speech by another, the speaker shall forthwith resume his seat until the Chairperson has decided it.
- r) If the Chairperson be of the opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction, or of interruption to the discussion, or to the business of the meeting, he/she shall so declare and it shall be deemed a breach of order and the speaker shall resume his seat.
- s) The Chairperson shall be the sole judge of any point and his decision shall be final. He/she may, at his/her own instance or at the instance of any member, call any member to order and the member shall obey forthwith. If the member so called to order shall, in speaking, disregard such a call, the Chairperson may suspend him from membership for the rest of the meeting and in the case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of the two-thirds of the members present.
- t) A member suspended for the rest of the sitting shall not take part in any discussion.
- u) A member suspended with the vote of two-thirds of the members present for a longer period than the duration of a meeting may be called upon to withdraw from the meeting, and there-upon, he shall do so.
- v) Proposals relating to formal votes of thanks, messages of congratulations or condolence and other matters of

like nature may be moved from the Chair without notice.

2.1.3.7 BUSINESS BY CORRESPONDENCE

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

2.1.3.8 MINUTES

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

2.2 SYNDICATE

2.2.1 REGULATIONS

- 2.2.1.1 The members of the Syndicate other than the ex-officio members shall hold office for a period of three years
- 2.2.1.2 Provided that if a member is appointed or elected to represent a particular body or a particular post, he shall hold office of a member so long only as he represents that body or hold that post/s as the case may be.

2.2.2 POWERS

- 2.2.2.1 In addition to the provisions of the Act, the Syndicate shall have the powers to appoint the following Committees to transact such business of the Syndicate as may be provided by the Statutes or Regulations or assigned by the Syndicate: -
 - a) Finance Committee;
 - b) Planning Board;
 - c) Library committee;
 - d) Building committee
 - e) Boards of Sports
 - f) Board of Student welfare

- g) Committee for scrutiny of Unfair means cases in examinations;
 - h) Committee for scrutiny of complaints against question-papers/publication of results/ scrutiny of marks and re-checking of results; and
 - i) Any other Committee which the Syndicate may deem necessary.
- 2.2.1.2 To nominate a member from its own body on each managing committees of Constituent/Autonomous/Affiliated colleges and other institutions not maintained by the Government.
- 2.2.1.3 To declare, subject to the provisions of the relevant Regulations, an institution engaged in research work as an approved Institution of the University.

2.2.3 REGULATIONS

2.2.3.1 MEETINGS

The meetings of the Syndicate shall be held at such times as the Vice-Chancellor may direct, at-least twice a year. But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

2.2.3.2 NOTICE OF THE MEETING

The Registrar shall, ordinarily, at-least ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meetings, the Registrar shall give such previous notice of the time, date and place of the meetings as the circumstances in each case may permit:

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

2.2.3.3 CHAIRPERSON

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

2.2.3.4 SECRETARY

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

2.2.3.5 QUORUM

Six members inclusive of the Chairperson shall form the quorum

2.2.3.6 BUSINESS

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

2.2.3.7 BUSINESS BY CORRESPONDENCE

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

2.2.3.8 MINUTES

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

2.3 ACADEMIC COUNCIL

2.3.1 STATUTES

- 2.3.1.1 The members of the Academic Council, other than ex-officio members, shall hold office for a period of three years.
- 2.3.1.2 Provided that persons co-opted as representatives of any particular body shall not hold office after they cease to be members of the body.

2.3.2 POWERS

The Academic Council may appoint a Standing Committee to:

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

of the Cluster University;

- 2.3.2.2 to prescribe qualifications for admission to various programmes, to determine the intake of students in each programme and other matters related to the admission of students and their examinations;
- 2.3.2.3 to consider the minutes of Board of Studies (Academic/Research) and to make suitable recommendations to the University council;
- 2.3.2.4 to approve the Academic Calendar of the University;
- 2.3.2.5 to consider any other Academic matter referred to it by the Vice-Chancellor as he/she may be deem fit for approval/endorsement on behalf of the Academic Council.

2.3.3 REGULATIONS

2.3.3.1 MEETINGS

The meetings of the Academic Council shall be convened as the Vice-Chancellor may direct. But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall be first brought forward and disposed of.

2.3.3.2 NOTICE OF THE MEETING

The Registrar shall, ordinarily, not less than ten days previous to each meeting of the Academic Council issue to each member thereof, a notice stating the time, date and place of the meeting along with the agenda paper:

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

2.3.3.3 CHAIRPERSON

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

2.3.3.4 SECRETARY

The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the

Registrar shall act as Secretary.

2.3.3.5 QUORUM

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

2.3.3.6 PROCEDURE

- a) All proposals brought forward for the consideration of the Academic Council, shall be decided by the majority votes of the members present at the meeting and in the case of equality of votes the Chairperson shall have the casting vote. The Chairperson may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.
- b) Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must be in the hands of the Registrar not less than ten days before the meeting.
- c) Notice of an amendment to a motion or resolution of which notice has been given must, if it is intended to be included in the supplementary agenda, be in the hands of the Registrar at-least five clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.
- d) Notwithstanding anything contained in the above point, the Chairperson may allow a motion or an amendment of which the notice required thereby has not been given.
- e) It shall be open to the Chairperson to put to the vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairperson may also take vote on two or more amendments in the alternative.
- f) All Regulations relating to conduct of business at meetings of the University Council not inconsistent with these Regulations shall, mutatis mutandis, apply to all meetings of the Academic Council.

2.3.3.7 MINUTES

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

2.4 FACULTIES

2.4.1 STATUTES

- 2.4.1.1 In addition to the faculties mentioned under sub section (1) of section 25 of the Kashmir and Jammu Cluster Universities Act, 2016, there shall be faculties as notified from time to time.
- 2.4.1.2 The term of office of members of the Faculties other than ex-officio members shall be three years.
- 2.4.1.3 Provided that persons appointed or elected to any particular body shall not hold office after they cease to be members of the body.

2.4.2 REGULATIONS

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

2.4.2.1 Faculty of Arts and Humanities

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

2.4.2.2 Faculty of Sciences

- a) Botany;
- b) Bio-Technology;
- c) Chemistry;
- d) Computer Applications;
- e) Electronics;
- f) Environmental Sciences;
- g) Family & Community Sciences;
- h) Food Science and Technology
- i) Geography
- j) Geology
- k) Mathematics
- l) Physics;

- m) Statistics;
- n) Textile & Apparel Science
- o) Zoology;
- p) All subject comprised in BCA course

2.4.2.4 Faculty of Social Sciences

- a) Economics;
- b) History;
- c) Political Science;
- d) Psychology;
- e) Sociology;
- f) Philosophy

2.4.2.5 Faculty of Education

- a) Education.
- b) All subject / courses comprised in B.Ed / M.Ed / B.Ed-M.Ed integrated programme

2.4.2.6 Faculty of Commerce

All subjects / courses comprised in B. Com/ M. Com/ B. Com Hon's – M. Com Hon's (integrated Programme)/ BBA.

2.4.2.7 MEETINGS

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

2.4.2.8 NOTICE OF THE MEETING

The Dean of the Faculty shall, not less than fifteen days previous to each meeting of the Faculty, issue to each member a notice stating the time, date and place of the meeting along with the agenda paper:

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

2.4.2.9 QUORUM

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

2.4.2.10 PROCEDURE

- a) Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Dean of the Faculty so as to reach his office not less than five clear days before the date of the meeting. The Dean of the Faculty shall include such proposals in the supplementary agenda and circulate it among the members.
- b) Amendments to motions can be moved at the meeting of the Faculty with the permission of the Chairperson.
- c) No business or proposal, of which previous notice has not been given, shall be brought before the Faculty at the meeting except by permission of the Chairperson of the meeting.
- d) All matters shall be determined in accordance with the vote of the majority of members present, and when the votes are equal, the Chairperson shall have the casting vote.
- e) The Chairperson shall regulate the order of speaking and conduct of business at meetings, in accordance with the Regulations prescribed for discussion of matters at meetings of the Academic Council.

2.4.2.11 MINUTES

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

2.5 DEANS OF FACULTIES

2.5.1 REGULATIONS

- 2.5.1.1 The Dean of the Faculty shall hold office for a period of three years from the respective date of their appointed by the Vice Chancellor based on the recommendation of the selection committee constituted for the purpose.

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

- 2.5.1.2 If a vacancy in the office of the Dean occurs at any time, the Vice-Chancellor may nominate the Professor in the interim period till the new Dean is appointed following the recommendations of the selection committee.

- 2.5.1.3 The Dean of each Faculty shall be the executive officer of the Faculty and shall preside at its meetings. In the absence of the Dean, the members present shall elect their own Chairperson.

Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor/ Dean Academic Affairs for the period of his absence.

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

- 2.5.1.5 Government employees of other Departments recognised by the University as Dean shall be entitled to all the pensionary as well as other benefits as would have been due to them in their parent departments.

2.6 BOARDS OF STUDIES

2.6.1 STATUTES

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

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

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

2.6.2 REGULATIONS

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

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

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

2.6.2.4 MEETINGS

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

2.6.2.5 NOTICE OF THE MEETING

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

2.6.2.6 CHAIRPERSON

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

2.6.2.7 SECRETARY

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

2.6.2.8 QUORUM

- a) The majority of the members of a Board or in the case of joint session, of the total number of the members of the Boards meeting jointly shall form a quorum but if a meeting is adjourned for want of quorum no such quorum shall be necessary for the subsequent meeting.
- b) Any two or more Boards of Studies may, with the consent of the Vice-Chancellor and at the request of the Academic Council or the Syndicate or the University Council, jointly meet and act in concurrence and render a joint report upon any matter which lies within their Purview.

2.7 BOARD OF INSPECTION

2.7.1 STATUTES

- 2.7.1.1 The members of the Board of Inspection who are to be

nominated by the Vice-Chancellor shall hold office by rotation for a period of three years. Provided also that the ex-officio members of the board of Inspection shall hold office as such as long as they continue to hold the respective post.

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

2.7.2 REGULATIONS

- 2.7.2.1 **MEETINGS**
The Board of Inspection shall meet whenever the Vice-Chancellor directs.
- 2.7.2.2 **CHAIRPERSON**
The Dean College Development Council shall preside at the meeting.
- 2.7.2.3 **QUORUM**
 - a) The majority of the members of the Board shall form a quorum.
 - b) All questions shall be decided by a majority of votes of the members present. In the event of votes being equal, the Chairperson shall have the casting vote.

2.8 SELECTION COMMITTEES

- 2.8.1 **STATUTES**
The members of the Selection Committees nominated under Section 34 of the Act shall hold office for a period of three years.
- 2.8.2 **REGULATIONS**
 - 2.8.2.1 **HOLDING OF MEETINGS**
The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct.

2.8.2.2 NOTICE OF THE MEETING

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

2.8.2.3 Chairperson

Vice - Chancellor shall be the Chair-person of the selection committees

2.8.2.4 SECRETARY

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

2.9 COLLEGE DEVELOPMENT COUNCIL

2.9.1 CONSTITUTION & FUNCTIONS

2.9.1.1 REGULATIONS

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

- a) Vice-Chancellor (Chairperson);
- b) Commissioner/Secretary, Higher Education Department J&K Government;
- c) Chairperson, J&K State Board of School Education;
- d) Dean of Faculties;
- e) Five Professors of the University to be nominated by the Vice-Chancellor by rotation;
- f) Dean College Development Council, Cluster University of Jammu, J&K;
- g) Five Principals of the Constituent/Autonomous/Affiliated colleges to be nominated by the Vice-Chancellor by rotation;
- h) Five Teachers of the Constituent/Autonomous/Affiliated colleges to be nominated by the Vice-Chancellor by rotation;
- i) Dean College Development Council;
- j) Registrar;
- k) Controller of Examinations;

2.9.1.2 POWERS AND DUTIES OF DEAN COLLEGE

The Dean College Development Council shall be appointed

by the University Council on the recommendation of the Selection Committee appointed for the purpose under subsection (1) (b) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or by the Vice-Chancellor:-

- a) to act as a Member Secretary of the College Development Council;
- b) to be an ex-officio member of the Academic Council and Board of Inspection of the University;
- c) to carry out the surprise and normal inspection of the colleges to see that academic programmes are carried out smoothly and quality standards are adhered;
- d) to be head of the affiliation unit of the University and the affiliation to colleges shall be monitored and controlled by him/her;
- e) to act as the Convener of all Inspection Committees appointed by the University for inspection of colleges;
- f) to review the inspection/audit report of the colleges and to suggest remedies and take action or removing the defects and irregularities reported;
- g) to visit all the constituent/affiliated colleges atleast twice in a year to assess the developmental needs of the Colleges;
- h) to scrutinize development proposals of the colleges and recommend them to the UGC or other agencies/bodies for approval;
- i) to help in monitoring the UGC programmes implemented by the constituent/affiliated colleges;
- j) to obtain from the colleges and furnish to the commission utilization certificates and other documents in respect of UGC grants released/disbursed to the colleges;
- k) to ensure proper utilization of grants sanctioned by the UGC and efficient implementation of UGC approved projects;
- l) to be in direct liaison with the Vice-Chancellor, Commissioner/Secretary, Higher Education, UGC, and other agencies/bodies;
- m) to represent the University on the State Government Committees for development of colleges;
- n) to hold regular meetings with the Principals of the Constituent/Autonomous/Affiliated colleges with a view to apprising them in the way in which the College Development Council can function effectively for the development of colleges;
- o) to organize workshops, seminars and conferences of

- colleges Principals/ Teachers for advancing the cause of collegiate education;
- p) to act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University;
 - q) to conduct all official correspondence of the College Development Council;
 - r) to control the staff working in his/her office;
 - s) to sanction casual leave of the Secretarial/Ministerial/Subordinate staff working in his/her office;
 - t) to countersign TA/DA claims of Principals/College Teachers who are asked to participate in the various seminars/workshops and conferences;
 - u) to operate upon the local fund and admission fund accounts as per rules;
 - v) to perform such other duties as may be assigned to him/her by the College Development Council and the Vice-Chancellor from time to time.

These powers and duties are to be read with 1.6 of these Statutes.

2.9.1.3 REGULATIONS

Ensure that the grants released by UGC or any other funding agency to University/Government for disbursement to college are not held/locked up or utilized by University/Government for their own purpose and also ensure that these grants are properly and expeditiously dispersed to colleges. For specific purpose according to the guidelines laid down by the commission.

2.9.1.4 MEETING

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

2.9.1.5 CHAIRPERSON

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

2.9.1.6 NOTICE OF MEETING

The Secretary shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and venue of the meeting together with agenda paper.

2.9.1.7 SECRETARY

Dean of the College Development Council shall be the ex officio Secretary.

2.9.1.8 QUORUM

Majority of the members, inclusive of chairperson, shall form the quorum.

The proceedings of the meeting of the College development Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures.

2.10 COMMITTEES OF THE SYNDICATE

2.10.1 FINANCE COMMITTEE

2.10.1.1 REGULATIONS

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

- a) Vice-Chancellor;
- b) Financial Advisor or his/her nominee;
- c) Educational Advisor to the Government or the officer designated by the Government to be -in-charge of Higher Education or his/her nominee;
- d) two members of the Syndicate nominated by the Syndicate;
- e) the Registrar; and
- f) Finance officer/Officer –in-charge Finance.

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

2.10.1.2 POWERS & FUNCTIONS

The functions and powers of this Committee shall be as under:-

- a) to examine the annual budget consolidated by the Registrar and endorsed by the Financial Advisor and to advise the Syndicate thereon;
- b) to review the financial position periodically;
- c) to devise means for the improvement of the financial position of the University;
- d) to examine every proposal of new expenditure not provided for in the budget: and
- e) to perform such other functions as the Syndicate may, from time to time, determine.

2.10.1.3 MEETINGS

The Committee shall meet whenever the Vice-Chancellor directs.

2.10.1.4 CHAIRPERSON

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

2.10.1.5 SECRETARY

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

2.10.1.6 QUORUM

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

2.10.2 PLANNING BOARD

2.10.2.1 REGULATIONS

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

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

With powers to co-opt.

The Officer/ incharge Planning will be the Secretary to the Board.

Powers to co-opt other members shall rest with the Vice-Chancellor.

2.10.2.2 MEETINGS

The Committee shall meet whenever the Vice-Chancellor directs.

2.10.2.3 CHAIRPERSON

The Vice-Chancellor shall preside at all meetings.

2.10.2.4 SECRETARY

The Officer/Incharge Planning shall be the Secretary of the Committee. He/she shall maintain proceedings of the Committee in writing and shall submit the same to the Chairperson for approval.

2.10.2.5 QUORUM

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

2.10.3 LIBRARY COMMITTEE

2.10.3.1 REGULATIONS

The Library Committee shall consist of the following: -

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

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

2.10.3.2 POWERS & FUNCTIONS

The functions and powers of the Library Committee shall be -

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

- g) to decide all matters relating to the Library which are not otherwise provided for in the Statutes and Regulations, the decision being liable to revision by the Syndicate;
- h) to delegate any of its powers to the Librarian;
- i) to fix up the working hours of the Library; and
- j) to purchase rare manuscripts on the recommendation of the committee to be appointed by the Vice-Chancellor which shall include an expert and one person not connected with the University, having sound knowledge of the subject concerned.

2.10.3.3 MEETINGS

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

2.10.3.4 CHAIRPERSON

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

2.10.3.5 SECRETARY

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

2.10.3.6 QUORUM

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

2.10.4 Building Committee

2.10.4.1 Regulations

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

- a) Vice-Chancellor;
- b) Chief Engineer/or his/her nominees not below the rank of EE, R&B J&K Govt., Srinagar Province;
- c) Nominee of the Planning Board to be nominated by the Vice-Chancellor or his nominee not below the rank of Superintending Engineer;
- d) Registrar;

- e) Officer incharge;
 - f) Two teachers of the University not below the rank of Professor nominated by the Vice-Chancellor;
 - g) Representative of the user Department;
 - h) Head Department of Electrical or Civil engineering(if any exists) or a person from the nearby university ;
 - i) University Engineer or University Architect or Govt. Architect; and
 - j) Officer Incharge Planning.
- The members shall hold office for a period of three years.

2.10.4.2 The committee shall scrutinize the plan and estimates proposed for all new works before these are approved by the competent authority;

2.10.4.3 The committee will supervise the constructions of the new buildings and examine proposals for major additions and attachments in the existing buildings before these are executed with the approval of the competent authority.

2.10.4.4 Meetings

The committee shall meet whenever Vice-Chancellor directs.

2.10.4.5 Chairperson

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

2.10.4.6 Secretary

The officer incharge planning shall be the member secretary of the committee. He/She shall maintain the proceeding of the meeting and shall submit the same to the Chairperson for his signature.

2.10.4.7 Quorum

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

2.10.5 Board of Sports

2.10.5.1 Regulations

The board of sports shall consist of the following: -

- a) Vice- Chancellor;
- b) Educational advisor to the government or officer designated by the government to be in charge of Higher Education;
- c) Four Heads of the University Departments and Four Principals of colleges nominated by the Vice-Chancellor;

- d) Four persons, at least one of whom shall be a women, not connected with the university and colleges, interested in sport, nominated by syndicate;
- e) The Registrar;
- f) The Controller of Examinations;
- g) The Director, Physical Education/ Sport ; and
- h) The Director, Physical Education/Sport(ex-officio Secretary) act as ex-officio Secretary in the Board of Sports.

2.10.5.2 Aims and objectives :

- a) To promote true spirit of sportsmanship and camaraderie among students;
- b) To advise the syndicate in formulation of policies regarding the sports activities and to organize, control, manage and supervise, either through various committees and sub-committees, inter-collegiate sports activities/Tournaments and programs and sport festivals; and
- c) To authorize the conduct of tournaments and other sport events as prescribed under the regulations.

2.10.5.3 Meetings

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

2.10.5.4 Chairperson:

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

2.10.5.5 Secretary:

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

2.10.5.6 Quorum:

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

2.10.5.7 Functions and Duties

The board of sports shall perform the following functions and Duties

- a) To plan, organize and regulate hiking, trekking and other expedition, camps and sport festivals;
- b) To organize, conduct and control tournaments in various sport events and competitions for students at inter college level;
- c) To undertake and implement National Sports Policies;

- d) To promote inter-university fellowship by organising or taking part in inter-university tournaments;
- e) To select university teams and to appoint instructors/managers of various games and clubs and officials to accompany the university teams for inter-university competitions;
- f) To propose regulations for the organizations, conduct and control of the university sports activities/tournaments;
- g) To interpret and enforce regulations and give decisions and rulings on any point not covered by these regulations;
- h) To frame bye-laws to meet any emergency that may arise in the discharge of its duties; provided that such action is duly reported to the syndicate for approval;
- i) To appoint committee(s) as and when necessary, and fix their terms of reference;
- j) To condone delay in the submission of entry by college for the tournaments and any other competitions conducted by university;
- k) To prepare reviews and reports of the activities pursued during the year;
- l) To recommend to the syndicate the budget estimates for sports activities annually;
- m) To raise and spend funds for sports activities/tournament in accordance with the budget estimates sanctioned by the university council;
- n) To perform such other functions as the syndicate may direct or as may be deemed necessary to promote sports activities and tournaments;
- o) Department of physical education/ sports will provide secretarial assistance to the board;
- p) To assist the colleges in working out schemes of sports activities/ Tournaments and Physical education;
- q) To organize, conduct and control the university sports, tournaments and athletics and to organize various university sports, clubs and inter –university level coaching camps;
- r) To be incharge of the gymnasium, swimming pool, play fields, stadium and physical education equipments;
- s) To advise students regarding the physical development sports;
- t) To prepare the activities calendar in cooperation with the Heads of the teaching departments of the university and Heads of the Constituent/ Affiliated Colleges;
- u) To promote secretarial services to the board of sports/ Physical Education and pursue and implement decisions taken by the Syndicate or Board of Sports in

- regard to programs relating to sports and spot activities;
- v) To organize inter-departmental sports and tournaments for the university teachings departments/colleges; and
 - w) Such other functions as the syndicate or Vice-Chancellor may direct.

2.10.6 Board of Student Welfare

2.10.6.1 Regulations

The board of students welfare shall consist of the following: -

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

2.10.6.2 Aims and Objectives:

- a) To promote true spirit of leadership, sportsmanship and camaraderie, cultural harmony & discipline among students;
- b) To advise the syndicate in formation of policies regarding the students welfare activities and to organize, control, manage and supervise either themselves or through various committees and sub-committees, inter-collegiate and inter-departmental art, cultural and literary competition/ programs and activities;
- c) To authorize the conduct of competition and other student welfare activities in various events as prescribed under the regulation.

2.10.6.3 Meetings:

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

2.10.6.4 Chairperson:

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

2.10.6.5 Secretary:

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

2.10.6.6 Quorum:

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

2.10.6.7 Functions and Duties:

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

- a) To plan, organize and regulate students welfare programs and activities including art, cultural and literary programs, festivals, extension lecturers, workshops, Youth clubs and societies etc.;
- b) To organize, conduct and control various arts, cultural and literary competitions for students at inter-collegiate level;
- c) To undertake and implement various schemes of UGC and other organizations related to students welfare;
- d) To promote inter- university fellowship(s) by organizing or taking part in inter-university contests/ competitions;
- e) To select university teams and to appoint accompanist, choreographer etc. for various cultural items and clubs and officials to accompany the university teams for inter-university competitions;
- f) To propose regulations, conduct and control of the university cultural activities and student welfare programs;
- g) To interpret and enforce the regulations and give decisions and rulings on any point not covered by these rules;
- h) To frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the syndicate for approval;
- i) To appoint committees as and when necessary, and fix their terms of reference;
- j) To condone delay in the submission of entry by colleges for the competitions conducted by the

- university;
- k) To prepare the review and reports of the activities pursued during the year;
 - l) To recommend to the syndicate the budget estimates for student welfare activities annually;
 - m) To raise and spend funds for student welfare activities/competitions in accordance with the budget estimates sanctioned by the University Council;
 - n) To perform such other functions as the syndicate may direct or as may be deemed necessary to promote students welfare activities/ programs;
 - o) Department of students welfare will provide secretarial assistance to the board;
 - p) To prepare the activities calendar in co-operation with the Heads of the teaching departments of the university and Heads of the affiliated colleges;
 - q) To maintain discipline and deal with cases of in discipline in the university campus and provide secretarial services to the discipline committees in accordance with the discipline regulations that may be framed to by the university from time to time;
 - r) To devise ways and means for promoting the well being of the university students- social, moral, emotional and inculcating among them regards for great ideals like loyalty to the country, devotion to duty and pursuit of truth;
 - s) To organize and supervise the working of canteen, co-operative stores, kiosk, hobby centers, student welfare homes, community halls, clubs etc.;
 - t) To perform such other functions as the university council or the syndicate or the vice – Chancellor may direct or as may be deemed necessary for promotion of students welfare and maintenance of discipline among students;
 - u) To conduct cultural activities/ competitions for university staff.

2.10.7 Committee for Misconduct/Unfair Means Cases

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

- 2.10.7.1 Vice-Chancellor;
- 2.10.7.2 Registrar;
- 2.10.7.3 Two principals of Constituent Colleges to be nominated by the Vice-Chancellor by rotation;

- 2.10.7.4 Three persons nominated by the Syndicate;
- 2.10.7.5 Two Deans to be nominated by the Vice-Chancellor;
- 2.10.7.6 The Controller of Examinations.

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

2.10.7.7 Meetings

The “Committee Authority” shall meet whenever the Vice Chancellor, or in his absence, Dean, Academic Affairs, may direct.

2.10.7.8 Chairman

The Vice-Chancellor, or in his absence Dean Academic Affairs, shall preside at all the meetings of the “Competent Authority”.

2.10.7.9 Secretary

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

2.10.7.10 Quorum

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

2.10.8 Committee for Publication of Results

There shall be a committee of the following for the Publications of the Results of the Examination conducted by the University.

It shall consist of the following:

- 2.10.8.1 The Vice Chancellor;
- 2.10.8.2 Three members of the Syndicate nominated by the syndicate;
- 2.10.8.3 The Dean of the Faculty Concerned;
- 2.10.8.4 The Registrar; and
- 2.10.8.5 The Controller of Examinations.

The Vice-Chancellor is authorised to co-opt Heads of the Post-graduate Departments/ Principals of colleges as members when considered

necessary.

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

2.10.8.6 Meetings

The committee shall meet whenever the Vice-Chancellor directs.

2.10.8.7 Chairman

The Vice-Chancellor or in his/her absence nominee, if any, shall preside at the meeting of the committee.

2.10.8.8 Secretary

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

2.10.8.9 Quorum

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

CHAPTER – 3

University Teachers/Officers and Other Authorities and their Leave Rules

STATUTES

3.1 CLASSES OF TEACHERS

Teachers of the University shall be namely:

- 3.1.1 Appointed teachers;
- 3.1.2 Recognized teachers; and
- 3.1.3 Part-Time Teachers.

3.2 APPOINTED TEACHERS

Appointed teachers of the University shall be either -

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

3.3 QUALIFICATIONS

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

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

- 3.4.1 Appointments to the posts of Professor, Associate Professor and Assistant Professor and other Academic Staff shall be made on All India Basis on the recommendations of the Selection Committee constituted vide Sub-section 1(A) of section 34 of Act. The University will issue All-India advertisement for recruitment to such posts in leading national dailies giving, at-least 21, days time.
- 3.4.2 The prescribed application forms may be downloaded from the University website and submitted to the University along with application fee prescribed by the University Council from time to time. The application forms will also be available at the Administrative Office of the University.

- 3.4.3 Applicant already in the employment shall be required to route his/her application through proper channel. He/she shall, however, submit an advance copy of his/her application to the University. The application form duly forwarded by his/her employer must reach the University, at-least, ten days prior to the date of interview, failing which he/she shall not be called for the interview.
- 3.4.4 Applicant shall be required to enclose with his/her application form self attested copies of all the relevant documents in support of his/her educational qualifications, date of birth, work experience, research and publications. Such documents shall be required to be produced in original at the time of interview.
- 3.4.5 Minimum qualifications for appointment and other service conditions including scales of pay shall be as prescribed by the UGC Regulations on “Minimum Qualifications for the Appointment of Teachers and other Academic Staff in the Universities and Colleges and measures for the Maintenance of Standards in Higher Education, 2010” (hereinafter referred to as UGC Regulations, 2010) as amended from time to time. Every order or clarification issued by the UGC and/or Government of India in this regard shall be deemed to be part of these Statutes. Such amended regulations will come operative after their approval by the Vice-Chancellor in anticipation of the approval of the Competent Authority.
- 3.4.6 The prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview. The number of candidates to be called for interview shall be based on the recommendations of a Screening Committee constituted by the Vice-Chancellor for the purpose. The Screening Committee shall make recommendations to restrict the number of candidates to be called for interview on the basis of approved criteria i.e. Twenty candidates for first vacancy, 05 candidates for every additional vacancy in order of their rank in the list prepared by screening committee on the basis of points scored by the candidate.
- 3.4.7 The University shall follow the J&K Government Rules governing reservations in appointments of teachers and other academic staff. The candidates for Reserved Categories shall have to produce the relevant certificates issued by a competent authority.
- 3.4.8 Counting of Past Service Previous service, without any break as Assistant Professor or equivalent, in a University, College, National Laboratory , or other Scientific organizations, e.g. CSIR, ICAR, DRDO ,UGC, ICSSR, ICHR etc and as a UGC Research Scientist, should be counted for placement of Assistant Professor in Senior Scale provided that:
- 3.4.8.1 The post was in an equivalent grade /scale of pay as post of a Assistant Professor; The qualifications for the post were not lower than the qualification prescribed by the UGC for the post

of Assistant Professor;

- 3.4.8.2 The candidates who apply for direct recruitment should apply through proper channels, the concerned candidate possessed the minimum qualifications prescribed by the UGC for appointment as Assistant Professor;
- 3.4.8.3 The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations;
- 3.4.8.4 The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided-
 - i) The adhoc service was of more than one year duration;
 - ii) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and the incumbent was selected to the permanent post in continuation to the adhoc service, without any break.
 - iii) In case of selection to fill up two or more posts in a cadre on the same date, the recommendations of the Selection Committee shall be made in order of merit of the selected candidates for the purpose of determining seniority in service
- 3.4.9 No recommendations with a condition as to occurrence of future events shall be made by the Selection Committee.
- 3.4.10 The recommendations of the Selection Committee shall be submitted to the competent bodies for approval ("University Council for Professor" and "University Syndicate for Associate Professor and Assistant Professor"). However, the Chancellor of the University stands authorised to recommend in anticipation of approval of the University Council and Vice-Chancellor stands authorised to approve the recommendations in anticipation of the approval of Syndicate for issuance of appointment letter(s). The action taken in this regard has to be reported to the competent bodies for confirmation.

3.4.11 Explanation

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

- 3.4.12 When the Selection Committee deems it fit to recommend a higher start of pay or advance increment(s) to be offered to a selected candidate, such

higher pay or grant of advance increment(s) shall be as per the UGC Regulation, amended from time to time.

- 3.4.13 The statutory Provisions, if any, for relaxation of age, minimum qualification, experience etc. in case of candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Classes or Persons with Disabilities shall be followed by the University.
- 3.4.14 No TA/DA local conveyance charges shall be paid by the University to the candidates called for interview.
- 3.4.15 The Selection Committee's recommendations, when approved by the competitive bodies shall remain valid, for the posts advertised, for a period of one year from the date of such approval.
- 3.4.16 The post of the teachers which are not filled within the two years from the date of their advertisement shall be re-advertised.
- 3.4.17 Canvassing in any form on behalf of any candidate shall render him/her liable for disqualification.
- 3.4.18 In cases of any dispute, suit or legal proceedings with the University, courts within whose local jurisdiction Headquarter of the University is located shall have the jurisdiction.
- 3.4.19 The form of written contract to be entered into by every teacher and other member of the academic staff with the University is prescribed in Schedule I hereto. The contract shall be executed on non-judicial stamp paper of sufficient value and submitted to the University in original with two copies thereof at the time of joining the duty.
- 3.4.20 The teachers shall be appointed on probation ordinarily for a period of 24 months for Assistant Professors but in no case the total period of probation shall exceed 48 months. The probation period shall be assessed by a committee constituted for the purpose.

SCHEDULE-I**WRITTEN CONTRACT OF APPOINTMENT**

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

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER**SERVICE CONTRACT**

ARTICLES OF AGREEMENT EXECUTED this the _____ day of Two Thousand and

_____ between _____ S/O/D/O/W/O _____
 _____ aged _____ years, residing at _____ of
 the first part (hereinafter called "the party of the first part") and the Cluster University of Srinagar of the second part.

WHEREAS the Cluster University of Srinagar (hereinafter referred in as "the University") have engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these present witnesses and the parties hereto respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules of the University Conduct Rules prescribed for the time being and as amended from time to time, or the regulations of the branch of the University to which he/she may be attached and shall, whenever required, to perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the Teacher's rank and his/her status shall be that of _____ (Designation) in _____ (Department/Centre) as on the date of appointment.
4. The party of the first part shall, from the date of coming into force of these present, be granted Rs._____ (Basic Pay) and the grade pay of Rs._____ in the pay Band of Rs._____.

He/she shall also be eligible for the usual allowances admissible under the rules of the University / State Govt.

5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable as per the University rules.
7. This agreement may be terminated at any time within the said period of the age of superannuation/ by either party, by giving one month' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of one month.
8. The party of the first part shall be eligible to the benefit of the University Pension Scheme as prescribed by the competent authority of the University.
9. In regard to any matter in respect of which no provision has been made in this agreement, Regulation or Statute made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

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

SIGNED BY THE PARTY OF
THE FIRST PART
IN THE PRESENCE OF

WITNESSES

- 1) _____
- 2) _____

SIGNED BY THE PARTY OF
SECOND PART
IN THE PRESENCE OF

WITNESSES

- 1) _____
- 2) _____

3.5 CONDITIONS OF SERVICES

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

3.5.1.1 Professors;

3.5.1.2 Associate Professors; and

3.5.1.3 Assistant Professors.

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

3.5.3 The teachers shall be entitled to such salary in such scales of pay as may be specified by the appointing authority. Provided that whenever there is a change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded by the separate order and the terms and conditions embodied in the statutes shall apply mutatis mutandis to the new post read with the terms and condition attach to that post.

Provided further that no increments shall be withheld or postponed saved by resolution of the University council or syndicate on a reference by the Vice-Chancellor to it and after the teacher has been given sufficient opportunity to make his/her written representation.

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

3.5.4 the teacher shall be entitled to the following

3.5.4.1 Leave as may be prescribed by the regulations.

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

3.6 Norms/Regulations for Promotion Through Career Advancement of Assistant Professors, Associate Professors and Professors

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

3.7 CODE OF CONDUCT FOR THE UNIVERSITY TEACHERS

A teacher shall –

- 3.7.1 perform his/her academic duties such as lectures, demonstrations, research work, conduct of examination, evaluation, assessment, guidance and counselling conscientiously and with devotion;
- 3.7.2 be impartial in the assessment of students;
- 3.7.3 refrain from exploiting official facilities and staff for personal ends and misuse of privileges;
- 3.7.4 refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;
- 3.7.5 refrain from raising questions of caste, creed, religion, race, sex, region or language in his relationship with his colleagues and using the above considerations for improvement of his prospects;
- 3.7.6 carry out the decision of the appropriate administrative authorities/bodies and academic bodies of the University pertaining to his normal duties. (This will not inhibit his right to express his difference with their policies or decisions; provided that the expression of opinion is made at a proper time, place and in a dignified manner);
- 3.7.7 not divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof; and
- 3.7.8 The teacher shall devote his/her whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement which include private tuition or office, except those relating to the examinations of the Universities and Public Service Commission and Literary contributions, or engage in any trade or business which is likely to interfere with the due performance of his/her duties or to impair his/her usefulness as an employee of the University.

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

3.8 RE-EMPLOYMENT/EXTENSION OF UNIVERSITY TEACHERS

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

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

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

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

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

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

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

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

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

3.9.3 The University Council/Syndicate shall investigate all matters reported to it by the Vice-Chancellor about the misconduct, insubordination,

inefficiency or unsatisfactory performance of duty of the teacher whether he has been suspended or not. The University Council/Syndicate may appoint a Committee for the purpose. The teacher shall be notified, in writing, of the charges against him and shall be given not less than three weeks time to submit his explanation in writing.

- 3.9.4 The University Council/Syndicate or the Committee thereof may hear the teacher and take such evidence as it may consider necessary. The University Council/Syndicate may determine the appointment of the teacher where it deems that the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher deserves to be dealt with in that manner, after it has considered the explanation and evidence, if any, and/or the report of the Committee if one has been appointed.
- 3.10 The final verdict shall not be passed by the University Council/Syndicate under Statute except by a resolution stating the reasons for the termination. Before a resolution under this Statute is passed, the University Council/ Syndicate shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks time to make such representation as the teacher may like to make. Every resolution terminating the service under this Statute shall be passed only after consideration of the representation, if any, of the teacher. The teacher whose services are terminated under this Statute shall be given not less than one month's notice from the date on which he is notified of the resolution of the termination of service or not less than one month's salary in lieu of such notice.
- 3.11 It shall be lawful for the University Council/Syndicate of the University prior to the expiration of the service of the teacher, if satisfied on the report of a Medical Board of at-least two doctors of the status of Civil Surgeons appointed by it for the purpose that the teacher is medically unfit and is likely for a considerable period to continue unfit by reasons of illness or disease for the discharge of his/her duties in the University to determine the service and thereupon his/her services shall be terminated and in that event, the University shall pay to him/her a sum equivalent to three months salary in addition to any sum due to him/her by way of arrears of salary and Provident Fund.
- 3.12 On the termination of his appointment for whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles etc. belonging to the University as may be in his/her possession.
- 3.13 In all matters not mentioned herein, the teacher shall abide by the Statutes and Regulations made from time to time by the University or any special conditions specified in the order of appointment including those determining his/her grade, increments, leave, conditions of service, superannuation and Provident Fund/General Provident Fund :
Provided that no change in the Statutes and Regulations in this regard shall be made to adversely affect the teacher.
- 3.14 No whole-time teacher appointed by the University shall be required to do teaching work, whether lecturing or tutorial or laboratory work for more than work load as prescribed by the UGC. Provided that the foregoing provisions may, in exceptional

cases for the reasons to be recorded in writing be modified by the Vice-Chancellor to the extent he deems fit in each case.

3.15 HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS

The Vice-Chancellor shall nominate a teacher of a Department to act as Head of the Department for such period as he/she may determine. The Head of a Department shall be responsible for proper functioning of the Department and maintenance of discipline. He/She shall also assign duties to the teachers and co-ordinate studies and research in the Department. He/She shall also perform such other duties and exercise powers as may be assigned to him by the Vice-Chancellor.

3.16 PART-TIME TEACHERS

- 3.16.1 The University may appoint a guest/part-time teacher to teach a particular subject or a part thereof whenever considered necessary.
- 3.16.2 The proportion of guest/part-time teachers shall not exceed ordinarily at a time, one fourth of the strength of the whole-time teaching staff :
- 3.16.3 Unless otherwise authorized by the Syndicate, part-time teacher shall be appointed for one academic session.
- 3.16.4 A guest/part-time teacher shall be required to work as per University norms.
- 3.16.5 The monthly salary of a part-time teacher shall be as prescribed by the UGC unless fixed/prescribed differently by the University.
- 3.16.6 A guest/part-time teacher shall be subject to such other conditions of service, as may be prescribed by the University

3.17 RECOGNISED TEACHERS

- 3.17.1 Recognized teachers of the University shall be members of the staff who have been recognized by the selection committee constituted for recognizing teachers for the University amongst the teachers of the Higher Education Department under sub section 1(B) of the section 34 of the Act.
- 3.17.2 All applications for the recognition of teachers for schools and the constituent colleges shall be forwarded by the Principals of the respective colleges, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
- 3.17.3 Short listing of the teachers for the recognition shall be as per the procedures adopted by the University from time to time.
- 3.17.4 No person shall be recognized by the University as a Principal / Teacher

of the University except on the recommendation of the Selection Committee constituted for the purpose.

- 3.17.5 The promotion rules of the University recognised teachers shall be similar to the rules as applicable to the appointed teachers.
- 3.17.6 Appointment of Principals of constituent colleges, qualifications and selection committee shall be as per the UGC/University regulations that might be notified from time to time.
- 3.17.7 The meeting of the Selection Committee shall be convened by the Vice-Chancellor as and when necessary.
- 3.17.8 The transition of recognised teachers from Higher Education Department to University shall be governed by Civil Service Rules of the State, unless specified by the Statutes.
- 3.17.9 Government employees of other Departments recognised by the University as its employees as Principals/Teachers shall be entitled to all the pensionary as well as other benefits as would have been due to them in their parent departments.

3.18 PROFESSOR EMERITUS

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

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

3.19 VISITING PROFESSOR/ASSISTANT PROFESSORS

- 3.19.1 Distinguished persons, having special competence in one or other of the fields of study covered by the University, may with the approval of the University Council/Syndicate, be invited by the Vice-Chancellor to function as Visiting Professors or Assistant Professors, as the case may be, in the University. These Visiting Professors or Assistant Professors can be drawn either from within India or abroad.
- 3.19.2 Such Visiting Professors or Assistant Professors will, according to arrangements entered in each individual case, deliver a course of lectures or engage seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University. In no case, however, shall a Visiting Professor or Assistant Professor give less than three lectures or engage less than three seminars a year.
- 3.19.3 Persons invited as Visiting Professors or Assistant Professors may be paid

such salary, honorarium, traveling expenses, hospitality, etc. as may be decided by the University Council/ Syndicate.

- 3.19.4 Adoption of a “Uniform Policy” for grant of honorarium for delivering Guest Faculty Lecturers shall be as per the UGC norms from time to time: Subject to the above, the University Council/ Syndicate shall prescribe such other terms and conditions as may be required in the case of any Visiting Professor or Assistant Professor, including the duration of the appointment.

3.20 HONORARY PROFESSORS

- 3.20.1 Any person who is a distinguished scholar and has been or was a University Professor or Director or Head of a Section in a National/State Laboratory or a person who has attained National/ International recognition for his contribution in the field of academics/research and whose association with the University would help furtherance of the academic life and activities of the University may be considered for appointment as Honorary Professor in the University for such period as may be determined by the University Council.
- 3.20.2 The Head of the Department concerned, in consultation with his colleagues in the Department and the Dean of the Faculty concerned, may propose to the Vice-Chancellor the appointment as Honorary Professor, of a person and the Vice-Chancellor may, after satisfying himself, recommend the appointment to the University Council through the Academic Council and the Syndicate. The University Council shall be the competent authority to make appointment of an Honorary Professor.
- 3.20.3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.
- 3.20.4 The Honorary Professorship will carry with it no financial commitment for the University except to the extent of meeting travelling expenses and hospitality as may be determined by the Vice-Chancellor.

3.21 ADJUNCT FACULTY

- 3.21.1 To encourage inter-disciplinary collaboration in research and teaching, the University Council may appoint Adjunct Faculty Members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed Research Institutions/Organizations.
- 3.21.2 Such faculty possessing post-graduate or doctoral qualifications and having academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from Public Sector Undertakings and Business Corporations.
- 3.21.3 The Adjunct Faculty Member will be appointed on a tenure appointment for a maximum period of one year.

- 3.21.4 They will be offered a token honorarium as decided by University/UGC from time to time.
- 3.21.5 The University will provide them suitable office-space to facilitate their working and interaction with students and peers.
- 3.21.6 There will not be more than five such members at any given time in the University.
- 3.21.7 **APPOINTMENT**

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

3.22 APPOINTMENT OF ADMINISTRATIVE OFFICERS

3.22.1 REGISTRAR/CONTROLLER OF EXAMINATIONS/DEAN COLLEGES DEVELOPMENT

- 3.22.1.1 The posts shall be filled up through open advertisement and selection shall be made for tenure of 5 years which may be renewed for similar terms.
- 3.22.1.2 The minimum educational qualification shall be as per U.G.C. from time to time.

3.22.2 DEPUTY REGISTRAR/ ASSISTANT REGISTRARS AND EQUIVALENT POSTS

The posts shall be filled as per UGC norms.

3.22.3 RECRUITMENT OF NON TEACHING STAFF/ ADMINISTRATIVE SECRETARIAL STAFF

Details of positions created by the Government for University along with Grade Pay of each post is given as under:-

Name of the Posts	Pay Band
Section Officer	Rs. 9300-34800+4600
Head Assistant	Rs. 9300-34800+4200
Personal Assistant	Rs. 9300-34800+4200
Hostel Warden	Rs. 9300-34800+4200
Senior Assistant	Rs. 5200-20200+2400
Library Assistant	Rs. 5200-20200+1900

Laboratory Assistant	Rs. 5200-20200+1900
Junior Assistant	Rs. 5200-20200+1900
Orderly/ Chowkidar	Rs. 4440-7440+1300
Library Attendant	Rs. 4440-7440+1300
Laboratory Attendant	Rs. 4440-7440+1300
Library Bearer	Rs. 4440-7440+1300
Laboratory Bearer	Rs. 4440-7440+1300

3.22.4 **QUALIFICATIONS FOR NON TEACHING STAFF/ ADMINISTRATIVE SECRETATARIAL STAFF**

Positions	Qualification & Experiences
Section Officer	<ul style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. At least three year experience as Assistant in the grade pay of Rs. 4200 or Eight Years Experience as S.A. or equivalent post in the Grade Pay of Rs. 2400/- of any Central/ State/Govt./ University/ Public Sector undertaking.
Head Assistant	<ul style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. At least three Years Experience as Senior Assistants or equivalent in the grade of Rs. 5200-20200+G.P. 1900 Central/ State Govt./ University/ Public Sector Undertaking and other Central or State Autonomous bodies. 3. Working Knowledge of Computer Applications noting and drafting.
Personal Assistant	<ul style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. Proficiency in Stenography in English with minimum speed of 80 w.p.m 3. Proficiency in Typing in English with minimum speed of 35 w.p.m. 4. Knowledge of Computer Applications. 5. One year's Experience as Stenographer in State/Central/ Govt. University Autonomous organization.
Hostel Warden	Graduate with any stream from a recognized University. Preferably 3 years working

experience in public relations / Diploma in Hotel Management from a recognized University.

Senior Assistant	<ol style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. At least three Years Experience as Junior Assistants or equivalent in the grade of Rs. 5200-20200+G.P. 1900 of any Central/ State Govt./University/Public Sector Undertaking and other Central or State Autonomous bodies. 3. Working Knowledge of Computer Applications.
Laboratory Assistant/ Library Assistant	<ol style="list-style-type: none"> 1. Bachelor's Degree in Science with at least 50% marks from a recognized University/Institution.
Junior Assistant	<ol style="list-style-type: none"> 1. Bachelor's Degree from any recognized University/Institution. 2. On the basis of written test/type test with type speed of 35 w.p.m and interview, proficiency in computer usage will be an additional qualification. 3. 33% of the vacancies of the Junior Assistants-cum-Typists shall be reserved for Matriculate Class-IV employees who hold substantive appointment and have put in at least five years service in the Govt. College/ University. Such employees shall be required to qualify type test at a minimum speed of 25 w.p.m before being considered for promotion as Junior Assistant-cum-typist.
Orderly/ Chowkidar	Passed 8 th class examination or its equivalent examination from a recognized Board of School Education.
Library Attendant	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.
Laboratory Attendant	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.
Library Bearer/ Laboratory Bearer	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.

Note: The upper age limit for Recruitment as prescribed by the State Government shall be applicable. The University may notify additional conditions/qualifications for various recruitments in the specific employment notices.

3.23 Leave Regulations

3.23.1 LEAVE ADMISSIBLE TO PERMANENT TEACHERS:

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

- 3.23.1.1 Leave treated as duty viz.; Casual Leave; Special Casual Leave; and Duty leave
- 3.23.1.2 Leave earned by duty viz.; Earned Leave; Half pay leave; and Commuted leave
- 3.23.1.3 Leave not earned by duty viz.; Extraordinary leave; and Leave not due
- 3.23.1.4 Leave not debited to leave account:-
 - a) Leave for academic pursuits, viz.' Study leave; and sabbatical leave/ Academic leave.
 - b) Leave on grounds of health viz.; Maternity leave

3.23.2 QUARANTINE LEAVE:

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

3.23.3 CASUAL LEAVE:

- 3.23.3.1 Total casual leave granted to a teacher shall not exceed 15 Days in an academic year.
- 3.23.3.2 Casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays failing within the period of casual leave shall not be counted as casual leave.
- 3.23.3.3 Any casual leave not availed during the year shall lapse at the close of calendar year.
- 3.23.3.4 Casual leave account of a teacher except Head of the Department shall be maintained by the respective Heads of Department concerned.
- 3.23.3.5 Casual leave of the Head of the Department including permission to leave headquarter shall be granted by the Dean of the concerned faculty.

3.23.4 SPECIAL CASUAL LEAVE:

Special casual leave not exceeding ten days in an academic year may be granted to a teacher for the following purposes:

- 3.23.4.1 To conduct examination of a University, Public Service

Commission, Board of School Education or other similar bodies/institutions;

- 3.23.4.2** To inspect academic institutions attached to a statutory Board etc.
- 3.23.4.3** To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognized by the University authorities
- 3.23.4.4** To do such other work as may be approved by the Vice-Chancellor as academic work.

Note:

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

3.23.5 EARNED LEAVE:

- 3.23.5.1** Earned leave admissible to a teacher shall be:-
 - a) $1/30^{\text{th}}$ of actual service including vacation-period;
 - b) $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation;

NOTE:

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

- 3.23.5.2** Earned leave at the credit of a teacher shall not accumulate beyond **300 days**. The maximum earned leave that may be sanctioned at a time shall not exceed **60 days**. Earned leave exceeding **60 days**, may, however, be sanctioned for purpose of pursuing higher study or training or on grounds of sickness supported by a medical certificate or when the entire

leave or a portion thereof is spent outside India.

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

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

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

3.23.6 FOR TEMPORARY TEACHER:

3.23.6.1 A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:-

- a) $1/60^{\text{th}}$ of the period of actual service plus;
- b) $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation; provided that when leave is also earned in a year under clause (b), the period of vacation during which duty is performed shall be deducted from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 30 days.

A temporary teacher appointed without interruption of duty substantively to a permanent post will be entitled to the earned leave which would have been admissible if his previous duty had been as permanent employee, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this Regulation.

3.23.7 HALF PAY LEAVE:

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

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

3.23.8 COMMUTED LEAVE:

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

- a) Commuted leave during the entire service shall be limited to maximum of **240 days**.
- b) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due; The total duration of earned leave and commuted leave taken in conjunction shall not exceed **240 days** at a time. Provided that no commuted leave shall be granted under the Rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.23.9 EXTRAORDINARY LEAVE:

- 3.23.9.1 A Permanent teacher may be granted extra ordinary leave:-
 - a) No other leave by rule is admissible or
 - b) No other leave is admissible but the teacher concerned applies in writing for the grant of extra-ordinary leave.
- 3.23.9.2 Extra ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:
 - a) Leave taken on the basis of Medical certificate.
 - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher such as inability to join or rejoin duty due to Civil commotion or a natural calamity provided the teacher has no other kind of leave to his credit.
 - c) Leave taken for pursuing higher studies and
 - d) Leave granted to accept an invitation to a teaching post of fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- 3.23.9.3 Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- 3.23.9.4 The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
In the case of a teacher not in permanent employment the duration of extra-ordinary leave on any occasion shall not exceed the following limit:-
 - a) Three months at a time;
 - b) Six months in case where the teacher has completed 3 years continuous service and the leave application is supported by a Medical Certificate.

- c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or Leprosy.

The total amount of extra – ordinary leave granted to a teacher during his entire service shall not exceed five years.

The authority empowered to leave may convert retrospectively the period of absence without leave into extra-ordinary leave.

3.23.10 LEAVE NOT DUE:

- 3.23.10.1 Leave not due may, at the discretion of the Vice Chancellor be granted to permanent teacher for a period not exceeding **360 days** during the entire service, out of which not more than **90days** at a time and **180 days** in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.
- 3.23.10.2 ‘Leave not due’ shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- 3.23.10.3 A teacher to whom ‘Leave not due’ is granted shall not be permitted to tender his resignation from services along as the debit balance in his leave account is not wiped off by active service, or here funds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.
Provided further that the Executive Council may, in any other exceptional cases, waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

3.23.11 STUDY LEAVE:

- 3.23.11.1 Study leave may be granted to a permanent whole-time teacher (other than a professor of a University) with not less than three years continuous service, to pursue a special line of study or research directly related to his work in the University organization and methods of education.

The paid period of study leave should be 3 years, but 2 years

may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any Department. Provided that the Executive Council/Syndicate, may, in the special circumstances of a case, waive the condition of three years service being continuous.

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

- a) the person is a teacher on the date of the appointment;
- b) There is no break in service.

3.23.11.2 Study leave shall be granted by the University Council / Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the University Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University.

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

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

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

3.23.11.5 Subject to the provisions of sub-clause (vii) and (viii) below, study leave may be granted on full pay up to two years at the discretion of the University.

3.23.11.6 The amount of scholarship, fellowship or other financial assistance that a teacher granted Study Leave has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and

allowances on which the Study Leave may be granted. The foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- 3.23.11.7 Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave; half pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the direction of the teacher. A teacher, who is selected to higher position during study leave, will be placed in that position and get the higher scale only after joining the post.

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

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

- 3.23.11.10 Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

- 3.23.11.11 A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

- 3.23.11.12 After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself for the due fulfilment of the conditions laid down in sub-clause(3.24.11.10)

and(3.24.11.11) above and gives security of immovable property to the satisfaction of the University or Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause(3.24.11.11)above

3.23.11.13 The teacher shall submit to the Registrar six monthly report of progress in his studies from his Supervisor or the Board of the Institution. This report shall reach the Registrar within one month of the expiry of every six monthly period of the Study Leave. If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report.

3.23.12 DUTY LEAVE:

3.23.12.1 Duty Leave may be granted in an academic year may be granted for :

- a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
- b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor;
- c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
- d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body;
- e) For performing any other duty for the University.
- f) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- g) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- h) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

3.23.12.2 10 days duty leave without honorarium shall be granted to the Lecturers engaged on contract basis in various teaching departments of the University.

3.23.13 SABBATICAL LEAVE:

3.23.13.1 Permanent, whole-time teacher of the University who has completed Seven years of service as Lecturer Selection Grade/Reader or Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely for the object of pursuit for the object of increasing their proficiency and usefulness to the University and higher education system.

3.23.13.2 The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

3.23.13.3 A teacher who has availed himself/ herself of study leave; would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous sabbatical leave or any other kind of training programme.

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

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

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

Note:

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

- b) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

3.23.14 MATERNITY LEAVE:

Adoption of Rule 41 of J&K CSR regarding grant of maternity leave in respect of University Teachers : -

- 3.23.14.1 A female Government servant upto a maximum of two surviving children may be granted maternity leave by the authority competent to grant leave for a period which may extend up to 150 days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 3.23.14.2 Maternity leave not exceeding six weeks may also be granted to female Government servant (irrespective of number of surviving children) in case of miscarriage including abortion on production of medical certificate as laid down in Rule 19.
- 3.23.14.3 Leave in further continuation or leave granted may also be granted in case of illness of newly born baby, subject to production of medical certificate to the effect, that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
- 3.23.14.4 Maternity leave shall not be debited against leave account.

3.23.15 PATERNITY LEAVE:

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

3.23.16 ADOPTION LEAVE:

Adoption leave may be provided as per UGC rules from time to time.

3.23.17 CHILD CARE LEAVE:-

- 3.23.17.1 A women employee may be granted child care leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of her two eldest children whether for rearing or for looking after any of their needs, such as education, sickness and the like.
- 3.23.17.2 For the purpose of above sub rule 3.24.17.1, child means

- a) A child below the age of 18 years; or
 - b) A child below the age of 22 years with a minimum disability of 40 percent
- 3.23.17.3 During the period of child care leave a women employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.
- 3.23.17.4 Child care leave may be combined with leave of any other kind.
- 3.23.17.5 Notwithstanding the requirement of production of medical certificate leave of any kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub rule (1).
- 3.23.17.6 Child care leave shall not be debited against the leave account.
- 3.23.17.7 Grant of child care leave under these rules shall be subject to the following conditions:
- a) Child care leave cannot be claimed as a matter of right. Under no circumstances can any employee proceed on child care leave without prior approval of the leave sanctioning authority;
 - b) It shall not be granted for more than three spells in a calendar year;
 - c) It shall not ordinarily be granted during the probation period. However, in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, the leave may be sanctioned provided that the period for which such leave is sanctioned is minimal;
 - d) The leave is to be treated as earned leave and sanctioned as such;

Sunday and holidays can be prefixed or suffixed to child care leave. Consequently, Gazetted holidays or any other holiday(s) notified by the government/University followed during the period of leave would also count for child care leave as in case of earned leave.

CHAPTER – 4

Statutes Governing the Constituent Colleges

4.1 Interpretations

In this chapter / statute:

- ‘Act’ means the Srinagar and Jammu Cluster Universities Act 2016;
- ‘Alumni / Alumnus’ means the former student of the college;
- ‘College’ means the Constituent colleges of the Cluster University of Srinagar;
- ‘Convener’ means Convener of the statutory committee;
- ‘Council’ means the University Council of the Cluster University of Srinagar;
- ‘Dean’ means the Dean of the faculty of Sciences/Life Science / Social Science / Arts/ commerce;
- ‘Governing Body’ means Governing Body of the concerned Constituent College;
- ‘Principal’ means the Principal of the concerned Constituent College;
- ‘Registrar’ means the Registrar of Cluster University of Srinagar;
- ‘Secretary’ means the Secretary of Staff Council;
- ‘Syndicate’ means the University Syndicate of Cluster University of Srinagar;
- ‘Teacher’ means the Assistant Professor / Associate Professor / Professor of the Constituent College;
- ‘University’ means the Cluster University of Srinagar;
- ‘Vice Chancellor’ means the Vice Chancellor of Cluster University of Srinagar.

4.2 Constituent Colleges

As per the provisions of the Act, under section 47 following shall be the Constituent Colleges of the University.

1. Sri Pratap College, Srinagar
2. A.S. College, Srinagar
3. Govt. College for Women, M.A.Road, Srinagar
4. A.A.A. Memorial Degree College, Srinagar
5. Institute of Advanced Studies in Education, Srinagar

4.3 Governing body of College

Each college shall be administered through a Governing Body to be constituted by the University as per defined composition.

4.3.1 Composition of Governing Body

The Governing Body shall comprise of the following members:

- 4.3.1.1 Vice Chancellor – Chairman
- 4.3.1.2 Registrar (*ex-officio*)
- 4.3.1.3 Dean College Development (*ex-officio*)
- 4.3.1.4 Principal (*ex-officio*) – Member – Secretary
- 4.3.1.5 Members:

- a) Two Deans to be nominated by the Vice – Chancellor;
- b) Staff Secretary of Staff Council of the College - (*ex-officio*);
- c) An eminent Alumnus / Alumna;
- d) One Principal of feeding 10+2 School;
- e) An academician and / or researcher of repute; and
- f) A former renowned administrator having rich experience of Educational Administration.

Members as listed above c) d) e) & f) shall be nominated by the University Syndicate.

- 4.3.1.6 Two teachers from the college comprising one each from Assistant Professors and Associate Professors of the college to be nominated by the Vice – Chancellor.
- 4.3.1.7 Two teachers from other constituent colleges of the Cluster University of Srinagar to be nominated by the Vice Chancellor.
- 4.3.2 *A quorum of 7 members besides Vice Chancellor and Principal shall be required to be present in a meeting of the Governing Body to take any decision.*
- 4.3.3 **Term of the Governing Body**
All the members of the Governing Body, other than *ex-officio*, shall hold office for a term of 3 years
- 4.3.4 **Functions**
The Governing Body shall have the following functions:
- 4.3.4.1 To finalize the Institutional action plan for academics and research, finalization of academic calendar, outreach programmes, plan academic ambience enrichment through organization of seminars, symposia and debates, co-curricular activities, infrastructural development and up-gradation, scope for introduction of new courses and assess the viability of the existing ones, explore the need for forging MOUs with industry and other Institutions of higher learning for academic exchange programmes;
- 4.3.4.2 To review previous action plan and targets achieved thereof;
- 4.3.4.3 To prescribe the rules for admission of students to UG / PG courses run by the College;
- 4.3.4.4 To recommend the admission fund and the hostel fund to be paid by students;
- 4.3.4.5 To organize teaching and research in the college and to evaluate the teaching requirements for creation or up-gradation;

- 4.3.4.6 To recommend measures for innovation in teaching – learning process through the use of multimedia teaching and advanced pedagogies;
- 4.3.4.7 To prioritize the areas for initiation of research by the scholars under the supervision of the teachers;
- 4.3.4.8 To determine the eligibility of students for allotment of hostel accommodation and to fix the number of boarders in the hostel depending upon the facility available;
- 4.3.4.9 To formulate an estimate of income and expenditure of the college for submission to the Syndicate/Council and to incur expenditure within the limits as approved in the budget;
- 4.3.4.10 To appoint the Principal and the teaching staff on the recommendations of the selection committee appointed for the purpose subject to the approval of the appointment of Principal and recognition of the teaching staff by the University Council;
- 4.3.4.11 To determine the duties and responsibilities of the Principal and administrative staff of the college;
- 4.3.4.12 To assess the accreditation status of the college and recommend the measures for accreditation / re-accreditation of the college by different national agencies; and
- 4.3.4.13 To finalize plan for alumni-meet and parents- meet, college convocation, annual day function etc.

4.3.5 Meeting Schedule

The Governing Body shall meet twice in a year, with first meeting to be held in the month of January and the second meeting in the month of August. Besides, the Vice Chancellor may ask to call for a special meeting of Governing Body if and when such a need arises.

4.3.6 Advisory committee

The Governing Body may appoint an Advisory Committee to advice it on some special matters of academic/non-academic interest to society in general and stake holders in particular.

4.4 Appointment of the teaching staff

The selection committee for the appointment of teachers (Assistant Professor, Associate Professor & Professor), Librarian and Physical Training Instructor shall be as per UGC guidelines, 2010 and as amended from time to time by UGC/University.

Teaching staff shall be appointed by the Governing Body on the recommendations of the Selection Committee which shall comprise as:

- 4.4.1 The Vice Chancellor shall be the Chairperson of the selection committee - Chairperson of the Governing Body;
- 4.4.2 Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Chancellor of the University;
- 4.4.3 Dean of concerned faculty, where ever applicable;
- 4.4.4 Principal of the concerned College;
- 4.4.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the Constituent College / University; and
- 4.4.6 An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of these candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.
- 4.4.7 A quorum of at least 4-members that includes Chairperson and at least 2 subject experts should be there in a meeting for effecting the selection of the teachers.

4.5 Appointment of Librarian

The Governing Body shall appoint the Librarian on the recommendations of the Selection Committee after proper advertisement whenever these posts fall vacant

- 4.5.1 **The Selection Committee for the post of Librarian shall comprise as:**
 - 4.5.1.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;
 - 4.5.1.2 Three experts in the concerned subject nominated by the vice chancellor out of the panel of names approved by the Chancellor of the University;
 - 4.5.1.3 Dean of concerned faculty, wherever applicable;
 - 4.5.1.4 Principal of the concerned college;
 - 4.5.1.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the constituent college / University; and
 - 4.5.1.6 An academician representing SC/ST/OBC/Minority/

Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of these candidates representing these categories is the applicant and if any of the above members of the selection committee that do not belong category.

- 4.5.2 A quorum of at least 4-members that includes Chairperson and at least 2 subject experts should be there in a meeting for effecting the selection of the teachers.

4.6 Appointment of Physical Training Instructor

The Governing Body shall appoint the Physical Training Instructor on the recommendations of the Selection Committee after proper advertisement whenever these posts fall vacant.

- 4.6.1 **The selection committee for the post of Physical Training Instructor shall comprise as:**

- 4.6.1.1 The Vice Chancellor shall be the chairperson of the selection committee - Chairperson of the Governing Body;
- 4.6.1.2 Three experts in the concerned subject nominated by the Vice-Chancellor out of the panel of names approved by the Chancellor of the University;
- 4.6.1.3 Dean of concerned faculty, where ever applicable;
- 4.6.1.4 Principal of the concerned college;
- 4.6.1.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the constituent college / University; and
- 4.6.1.6 An academician representing SC/ST/OBC/Minority/ Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of these candidates representing these categories is the applicant and if any of the above members of the selection committee don't belong to that category.

- 4.6.2 A quorum of at least 4-members that includes Chairperson and at least 2 subject experts should be there in a meeting for effecting the selection of the teachers.

4.7 Staff Council

- 4.7.1 **Composition of Staff Council**

Each College of University shall have a Staff Council to facilitate the Governing Body in administering the affairs of the College.

The Staff Council shall comprise of Teachers, Librarian and Physical Training Instructor of the College.

The Staff Council shall have:

- a) Principal as *ex-officio* Chairman
- b) Secretary, to be elected by the Staff Council, shall have a term of 1 year in office and may be re-elected for second term of 1 year but shall not hold office for more than 2 terms.

In the event of non-availability of the Secretary to perform his role due to unavoidable reason which may include long leave/FIP/superannuation etc, a special session of the Council shall be held to elect the new Secretary for the remaining term

4.7.2

Staff Council Functions

The functional domain of the Staff Council shall include:

- 4.7.2.1 To facilitate the process of admission for UG, PG and Research Programmes by the Constituent College as per the direction of the University;
- 4.7.2.2 Formulation of Time-Table for teaching;
- 4.7.2.3 Allocation of assignments to teachers related to extra-curricular activities that are non-remunerative in nature;
- 4.7.2.4 Sustenance and enhancement of quality in all the areas of academics, teaching, research, faculty improvement and infrastructure up-gradation;
- 4.7.2.5 Organising extra-curricular activities including, sports, games, cultural, NSS, NCC;
- 4.7.2.6 Laying down guidelines for purchase of library books and laboratory equipments in consultation with faculty of departments concerned;
- 4.7.2.7 Organising tours and picnics;
- 4.7.2.8 Maintaining the discipline on campus;
- 4.7.2.9 May also conduct exams and compile the award rolls;
- 4.7.2.10 The Staff Council shall function through different Statutory Committees to be constituted by the Chairman of the Staff Council (Principal of the college) in consultation with the Secretary. Election of the Secretary shall be held in the first week of April to be followed by the constitution of

statutory committees in the second week of April each year.

4.8 Statutory Committees of College

The following committees shall be constituted in each college:

4.8.1	Admission Committee	Shall be required to admit students as per the rules in vogue and strictly in accordance with the merit list drawn up by University and allot the roll number to students. The committee shall also address other issues related to admissions
4.8.2	Time-Table Committee	Allotment of section to admitted students and formulation of time-table for teaching.
4.8.3	Examination Committee	Shall be required to conduct continuous internal assessment tests in theory of different subjects and maintain the assessment record of students and arrange for the conduct of end semester examinations.
4.8.4	College IQAC	Facilitate the Accreditation / Re-accreditation of the college through national accreditation agencies. Seek the implementation of college action plan, review periodically the targets achieved, arrange for the FIP for teachers, parents' meet, alumni meet, documentation of all the activities both academic and co – curricular, maintain and keep updating the faculty profile, etc. Keep track with alumni, their achievements and placements with time.
4.8.5	Purchase Committee (General)	Shall be responsible for facilitating the process for purchase of furniture, stationary and other items of general requirement, forwarded to the committee by the college, strictly according to codal formalities and draw up the rate contract/ rates approved by the University.
4.8.6	Science Committee	Purchase Shall be required to facilitate the purchase of science laboratory material required for performing practicals while following all the codal formalities and draw up the rate contract.

4.8.7	IT Purchase Committee	The committee shall facilitate the purchase of the IT related items like computers, projectors, pen-drives, hard discs, IT equipments for the development of smart class-rooms, etc and draw up the rate contract for the same.	
4.8.8	College Development Committee	This committee shall have the domain to facilitate all the physical works in the college, including the maintenance, renovation and repairs of the existing buildings, up gradation of the existing labs, development / repair of the approach roads on the campus, development of parking place for vehicles of faculty and students, etc. To explore funding for the infrastructure and submit proposals to various agencies of the Govt./ UGC/ any other scientific body etc.	
4.8.9	Academic Committee	Affairs	Ensure the implementation of Regulations related to academics under CBCS at different levels of UG and PG courses bring about the enrichment in academic milieu of the college by organising Seminars, Symposia and Conferences of State Level, National and International Level. Submit proposals to different funding agencies/bodies etc; seek sponsorships for such academic events. Also conduct Debates, Group Discussions. Explore possibilities for forging MoU with other institutions of higher learning for academic exchanges, sharing cultural experiences and with industry to enhance employability.
4.8.10	Research Committee	To promote and encourage research in colleges, explore funding for research by faculty, facilitate creation of infrastructure for research and consultancy in college. Encourage and promote research by the faculty.	
4.8.11	Discipline Committee	The committee shall be required to maintain the overall discipline on the campus and to inquire into the acts of indiscipline, if any, by the students and recommend necessary action to be taken by the Principal	

4.8.12	Library Committee	Facilitate the purchase of books, periodicals, Newspapers for library from time to time. The committee shall also be responsible for facilitating the Library automation, general development and maintenance of the reading room.
4.8.13	Sports Committee	Facilitate / Encourage the participation of students in sports activities and competitions purchase of sports related items and mementoes for presentation to students for best performances in different academic and extra-curricular activities, selection of students for participation in different sports events etc. To explore funding for the infrastructure and submit proposals to various agencies of the Govt./ UGC/ any other body etc.
4.8.14	Hostel Committee	Short listing of the students for allotment of hostel accommodation if the number of applicants exceeds the available accommodation on the basis of the rules laid down by Governing Body, ensure maintenance of discipline by the hostel boarders, recommend renovation and repairs of the rooms and hostel mess from time to time, ensure the facilities of quality mess (food), water, electricity, recreation etc and maintenance of cleanliness in the hostel, mess and vicinity and proper hygiene and quality food for the students.
4.8.15	Cultural Committee	Shall be required to identify and nurture talent in the students for participation in cultural programmes including singing, dancing, painting, musical concerts, etc. The committee shall be responsible for arranging the presentation of cultural programmes in the college by the students on the occasions of Annual Day functions, academic events, etc.
4.8.16	Tour and Picnic Committee	This committee shall be responsible for arranging the study tours, subject specific tours and picnics of students, The committee shall be required to invite applications from students for study tours

		well in advance, arrange for their transport, boarding and lodging etc.
4.8.17	Financial Aid Scholarship Committee	/ The committee shall be required to invite applications from students for financial aid on the basis of merit – cum – means while adopting the rules laid down by Governing Body for the purpose. Besides, the distribution of other scholarships for different categories of students shall also be facilitated by this committee.
4.8.18	Local Fund Committee	Shall be required to supervise maintenance and operation/utilization of the college local fund and consolidated local fund.
4.8.19	Printing and Magazine Committee	Shall be required to facilitate the publication of college Newsletter, Magazine, Periodicals, etc besides the printing of college attendance registers, answer books for internal assessment, and other materials related to college administration and academics.
4.8.20	Any other committee as and when need arises.	

4.9 Statutory Committee Composition

Each Committee shall have:

- 4.9.1 A Convener from teaching staff belonging to Professor/Associate Professor/Assistant Professor Grade to be nominated by Principal.
- 4.9.2 Five members with at least 2 each from Assistant Professor and Associate Professor Grades to be nominated by Principal.

4.9.3 Two members from teaching staff to be nominated by Vice Chancellor

Besides above:

- a) *The purchase committees shall also have in-charge accounts of the college as one of the members.*
- b) *Sports committee shall also have Physical Training Instructor as Member Secretary and in-charge accounts of the college as member.*
- c) *Library committee shall also have Librarian as Member Secretary and in-charge accounts of the college as Member.*
- d) *Local fund committee shall also have in-charge accounts of the college as one of the members.*

“Where the number of faculty staff is a limitation, total number of members in a committee may be kept at 4 – 5 including 1 member nominated by Vice Chancellor and in such cases a teacher may be named Convener or a Member irrespective of his Pay scale and to any number of committees”

4.10 Rules governing the statutory committees

- 4.10.1 The term of a convener and members shall be for one year which may be extended by one more year depending upon the contribution and their availability. No teacher shall be convener or member for more than two committees at a time and no member shall hold office in a committee for more than two terms.
- 4.10.2 In the event of the non-availability of any member or convener, due to long leave / FIP etc, the Staff Council shall nominate an appropriate substitute as new member to the committee in place of the incumbent.
- 4.10.3 The convener shall be required to convene meetings and record minutes of the meeting. The resolutions passed in a meeting of a statutory committee shall be submitted to Principal (Chairperson of Staff Council) for approval and implementation. The Principal may ask for any modification of the decisions by giving potent reasons in writing and logic taken by a committee, if found necessary, but in no case shall the decisions of the committee be reversed by the Principal. The major decisions taken by the committees shall be presented before the Staff Council for ratification before implementation.
- 4.10.4 In the event of any emergency that warrants immediate action/decision pertaining to academic pursuits/or related to students, Principal may take the necessary action as deemed proper under circumstances which may later on be got ratified in the next Staff Council meeting.

- 4.10.5 The Staff Council shall meet once in 2 months during the ongoing academic session in the first week of alternating month. The schedule of Staff Council meetings should be reflected in the Institutional calendar.
- 4.10.6 The Principal as *ex - officio* Chairperson shall have the right to participate in any meeting of any committee. He/she shall also have the right to drop or include any faculty member, excluding Vice Chancellor nominee, to any statutory committee in consultation with Vice Chancellor or his/her nominee on the Governing Body.
- 4.10.7 At the end of the session, all convenors shall submit their achievements and contribution in the development of the college in the staff council, on the basis of which tenure of the convenor/member shall be recommended for another one year.

4.11 Recommendations' Domain

The Staff Council shall make recommendations in respect of the following matters:

- 4.11.1 Expansion of existing faculty departments.
- 4.11.2 Formulation of Admission Policy within the frame work of the University Policy for the purpose.
- 4.11.3 Formulation of guidelines for maintaining the discipline by the students on campus and in the hostels.
- 4.11.4 Formulation of policies for recommendation of names of teachers for participation in training programmes and pursuing Ph. D under the provisions of FIP.

4.11.5 The Administrative staff of the college will not be within the purview of the staff Council.

4.12 REGULATIONS GOVERNING LOCAL FUNDS OF THE CONSTITUENT COLLEGES

These rules shall be called the "Local Fund Regulations of the Constituent Colleges".

4.12.1 EFFECT

These shall come into force from the date of notification of these regulations.

4.12.2 DEFINITION

Local Fund shall mean a fund which is maintained and administered by the Constituent Colleges of the Cluster University Srinagar, created by funds realized from the students and research scholars of the College / any other resource.

Sub Heads

- 4.12.2.1 Student Aid Fund
 - 4.12.2.2 Games/Sports Fund
 - 4.12.2.3 Building Maintenance Fund
 - 4.12.2.4 Reading Room Fund
 - 4.12.2.5 Furniture Fund
 - 4.12.2.6 Stationery Fund
 - 4.12.2.7 Magazine / Identity Card Fund
 - 4.12.2.8 Motor Vehicle Fund
 - 4.12.2.9 Students' Services /Seminar/Cultural Activities Fund
 - 4.12.2.10 Excursion Fund
 - 4.12.2.11 Medical Aid Fund
 - 4.12.2.12 Relief Fund
 - 4.12.2.13 Red Cross Fund
 - 4.12.2.14 Edu Sat Fund
 - 4.12.2.15 Student Insurance Fund
 - 4.12.2.16 NSS Fund
 - 4.12.2.17 Laboratory Fund
 - 4.12.2.18 Vocational / Applied subjects Fund
 - 4.12.2.19 Professional / Honours course Fund
 - 4.12.2.20 Subject Tour Fund
 - 4.12.2.21 Examination Fund
 - 4.12.2.22 Miscellaneous Fund
 - 4.12.2.23 Any other fund that may be prescribed by the competent authority from time to time
- 4.12.3 **Consolidated Local Fund:**
Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub-heads of local fund as on 31st

December of each year shall be credited.

This shall include:

- 4.12.3.1 Lapsed amount of library and Science Security deposits.
- 4.12.3.2 Interest earned on fixed and savings bank account of local Fund accounts.
- 4.12.3.3 Any other collection which is not creditable to a particular Local Fund.
- 4.12.3.4 Unutilized amount of any fund from the above
- 4.12.4 *On the day of notification of these rules the balance available in all local funds as on last January 31st shall constitute the consolidated Local fund of the College.*
- 4.12.5 **Year:** For the purpose of these regulations a year shall mean a period of twelve months from January 1st to December 31st.
- 4.12.6 **OBJECTIVES**
The aim of establishing the Local Funds shall be to promote social, cultural and academic activities of the College, welfare of the students and general development of the College
- 4.12.8 **Security Deposits**
The College shall realize the security deposit from the students as may be required under rules.
 - 4.12.8.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.
 - 4.12.8.2 Security deposit of the students, not claimed by them within two years from the date from which he/she ceases to be on the rolls of the College, shall lapse and shall be credited to the Consolidated Local Fund of the College.
- 4.12.9 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the College shall be deposited in the bank immediately.
- 4.12.10 Without prejudice to the provision of Regulation '4.11.7' above the money in the Local Fund of a particular year shall be utilised

for the purpose for which it has been collected and shall include the following :

4.12.10.1 Student's Aid Fund

To provide financial assistance to the needy students for payment of College/ Hostel fund and purchase of books/ uniform and financial assistance.

4.12.10.2 Games / Sports Fund

- a) For promotion of games, sports, cultural and social activities of the College.
- b) Maintenance of common room and to provide other recreational amenities to the students.
- c) Payment of salaries to local fund employees associated with sports activities.
- d) Any other expenditure connected with the sports

4.12.10.3 Building Maintenance Fund

- a) To carry out the repair and renovation of the college buildings, internal roads and general up keep of the buildings
- b) To repair / replace the electrical fixtures like lighting, fans, air conditioners etc.

4.12.10.4 Reading Room Fund

To subscribe for news papers, magazines and other media of information including printing and publishing of wall paper/magazine/journals in such a manner as Principal of the College, in consultation with the Statutory Committee would deem proper.

4.12.10.5 Furniture Fund

To purchase and repair the furniture of the college for use by the students and the staff.

4.12.10.6 Stationary Fund

To purchase and provide stationery for the conduct of internal tests, examinations and for general use in office and other departments of the college.

4.12.10.7 Magazine / Identity card Fund

To provide identity cards to the students and printing of College Magazine, News letter, any other

publication etc.

- 4.12.10.8 **Motor Vehicle Fund**
For the purchase / maintenance of motor vehicles of the college.

- 4.12.10.9 **Student's Services /Seminar/Cultural Activities Fund**
To Organise social / cultural functions in the Colleges and to hold debates, seminars, conferences, symposia, other literary activities in the college.

- 4.12.10.10 **Excursion Fund**

To organise excursions / picnics for students.

- 4.12.10.11 **Medical Aid Fund**

To maintain the dispensary of the College and to keep the required medicines and others first aid items required to meet any medical emergency in the college.

To provide first aid during sporting events in the college.

- 4.12.10.12 **Relief Fund**

To organise relief camps following any natural calamity in order to reach out to the needy (within and outside the college) with some succour and relief.

- 4.12.10.13 **Red Cross Fund**

For purpose and required by District/ State Red Cross Society.

- 4.12.10.14 **Miscellaneous Fund**

Any expenditure which is necessary for the welfare of the College and is in pursuance of academic pursuits, that cannot be incurred out any of the local fund sub heads, can be met out of this fund. However it shall require concurrence of the Local Fund Committee

- 4.12.10.15 **Edu Sat Fund or other Identical Installations**

For installation, up gradation and maintenance of the Satellite Interactive Terminals (SIT) of the College

and Hub, besides, any other expenditure related to Edu Sat.

4.12.10.16 Student Insurance Fund

To provide insurance cover to enrolled students of the college through general insurance company against death / disability due to accident.

4.12.10.17 NSS Fund

To organise workshops, social service camps etc., by college NSS unit.

4.12.10.18 Laboratory Fund

- a) *To purchase, repair and maintain the science equipment, chemicals and other consumable items required for the conduct of practicals of science subjects and arrange pay dues for supporting local fund laboratory staff.*
- b) To repair and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.
- c) HODs in consultation with the teaching staff of the Departments shall prepare list of the new equipments required and repairing of the existing for utilization of the funds under this sub head.
- d) Funds under this sub head shall be allocated subject / course wise according number of students and fund collected from them

4.12.10.19 Vocational / Applied subjects Fund

For development of infrastructure required for running of the vocational courses and applied subjects. Appointment of contractual staff for vocational subjects

4.12.10.20 Professional / Honours course Fund

For development of infrastructure required for running of the Professional and Honours courses fund. Appointment of contractual staff for the Professional / Honours courses.

4.12.10.21 Subject Tour Fund

For the conduct of subject tours wherever prescribed in the curriculum by the university from the funds

available under this sub head.

4.12.10.22 Examination Fund

College share of the examination fund shall be utilized for the conduct of internal examinations of the college and anything related to the conduct and evaluation of the examinations held by the College.

4.12.10.23 Consolidated Local Fund

Expenditure out of consolidated local fund shall be incurred for the following:

- a) Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students' welfare/academic activities.
- b) Maintenance of Library.
- c) Purchase of new books.
- d) Replacement of lost books or damaged books.
- e) Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular department of the college.
- f) Construction of permanent structures/expansion of campus.
- g) Such other items of expenditure connected with the affairs of the College which cannot be accommodated within the budget.
- h) Welfare of students.
- i) Payment of audit expenses for audit of Local Fund.
- j) Any other expenditure with the approval of the Vice-Chancellor

4.12.11 LIMIT OF EXPENDITURE OUT OF LOCAL FUND

4.12.11.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.

4.12.11.2 Principal of the College shall, however, be competent to authorize re-appropriation from one sub head of

local fund to another, subject to a maximum of Rs 5000/- (Five thousand only)

- 4.12.11.3 As far as possible at the beginning of the academic session, the Principal of the College in consultation with the Local Fund Committee and College Development shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.
- 4.12.11.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Principal of the College in consultation with the Local Fund Committee

4.12.12 EXPENDITURE

- 4.12.12.1 The expenditure out of the local funds shall be sanctioned by the Principal of the College with the concurrence of the Local Fund Committee.
- 4.12.12.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25,000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor
- 4.12.12.3 All expenditure out of the Local funds, shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the Colleges.

4.12.13 MAINTENANCE OF ACCOUNTS

The Principal of the College shall be responsible to:-

- 4.12.13.1 Maintain and operate Local Fund account in the Bank.
- 4.12.13.2 To deposit money received from the students from time to time in the Local Fund account.
- 4.12.13.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.
- 4.12.13.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.
- 4.12.13.5 Separate accounts shall be maintained in the college ledgers for each Local Fund collected during the year and also in respect of Consolidated Local Fund.

4.12.14 **AUDIT**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the Cluster University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the College and duly audited shall be furnished to the Registrar within six months from the date of closing of account.

4.12.15 **RELAXATION OF RULES**

Any expenditure in the interest of the College over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

CHAPTER – 5

REGULATIONS GOVERNING AFFILIATION OF COLLEGES AND OTHER INSTITUTIONS

5.1 Definitions:

- 5.1.1 “Affiliation” together with its grammatical variations, includes, in relation to a college, association of such college with, and admission of such college to the privileges of, a University;
- 5.1.2 “College” means an institution maintained or admitted to its privileges by the University;
- 5.1.3 “Colleges” shall be of two types, namely:-
 - 5.1.3.1 Constituent; and
 - 5.1.3.2 Affiliated/Autonomous;
- 5.1.4 “Course” means one of the units which comprise a programme of study;
- 5.1.5 “Grant-in-aid college” means a ‘college’ receiving grants from the Government for payment of salary to its employees;
- 5.1.6 “Programme” / “Programme of study” means a higher education programme pursued for a degree after 10+2 years of school education which includes Bachelor’s/Master’s degree or any diploma course offered by the University;
- 5.1.7 “Statutory/Regulatory body” means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education;
- 5.1.8 “Student” means a person admitted to and pursuing a specified programme of study;
- 5.1.9 “Government” means State or Central, whichever is applicable.

5.2 Eligibility Criteria for Temporary Affiliation:

The proposed college or Institution seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned in the case of technical/professional courses only.

- 5.2.1 Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities;

Provided that this sub-clause shall not apply to colleges already affiliated to

the University. However, such colleges/institutions shall be required to fulfill the criteria as mentioned in statute **5.2.1** if the institution intends to add more programme(s) of study to the existing one;

Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/extra-mural curricular activities of the college/institution;

Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three places which are not separated by more than 2 kilometers.

- 5.2.2 Administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory /Regulatory body concerned, taking care that all buildings constructed in the College are disabled friendly;
- 5.2.3 Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20 sq.ft. per student in each of the laboratories;

Provided that this sub-clause shall not apply to colleges already affiliated to the University. Such already affiliated colleges shall maintain the existing minimum norms i.e. 9 sq. ft. per student. However, already affiliated colleges/institutions intending to add more programme(s) of study to the existing one shall satisfy the requirement of minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20 sq.ft. per student in each of the laboratories for the programme(s) intended to be added to the existing programme(s);

 - 5.2.3.1 There should be at least 1000 books, or 100 books in different titles on each subject in the library, whichever is more, of the proposed programme to include both text books and reference books besides two journals per subject alongwith a book bank facilities for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC/Government from time to time.

Provided that an affiliated College/Institution imparting instructions in LL.B. (3 years) and/or B.A., LL.B. must necessarily subscribe to the following Law journals for its Library:

 - a) All India Reporter
 - b) Supreme Court
 - c) State High Court Reports
 - d) Local Journals
 - e) Indian Bar Review

Any other journal/reports as may be prescribed by the University/Statutory/Regulatory body from time to time.

- 5.2.3.2 Separate laboratory equipped with sufficient and suitable material and apparatus/equipments shall be provided for each of the higher education programmes as prescribed by the University/Statutory/Regulatory body concerned.
- 5.2.4 A multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms, offices for NCC and/or NSS, examination halls, and separate hostels for boys and girls, etc., as per the local requirements as decided by the University/Government from time to time;
- 5.2.5 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities, as prescribed by the University from time to time;
- 5.2.6 Number of teaching and non-teaching staff as per University norms; separately for each programme;
- 5.2.7 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms prescribed by the University/Government/Statutory/Regulatory body;
- 5.2.8 Adequate measures for safety, security, pollution control, etc.;
- 5.2.9 A College, if not run by the State Government, shall also be required to satisfy the following conditions:
- 5.2.9.1 That it is managed by a duly constituted and registered Society or Trust in accordance with the provisions of the Jammu & Kashmir Private Colleges (Regulation and Control) Act, 2002 and/or any other law made in this behalf by the Government/UGC/University/Regulatory/Statutory bodies.

That adequate financial provision is available for running the college for at-least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining Endowment Fund permanently in the name of the College by way of irrevocable Government Securities as prescribed by University from time to time per programme, if the college proposes to conduct programme only in Arts, Science and Commerce as prescribed by the relevant Statutory/Regulatory body. If it proposes to offer professional programmes, the FDRs for like amounts jointly held by the College and the University for a minimum lock in period of three years. The endowment fund shall not be alienated so long as the college/institution continues to exist. However, the interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.

- 5.2.9.3** The existing colleges will be governed by the Regulations pertaining to endowment fund already in vogue as contained in appendix I. However, they will be required to raise endowment fund in tune to the norms stated above within a period of ten years contributing annually proportionately so as to achieve the target fixed above in statute 5.2.9.2.
- 5.2.9.4** It shall furnish an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
 Provided further that the Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the building in accordance with these Regulations and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted extension/renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

5.3 The Registered Society/Trust/ proposing the college shall execute a bond stating therein:

- 5.3.1 To impart instruction/s only in the subjects and for the course(s)/programme(s) in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such course(s)/programme(s) shall follow the syllabi approved by the appropriate academic bodies of the University;
- 5.3.2 to comply with all the provisions of the Act, the Statutes and Regulations of the University framed in this regard;
- 5.3.3 to follow the rules, regulations and guidelines of the Statutory/Regulatory bodies issued from time to time besides the laws prevailing in the State of Jammu & Kashmir governing the field;
- 5.3.4 to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Regulations of the University/ Government/UGC, and shall ensure imparting of adequate instruction to the students in the course(s)/programme(s) of studies to be undertaken by the College and that the Student-Teacher Ratio in the college shall be as per the UGC/National Regulatory bodies/University norms;

- 5.3.5 to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay-scales alongwith the applicable allowances as per the pay-scales prescribed by the UGC/Government/University, as the case may be, from time to time;
- 5.3.6 to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- 5.3.7 to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the condition for affiliation to the University within a fortnight of changes coming into effect;
- 5.3.8 to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University/Government based on the norms of the UGC/Government/Regulatory/statutory bodies from time to time;
- 5.3.9 to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University on the norms of the UGC/ State Government/Regulatory bodies;
- 5.3.10 to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University or in violation of any of the Regulations/guidelines or procedure laid down by the University;
- 5.3.11 to the effect that the college shall not without previous permission of the University suspend offering an already approved course/programme of study;
- 5.3.12 to the effect that academic and welfare activities of the students belonging to the Schedules Castes, Scheduled Tribes and other disadvantaged groups including minorities, wherever applicable, shall be properly taken care of by the College;
- 5.3.13 to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulations /Orders/Regulations/Notifications of the UGC/University/ Government shall be maintained and made available as and when required for inspection by the University/Government/UGC;

- 5.3.14 to the effect that the college shall furnish all such returns and other information as the UGC/University/Government/Statutory/Regulatory bodies may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government/Statutory/Regulatory bodies may direct to maintain the same from time to time;
- 5.3.15 to the effect that the college shall pay and deposit such fee and charges in the manner as may be prescribed by the University from time to time;
- 5.3.16 to the effect that no employee shall be terminated without following the due procedure including observance of principles of natural justice and prior permission of the University.
- 5.4 A college or institution applying for admission to the privileges of the University in any faculty shall also be required to satisfy the following conditions:
- 5.4.1 That it guarantees a satisfactory standard of educational efficiency for the purpose for which affiliation is sought, and that it is established on permanent basis;
 - 5.4.2 that it is situated within the territorial jurisdiction of the University;
 - 5.4.3 that it is not imparting education for private gain or profit;
 - 5.4.4 that its financial resources are such as to make provision for its continued maintenance;
 - 5.4.5 that it satisfies a demand for higher education in a particular locality;
 - 5.4.6 that the play ground(s) and other sports infrastructure is suitable and sufficient;
 - 5.4.7 that the furniture and equipments are adequate;
 - 5.4.8 that facilities for the residence of students are satisfactory;
 - 5.4.9 that due provision is available for the health and recreation of students;
 - 5.4.10 that provision has been made for a suitable library;
 - 5.4.11 that for each science subject, Laboratory or museum is properly equipped with necessary scientific instruments and chemicals, etc;
 - 5.4.12 that the institution is in undisputed ownership and possession of a suitable building for meeting all its requirements; and
 - 5.4.13 that the institution is prepared to place at the disposal of the University accommodation, furniture, etc., for the conduct of various examinations and other activities free of cost.

5.5 A College/institution not maintained by the Government shall have a Managing Committee consisting of the Chairperson and eight members.

5.5.1 The Chairperson of the Managing Committee shall be the Sole Trustee in the case of Trust/any person nominated or elected in the case of a Registered Society. The eight members referred to above shall be –

- 5.5.1.1 two prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairperson;
- 5.5.1.2 one member of the Syndicate, to be nominated by the Vice-Chancellor;
- 5.5.1.3 one teacher of the College, by rotation, to be nominated by the Chairperson, on the basis of seniority;
- 5.5.1.4 one person experienced in Educational Administration, to be nominated by the Vice-Chancellor;
- 5.5.1.5 Dean Colleges Development Council or his/her nominee;
- 5.5.1.6 nominee of the State Education Department; and
- 5.5.1.7 Principal of the College - Member-Secretary

The tenure of the members at serial No. (5.5.1.1), (5.5.1.2), (5.5.1.3), (5.5.1.4) and (5.5.1.6) shall be three years (viz. 36 months) from the date of notification of constitution of the Managing Committee. However, except S.No. (5.5.1.3), they shall be eligible for re-nomination upto two consecutive terms only.

The Principal of the college shall be the ex-officio member Secretary. In the absence of the Principal, the person performing the duties of the Principal shall act as Member-Secretary. Majority of the members shall form the quorum for the meeting(s).

Provided further that if any vacancy is caused in the composition of the Managing Committee by any reason, whatsoever, the same shall be filled by the same authority which has originally nominated that person.

5.5.2 The Managing Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting whereafter a copy of the same shall be sent to each of the member of the Managing Committee within 15 days from the date of the meeting. A register for recording the minutes of the meeting shall be maintained

- permanently by each affiliated/Autonomous college which shall remain open for inspection by the competent authority.
- 5.6 A Government College/Institution shall have an Advisory Committee consisting of the following members:

- 5.6.1 Administrative Secretary of Higher Education Dept., J&K Government or his/her nominee;
- 5.6.2 Dean College Development Council, Cluster University of Srinagar or his/her nominee;
- 5.6.3 Principal of the concerned College;
- 5.6.4 One Principal of the constituent Colleges to be nominated by the Vice-Chancellor;
- 5.6.5 An academician of repute to be nominated by the Principal of the concerned college;
- 5.6.6 Two prominent citizens representing different sections of society, one of whom shall have legal background to be nominated by the Principal; and
- 5.6.7 One senior-most teacher of the concerned College shall be nominated by the Principal of the concerned college as Member Secretary.

The members at serial No. (5.6.1), (5.6.2), (5.6.3), (5.6.4) and (5.6.5) shall be ex-officio members of the Advisory Committee whereas tenure of rest of the members shall be three years from the date of constitution of the Advisory Committee.

Majority of the members shall form the quorum for the meeting(s).

Provided further that if any vacancy is caused in respect of members mentioned at (5.6.6) and (5.6.7), in the composition of the Advisory Committee by any reason whatsoever, the same shall be filled by the Principal of the concerned college and intimation to this effect shall be sent to the Dean, College Development Council, of University.

The Advisory Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting whereafter a copy of the same shall be sent to each of the members of the Managing Committee within 15 days from the date of the meeting. A register for recording the minutes of the meeting shall be maintained permanently by each affiliated/ Autonomous college, which shall remain open for inspection by the competent authority.

- 5.7 The norms prescribed from time to time by the All India Statutory Bodies responsible for coordinated and integrated development of education in their respective disciplines in the country shall be applicable to the affiliated/

Autonomous colleges. However, in case there is no All India Statutory Body responsible for the coordinated and integrated development of a particular discipline, the Vice-Chancellor shall appoint a Committee which, amongst others, shall include at least two subject experts, to formulate the norms. The Vice-Chancellor, in consultation with the concerned Commissioner/Secretary to Govt., shall be empowered to approve with or without modification the norms formulated by the Committee.

5.8 Teaching Staff:

- 5.8.1 There shall be a teacher to act as Head of Department for each subject for which recognition is sought. There shall not be a common Head for two or more subjects, such as History and Political Science, Sanskrit and Hindi, Persian and Urdu, Botany and Zoology, etc.
- 5.8.2 Every teacher shall be available in the institution on a working day during the period prescribed and shall in addition to participation in teaching, undertake exam/test evaluation, invigilation work and participate in extracurricular and institutional support activities as required. He shall also provide general assistance to students by removing their academic difficulties. Besides, he will attend to any other remunerative/non-remunerative work that may be assigned to him either by the Principal or the University.
- 5.8.3 The weekly work-load of a teacher shall be as per UGC/University norms.
- 5.8.4 The length of a period may be 45 minutes, but in no case more than one hour or as prescribed by the UGC/University from time to time.

5.9 Number of students in a class:

- 5.9.1 The maximum number of students in a section shall not, except with the previous permission of the Vice-Chancellor, exceed 60-80, subject to the availability of adequate accommodation.
- 5.9.2 If a new section in any of the classes is started by the college, full information regarding additional staff required (together with their qualifications and salaries) time-table for the new section and the accommodation available should immediately be sent to the Dean Colleges Development. It is also necessary to see that with the increase in staff a proportionate increase in the number of senior teachers is made. If the arrangements in the new section are found to be unsatisfactory, it shall be disallowed.
- 5.9.3 In the case of a non-Government Affiliated/ Autonomous College, a new section can be started only with the prior approval of the Vice-Chancellor.

5.10 Admission of students:

- 5.10.1 Each Affiliated/ Autonomous College shall observe the Statutes and Regulations prescribed by the University from time to time for admission of students to such a College or Institution. Admission of students to any Course run by the Colleges shall be made by the Admission Committee in accordance with the Statutes, Regulations, norms and procedure prescribed, from time to time, by the University. Admission Committee shall comprise the following:–
 - 5.10.1.1 Dean College Development Council/ Dean of the Faculty concerned or his nominee who will in no case be below the rank of Associate Professor in any subject of the concerned faculty;
 - 5.10.1.2 Principal of the College concerned. He will also act as Convenor of the Committee;
 - 5.10.1.3 One teacher nominee of the Vice-Chancellor; and
 - 5.10.1.4 One senior teacher of the college concerned, to be nominated by the Principal.
- 5.10.2 Two members shall form the quorum for meetings.
- 5.10.3 In case of tie between two applicants for admission, the candidates having higher marks at 10+2 level shall be considered. If again there is a tie, marks secured by a candidate at Matriculation level shall be considered. Still in case of equal merit, the candidate older in age will be considered.
- 5.10.4 All admissions shall be provisional unless and until regularized by the University.
- 5.10.5 If at any stage it transpires that a candidate has managed his/her admission to any programme of study by fraudulent/illegal means and/or by production of forged or fake documents, such an admission shall be cancelled without following the principles of natural justice.

5.11 Periodical Staff Statements:

- 5.11.1 Each Affiliated/Autonomous College or Recognized Institution shall send to the Dean Colleges Development, by 1st February every year, a statement showing the full particulars of the members of the teaching staff available in the various courses of study in respect of which it has been admitted to the privileges of the University.
- 5.11.2 Any subsequent change in the staff structure of the College/ Institution

shall be communicated to the Dean, College Development Council, within a month, alongwith details of substitute arrangement(s).

5.12 Maintenance of Record:

5.12.1 Each affiliated/Autonomous college shall maintain the following Records:-

5.12.1.1 Admission and withdrawals :

- a) Date of admission of every student, date of birth, parentage, name of Course to which admitted, attendance at college, the results of examinations passed by him, other particulars concerning his academic career and the date of withdrawal.
- b) Attendance Statement of students in lectures, practicals and/or practice of teaching.
- c) Fees and other charges.
- d) Time-table of work in various classes.
- e) Internal assessment.

5.12.1.2 Endowment Fund;

5.12.1.3 Stock and issue;

5.12.1.4 Accessioning, cataloguing, Issue and Return of books, etc.

5.12.2 This record shall be submitted whenever required by the University/UGC/Government or any other statutory/regulatory body.

5.13 Procedure for Granting Temporary Affiliation:

5.13-A No application for the grant of affiliation which does not have the concurrence/permission of the State Government for opening a new College (Government or Non-Government) shall be entertained. In the case of college introducing Bachelor's Degree/Master's Degree programme in Medical, Dental, Technical, Management, Agricultural, Architecture, Nursing, Pharmacy Education, permission of All India Statutory Body responsible for the coordinated and integrated development of education in the concerned discipline and of such authority as it may prescribe, will also be necessary.

However, in case the schedule prescribed by the All India statutory Body for processing the proposals for starting the new institutions or new Courses/Programme in some discipline(s) is at such variance that the Application Form duly completed and accompanied by all the requisite documents (including the approval of the All India Statutory Body) cannot be submitted either within the statutory dates prescribed by the University or even thereafter by condoning the delay to a reasonable extent, the proposed institution may make an application to the Vice-Chancellor for provisional entertainment of the application Form (otherwise complete in

all respects) pending approval/recognition of the proposed Institution by the All India Statutory Body. The said application shall also be accompanied by an affidavit of the Chairman of the Trust/Society/Managing Committee of the Institution to the effect that in case the request for provisional entertainment of the Application Form (otherwise complete in all respects) pending approval/recognition of the proposed institution by the All India Statutory Body is acceded to and the Application Form is processed in accordance with the Regulations, the decision of the University on the Application Form for affiliation whether favourable or unfavourable shall be binding on the Managing Committee of the institution. On consideration, the Vice-Chancellor may grant the request for provisional entertainment of the Application Form pending approval/ recognition of the proposed Institution by the All India Statutory Body provided the State Government has issued No Objection Certificate/Permission letter or has recommended to the All India Statutory Body the establishment of such Institution.

However, in case of Law College, the University may consider the case regarding grant of affiliation of a new college without permission from the Bar Council of India. The University will not allow teaching in the Law College without approval by the Bar Council of India.

- 5.13-B In case submission of application to the All India Statutory Body for seeking approval to start new institution / new course(s) or programme(s) necessitates, among others, the written consent of the affiliating University, the Vice-Chancellor may authorize issue of a certificate to the effect that the University shall have no objection in considering the request for grant of affiliation to the proposed institution subject to the fulfilment of all statutory requirements including the permission of the State Government as well as the approval of the All India Statutory Body.
- 5.13-C The application to start a new college and get it affiliated to the University can be submitted by the Central/State Government Institutions and Registered Society/Trust. In the case of a Government College/Institution, the application shall be made by the concerned administrative Secretary to the Government of Jammu and Kashmir and in the case of non-Government Colleges / Institutions by the Chairman or any other authority appointed for the purpose by the Managing Committee of the Institution.
- 5.13-D If the applicant is a Society/Trust, it shall have been registered under the Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- 5.13.1 The Government/Society/Trust which proposes to start the college within the territorial jurisdiction of the University and wishes to get it affiliated to the University, shall submit an application for grant of affiliation to new college/institution which should reach the Dean, College Development Council, by October 1st of the year preceding the one in

which it is proposed to hold admissions and start the class work, in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, Cluster University of Srinagar.

- 5.13.2 The application shall be submitted with certified copies of the following documents:
- 5.13.2.1 Registration of the Society/Trust alongwith details of Constitution and Memorandum of Association;
 - 5.13.2.2 Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other area;
 - 5.13.2.3 Land Use Certificate from the competent authority designated by the Government;
 - 5.13.2.4 Registered Land/Government leased land documents in the name of the applicant;
 - 5.13.2.5 Appropriate order from the Government permitting the Society/Trust to start the College with details of the course(s)/programme(s) intended to be offered;
 - 5.13.2.6 Building Plan of the proposed College prepared by a registered Architect and approved by the competent authority designated by the Government;
 - 5.13.2.7 Registered documents of the registered Society/Trust earmarking land and buildings for the proposed college;
 - 5.13.2.8 Details of the latest fund position alongwith photocopies of relevant bank accounts, including the evidence of the Endowment Fund; and
 - 5.13.2.9 Detailed Project Report giving: -
 - a) background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - b) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;

- c) Architectural master plan indicating the land use pattern including those for the future;
- d) Policy with regard to faculty recruitment, retention and development;
- e) Structure of academic and administrative governance;
- f) Sources of financing of capital and operating expenditure besides funds to be generated through students' fee ; and
- g) Resource projections and their realization schedule.

5.13.3

In addition to the documents mentioned in statute 5.13.2, the application shall also be accompanied by the following:

- (i) A statement containing full information regarding the constitution of the Managing Committee and names of its members, in the case of College / Institution not maintained by the Government. In case of application for LL.B. Course(s) it must be accompanied by an answered questionnaire as prescribed by the Bar Council of India.
- (ii) A statement regarding teachers employed or proposed to be employed; their qualifications, the subject(s) proposed to be taught by each of them, their salaries, scales of pay and other conditions of service.
- (iii) A statement of -
 - (a) number of students attending the institution or proposed to be admitted to the institution;
 - (b) arrangements already made or proposed to be made for the residence of such students, as may not reside with their parents / guardians, in the College Hostel or lodgings approved by the College and the arrangements made or proposed to be made for their supervision;
 - (c) amenities for physical welfare of students including arrangements for games, physical training, play grounds and medical assistance;
 - (d) facilities made available or proposed to be made available for girl students, in case the institution provides or proposes to provide co-education;
 - (e) number and nature of books available in the Library and annual budget provision made or proposed to be made for enrichment of the library;
 - (f) equipment available or proposed to be made available for teaching science subjects in which affiliation is sought and annual budget provision made for its maintenance and new additions;
 - (g) financial resources of the institution, including a statement of the estimated annual income and expenditure; and
 - (h) rates of fees, if any, proposed to be levied and the number of students exempted or proposed to be

exempted wholly or in part from such fees.

- 5.13.4 An application form for affiliation or recognition may be withdrawn at any time before affiliation/recognition is granted.
- 5.13.5 Affiliation/recognition shall, in no case, be granted with retrospective effect.
- 5.13.6 **Application/Inspection fee:**
An Institution /College applying for affiliation to the University shall remit application fee/inspection fee, as prescribed by the University from time to time.
- 5.13.7 Application fee shall not be refunded even if the Application Form is withdrawn or rejected.
- 5.13.8 Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.
- 5.13.9 The Application Form (including the one to be entertained provisionally) received on or before the due date shall be placed before the Syndicate and if the Application Form is found in order, the Syndicate shall refer it to the Board of Inspection. The Syndicate may also refer the Application Form provisionally entertained, pending receipt of approval of the All India Statutory Body, if otherwise found in order, to the Board of inspection. The Board of Inspection shall appoint a Committee for inspecting the institution. In case of the Application Form provisionally entertained, the inspection shall be conducted only after the All India Statutory/Regulatory Body has granted approval/recognition to the Institution and letter of approval/recognition has been received by the University. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection for final orders.
- 5.13.10 The College shall be subjected to an inspection by the University through a committee of experts [*which shall be called Inspection Committee*], nominated by the Vice-Chancellor, consisting of :
 - i) Dean, College Development / an equivalent academician of the University;
 - ii) One Expert for each of the subject areas proposed;
 - iii) One officer of the University not below the rank of Assistant Registrar;

- iv) An Engineer from the PWD/CPWD or the University not below the rank of Assistant Executive Engineer;
 - v) Any other member, if desired/nominated by the Vice-Chancellor;
- Note:** Dean, College Development, shall be the Ex-officio Chairperson of the Committee. In his/her absence, the Dean of concerned Faculty or the Subject Expert shall act a Chairperson.
- 5.13.11 The Inspection Committee while conducting inspection of a new college/institution seeking affiliation shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Regulations are satisfied. The Inspection report shall cover the following information:
- 5.13.11.1 Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.
 - 5.13.11.2 The existing and the proposed constitution of the Managing Committee in the case of a College/ Institution not maintained by the Government; whether or not the Head of the institution is represented thereon.
 - 5.13.11.3 Is there sufficient demand for the existence/ opening of the institution in the locality?
 - 5.13.11.4 Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales.
 - 5.13.11.5 In the case of Non-Government colleges/ institutions, the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.
 - 5.13.11.6 In the case of an Institution, not maintained by the Government, Endowment and Reserve Funds and their investment, dependence on State Government grants, if any. In case affiliation/recognition is recommended, a statement of expenditure and income (including sources) should be given.
 - 5.13.11.7 Site, building(s), etc.
 - a) Area available.
 - b) Number and dimensions of halls, class-rooms, library, laboratories. Hostels, with number and size of rooms. common-rooms, etc.
 - c) Play-fields and grounds, gymnasium, etc.
 - d) Furniture and fittings in the lecture theatres, laboratories and library.
 - e) Scientific equipment.
 - f) Number of books in the Library.
 - g) Botanical garden.

h) Museum.

i) Herbarium.

Any other infrastructural requirement, as deemed necessary for the course.

- 5.13.12 The report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its Board of Inspection to Syndicate and decide to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within one months.

On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme/course in the college.

- 5.13.13 The Syndicate of the University shall be the ultimate authority to decide granting, or not granting, affiliation and action taken shall be reported to the University Council.

- 5.13.14 Temporary affiliation of the programme of study and the college itself shall be granted by the University initially for a period of one year which shall be extended/renewed by the University in the prescribed manner, subject to satisfactory performance of the College, on year to year basis through inspection process prescribed in these Statutes.

- 5.13.15 If the University decides not to grant affiliation to the College for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application. Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.

5.13.16 Extension/Renewal of Temporary Affiliation:

- 5.13.16.1 Application for extension/renewal of temporary affiliation alongwith prescribed application and/or inspection fee must reach the Dean, College Development Council, alongwith requisite inspection fee by 31st December of the preceding year for which extension/renewal of affiliation is sought.

- 5.13.16.2 If the inspection of the college and temporary affiliation, within the prescribed time has not been conducted for any reason whatsoever before the start of academic session, the

Vice-Chancellor shall be competent to authorize provisional extension/renewal of temporary affiliation in case the performance of the college was/is satisfactory during the preceding year.

- 5.13.16.3 If a college has applied for extension/renewal of its temporary affiliation, the same shall be considered for an academic session.

5.14 Eligibility Criteria for Permanent Affiliation:

- 5.14.1 The College shall have completed at least five years of satisfactory performance and fulfilled all the conditions of affiliation after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Government/Statutory/Regulatory body concerned from time to time.
- 5.14.2 The College shall have completed construction of building and all infrastructural facilities as stipulated in the Regulations/regulations.
- 5.14.3 All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government College) on the UGC/Government scales of pay.
- 5.14.4 The College shall have a duly constituted Managing Committee/Advisory Committee as per the norms.
- 5.14.5 The College has obtained/acquired accreditation by NAAC or any other statutory accreditation body/agency established for the purpose by the State/Central Government with letter grade 'B' or equivalent grade or above.
- 5.14.6 The College has developed endowment fund to maintain the college for at least three years.

5.15 Procedure for granting Permanent Affiliation:

- 5.15.1 A college which wishes to get permanent affiliation shall apply to the University any time after satisfactorily completing five years of temporary affiliation in the proforma alongwith requisite fee prescribed by the University in the form of Demand Draft /RTGS drawn in favour of the Registrar, Cluster University of Srinagar.
- 5.15.2 The procedure for according permanent affiliation shall be the same as prescribed for granting temporary affiliation in these Statutes.
- 5.15.3 If the University decides not to grant permanent affiliation to the College for reasons, to be recorded in writing, of its failure to meet the

conditions/requirements for getting such affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application. Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.

5.16 Eligibility to apply for addition of new programmes of study:

- 5.16.1 Any proposal for adding new programme(s) shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 5.16.2 Proposal for raising the existing under-graduate college to post-graduate studies/level shall be considered by the University if the college satisfies the following requirement:
 - 5.16.2.1 College should be NAAC Accredited with a minimum of "B" Grade.
 - 5.16.2.2 College should be permanently affiliated with the Cluster University.
 - 5.16.2.3 College should have permanent NOC from the Higher Education Department, Government of J&K.
 - 5.16.2.4 To begin with the College should have a permanent faculty consisting of the following:

(a) Professor	-	one
(b) Associate Professor	-	one
(c) Assistant Professor	-	two
 - 5.16.2.5 The College should have separate physical infrastructure, class rooms, library and computer lab for the P.G. Course/s.
- 5.16.3 Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in favour of the Registrar, Cluster University of Srinagar.
- 5.16.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

5.17 No affiliated college or institution shall conduct classes for any subject unless it has obtained specific affiliation/permission from the University for such subject(s).

5.17.1 **Permission/Affiliation for New Subject(s):**

5. 17.1.1 Each institution applying for permission/affiliation in new subject(s) shall remit non-refundable prescribed application fee at the time of issue of Application Form. Thereafter, the institution shall remit prescribed inspection fee per subject per course (when asked to do so) before the inspection of the College is conducted. The Application Form, duly filled, alongwith the requisite documents shall be sent to the Dean, College Development Council, so as to reach him by October 1st of the year preceding the one in which the subject(s) is/ are proposed to be introduced.

Provided that, the Vice-Chancellor may, in special circumstances, authorize entertainment of an Application Form submitted after October 1st but in no case form be entertained after 31st March.

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

5. 17.1.2 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection. The Board shall refer it to the Inspection Committee for conducting the inspection of the College. The report of the Inspection Committee with the recommendations of the Board of Inspection shall be placed before the Syndicate for final orders.

5. 17.1.3 The Inspection Committee shall pay special attention to the following points while inspecting the College/ Institution applying for introducing new subject(s) :-

(i) Demand for the subject:

- in relation to other subjects already taught; and
- in relation to the existing provision for teaching that subject in local institutions/colleges.

(ii) Financial resources of the institution in relation to the proposed development.

(iii) Existing staff available and additional staff that will be required.

(iv) Adequacy of class-rooms, laboratory accommodation and equipment in Science subjects.

(v) Existing resources of the library, additional books, etc. required, and the grants, non-recurring and recurring, that will be required for the purpose.

5.18 Affiliation/Permission for Honours Classes:

- 5.18.1 Application for permission to start Honours class(s) side by side with pass course B.A./B.Sc./B.Com. or any other under-graduate course in an affiliated College should be made so as to reach the Dean, College Development Council, by October 1st of the year preceding the one in which the class is proposed to be started alongwith non-refundable prescribed application fee payable at the time of issue of Application Form.
- 5.18.2 The Institution / College shall remit prescribed inspection fee per subject, when asked to do so, before the inspection of the institution/college is conducted.
- 5.18.3 Inspection fee may be refunded only in case the Application Form is withdrawn or rejected before an inspection has been conducted
- 5.18.4 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection and the Board shall refer it to the Committee appointed for conducting the inspection of the College. The report of the Committee alongwith the recommendation(s) of the Board of Inspection shall be placed before the Syndicate for final orders.
- 5.18.5 For teaching Honours classes in any subject not less than six periods a week shall be devoted for instruction during Ist Year and IIInd Year of the B.A./B.Sc./B.Com. or any other under-graduate course.
- 5.18.6 Honours teaching should be entrusted to teachers who have passed Master's Degree examination with atleast 55% marks and have more than five years' teaching experience in a college.
- 5.18.7 In the case of local college, where teaching in a particular subject is intended to be imparted on co-operative basis, the consent of all participating colleges should be available.
- 5.18.8 There should be at least three teachers in the subject for which permission for Honours classes is sought.

5.19 Recognition of Research Institutions:

- 5.19.1 Subject to the provisions of the Regulations for the award of Research Degrees, the Syndicate shall have power to declare an institution, engaged in research work, as an approved institution of the University.

- 5.19.2 An institution applying for approval under this Statute shall submit an application to the Dean, College Development Council, containing full information in respect of the following:-
- (i) Status of the institution;
 - (ii) Constitution and personnel of the Managing Body;
 - (iii) Subjects and branches in which research is undertaken in the Institution;
 - (iv) Accommodation, equipment and the number of scholars for whom provision for research exists or is proposed to be made;
 - (v) Strength of the staff, their qualifications, salaries and the research or other academic work done by them;
 - (vi) Fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment and for continued maintenance and efficient working of the institution.
- 5.19.2.1 Each Research Institute seeking recognition as a Centre of Research for the Ph.D. Degree shall remit non-refundable inspection fee as prescribed from time to time alongwith the application for the purpose. Subsequently, application for recognition in additional subject(s)/area(s) shall be accompanied by non-refundable inspection fee as prescribed from time to time per subject/area.
- 5.19.2.2 Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.
- 5.19.2.3 In case the Syndicate decides to consider the application, it may refer it to the Committee for conducting the inspection of the institution. After considering the report made as a result of such inspection and making such further inquiry as may appear to it to be necessary, the Syndicate may grant or refuse recognition.
- 5.19.2.4 When the application is granted, the Syndicate shall define the status of the institution and specify the subject(s)/area(s) for which the institution is approved/permited for conducting research work leading to Ph.D.
- 5.19.2.5 (i) The rights conferred on an institution may be withdrawn or suspended for any period if it has failed to observe any of the conditions of approval or has conducted itself in a manner prejudicial to the interests of education or in contravention of such provisions of the Act, the Statutes or Regulations as are applicable to it as an approved institution.

- (ii) A motion for such withdrawal or suspension shall be initiated only by the Syndicate. The member of the Syndicate who intends to move such a motion shall give sufficient notice about his move and shall state in writing the grounds on which it is made.
- (iii) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and written statement mentioned in clause (ii) to the Head of the institution concerned together with an intimation that any representation in writing submitted within a period of two months from the date of intimation, on behalf of the institution, shall be considered by the Syndicate.
Provided that the period so specified may be extended, if necessary, by the Syndicate.
- (iv) On receipt of the representation or on expiry of the period referred to in clause (iii), the Syndicate after considering the notice of the motion, statement and representation, and after such inspection, if any, by any competent person or persons appointed by the Syndicate in this behalf and such further enquiry, if any, as may appear to be necessary, shall decide whether the approval should be withdrawn, suspended or continued.
Provided that, the approval shall not be withdrawn or suspended unless a resolution of the Syndicate to that effect is supported by a majority of at least two-third members present at the meeting. Such majority should, however, be not less than one-half of the total membership of the Syndicate.

5.20 Periodical Inspection:

- 5.20.1 The Board of Inspection may, at its discretion, arrange periodical inspection of each affiliated /Affiliate college once within a period of three years after grant of privileges of affiliation or after the inspection last held. For this purpose the Board of Inspection shall appoint Inspectors. No inspection fee shall be charged from the college / institution for periodical inspection.
- 5.20.2 In case a periodical inspection proposed by the Board of Inspection, the Vice-Chancellor shall fix the date for inspection of a college/institution well in advance, so that intimation is sent to the institution at least two weeks prior the date fixed for inspection.
- 5.20.3 The duty of the Inspectors is to satisfy themselves fully that the students of the college/institution live, work and receive instructions under congenial conditions and in accordance with the academic standard prescribed by the University.
- 5.20.4 It shall be the duty of the Inspectors to satisfy themselves that the institutions continue to comply with the conditions on which the privilege

of affiliation was originally granted. There should be no attempt to interfere with the teaching work of teachers, in their own special subject, but the Inspectors should suggest in the report any improvements in the working of the institution that, in their opinion, would promote its efficiency.

- 5.20.5 Before proceeding to the institution, the Inspectors should obtain from the Dean, College Development Council, copies of the previous inspection reports of the college/institution together with any remarks made or action taken upon them by the authorities.
- 5.20.6 Inspectors shall as soon as possible, upon arrival at an institution make a cursory inspection of the buildings, grounds and of the classes (seeing them at work, if possible), the library, laboratories, etc. so that they may form a general impression of conditions, if required videography of the same is done. They shall then spend some time in studying the records of the institution and familiarizing themselves with the details of its condition and life. In this part of the inspection they may call for any information that they may require, from Head of the institution, members of the Teaching Staff, or the office.
- 5.20.7 As soon as Inspectors feel that they have sufficiently familiarized themselves with the conditions of the institution as revealed in reports, returns, etc. they shall proceed to a closer inspection with particular reference to the points detailed in these Statutes.
- 5.20.8 An important part of the inspection would be informal discussions with the Head of the institution and in some cases with individual members of the staff and other stakeholders including parents of the students or ex-students of the college. At such discussions, a good deal can be disposed of which need not necessarily find way into the report, or need only be briefly touched upon therein. In the case of college/institution, not maintained by the Government, it may be desirable to meet members of the Managing Committee of the institution with a view to impressing upon them the more urgent requirements of the institution.
- 5.20.9 Inspectors should preface their report with a brief statement of the procedure and of the time consumed by the inspection. They should then report in detail the steps taken by the institution to comply with the recommendations made in previous reports. The report should be signed by all the Inspectors.

5.20.10 Periodical Inspection Report:

- 5.20.10.1 The report of the Inspectors conducting periodical inspection of a College/Institution shall cover the following points :

(i) Introduction :

Date, time and method of inspection. Previous inspection reports and the extent to which recommendations contained therein have been complied with.

(ii) Staff :

- a) Whether the staff, as mentioned in the preceding annual staff statement returns, is in conformity with the conditions of affiliation laid down by the University. In case of application for grant of affiliation to a new Law College, the Inspection Committee shall conduct inspection on the basis of a proforma prescribed by the Bar Council of India and in other professional courses as per the proforma/instrument prescribed/developed by the concerned Statutory/Regulatory body in the field.
- (b) Are any members of the staff teaching subjects for which they are not adequately qualified?
- (c) Whether the existing staff strength is sufficient to cope with the work-load in the institution?
- (d) Whether the staff is properly paid?
- (e) Has the institution, if it is not maintained by the Government, entered into agreements with the staff, in accordance with the provisions of the Regulations?
- (f) Have any members of the staff outside interests or responsibilities which interfere or are likely to interfere with the proper discharge of their duties?
- (g) What do the members of the staff do, in addition to teaching, in connection with hostels, games, N.C.C., N.S.S., sports, youth welfare, etc.?
- (h) What is the practice of the institution with regard to the staff meetings?
- iii) Whether the library and clerical staff is adequate, sufficiently paid and properly qualified?
- iv) Finance : Under this head special attention should be paid to the following :
 - a) Whether, in the case of college/institution not maintained by the Government, the income can be expected to meet the annual increment of the staff and

- the extent to which this is dependent upon increase in fee income.
- b) The provision made for maintenance of the Science departments and the library.
 - c) Endowments and emergency or reserve funds, in the case of colleges/institutions not maintained by the Government, how are these invested?
 - d) Scholarships and prizes.
 - e) Audit of accounts.
- v) Site, building(s), etc.
- a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated vis-a-vis prescribed norms in this respect.
 - b) Convenience of the staff viz. common / individual rooms, sanitary arrangements, etc.
 - c) Equipment.
 - d) Class-rooms.
 - e) Library-system of cataloguing and issue. Hours when in use. Expenditure on books of various subjects, departmental libraries. Number of volumes in stock.
 - f) Science Arrangements of fitting of -Models, Maps, Charts and Apparatus, etc. for practical work and class demonstrations.
- vi) Students :
- a) Total number of students in the institution;
 - b) Whether the number of students in a class or section (Lectures and Practicals) is within the limits prescribed by the Regulations?
 - c) Does any tutorial system exist in the institution. If so, in which subject(s)? Does it need any expansion or improvement and use of ICT in teaching?
 - d) What is the system of examination and promotions?
- e) What facilities are provided for research work and what research work has been done in the institution during the last five years?
- f) Facilities and arrangements for social activities, subject societies, athletics, sports, NCC, N.S.S., medical check-up, etc.
- vii) Residence of students :
- (A) Hostels :

- a) Accommodation, size, ventilation and lighting of rooms.
- b) Medical attendance of a qualified Doctor/Medical Assistant, dispensary, sanitation, etc.
- c) Mess arrangements.
- d) Contact between warden(s) and boarders.
- e) Regulations and discipline.
- f) Social and athletic activities.
- g) Common rooms, provision and control of periodicals, books, etc.

(B) Recognised lodging :

Inspectors shall visit and report upon recognised lodging, if any, where students of the institution reside.

- a) Day students
- b) What attempt is being made by the College to supervise the conditions of life of the day students?
- c) Arrangements for athletics, etc.
- d) Is there a day Student,s Common Room?
- e) Where do the student spend their leisure period?

viii) General :

- a) Tone and discipline
- b) Opportunities for encouraging esprit de corps, daily or weekly assembly, general lectures, common dinner, clubs, etc. for students and staff.

ix) Office Administration:

- a) Registers, attendances, students' records and reports, stock books, etc.
- b) Method of calculating attendance of students.
- c) System adopted for issue of progress reports to parents/guardians.
- d) Record of career and conduct for use in issuing certificates.

x) Miscellaneous

- xi) Summary of the recommendations made by the Inspectors.

- 5.20.10.2 The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Dean, College Development Council, to the Head of the College / Institution concerned, and also to the concerned Administrative Secretary in the case of Government institution and to the Chairman of the Managing Committee, in the case of Non-Government Colleges, for such comments

as they may desire, on the statement of facts contained in the report. The report together with the said comments shall be placed before the Board of Inspection. The recommendations of the Board shall be submitted to the Syndicate. The decision of the Syndicate shall be sent for information to the Head of the Institution and the Managing Committee of the institution concerned in the case of Non-Government Colleges.

- 5.20.10.3 The conditions, if any, laid down by the Syndicate on the recommendations of the Board of Inspection, in regard to staff, equipment and furniture, additions and alterations to the building and construction of new building(s) shall be fulfilled within the following time limit prescribed for each from the date of communication of such conditions to the College :–

Staff ... within six months

Equipment, furniture and Library ... within one year

Additions and alterations ... within two years

New buildings ... within three years and in extreme cases five years with the approval of Board of Inspection.

Improvement of service ... within two years
conditions of staff

Minor deficiencies, if any ... within six months

Major deficiencies, if any ... within two years

Provided that the Syndicate may, in exceptional cases, extend the above time limit in which case the Syndicate, shall specify the time limit by other conditions, if any, imposed for grant of affiliation, as the case may be, are to be fulfilled by the institution.

5.20.11 Remuneration of Inspectors.

- 5.20.11.1 Each Inspector appointed to conduct the inspection of a College or any other educational institution shall be paid remuneration at the prescribed rate. Besides, conveyance charges to the extent of the amount declared by the Inspector as having been actually spent by him/her for the purpose on a particular day shall be paid, unless the University arranges for his/her transport.
- 5.20.11.2 T.A. and D.A. as permissible under rules shall be paid to the Inspectors.

5.20.12 Surprise visit/inspection:

The Dean, College Development Council, may conduct or direct surprise inspection of an affiliated/Affiliate college, on the basis of a complaint or otherwise to see that the college is being run in accordance with the Regulations/norms of the University/UGC/Statutory/Regulatory body and that the academic calendar is properly adhered to. During the surprise inspection, the Dean or the Inspection team deputed by the Dean, may check any record, equipments/apparatus, attendance of students, staff, availability of infrastructural facilities. In case surprise inspection is conducted by the Dean, College Development Council, himself/herself, he/she may take such action as is warranted keeping in view the gravity of the shortfall/deficiency/violation, including imposition of any penalty on the College and in case the inspection is conducted by an inspection team deputed by the Dean, the Inspection Team shall submit its report to the Dean, which would be processed by the Dean in the manner prescribed above. However, before imposing any penalty, the matter with full facts shall be reported to the Vice-Chancellor for approval of penalty on the defaulting college.

Provided that no fee shall be charged from the college(s) for surprise visit(s)/inspection(s).

- 5.21 In case the College/Institution, to which affiliation had been granted, does not provide instructions in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.

5.22 Withdrawal of Affiliation:

- 5.22.1 The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provision of the Jammu and Srinagar Cluster Universities Act, 2016, the Statute, the Regulations, or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned or the Government, or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
- 5.22.2 If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust or individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically as such cessation, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 5.22.3 Without prejudice to the Statutes, the University Grants Commission on its own or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of

being heard, may pass an order under Section (12A)(4) of the University Grants Commission Act prohibiting such college from presenting any student then undergoing such specified course/programme of study therein to the University for the award of the qualification concerned and the affiliation of the college shall stand termination as per Section (12A)(5) of the UGC Act.

5.22.4 If the University decides to withdraw the affiliation of the College, or the affiliation stands terminated by the order of the University temporarily or permanently, such decision shall not affect the interest of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time.

5.22.5 The rights conferred on an institution/college may also be withdrawn or suspended for any period if it has failed to observe any of the conditions of affiliation/approval or has conducted itself in a manner prejudicial to the interest of education or in contravention of such provision of the Act, the Statues or Regulations as are applicable to it as an approved institution.

5.22.6 *Infrastructural deficiencies:*

5.22.6.1 Classes being held in building other than the one where affiliation was granted.

5.22.6.2 Building or Part thereof used for running other courses not related or allied to the course for which permission has been sought or for any other purpose without prior permission of the University.

5.22.6.3 The building/s is/are declared unsafe by the concerned authority on account of poor maintenance or other factors.

5.22.6.4 Building used for commercial purposes after college hours.

5.22.6.5 Building campus used for political/anti-social/authorized purposes.

5.22.7 *Deficiencies on account of Teaching staff:*

5.22.7.1 College being run without Principal continuously for more than 3 months.

5.22.7.2 Lesser number of faculty engaged by the Management as per student/teacher ratio requirement.

5.22.7.3 Failure to make arrangement for teaching of all optional papers.

5.22.8 Financial irregularities:

- 5.22.8.1 Financial misappropriation/embezzlement by the members of the trust/society.
- 5.22.8.2 Unauthorized financial benefits to the members of the trust/society.
- 5.22.8.3 Unauthorized charges from students other than prescribed by the University viz., uniform, books, stationery, mess, hostel charges, fines, examination charges, printing, picnics, developmental charges, etc.

5.22.9 Harassment of students:

- 5.22.9.1 Imposing fines.
- 5.22.9.2 Inadequate messing facilities in hostels.
- 5.22.9.3 Lack of security in hostels.
- 5.22.9.4 Complaints of ragging/sexual harassment.

5.22.10 Unauthorized admission in Colleges:

- 5.22.10.1 Admission made by the colleges of their own without any authorization by the University.
- 5.22.10.2 Students admitted in Management seat quota more than the authorized seats.
- 5.22.11 Any other circumstances by way of which the continuation of the College/Institute severely effects the reputation of the University.

5.22.12 Procedure for disaffiliation:

For any complaint/s of the major/minor violation by the college/institute, a committee would be constituted to inquire into the allegations and make recommendations following the principles of natural justice. The recommendation should be placed before the Syndicate for consideration and orders thereupon. However, in case of grave violations, the University may, in public interest, deaffiliate the college/institute without issuing any show cause notice.

Notwithstanding the above, in case of disaffiliation of a

college/institution, the students admitted would be shifted to other college/institution to complete the remaining part of the course/programme. In case the shift of students is not possible, the University Syndicate shall decide the fate of such students on case-to-case basis.

5.22.13 Re-affiliation:

College/Institution whose privileges have been withdrawn, can apply for re-affiliation which will be granted after a gap of minimum of two academic sessions.

Provided that the procedure for re-affiliation shall be the same as provided for temporary affiliation in these Statute.

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

5.23.1 Save as otherwise provided in the Statute, the services of the Principals and all other members of the Teaching Staff of the colleges and institutions maintained by the Government shall be governed by the State Civil Service Regulations in respect of their appointment, fixation of pay, allowances, leave, pension, suspension, dismissal, etc.

5.23.2 Selection Committee for appointment of:

5.23.2.1 Assistant Professor/ Physical Instructor/Librarian:

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;
- ii) Dean of the Faculty concerned;
- iii) Head of the Department or Senior Professor from the University (of the concerned subject);
- iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;
- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor; and
- vi) Principal of the concerned College.
(or as May be decided by the state government from time to time)

5.23.2.2 Associate Professor:

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee.
- ii) Dean of the Faculty concerned
- iii) Head of the Department of the concerned subject from the University.
- iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert.
- v) Two external subject-experts not connected with the Cluster University of Srinagar to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor.
- vi) Principal of the concerned College – Secretary
(or as May be decided by the state government from time to time)

5.23.2.3 Professor:

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee.
- ii) Dean of the Faculty concerned
- iii) Head of the Department of the concerned subject from the University.
- iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert.
- v) Two external subject-experts not connected with the Cluster University of Srinagar to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor.
- vi) Principal of the concerned College - Secretary
(or as May be decided by the state government from time to time)

5.23.2.4 Principal:

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean Academic Affairs shall act as Chairperson of the Selection Committee.
- ii) Dean Academic Affairs, Cluster University of Srinagar
- iii) One Professor preferably having not less than 15 years of service as a teacher in the University.
- iv) Two nominee of the Vice-Chancellor of the University

- of whom one should expert in administration.
- v) Dean, College Development Council, or his/her nominee.
 - vi) Principal of the Nodal College

At least four members, including two experts, should constitute the quorum.

(or as May be decided by the state government from time to time)

Note:

Payment of TA & DA and sitting charges to all concerned, as admissible under University norms, shall be made by the college concerned.

Notwithstanding anything contained in this Statute, if the Chairman of the Managing Committee/Governing body of the Institution is of the opinion that it is in the interest of the institution necessary to do so, he may, with the approval of the Vice-Chancellor, appoint any in-service/retiring, or retired eminent teacher in the Institution on contract basis on such terms and conditions as may be mutually agreed upon for a period of one year or till the time the permanent arrangement is made, whichever is earlier. Such arrangement shall not extend beyond the specified period in any case.

5.23.3

Qualifications of teachers:

The qualifications of the teaching staff shall be same as prescribed by the University/State Government/UGC from time to time.

5.23.4

Service agreement:

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

Salary and pay scales

- (a) The pay scale shall be the same as prescribed by the Government/University/UGC, from time to time, for Govt. Colleges.
- (b) The age of superannuation of teachers in the non-government affiliated colleges shall be as prescribed by the University/UGC from time to time. Provided that the Management may engage superannuated employees on contractual basis upto the age of sixty seven years only. However, the number of such superannuated teachers shall, in no case, exceed 30% of total Teaching Staff strength of the College.
- (c) The period of initial probation shall normally be of two years, extendable in very special cases upto a

maximum of five years.

- (d) Whole-time services of the members of the Teaching Staff shall be at the disposal of the College and they shall not engage, directly or indirectly, in any trade or business or write short sketches or cheap books for the examinations of this University or take up any occupation which is likely to interfere with the 'duties associated with their appointment, without the sanction of the Managing Committee.
- (e) The services of an employee can be terminated only on one or more of the following grounds:-

- i. Wilful neglect of duty;
- ii. Mis-conduct including disobedience of orders of the Principal;
- iii. Breach of any of the terms of contract;
- iv. Physical or mental unfitness; and
- v. Abolition of the post.

- (f) Except when termination of services has taken place under Statute 5.23.4.1(e), the services of a teacher confirmed, after the expiry of probation period, shall be terminated either by serving him three months' notice or in lieu of such notice, by paying him thrice the monthly salary then being earned by him. In the case of those still on probation, one month's notice shall be served or in lieu of such notice, one month's salary will be paid. The period of notice referred to above shall not include the summer or winter vacation or any part thereof.

- (g)
 - i. The Contributory/General Provident Fund Regulations (including the rates of subscription to the fund by the employees and contribution of the college/institution) prescribed by the University from time to time for its employees shall also be applicable to the teachers and other employees of the colleges/institutions.
 - ii. Leave in the case of teachers and other employees of such colleges/institutions shall be regulated by the Service Regulations of the State Government.

- (h) A tribunal, comprising one member nominated by the Managing Committee of the institution, one member nominated by the teacher and a person, (not connected with the institution) nominated by the

Syndicate, shall settle disputes arising in connection with termination of services under sub-clause(v) above. The tribunal shall have power to enquire into facts and to interpret the terms of agreement in order to resolve the dispute. The decision of the tribunal shall be final.

- (i) In all other disputes, the decision of the Managing Committee with prior approval of the Vice-Chancellor shall be final.

5.23.4.2 In case an institution fails to have the required agreement executed within three months of the date of appointment on probation, it will be liable for such action as the Syndicate may deem fit.

5.24 Temporary appointment:

Temporary appointment of a teacher may be made by the Principal for a period not exceeding three months.

5.25 Dismissal of a teacher:

5.25.1 Every decision by the Management of an Affiliated/ Affiliate College, other than a College maintained by the Government, to dismiss or remove from service a teacher shall be subject to the following provisions :–

5.25.1.1 No order of dismissal or removal of a teacher from service shall be passed unless proper charges have been framed against the erring teacher and communicated to him/her with a statement of the grounds on which it is proposed to take action, and he/she has been given adequate opportunity of :–

- i. submitting a written statement in his/her defence;
- ii. being heard in person if he/she so chooses; and
- iii. calling and examining such witnesses in his/her defence as he/she may wish

Provided that the Managing Committee while conducting the enquiry may for sufficient reasons to be recorded in writing, refuse to call any witness.

5.25.1.2 The Managing Committee may at any time not exceeding two months from the date of the receipt of the teacher's explanation in respect of the charge or charges communicated to him/her, at a meeting convened under its regulations, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:

- i. wilful neglect of duty;
- ii. mis-conduct, including disobedience to the orders of the

- Principal in the case of the teachers; and
- iii. breach of any of the terms of contract.
- 5.25.1.3 The teacher may at any time within one month after the passing of such a resolution which shall contain the grounds of dismissal or removal, as the case may be, and which shall be Communicated to him/her forthwith, apply to have the decision of the Managing Committee reviewed by it at a subsequent meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such a meeting the teacher may submit an additional statement of his/her case and shall, if he/she so desires, be allowed to appear before the Committee in person to state his/her case and answer any question that may be put to him/her by any member present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed and if the resolution is confirmed by the Committee at the subsequent meeting by a two-third majority of the members present, further notice of dismissal or removal from service need not be given to the teacher but he/she shall be given a copy of the resolution passed at such a meeting.
- 5.25.1.4 The Managing Committee may, instead of dismissing or removing a teacher from service, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his/her salary for a specified period and/or may deprive the teacher of his/her pay during the period of his/her suspension, if any. The teacher, in such a case also, shall be entitled to apply to have the resolution of the Committee reviewed as provided above, and if he/she is not satisfied with the decision of the Committee he/she may appeal to the Vice-Chancellor for reconsideration of his/her case and the decision of the Vice-Chancellor shall be final. The resolution of the Committee punishing the teacher shall operate when and to the extent approved by the Vice-Chancellor.
- 5.25.1.5 i. The Managing Committee will be entitled to suspend a teacher pending enquiry into the charge or charges against him/her. In case of suspension, the Managing Committee shall supply the teacher with a copy of charge sheet within a week of the date of suspension.

- ii. During the period of suspension, the teacher shall be allowed Subsistence allowance to the extent provided in the State Govt. Service Regulations/Rules.
 - iii. If the teacher is exonerated from the charge or charges brought against him/her, he/she shall be reinstated in his/her post and shall be paid his/her full salary for the period, if any, during which he/she remained under suspension.
- 5.25.1.6 The Managing Committee may, in accordance with the terms of agreement, also remove from service a teacher on any of the following grounds provided the Management gives to such teacher at least three months' notice or in lieu of such a notice, makes payment of three months' salary then being earned by the teacher.
- i. Physical or mental unfitness.
 - ii. Abolition of the post.
- 5.25.1.7 In the case of members of staff of colleges who are appointed temporarily or on probation, services of a member of the staff can be terminated, only by giving to the other party at least one calendar month's notice in writing or by paying to the other party a sum, equal to the salary of one month's notice referred to here before which shall not include the summer or winter vacation or any part thereof and the member of the staff concerned shall be entitled to receive his/her salary for the period of summer or winter vacation, as the case may be, provided he/ she has put in continuous service in the College for not less than eight months before the summer or winter vacation, as the case may be. The teacher may similarly resign from service by submitting one calendar month's notice in writing to the Committee or by paying a sum equal to his/her salary for one month. The period of one month's notice shall not include summer or winter vacation or any part thereof.
- 5.25.1.8 In the case of a teacher appointed on probation, which shall initially be of two years, if by the end of the initial period of probation, the same is not extended or no notice of termination or removal from service, as provided for above, has been received by the teacher, he/she will ipso facto be confirmed in his/her appointment:

Provided further that the termination or removal from service of a teacher on probation shall not take effect except with the previous approval of the Vice-Chancellor.

- 5.25.1.9 If the teacher is not in the station at the time when any notice ought to be given to him/her, such notices may be sent to him/her by registered post at his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the date when it would have reached him/her in the ordinary course of the post. If the teacher leaves the station without leaving any address a resolution or decision of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her if he/she had been in the station, shall be effective whether the teacher gets notice of it or not.
- 5.25.1.10 Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, alongwith a complete report and all connected papers, to the Vice-Chancellor who shall consider whether the provisions of the above Statutes have been complied with. If he is satisfied that the provisions of the Statutes have not been complied with or that the grounds on which the teacher has been dismissed or removed from service are not adequate, he will disapprove of the decision of the Managing Committee. The decision of the Vice-Chancellor, shall be communicated to the Managing Committee within six weeks of the receipt of the proposal for compliance. If, however, the Vice-Chancellor, feels that any particular point needs clarification, he may call upon the Managing Committee and the teacher concerned to give the necessary clarification before recording his decision. The decision of the Managing Committee will operate only if and when approved by the Vice-Chancellor.
- 5.25.1.11 In case of any dispute not covered by the Regulations or the agreement between the College and the teacher, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

- 5.26 Any other matter pertaining to affiliation of colleges, not specifically covered under these Regulations, shall be dealt with under administrative instructions/orders of the University.

Provided further that apart from statutory requirements contained in these Regulations, an institution/college desirous of having affiliation with the Cluster University of Srinagar should also deposit any other document or complete other formalities, as might be specified for the purpose from time to time by the University/UGC/Government and/or Statutory/Regulatory bodies.

Appendix I.

Endowment Fund prescribed by University for non-government colleges to be admitted to the privileges of the University

a)	Affiliated College imparting instruction in B.A., B.Sc., B.Com & B.Ed. course	Rs. 5.00 lac
b)	Affiliated Oriental Institution	Rs. 25000/-
c)	Affiliate Medical College	Rs. 25lacs
d)	Affiliate Dental College OR Affiliate College of Engineering	Rs. 20 Lacs
e)	Affiliate Law College imparting instruction in LL.B. 3 years OR B.A. LL.B. 5 years courses	Rs. 10.00 Lacs
f)	Affiliate Law Colleges imparting instruction in LL.B. 3years and B.A. LL.B. 5 years courses	Rs. 13 lacs
g)	BBA/BCA/PGDCA/PGDBM/PG Courses/M.Ed. - Each Programme in the Institution	Rs. 5.00 lacs
h)	MBA/MCA/B.Sc. Nursing/Post Basic Nursing - Each Programme in the Institution	Rs. 10 lacs

Appendix-II

PROFORMA OF AGREEMENT WITH PRINCIPAL

Agreement made this _____ day of _____ 20____ between _____ of the first part (hereinafter called the Principal) and the _____ (hereinafter called the Managing Committee) of _____ through the Chairman of the second part.

Whereas the Managing Committee has engaged the party of the first part to serve the college as Principal subject to the conditions hereinafter contained.

Now this agreement witness that the party of the first part and the Managing Committee hereby contract and agree as follows:-

1. That the agreement shall begin from _____ day of 20____ and shall be determinable as hereinafter provided.
2. That the Principal is employed, in the first instance, on probation for two years, in the pay scale of Rs _____ and shall be paid monthly salary of Rs _____. The period of probation may be extended by the Managing Committee, in very special cases, but the total period of probation shall, in no case, exceed three years. If on or before the expiry of the period of probation, the Principal is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following that for which it is earned and the Managing Committee shall pay it to the Principal not later than the seventh of each month.
4. That the Principal will be entitled to the benefits of the Contributory/General Provident Fund and leave in accordance with the provisions of the Regulations of the University/norms of the State Government.
5. That the age of superannuation will be _____ years. The date of birth of the Principal is _____ as is evident from the High School Certificate produced by him/her.
6. That the Principal shall perform all such duties pertaining to the office of the Principal of an affiliated/ Affiliate college/institution and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal arrangement and discipline of the said college/institution including such matters as selection of Text-books in consultation with the Head of the Department concerned, arrangement of _____ time-table, allocation of duties to all the members of the staff, grant of leave to the staff, appointment, promotion, control and removal of the inferior staff such as Class IV employees, etc., grant of Free-ship and Half free-ship to students within the number sanctioned by the Managing Committee, control of the hostel(s) attached to the _____ through the warden, admission, promotion and punishment of students, organization of games and other activities. He/she shall administer the games fund and other similar funds such as Reading Room Fee / Fund, Examination or Magazine Fund, etc., with the help of a Committee constituted by him/her and in accordance with Regulations /norms

prescribed by the University and subject to audit and scrutiny of accounts by the Managing Committee. He/she shall have all powers necessary for the purpose including power, in an emergency, to suspend members of the teaching staff pending report to and decision by the Managing Committee. In the spheres of his/her sole responsibility he/she shall follow the directions received from the University or Government in connection with the administration of _____. In financial and other matters, for which he/she is not solely responsible, the Principal shall follow the directions of the Managing Committee as issued to him/her through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff, including the power to withhold increment(s). All appointments in the office of the Principal shall be made with his/her concurrence.

7. That the Principal shall devote his/her whole-time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Managing Committee is likely to interfere with the duties of his/ her appointment, without the sanction of the Managing Committee.
8. That the Principal shall be an ex-officio member-Secretary of the Selection Committee in case of selection of Assistant Professors and equivalents and Secretary for other higher positions.
9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with prior permission of the Vice-Chancellor:-
 - (a) wilful neglect of duty;
 - (b) misconduct; including disobedience to the orders of the Managing Committee passed in accordance with the terms of the agreement and the Regulations and Regulations of the University;
 - (c) breach of any of the terms of contract;
 - (d) physical or mental unfitness;
 - (e) incompetence;
 - (f) favours obtained from any quarter
 Provided that the plea of incompetence shall not be used against the Principal after confirmation.
10. That the services of the Principal shall not be terminated except by a resolution of the Managing Committee passed at a meeting of the Committee expressly called for the purpose and attended by at least two-third of the total membership and such resolution to be effective must be passed by two-third majority of the members present.
11. That before such a resolution is passed, the Principal shall be acquainted in writing with the ground or grounds on which it is proposed to remove him/her from service and he/she shall be given enough time (not less than fifteen days) to submit his/her explanation which shall be duly considered by the Managing Committee before the decision of the removal is taken. The Principal shall also have the right to be personally present at the meeting of the Managing Committee to explain his/her case, but he/she shall withdraw from the meeting when the vote is taken.

12. That the resolution of the Managing Committee removing the Principal shall operate only when approved by the Vice-Chancellor.
13. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause 9 above neither the party of the first part nor the party of the second part shall terminate this Agreement except by giving to the other party three calendar months' notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any part thereof.
14. That any dispute, arising in connection with Clause 9 of this contract between the Managing Committee shall be referred to by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the College/institution_____, one member nominated by the Principal concerned and an Umpire (not connected with the institution) nominated by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
15. If the Principal is not in the station at the time when any notice ought to be given to him/ her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the Principal leaves the station without leaving any address, a decision or resolution of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in station, shall be effective whether the Principal gets notice of it or not.

In witness whereof the parties hereto hereby sign this _____day of
201_____.

On behalf of the Managing Committee by_____

By the Principal_____

In the presence of :

Witness (1)_____

Witness (2)_____

Address_____

Address_____

Appendix-III**PROFORMA OF AGREEMENT WITH TEACHERS**

Agreement made this _____ day of _____ 201 _____ between _____ of the first part and the Managing Committee of the _____ through the Principal/Secretary of the second part.

Whereas the _____ has engaged the party of the first part to serve the _____ as _____ subject to the conditions and upon the terms hereinafter contained, now this Agreement witnessed that the party of the first part and the _____ hereby contract and agree as follows:-

1. That the engagement shall begin from the _____ day of 201 _____ and shall be determinable as hereinafter provided.
2. That the party of the first part is employed, in the first instance, on probation for two years, in the pay scale of Rs. _____ and shall be paid a monthly salary of Rs. _____. The period of probation may be extended by the party of the second part in very special cases, but the total period of probation shall, in no case exceed three years. If on or before the expiry of the period of probation, the party of the first part is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following that for which it is earned and the party of the second part shall pay it to the party of the first part not later than the seventh of each month.
4. That the party of the first part will be entitled to the benefit of the Provident Fund and leave in accordance with the provisions of the Regulations of the University.
5. That the age of superannuation will be _____ years. The date of birth of the party of the first part is _____ as is evident from his/her High School Certificate produced by him/her.
6. That the party of the first part shall devote his/her whole- time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business, or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Principal, is likely to interfere with the duties of his/her appointment, without the sanction of the Managing Committee.
7. That the party of the first part shall not make a representation to the University or to any member of the Managing Committee except through the Principal, who shall forward it to higher authorities.
8. That the party of the first part shall, in addition to the duties prescribed in Statute 8.2 (of the set of Regulations governing affiliation of colleges and other institutions) perform such duties as may be entrusted to him/her in connection with the internal administration of the _____.
9. After confirmation, the services of the party of the first part can be terminated only on one or more of the following grounds:-
 - (a) wilful neglect of duty;
 - (b) misconduct including disobedience of the orders of the Principal;
 - (c) breach of any of the terms of contract;
 - (d) physical or mental unfitness;

- (e) incompetence;
- (f) favour obtained from any quarter

Provided that the plea of incompetence will not be used against the party of the first part after confirmation.

(f) abolition of the post with prior approval of the Vice-Chancellor.

10. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause above, neither the party of the first part nor the party of the second part shall terminate this agreement, except by giving to the other party three calendar months notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any, part thereof.
11. That the decision of the Managing Committee to dismiss the party of the first part shall not take effect unless it has been approved by the Vice-Chancellor.
12. That any dispute, arising in connection with Clause 9 of this contract between the party of the first part and the party of the second part, shall be referred by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the _____, one member nominated by the party of the first part and an Umpire (not connected with the institution) appointed by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
13. If the party of the first part is not in the station at the time when any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the party of the first part leaves the station without leaving any address, a resolution or the decision of Managing Committee, passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in the station, shall be effective whether the party of the first part gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed on this _____ day of _____ 20

On behalf of the Managing Committee by _____

The party of the first part _____

in the presence of:

Witness (1) _____

Witness (2) _____

Address _____

Address _____

CHAPTER –6

Statutes and Regulations for Admission, Course Structure and Examination for Undergraduate Programmes in Cluster University

6.1 Short Title, Application & Commencement

- 6.1.1 These Statutes shall be called as Under Graduate (Bachelors) Semesterised Choice Based Credit System Statues (UGSCBCS) of University. These Statutes shall apply to following programmes:
- i. BA/BSc/BCom (General /Honours)
 - I. BCA/BBA/BSc IT & other specialised UG Courses
- 6.1.2 These statutes shall come into force from the date of their notification by the University or from such other date which the University may by a notification specify and shall be applicable to such students as are admitted afresh to the 1st Semester of the three year Under Graduate (Bachelors) programme.

6.2 Definitions

- 6.2.1 ‘**Act**’ means the Jammu & Kashmir Cluster Universities Act, 2016;
- 6.2.2 ‘**Academic Year**’ means two consecutive (one odd + one even) semesters which constitute one academic year;
- 6.2.3 ‘**Choice Based Credit System (CBCS)**’ means a system of curriculum that provides choice for students to select from `the prescribed courses (core, elective or soft skill/Generic/open courses). It is a flexible system of learning which is student centric and adopts an inter-disciplinary approach in learning by making best use of expertise of available faculty;
- 6.2.4 ‘**College**’ for the purpose of these statutes means an institution which is a constituent/affiliated College of Cluster University, where BA/BSc/BCom/BBA/BCA (General/Honours), is carried on in accordance with these Statutes;
- 6.2.5 ‘**Course**’ refers to a ‘paper’ which is a component of a programme. All courses need not carry the same weightage. The courses define the learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/ vocational training/map work/self-study/subject tours/industrial visits

- etc. or a combination of some of these. In the context of Under-Graduate programmes “**L**”: stands for Lecture sessions; “**T**”: stands for Tutorial sessions consisting of participatory discussion/ self-study/ desk work/ brief seminar presentation by students and such other novel methods; and “**P**”: stands for Practice sessions and it consists of hands-on experience/ laboratory experiments, field studies/ case studies that equip students to acquire the required skill component;
- 6.2.6 ‘**Credit**(C)’ is the weightage given to each course of study. It is the numerical value assigned to a course and the contact hours required to teach the prescribed syllabi of the programme. One Credit means one hour (60 minutes) of teaching/tutorial work or two hours (120 minutes) of practical work per week for a minimum of 16 weeks a semester. A theory Period of 40 Minutes a day for six days a week for a period of 16 weeks shall mean a 4 Credit Course;
- 6.2.7 ‘**Credit Based Semester System (CBSS)**’ is the system of awarding a degree in terms of number of credits to be completed by the students;
- 6.2.8 ‘**Grade**’ is the letter symbol (O, A, B, C, etc.) which indicates the broad level of performance of a student in a course/semester/programme;
- 6.2.9 ‘**Grade point (G)**’ is an integer indicating the numerical equivalent of the Letter Grade;
- 6.2.10 ‘**Credit Point (P)**’ is the product of Grade Point (G) and number of credits for a course and are obtained by multiplying credits in a course with grade points i.e. Credit points $P = G \times C$;
- 6.2.11 ‘**Semester Grade Points Average (SGPA)**’ indicates the performance of a candidate in a given semester. It is the value obtained by dividing the sum of credit points secured by a student in various courses taken in a semester by the total number of credits taken during that semester. It is rounded off to two decimal places;
- 6.2.12 ‘**Cumulative Grade Point Average (CGPA)**’ is a measure of overall cumulative performance of a student in various courses in all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme by the total number of credits in all the semesters. It is rounded off to two decimal places. The final result is declared in the form of CGPA;

- 6.2.13 '**Transcript or Grade Card or Certificate**' means a transcript or grade card or certificate, based on the grades earned, issued to the registered candidates after every semester. It shall display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester;
- 6.2.14 '**Examination**' means evaluation of learning objectives through the modes of Assignments/Class Tests/ Presentations/ Seminars/ Viva-voce/Practical Tests and Semester/ Term end theory papers;
- 6.2.15 '**Examiner**' may be External Examiner or Internal Examiner;
- 6.2.16 '**External Examiner**' means a teacher of the course concerned who is approved to act as an external examiner under University rules, but excluding the member/s of the teaching staff of the college concerned;
- 6.2.17 '**Internal Examiner**' means a teacher of the course concerned who is approved to act as an internal examiner under University rules and is a member of the teaching staff of the college concerned;
- 6.2.18 '**Semester**' shall comprise 6 months including the process of admission, teaching learning process and the completion of the examination process with a minimum of 16 weeks of academic work. The Odd/Even semesters shall be scheduled as per the Academic Calendar reflected in Regulation;
- 6.2.19 '**Degree**' means the Degree of BA/BSc/BCom/BBA/BCA (General/Honours), of six academic semesters duration;
- 6.2.20 '**Regulation**' means a regulation as defined under section 2(k) of the Act; Provided that the words not defined in definition clause shall have the meaning as assigned to them under the Jammu & Kashmir Cluster Universities Act 2016.

6.3 Eligibility

Subject to the policy of the University as laid down from time to time, the admission to the first semester of BA/BSc/BCom (General/Honours) /BCA/BBA Programme shall be open to a candidate who has passed 12th class under 10+2 scheme from the Jammu & Kashmir State Board of School Education or from any other Board/University recognized as equivalent thereto by the University and fulfils the conditions of eligibility as laid down for each Programme. The candidates belonging to Open and Reserved Categories must have obtained minimum marks in the Higher

Secondary Part - II (12th Class, 10 + 2 Pattern) examination as shown below for each Programme:

Programme	Open Category	Reserved Categories
BA (General) Programme	Passed 10+2	Passed 10+2 Class
BCom (General) Programme for Candidates with Commerce background	Passed 10+2	Passed 10+2
BCom (General) for Candidates with Non-Commerce background;	45% or more	40% or more
BSc (Medical/ Non Medical)	45% or more	40% or more
BCA/BBA and other UG Professional Programmes	45% or more	40% or more
BA/BSc/BCom (Honours) Programme and other UG Honours Programmes	45% or more	40% or more

6.4 Mode of Admission

- 6.4.1 The selection of candidates for admission to General/Honours courses of BA/ BSc/ BSc (Home Sc)/ BCom/ BCA /BBA Programme for Constituent Colleges of Cluster University shall be based either on the merit obtained in the 10+2 level examination or the written test conducted by the University for different courses, with such intake as may be fixed and with a provision for selection of candidates from reserved categories as per the reservation policy of the University/Govt. to be decided/modified from time to time.
- 6.4.2 Proviso-Provided that where no eligible candidate applies under particular reserved category/categories for any Programme, the seat/s shall be filled up from the open merit category in order of merit.
- 6.4.3 Subject to eligibility conditions, admission to all the courses in Constituent Colleges of University shall be open to the State subjects of J&K. However, the non-local candidates, whose parents are serving in the Central or State Services/Public Undertakings/Corporations and posted within jurisdiction of Jammu & Kashmir state, shall also be entitled to seek admission in these colleges.
- 6.4.4 Proviso-Provided that the Constituent Colleges can admit (over and above) up to 5 % of intake capacity in a programme, Non-State Subjects, not covered under the sub-clause given above, including the Foreign Nationals.

6.5 Eligibility for Course Choice

- 6.5.1 Except in the case of Computer Applications, Information Technology, Anthropology, Geology, Geography, Environment & water Management, Horticulture & Plant Management, no candidate for the BSc Semester-I examination shall opt any course unless he had taken up same courses in Higher Secondary Part-II of 10+2 pattern or an equivalent examination, provided that a candidate having passed Higher Secondary Part II Examination with:-
- 6.5.1.1 Biology / Biochemistry / Biotechnology or any other allied life sciences as a course at 10+2 level will be eligible to opt for Botany, Zoology, Biochemistry, Clinical Bio-chemistry, Biotechnology, Bio-informatics, any other Biological Science or a combination of any of these;
 - 6.5.1.2 Mathematics and Physics as courses will be eligible to opt for Electronics, Electronic Equipment Maintenance & Design in the BSc Semester-I;
 - 6.5.1.3 Chemistry as a course will be eligible to opt for Industrial Chemistry.
- 6.5.2 No candidate can opt for Mathematics/Applied Mathematics for BA/ BSc Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics;
- 6.5.3 No candidate can opt for Physics / Electronics / Information Technology/ Computer Science without Mathematics at 10+2 level;
- 6.5.4 A candidate having passed the 12th class examination with the group of science courses not existing in the University as such but related to the courses existing in the Cluster University may opt such allied science courses;
- 6.5.5 A candidate who has passed the 12th class examination with a particular group of Arts courses may be allowed to change his/her courses at the time of admission to first Semester of the BA Programme;
- 6.5.6 A student who has passed the 12th class examination with Science/Home Science courses may be allowed to opt Arts / Commerce Courses of the BA/BCom Course/ Examination;

- 6.5.7 A student who has passed the 12th class examination with Commerce group of courses may be allowed to opt for Arts courses of the BA Course/ Examination;
- 6.5.8 A candidate for the BA/ BSc/ B Com (General/Honours)/ BCA/ BBA Programme Semester-II, III, IV, V and VI Examinations shall have to opt for the Core and Discipline Specific Elective Courses, as per the applicable scheme, with which he/she passed BA/ BSc/ BCom (General/Honours)/ BCA/ BBA Programme Semester-I Examination in all the courses opted at the point of admission to Semester-I.

6.6 Registration of Students

- 6.6.1 A student shall have to submit on/off line registration form only once at the time of entry to the University. The students shall have to get their individual details verified/authenticated within 20 days after registration. Any candidate requesting for change in the registration details after this stipulated period shall have to pay the fee prescribed by the University for the purpose.
- 6.6.2 List of eligible candidates for admission to any subsequent semester, after the declaration of results, shall be provided by the University to the constituent colleges concerned.
- 6.6.3 Candidates having appeared and passed 12th class examination (under 10 + 2 pattern) in Boards other than the J and K State Board of School Education shall be required to submit the documents of migration to get their admission confirmed.

6.7 Registration Fee

The Registration fee as prescribed by the University shall be paid once only irrespective of the number of times the candidate appears at the examinations of the University.

No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off from the rolls of a Constituent College or a recognised Institution, in which case he/she shall pay the fee prescribed by the University to have his/her name re-entered in the Register of Students.

6.8 Cancellation

Each candidate who is granted admission shall not take up any employment or engage in any business or profession so long as he is on the rolls of the University/College. Any student who takes up an employment or engages in business or profession in violation of the Statutes, his name shall be struck off from the rolls of the teaching department of the University.

- 6.8.1 The Admission Committee concerned, with the approval of the Dean Academic Affairs, shall have the authority to refuse or cancel admission of a candidate/student who:
 - 6.8.1.1 either fails to produce the requisite certificate in original within the time prescribed by the Head of the Department or provides such information in his application form which is found incorrect or produces a certificate which is not genuine,
 - 6.8.1.2 in the opinion of the Admission Committee has taken up employment or avocation which is likely to interfere with his studies in the University,
 - 6.8.1.3 fails to pay the fees and deposits including Hostel fees and deposits, within the time prescribed by the Head of the Department/Warden of the Hostel concerned.
- 6.8.2 The Head of the Department shall be competent to cancel admission of a student enrolled for a course of study in the department if the student remains absent without permission of the Head of the Department concerned for a period of 15 days continuously and/or does not attend 50% or more of the total lectures delivered in the semester concerned.
Provided that before cancellation of admission, the concerned Head of the Department will provide an opportunity to such a candidate to explain why action be not taken against him.

6.9 Nature and Duration of the Programmes

The duration of each of the Under-Graduate Programme shall extend over 6 semesters (three academic Years), each semester to be of at least 16 weeks with 22 to 26 credits in a semester and 132 -140 credits in 3 years for a General Course and a total of 148-156 Credits for an Honours Course;

6.10 Course Structure:

The course structure of different programmes shall be as under:-

6.10.1 BA/BSc/ BCom Programme (General)

- 6.10.1.1 **Core Courses (C):** There shall be 3 papers of Core Subjects for each semester from 1st to 4th Semester. Each course shall be of 6 credits (4 Credits for Theory & 2 Credits for Practicals/Tutorials). However, for BA/BCom, out of these core courses there shall be 2 compulsory Papers of MIL for first two semesters and General English for third and fourth semester. The curriculum designed for courses under this category shall aim to cover the basics that a student is expected to imbibe in that particular discipline.
- 6.10.1.2 **Ability Enhancement Compulsory Courses (AECC)**
These include 2 courses of 4 credits, with 2 credits of each to be taught in 1st and 2nd Semester each based upon the content that leads to Knowledge enhancement in the below mentioned fields:
 - a. Environmental Studies
 - b. Communicative English
- 6.10.1.3 **Skill Enhancement Courses (SEC):** These include 4 courses(one course for each semester) of 4 credits each to be taught from the 3rd to 6th Semester based upon the content that leads to Knowledge enhancement. These courses shall be framed to seek knowledge of different Open / Soft Skill based courses from a basket of such courses.
- 6.10.1.4 **Discipline Specific Elective Courses (DSEC):** There shall be 6 DSEC courses of 4/6 credits each, two/three for each semester, to be taught in the 5th and 6th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group.
- 6.10.1.5 **English Course (GE):** There shall be Additional English

Courses of 2 Credits each in 3rd to 6th Semester for BSc and in 5th & 6th Semester for BA/BCom programme.

I. BA/ BCom General Degree Programme Format

S. No.	Semester	Core Courses (12) 4+2=6 Credits Each	Ability Enhancement Compulsory courses (AECC) (2) 2 credits for each course in each semester	Skill Enhancement Course (SEC) (4) 4 Credits each	Discipline Centric elective (DCE) (6) 4+2=6 Credits each	GE (2) 6 credits each
1	1 st	C11	(i) Communicative English-I (ii) Environmental studies-I			
		C12				
		MIL-I				
2	2 nd	C21	(i) Communicative English-II (ii) Environmental studies-II			
		C22				
		MIL-II				
3	3 rd	ENGLISH-I		SEC-I		
		C31				
		C32				
4	4 th	English-II		SEC-II		
		C41				
		C42				
5	5 th			SEC-III	DCE-I	G.E-I
					DCE-II	
6	6 th			SEC-IV	DCE-III	GE-II
					DCE-IV	
7	Total Credits	12X6=72	4X2=8	4X4=16	6x4=24	2X6=12
8	Grand Total Credits					134

Course codes:-

C11-C12	<i>Stands for 1st Semester Core Course.</i>
C21-C22	<i>Stands for 2nd Semester Core Course.</i>
C31-C32	<i>Stands for 3rd Semester Core Course.</i>
C41-C42	<i>Stands for 4th Semester Core Course.</i>
SEC-I-IV	<i>stands for Ist – 4th Semester Skill Enhancement.</i>
DCE-I-III	<i>stands for 5th Semester Discipline Specific elective.</i>
DCE-IV-VI	<i>stands for 6th Semester Discipline Specific elective</i>
ENG-I	<i>stands for English 1st course.</i>
ENG-II	<i>stands for English 2nd course.</i>
GE-I & II	<i>Stands for English Course</i>
GEC-I&II	<i>Stands for Generic Elective Course</i>

II. BSc General Degree Programme Format

S. No.	Semester	Core Courses (12) 4+2=6 Credits Each	Ability Enhancement Compulsory courses (AECC) (2) 2 credits for each course in each semester	Skill Enhancement Course (SEC) (4) 4 Credits each	Discipline Centric elective (DCE) (6) 4+2=6 Credits each	GE (2) 2 credits each
1	1 st	C11	(iii) Communicative English-I (iv) Environmental studies-I			
		C12				
		C13				
2	2 nd	C21	(ii) Communicative English-II (ii) Environmental studies-II			
		C22				
		C23				
3	3 rd	C31		SEC-I		GE-I
		C32				
		C33				
4	4 th	C41		SEC-II		GE-II
		C42				
		C43				
5	5 th			SEC-III	DCE-I	GE-III
					DCE-II	
					DCE-III	
6	6 th			SEC-IV	DCE-IV	GE-IV
					DCE-V	
					DCE-VI	
7	Total Credits	12X6=72	4X2=8	4X4=16	6x6=36	2X4=8
8	Grand Total Credits					140

Course codes:-

- C11-C13** Stands for 1st Semester Core Course.
- C21-C23** Stands for 2nd Semester Core Course.
- C31-C33** Stands for 3rd Semester Core Course.
- C41-C43** Stands for 4th Semester Core Course.
- SEC-I-IV** stands for 1st – 4th Semester Skill Enhancement.
- DCE-I-III** stands for 5th Semester Discipline Specific elective.
- DCE-IV-VI** stands for 6th Semester Discipline Specific elective.
- ENG-I-IV** stands for English 1st – IVth course.

6.10.2 BA/BSc/BCom/BA English (Honours)/BBA/BCA Programme :

6.10.2.1 Core Courses (C):

There shall be 14 papers of Core Courses, 2 each in first two semesters, 3 each in 3rd and 4th semester and 2 each in 5th and 6th semester. Each core course shall be of 6 credits (4 Credits for Theory & 2 Credits for Practicals/ Tutorials).

6.10.2.2 Ability Enhancement Compulsory Courses (AECC)

These include two courses of 4 credits, with 2 credits of each to be taught in 1st and 2nd Semester. The courses comprise of:

- a. Environmental Studies
- b. Communicative English

6.10.2.3 Skill Enhancement Courses (SEC): there shall be two SEC courses of 4 credits each to be taught in 3rd and 4th Semester based upon the content that leads to Knowledge enhancement.

6.10.2.4 Discipline Specific Elective Courses There shall be four courses each of 6 credits to be taught in the 5th and 6th semesters.

6.10.2.5 Generic Elective (GE): There shall be four GE courses of 6 credits, one in each semester, from 1st to 4th semester. Each core course shall be of 6 credits (4 Credits for Theory & 2 Credits for Practicals/ Tutorials)

III. BA/ BCom/BSc (Honours) Programme Format

S. No.	Semester	Core Courses (12) 4+2=6 Credits Each	Ability Enhancement Compulsory courses (AECC) (2) 2 credits for each course in each semester	Skill Enhancement Course (SEC) (4) 4 Credits each	Discipline Centric elective (DCE) (6) 4+2=6 Credits each	GE (2) 6 credits each
1	1 st	C11	(v) Communicative English-I			GE-I
		C12	(vi) Environmental studies-I			
2	2 nd	C21	(iii) Communicative English-II			GE-II
		C22	(ii) Environmental studies-II			
3	3 rd	C31		SEC-I		GE-III
		C32				
		C33				
4	4 th	C41		SEC-II		GE-IV
		C42				
		C43				
5	5 th	C51			DCE-I	
		C52			DCE-II	
6	6 th	C61			DCE-III	
		C62			DCE-IV	
7	Total Credits	14X6=84	4X2=8	4X2=8	6x4=24	6X4=24
8	Grand Total Credits					148

Course codes:-

- C11-C12** Stands for 1st Semester Core Course.
- C21-C22** Stands for 2nd Semester Core Course.
- C31-C33** Stands for 3rd Semester Core Course.
- C41-C43** Stands for 4th Semester Core Course.
- C51-C52** Stands for 5th Semester Core Course.
- C61-C62** Stands for 6th Semester Core Course.
- SEC-I-II** stands for 3rd – 4th Semester Skill Enhancement.
- DCE-I-II** stands for 5th Semester Discipline Specific Elective.
- DCE-III-IV** stands for 6th Semester Discipline Specific Elective.
- GE-I-IV** stands for 1st – IVth Semester Generic course.

6.10.3. Provided that the credits prescribed are the minimum requirement for the award of the degree and any student of any discipline can acquire additional credits, wherever possible.

6.11 Additional Courses

- 6.11.1 An undergraduate student (BA/BSC/BCom) from any stream desirous of obtaining honors in any of the subjects offered for the purpose by the University shall have to earn 48 credits in that particular subject for a duration of two semesters after successfully completing the six semesters. Provided, the student has studied that subject at the undergraduate level as well.
- 6.11.2 An honors student desirous of becoming eligible for admission to any other P.G. programme offered by the University other than his own is required to obtain a minimum of 24 credits in that subject, which shall be for a duration of six months to one year after successful completion of six semesters. Provided, the student has studied that subject at the undergraduate level as well. The total credit score for award of such degree is 172 credits.

6.12 Nomenclature of Course Codes

A unique course code shall be used for each paper/course of an academic programme. Each course code shall consist of 11 characters like **UGPHY17C101, UGPHY17E101, UGPHY17S101, UGPHY16G101** where;

- i. “UG” stands for Under Graduate course,
- ii. “PHY” stands for Physics (course code),
- iii. “17” the year, from which the syllabus is effective,
- iv. “C” stands for Core Course,
- v. “E” stands for Elective course,
- vi. “S” stands for Skill Enhancement course
- vii. “G/O” stands for Generic/Open Elective
- viii. “1” stands for Semester,
- ix. “01” stands for course number.

6.13 Authority for Prescription of Courses of Studies

The Courses of Study and the Syllabi for Regular / Honours Programme shall be prescribed and revised, as per need, by different Boards of Undergraduate Studies of the University & approved by the Academic Council. Course structure for each shall be designed keeping in view the curriculum proposed by the UGC, the relevance of the courses, the expertise and the infrastructural facilities available in the Constituent Colleges in accordance

with the scheme and procedure prescribed in relevant Regulations.

The concerned Boards shall ensure that the course content of each theory paper, irrespective of the Credit weightage, is uniformly distributed into 4 units with equal weightage and in non lab courses, 6 units of equal weightage; wherein 2 units are designed for tutorials. There shall be a prescribed syllabus of two units for both tutorial and practical course.

6.14 Academic Calendar

Each semester shall be of about six months duration including the Admission Process, Classification, Conduct of Examinations and the Preparation of Results with a provision of Teaching-Learning Activity of at least 16 Weeks as reflected in the Academic Calendar

Activity (What)	Period (When)
Period for Odd Semesters including Admission & Examinations	February to Ending July
Admission to Odd Semesters, Classification & Finalization of Time Tables	February
Class Work of Odd Semesters	March to June
Commencement and Completion of Semester-end Examination of Odd Semesters	July
Period for Even Semesters including Examinations / 13.Evaluation	August to January
Class work of Even Semesters	August to November
Commencement and Completion of Semester End Examination of Even Semesters	December
Supplementary Examination of Semester-V & VI	December / July
Winter Break (50 Days)	1st January to 19th February
Summer Break (10 Days)	21-30 July

6.15 Academic Monitoring

- 6.15.1 Regardless of the number of Credits for any course, Course Completion (Credit Achievement) shall be authenticated by the Course Review Committees (CRCs) in a constituent college, comprising the Principal, Head of the concerned Department, Subject Teacher concerned and a Student Representative.
- 6.15.2 Mere attendance record of the students shall not suffice as a proof of Course Completion.

- 6.15.3 Course Completion Progress shall also be subject to the monitoring and inspection / audit by the University.
- 6.15.4 In view of the fact that there is a major shift in the Course Contents of various subjects under CBCS the institutions shall ensure to make the Course Oriented Textbooks, recommended by the UGC, available in the Libraries within a reasonable time.

6.16 Examination

The examination for all the semesters will be held as per the prescribed Academic Calendar every year. However, exact dates and the centers of examination shall be notified by the Controller of Examinations. Ordinarily the University shall not deviate from the prescribed academic calendar and the conduct of examinations in order to ensure time bound declaration of results. However, in the event of any unforeseen exigency the Controller of Examination shall be competent to effect relevant adjustments in the schedule.

6.17 Medium of Instruction and Examination

English shall be the medium of instruction and examination in all papers/ courses except in languages and subjects where the medium for instruction is other than English.

6.18 Pattern of Examination

6.18.1 Theory: A candidate shall have to appear for a written examination at the end of the semester. Out of the total marks in each course a prescribed percentage of marks shall be reserved for attendance.

6.18.2 Practicals/Tutorials: The practical/Tutorial examinations of all the semesters shall be concluded immediately after the completion of the class work as per the guidelines of the University to be notified from time to time. Provided, however, that the examiners for practicals shall be appointed by the Principal of the College concerned;

6.18.2.1 The candidate/s shall be required to secure a minimum Qualifying Letter Grade “P” or equivalent for both Theory/ Practicals/Tutorials;

- 6.18.2.2 There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th semesters;
- 6.18.2.3 Where a candidate fails in any course/s he/she shall be required to appear in such course/s as and when the 1st/2nd/3rd/4th semester examinations for the next batch of students shall be held;
- 6.18.2.4. Where a candidate fails in any course in 5th / 6th semester examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar;
- 6.18.2.5. No candidate shall be admitted to the examination of a semester unless he/she
- i) is a regular student and has completed the prescribed course of Lectures delivered/Practicals or Tutorials conducted during the semester and qualified the Practical Examination;
 - ii) is a candidate who was otherwise eligible to appear in the examination in a particular semester but; did not appear or Was unable to pass the examination in any course(s);
 - iii) has attended seventy five percent (75%) or more of the lectures delivered as well as practicals/tutorial classes, training/field work prescribed in the syllabi for the particular course and has passed the practical/ tutorial/ internal assessment.

Subject to the Provisions of these statutes, a candidate who fails to secure the required percentage of marks/ required Grade, in one or more papers of a semester examination may be permitted to re-appear in such paper(s) at a subsequent examination

6.19 Structure of Question Papers

Each credit is equal to 15 marks, thus a six credit paper carries 90 marks, a four credit paper carries 60 marks and a two credit paper carries 30 marks.

6.19.1 Internal assessment: In each six credit course, two are reserved for practical course or tutorials and shall be arranged by the concerned faculty. These two credits of the courses will be evaluated by the concerned teacher/department.

6.19.2 End term examination: The distribution of marks and pattern for the four credit and two credit papers are as given below.

Each credit carries 1 mark for attendance; 2 marks for MCQ/Short Answer; 4 marks for an application based question and 8 marks for a descriptive question.

The theory paper shall be framed as below;

Course	Section A (Descriptive Questions) Each Question Carries 8 marks	Section B (Application Based Questions) Each Question Carries 4 marks	Section C (MCQ) Each Question Carries 1 mark
4 Credit Theory	Total questions =6, questions to be attempted= 4 1 question from each unit $= 1 \times 4 = 4$ 2 additional questions framed from any 2 Units = $1 \times 2 = 2$	Total questions =6, questions to be attempted= 4 1 question from each unit $= 1 \times 4 = 4$ 2 additional questions other than those units from which additional question of section A have been framed	Total questions =8 All to be attempted 2 from each unit
2 Credits	Total questions =3, questions to be attempted= 2	Total questions =3, questions to be attempted= 2 1 application based	Total questions =4 2 from each credit

	<p>1 question from each unit =1x2=2</p> <p>An additional questions shall be framed from one of the two units = 1</p>	<p>question from each Units =1x 2= 2</p> <p>An additional questions shall be framed from the unit other than those from which additional question of section A have been framed.</p>	
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6.20 Attendance Award

For determination of basic eligibility for appearing in the Semester-end examination attendance shall carry a prescribed percentage of marks in each theory / practical course. The award of marks for attendance shall be calculated as per the following table.

S. No.	Categories of Candidates	Score	6 Marks For 6 credits
1	Candidates whose attendance in a course (theory / practical) is less than 75% and the shortage in attendance is either below the condonable limits or is not condoned by the competent authority	0%	0
2	All the eligible candidates whose attendance in a course (theory / practical) is less than 75% but the shortage in attendance has been condoned by the competent authority	40%	2.4
3	Candidates whose attendance in a course (theory / practical) is 75% or more but less than 80 %	60%	3.6
4	Candidates whose attendance in a course (theory / practical) is 80% or more but less than 90 %	80%	4.8
5	candidates whose attendance in a course (theory / practical) is 90% or more	100%	6

The Attendance awarded and recorded thereof shall be maintained in accordance with the regulations prescribed for the purpose. In case of failure/re-appear category the attendance marks earned by the candidate as a regular student shall be carried forward to the subsequent examination.

6.21 Examination Fee

The examination fees shall be as prescribed by the University from time to time and shall have to be paid by each student at the time of admission to

the Odd Semesters (or as per the notice issued) within the stipulated time. In addition to the examination fee prescribed for each semester end examination every candidate shall have to pay the Degree Certificate Fee, Degree Verification Fee and the Transcription Fee at the time of admission to the 5th Semester.

6.22 Eligibility for Appearing in Examination

A Semester End Examination for UG Programme shall be open to the students who fulfill the following conditions:-

- 6.22.1 Has been on the rolls of Constituent College of the University for one academic semester preceding the examination;
- 6.22.2 Provided that a candidate having remained on the rolls of a college for less than one academic semester but having attended the corresponding Programme in any other recognized University/ Institution for the period falling short of the prescribed attendance, before his/her admission to the college may be admitted to the examination as a special case;
- 6.22.3 No candidate shall be deemed to have completed the prescribed course unless he/she has:-
 - 6.22.3.1 Attended seventy five percent (75%) or more of the lectures delivered as well as practicals/tutorial classes, training/field work prescribed in the syllabi for the particular course and has passed the practical/ tutorial/ internal assessment.
 - 6.22.3.2 Provided that the number of Lectures in Theory and Tutorials/Practicals shall be counted up to the date the class is dispersed for preparatory holidays, preceding the examination.
 - 6.22.3.4 Any candidate, who falls short of attendance in a course in a semester, shall not be eligible to appear in that particular course(s) in which he/she is falling short of attendance.
 - 6.22.3.5 The Principal of a college shall be competent to cancel admission of a student enrolled for a Programme of study in the college if he/she remains absent continuously for a period of 20 or more days without permission of the Principal concerned. However, the Principal if satisfied, that the absence of the student was beyond the control of the student

can re-admit such a student to the Programme only once, on payment of a re-admission fee equal to 50% of the normal admission fee and an undertaking from the candidate and his/her parent/guardian to the effect that such practice shall not be repeated.

- 6.22.3.6 No candidate shall be eligible to appear in an examination of the course in the distance mode, offering such course/s which involves Practicals or Map-work or Surveying/Field work as an essential component.
 - 6.22.3.7 The Candidate has paid the prescribed examination fee. However, the candidates under the Orphan /'Physically Disabled Categories with a certificate from the competent authority, verified by the Principal of the College/Dean of the school concerned and forwarded to the university, shall be exempted from payment of Examination Fee.
 - 6.22.3.8 Provided that student shall be entitled to appear in the course(s) in a subsequent session after attending the deficit number of classes in the next session.
- 6.22.4 Ex-students, i.e., students who after having undergone a regular Programme of study and having completed all conditions of eligibility for appearing in a particular Semester End Examination in the Course/s will be eligible to appear as Late College student in the examination within a period of three years by submitting application in the prescribed form along with prescribed within the dates fixed for this purpose.

6.23 Concessions

A candidate who participates in any of the following extra-curricular activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/ her absence on such account subject to a maximum of twenty days in an academic semester:-

6.23.1 Co- / Extra-Curricular Activities:

- 6.23.1.1 Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals and Cultural Programmes etc.;

- 6.23.1.2 Sports Tournaments organized by the J&K Sports Council;
- 6.23.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University / Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;
- 6.23.3 N. S. S. programmes;
- 6.23.4 Mountaineering / Hiking / Trekking / skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
- 6.23.5 The students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 12 days plus the period involved in travelling for purposes of condoning deficiency in attendance;
- 6.23.6 That a candidate who fails to attain the prescribed attendance and has participated in more than one activities as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 20 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.
- 6.23.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.
- 6.23.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter-University/National and International level.
- 6.23.9 The candidate/s participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given.
- 6.23.10 The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date (s) on which the activities were conducted within a month's

period from the end of the event.

Note: For outstanding cases (requiring attendance waiver due to duty beyond 20 days in a semester), special permission may be sought from the Vice Chancellor/Competent authority on recommendation of the Principal/Director concerned.

6.24 Condonation

6.24.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him / her in writing in this behalf by the:-

6.24.1.1 Principal of the College up to a maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination;

6.24.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination, beyond the competence of the Principal;

6.24.2 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the College.

6.24.3 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.

6.24.3.1 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing

afresh the prescribed admission fee for the Semester/Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.

- 6.24.3.2 Proviso-Provided a student who has not completed the required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.
- 6.24.3.3. Proviso- Provided that the Principal Concerned, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

6.25 Evaluation

Controller Examination shall be incharge of the conduct and evaluations aspects of all the examinations of the University Schools and Constituent colleges. The evaluation shall be performed in a centralized manner at the designated evaluation centers. Evaluation shall be remunerative; however, all the eligible teachers of University Schools and Constituent Colleges shall have to take the assignment as a matter of duty.

6.26 Promotion

- 6.26.1 Before the final compilation and declaration of the results, the individual result of the students shall be made available to the students for any inputs and objections to be submitted within a period of one week.
- 6.26.2 Results shall be declared immediately thereafter (i.e., last date of filing objection/inputs) save for the result of those candidate whose objections merit serious examination.
- 6.26.3 The result of eligible candidates qualifying in all the components of a Course shall be declared as successful in the Course, as per the Grades / Grade points, SGPA etc. secured by the candidates.
- 6.26.4 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester shall be open to:-

- 6.26.4.1 A candidate from 1st semester to 2nd semester, 2nd semester to

3^{rd} semester, 3^{rd} semester to 4^{th} semester, and 5^{th} semester to 6^{th} semester in case he/she has been admitted to the 1^{st} , 2^{nd} , 3^{rd} , 4^{th} or 5^{th} Semesters, as the case may be, under rules.

- 6.26.4.2 A candidate from 4^{th} Semester to 5^{th} Semester in case he/she has not a backlog of more than 50% credits of study in the 1^{st} to 3^{rd} Semester end examinations exclusive of any awaited re-evaluation result for determining the eligibility;
- 6.26.4.3 A candidate who has fulfillment the statutory requirements of attendance in all courses of study including Practicals and has also passed in Practicals and completed the required Survey/Field-work/Map-work etc. up to the 4^{th} Semester.
- 6.26.4.4 A candidate who has not completed the requirement of Attendance/Practicals/Survey/Field-work/Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he/she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

6.27 Re-Appear Category for Failures

- 6.27.1 A candidate who passes in any component of a course/s in a Semester End Examination shall be exempted from appearing in such a component of course/s in the subsequent examination(s) under the re-appear category.
- 6.27.2 Provided that a candidate under the re-appear category may, with the aim of improving his result, also appear in the exempted course/s, if he/she chooses so.
- 6.27.3 Provided also that re-appear/failure candidates shall have to appear in the Semester End Examination as per their curriculum, subject that they appear within three years after declaration of his/her first examination result.
- 6.27.4 Provided, however, that such candidates shall be allowed to reappear for two more sessions with the curriculum in vogue during those sessions.

6.28 Exemption to Re-Appear in Practical Examination Once Qualified

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from

appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear only in the theory part of that course at the subsequent examination.

6.29 Issuance of Photostat Copies / Re-Evaluation of Answer Scripts

- 6.29.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-end examination of BA/ BSc/ BCom (General/Honours)/ BCA/ BBA as per the University regulations, for which a candidate shall have to apply on/off-line along with the prescribed fee.
- 6.29.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 15 days after declaration of the result and the University shall provide copies within 10 days after the last date for applications for the purpose.
- 6.29.3 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.
- 6.29.4 If the deviation from the first and second evaluator is less than or equal to 10%, the result after re-evaluation will be based on average marks of 1st & 2nd Evaluators. As such, the marks may increase or decrease after the re-evaluation result is declared. In case the deviation is more than 10%, the answer script shall be referred to the third evaluator, whose evaluation shall be final.
- 6.29.5 The University shall evolve a mechanism for Digitization of the Answer Scripts so that the students can access their scripts any time.

6.30 Award of Grades:

Award of grades and grade points shall be determined on the percentage of marks obtained by a candidate as per following break-up :

- 6.30.1 Grade and Grade Point

Letter Grade	Grade Point	% of Marks, for the courses where pass % is 40%	% of Marks, for the courses where pass % is > 40%
O (Outstanding)	10	90-100	93-100
A+ (Excellent)	9	80-89	86-92
A (Very Good)	8	70-79	79-85
B+ (Good)	7	61-69	71-78

B(Above Average)	6	55-60	63-70
C (Average)	5	50-54	55-62
P (Pass)	4	40-49	47- 54
F (Fail)	0	Below 40	Below 47
AB(Absent)	0		

6.30.1.1 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

6.30.1.2 For non-credit courses, ‘Satisfactory’ or “Unsatisfactory” shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

6.30.1.3 It is the discretion of the university to decide the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree. However, due consideration will be given to recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.

6.30.2 Calculation of SGPA and CGPA

6.30.2.1 **Credit Point:** Credit Points are obtained by multiplying credits of the course with the grade point, i.e., Credit Point= Credits x Grade Point (CXG)

6.30.2.2 **Semester Grade Point Average (SGPA):** SGPA is the ratio of summation of the credit points to the summation of the credits opted by the student.

$$\text{SGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where Ci is the number of credits of the i-th course and Gi is the grade point scored by the student in the ith course

6.30.2.3 **Cumulative Grade Point Average (CGPA):** the ratio of total number of credit points earned in all the semesters to the total number of credits in all the semesters. The final result is declared in the form of CGPA.

6.30.3 Illustration of Computation of SGPA and CGPA and Format for Transcripts

SGPA Score: Semester-I

Course	Credit	Grade Letter	Grade Point	Credit Point
C1	6	A	8	48
C2	6	B ⁺	7	42

AECC	2	B	6	12
DCE	4	B	6	24
GE	6	B	6	36
Total	24			162

$$\text{SGPA} = \sum(C_i \times G_i) / \sum C_i = 162/24 = 6.75$$

CGPAScore for BA/ BSc/BCom (H)/BBA

Semester	I	II	III	IV	V	VI
SGPA	6.75	7.31	6.81	8.32	7.31	7.21
Credits	24	24	24	24	24	28

$$\begin{aligned} \text{Thus CGPA} &= \{(24 \times 6.75) + (24 \times 7.31) + (24 \times 6.81) + (24 \times 8.32) + (24 \times 7.31) \\ &\quad + (28 \times 7.21)\} / 148 \\ &= (162 + 175.44 + 163.44 + 199.68 + 175.44 + 201.88) / 148 \\ &= 1077.88 / 148 = 7.28 \end{aligned}$$

CGPA=7.28

6.31 Issuance of Grade Card/Transcript

Formal Certificate/ Grade Card/ Transcript of having passed BA/ BSc/ B Com (General /Honours)/ BBA/ BCA Programme, Semester- I, II, III, IV & V examinations shall be issued. The Grades secured in each course/ paper (separately in Theory/ Practicals/ Tutorials, wherever applicable) of each candidates will be available on the University website also. Once the degree is complete a Transcript indicating the Grade Performance of the candidate from 1st to the last semester will be issued. Any student seeking migration to any other university shall be provided a transcript of semesters along with the SGPA/CGPA qualified from the University against the payment of a prescribed fee.

6.32 Award of Degree

Subject to the Provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the Bachelor's Degree, on the satisfaction of the following conditions: -

- 6.32.1 has pursued a full time Programme in the concerned discipline;
- 6.32.2 has qualified in all the theory, practical and tutorial courses, wherever applicable; The candidate shall be declared to secure the CGPA/ Letter Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these Statutes /Regulations.
- 6.32.3 Provided that the candidate secures not less than qualifying grade in each

theory/practical/ tutorial/ attendance for the award of the degree.

6.33 Degree Certificate

A final Transcript, indicating the SGPA & the CGPA, & the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme

List of Some Discipline Specific Courses and Skill Enhancement Courses and their syllabus to be prepared by concerned BOS

Subject	Some Discipline Specific Courses	Some Skill Enhancement Courses
Botany	Cell and Molecular Biology	Bio-fertilizers
	Economic Botany and Biotechnology	Herbal Technology
	Analytical Techniques in Plant Sciences	Nursery and Gardening
	Bioinformatics	Floriculture
	Research Methodology	Medicinal Botany
		Plant Diversity and Human Welfare
		Ethno Botany
		Mushroom Culture Technology
		Intellectual Property Rights
Zoology	Applied Zoology	Apiculture
	Animal Biotechnology	Aquarium Fish Keeping
	Aquatic Biology	Aquatic Biology
	Immunology	Medical Diagnostic
	Reproductive Biology	Public Health and Hygiene
	Insect, Vector and Diseases	Sericulture
Chemistry	Analytical Methods in Chemistry	IT Skills for Chemists
	Molecular Modelling & Drug Design	Basic Analytical
	Research Methodology for Chemistry	Chemical Technology & Society
	Green Chemistry	Chemo Informatics
	Bio-inorganic & Environmental Chemistry	Business Skill for Chemists
	Instrumental Methods of Analysis	Analytical Clinical Biochemistry
		Green Methods in Chemistry
		Pharmaceutical Chemistry
		Chemistry of Cosmetic & Perfumes
		Pesticide Chemistry
		Fuel Chemistry
Biotechnology	Animal Biotechnology	Enzymology
	Medical Microbiology	Industrial Fermentations
	Environment Biotechnology	Drug Designing
	Intellectual Property Rights	Basics of Forensic Science
	Microbial Physiology	
	Biostatistics	
	Ecology and Environment Mgt.	
	Evolutionary Biology	
Physics	Digital, Analogue and Instrumentation	Physics Workshop Skills
	Elements of Modern Physics	Computational Physics

		Skills
	Mathematical Physics	Electrical Circuits and Network Skills
	Solid State Physics	Basic Instrumentation Skills
	Quantum Mechanics	Renewable Energy and Energy harvesting
	Embedded System:	Technical Drawing
	Nuclear and Particle Physics	Radiology and Safety
	Medical Physics	Applied Optics Weather Forecasting
Electronics	Semiconductor Devices Fabrication	Computational Physics Skills
	Electronic	Renewable Energy and Energy harvesting
	Instrumentation	Electrical Circuits and Network Skills
	Digital Signal Processing	Technical Drawing
	Verilog and FPGA based system Design	Applied Optics
	Photonic devices and Power Electronics	Weather Forecasting
	Antenna Theory and wireless Networks	
Mathematics	Mechanics	Logic and Sets
	Linear Algebra	Analytical Geometry
	Matrices and Computational Mathematics	Integral Calculus
		Vector Calculus
		Theory of Equations
		Number Theory
		Probability and Statistics
		Mathematical Finance
		Mathematical Modelling
		Boolean Algebra
		Transportation and Game Theory
		Graph Theory
Statistics	Operation Research	Statistical Data Analysis Using Software Packages
	Time Series Analysis	Statistical Data Analysis Using R/SPSS
	Econometrics	Statistical Techniques for Research Methods
	Demography and Vital Statistics	Data Base Management Systems
	Financial Statistics	
	Actuarial Statistics	Applied Statistics
	Survival Analysis/Biostatistics	
Economics	Economic Development and Policy in India	Financial Economics
	Money and Banking	
	Environmental Economics	Data Analysis
	Public Finance	
Psychology	Positive Psychology	Emotional Intelligence
	Human Resource Management	Stress Management
	Health Psychology	Effective Decision Making
	Community Psychology	Educational Psychology

	Cultural and Indigenous Psychology	
Political Science	Theme in Comparative Political Theory	Legislative Support
	Administration and Public Policy: Concepts and Theories	Public Opinion and Survey Research
	Democracy and Governance	Democratic Awareness with Legal Literacy
	Understanding Globalization	Conflict and Peace Building
History	History of United State of America	Understanding Heritage
	History of USSR	Art Appreciation: An Introduction to Indian Art
	History of Africa	Archives and Museum
	History of Latin America	Understanding Popular Culture
	History of Southeast Asia	
Persian	History of Persian Literature during Safavid Period	Indo-Persian Literature: A brief History
	History of Persian Literature during Mughal Period	Indo-Persian Literature: A brief History
	History of Persian Literature during Qajar Period	Modern Persian Literature
	History of Persian Literature during Pahlavi Period	Introduction to Persian Rhetoric
	Persian Translation of Indian writings during Mughal Period	
	Short Story writing in Modern Persian: A Survey	
	A Survey of Persian Newspapers in India	
	A History of Dari & Tajik Literature	
	Development of Persian Literature in Awadh	
	Development of Persian Literature in Deccan	
English	Modern Indian Writing in	Film Studio
	English Translation	English Language Teaching
	Literature of the Indian Diaspora	Soft Skills
	British Literature	Translation Studies
	Post World War II	Creative Writing
	Nineteenth Century European Realism	Business Communication
	Literary Theory	Technical Writing
	Literary Criticism	
	Science fiction and Detective Literature	
	World Literatures	
	Partition Literature	
	Research Methodology	
	Travel writing	
	Autobiography	
B. Com. (General)	Human Resource Management	Research Methodology
	Indirect Tax Law	Statistical Software
	Fundamentals of Financial Management	MS Office/Computer Fundamentals
	Corporate Tax Planning	
	Banking and Insurance	
	Management Accounting	
	Computerised Accounting System	
	Steno & Short hand	
	International Business	
	Office Management and Secretarial Practice	
	Fundamentals of Investment	
	Consumer Protection	
	E Tally	

BCA	Artificial Intelligence	Android Programming
	Machine Learning	Mat lab
	Data Mining	R Programming
	Numerical Methods	IOS Development
	Statistics	PHP
	Remote Sensing and GIS	Python
	Multimedia Computing	.Net Technologies
	Quantitate Techniques	Linux/Unix
	Microprocessor	XML programming
	Cloud Computing	PL/SQL
	System Software	Software Testing
	Automata and Formal languages	Web Designing
	Bio Informatics	Client Side Development (JavaScript & J Query)
	Wireless Computing	Search Engine Optimization (SEO)
		Technical Writing
		E-Commerce
BBA	Investment Banking & Financial Services	
	Corporate Analysis & Valuation	
	Business Tax Planning	
	International Trade Blocks and	
	Multilateral Agencies	
	Corporate Accounting	
	Strategic Corporate Finance	
	Management of Financial Institutions	
BBA Honours	Forensic Analysis and Fraud Investigation	
	Investment Banking & Financial Services	
	Corporate Analysis & Valuation	
	Business Tax Planning	
	International Trade Blocks and Multilateral Agencies	
	Corporate Accounting	
	Strategic Corporate Finance	
	Management of Financial Institutions	
	Forensic Analysis and Fraud Investigation	
Home Science	Research Project	
	Introduction to Resource Management	
	An Introduction to Human Development	
	An Introduction to Textile	
	Extension Communication process and	
	Development	
	Family resource Management	
	Food Microbiology	
	An over view to human development Part – II	
	Clothing for Family	
	Gender and development	
	Normal and Therapeutic Nutrition	
	Woman And Nutrition	
	Textile and Fashion Designing	
	Residential Space Designing and Furnishing	
	Community Nutrition	
	Child with Special Needs	
	Financial Management	
	Gender Status & Development	

Note: Besides the above Courses the concerned BOS may prepare courses as per available specializations/infrastructure/resources in colleges, affiliated to Cluster University.

CLUSTER UNIVERSITY OF SRINAGAR

B. Sc. General Programme (Life/Earth Sciences Group)): Core Subjects: Any three courses from Groups I to VI with maximum of one from a group and one Ability Enhancement course from VII and Skill Enhancement Course from VIII in each Semester and a 2 Credit English Course from 3rd to 4th Semesters, Any Student opting for Physics or Electronics or Information Tech. shall have to compulsorily take up Mathematics as a Core (C)Course:

Se mes ter	Core courses (Any Three courses to be chosen with maximum of one from Group I to VI)						AECC (Comp ulsory)	SEC	DCE	GE
	I	II	III	IV	V	VI				
1 st	Chemistry	Botany	Zoology	Geology Bio-Chemistry Clinical Bio-Chemistry	Electronics Biotechnology Food Processing Food Sc.&Tech. Food Sc. & Quality control	Industrial Fish&Fisheries Sericulutur e Bioinformatics Computer Application Anthropol ogy Remote Sensing & GIS Fruit Perservatio n & Cultivation Human genetics Environment & Water Management Biodiversit y & Conservati on	Communicative English-I & Env. Sc.-I	-	-	-
2 nd	Three core courses in 1st semester to be continued						Communicative English-II & Env. Sc.-II			
3 rd	Three core courses in 2nd semester to be continued							SEC-I	DCE-I	EN G-I
4 th	Three core courses in 3rd semester to be continued							SEC-II	DCE-II	EN G-II
5 th								SEC-III	DCE-III	
6 th								SEC-IV	DCE-IV	

B. B. Sc. General Programme ((Non-Medical)Physical/Earth Sciences Group)): Core Subjects: Any three courses from Groups I to VI with maximum of one from a group and one Ability Enhancement course from VII and Skill Enhancement Course from VIII in each Semester in each Semester and a 2 Credit English Course from 3rd to 4th Semesters, Any Student opting for Physics or Electronics or Information Technology shall have to compulsorily take up Mathematics also as a Core (C) Course:

Se mes ter	Core courses (Any Three courses to be chosen with maximum of one from Group I to VI)						AECC (Compu ulsory)	SEC	DC E	GE
	I	II	III	IV	V	VI				
1 st	Mathematics Applied Mathematics	Physics	Chemistry	Geology	Geography Electronics	Statistics Information Technology Computer Application Electronic Equipment maintenance & design Auto electrical & Electronics Remote sensing & GIS	Communicative English-I & Env. Sc.-I	-	-	-
2 nd	Three core courses in 1st semester to be continued						Communicative English-II & Env. Sc.-II			
3 rd	Three core courses in 2nd semester to be continued						SEC-I	DCE-I	ENG-I	
4 th	Three core courses in 3rd semester to be continued						SEC-II	DCE-II	ENG-II	
5 th							SEC-III	DCE-III		
6 th							SEC-IV	DCE-IV		

C. B. A./B.Com. General Programme: Core Subjects (Group-I): MIL in 1st& 2nd, General English in 3rd& 4th Semesters each; Core Courses: Any two core courses from other groups II to VI with a maximum of one from a group; and one Ability Enhancement course from VII and Skill Enhancement Course from VIII in each Semester; one Generic Elective in group X in 5th and 6th semesters.

Se me ster	Core courses (Any Three courses to be chosen with maximum of one from Group I to VI with MIL as compulsory course)						AECC (Comp ulsory)	SEC	DC E	GE
	I	II	III	IV	V	VI				
1 st	MI L-I	Educati on Marketi ng Mgt. Islamic Studies Functio nal English	Psycholo gy History Home Sc.	Sociology Mathemat ics Appl. Maths. English Lit. Business Magt.	Statistics Pol. Sc. Music Philosop hy Hospitali ty & Catering Tech. Geograph y	Economics OCL (Sanskrit/Ar abic/Persian) Computer Application Anthropolog y Social Work Public Administrati on Tourism & Travel Management	Communi cative English- I & Env. Sc.-I	-	-	-
2 nd	MI L-II	Two core courses in 1st semester to be continued with MIL as the third compulsory course (i.e.; Same as in the first semester)						Communi cative English- II & Env. Sc.-II		
3 rd	EN G-I	Two core courses in 2nd semester to be continued with Eng-I as Compulsory in place of MIL						SEC-I		
4 th	EN G-II	Two core courses in 3rd semester to be continued with Eng-II as Compulsory in place of MIL						SEC-II		
5 th							SEC-III	DCE-I DCE-II GEC-I		EN G- III
6 th							SEC-IV	DCE- III DCE- IV GE-II		EN G- IV

Note: The option of selection of core subjects shall be available to the students pursuing the B.A./B.Sc. (General) Programmes alone. For B.A./B.Sc./B.Com./B.A.English (Honours)/ BBA/BCA Programmes in different subjects, B. Sc. Home Science (General), B. Com. (General) and the Specialised Programmes of B. Sc. IT and BMMMC, etc., the combination of core subjects to be pursued during a Programme shall be as specified for the programme by their respective board of Studies.. In addition every Student, irrespective of the Programme, shall have to study one of the 4 Credit Ability Enhancement and Skill Enhancement Course compulsorily in each Semester. The students of B. Com. (General Programme) shall have to take up the Compulsory MIL in 1st and 2nd Semesters and General English in 3rd& 4th Semesters in addition to Discipline Centric and Generic Elective of 2 credits each in 5th & 6th semesters.

CHAPTER 7

STATUTES AND REGULATIONS FOR ADMISSION, COURSE STRUCTURE AND EXAMINATION FOR THE REGULAR INTEGRATED AND POST GRADUATE (PG) DEGREE PROGRAMME IN CLUSTER UNIVERSITY

7.1 Title and Commencement

These Statutes and Regulations shall be called as “Post Graduate Semesterised Choice Based Credit System statutes (PGSCBCS) of University”. These statutes shall apply to following programmes:

- ii. 5 Year MA/MSc/MCom/MCA/MBA & Other Specilised Integrated Courses
- iii. MA/MSc/MCom/MBA
- iv. MCA/MBA/MSc IT & other Specialised UG Courses

These statutes shall come into force from the date of their notification by the University or from such other date which the University may by a notification specify and shall be applicable to such students as are admitted afresh to the 1st Semester of the five year Integrated/post-graduate programmes

7.2 Definitions

- 7.2.1 ‘**Act**’ means the Jammu & Kashmir Cluster Universities Act, 2016;
- 7.2.2 ‘**Academic Year**’ means two consecutive (one odd + one even) semesters which constitute one academic year;
- 7.2.3 ‘**Choice Based Credit System (CBCS)**’ means a system of curriculum that provides choice for students to select from `the prescribed courses (core, elective or soft skill/Generic/open courses). It is a flexible system of learning which is student centric and adopts an inter-disciplinary approach in learning by making best use of expertise of available faculty;
- 7.2.4 ‘**Course**’ refers to a ‘paper’ which is a component of a programme. All courses need not carry the same weightage. The courses define the learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/map work/self-study/subject tours/industrial visits etc. or a combination of some of these. In the context of Post-Graduate programmes

- “L”: stands for Lecture sessions; “T”: stands for Tutorial sessions consisting of participatory discussion/ self-study/ desk work/ brief seminar presentation by students and such other novel methods; and “P”: stands for Practice sessions and it consists of hands-on experience/ laboratory experiments, field studies/ case studies that equip students to acquire the required skill component;
- 7.2.6 ‘**Credit** (C)’ is the weightage given to each course of study. It is the numerical value assigned to a course and the contact hours required to teach the prescribed syllabi of the programme. One Credit means one hour (60 minutes) of teaching/tutorial work or two hours (120 minutes) of practical work per week for a minimum of 16 weeks a semester. A theory Period of 40 Minutes a day for six days a week for a period of 16 weeks shall mean a 4 Credit Course;
- 7.2.7 ‘**Credit Based Semester System (CBSS)**’ is the system of awarding a degree in terms of number of credits to be completed by the students;
- 7.2.8 ‘**Grade**’ is the letter symbol (O, A, B, C, etc.) which indicates the broad level of performance of a student in a course/semester/programme;
- 7.2.9 ‘**Grade point (G)**’ is an integer indicating the numerical equivalent of the Letter Grade;
- 7.2.10 ‘**Credit Point (P)**’ is the product of Grade Point (G) and number of credits for a course and are obtained by multiplying credits in a course with grade points i.e. Credit points $P = G \times C$;
- 7.2.11 ‘**Semester Grade Points Average (SGPA)**’ indicates the performance of a candidate in a given semester. It is the value obtained by dividing the sum of credit points secured by a student in various courses taken in a semester by the total number of credits taken during that semester. It is rounded off to two decimal places;
- 7.2.12 ‘**Cumulative Grade Point Average (CGPA)**’ is a measure of overall cumulative performance of a student in various courses in all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme by the total number of credits in all the semesters. It is rounded off to two decimal places. The final result is declared in the form of CGPA;
- 7.2.13 ‘**Transcript or Grade Card or Certificate**’ means a transcript or grade card or certificate, based on the grades earned, issued to the registered candidates after

every semester. It shall display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

7.2.14 '**Examination**' means evaluation of learning objectives through the modes of Assignments/Class Tests/ Presentations/ Seminars/ Viva-voce/Practical Tests and Semester/ Term end theory papers.

7.2.15 '**Examiner**' may be External Examiner or Internal Examiner.

7.2.16 '**External Examiner**' means a teacher of the course concerned who is approved to act as an external examiner under University rules, but excluding the member/s of the teaching staff of the college concerned.

7.2.17 '**Internal Examiner**' means a teacher of the course concerned who is approved to act as an internal examiner under University rules and is a member of the teaching staff of the college concerned.

7.2.18 '**Semester**' shall comprise 6 months including the process of admission, teaching learning process and the completion of the examination process with a minimum of 16 weeks of academic work. The Odd/Even semesters shall be scheduled as per the Academic Calendar reflected in Regulation.

7.2.19 '**Degree**' means the Degree of MA/MSc/MCom;

7.2.20 '**Regulation**' means a regulation as defined under section 2(k) of the Act; Provided that the words not defined in definition clause shall have the meaning as assigned to them under the Jammu & Kashmir Cluster Universities Act 2016.

7.2.21 '**Integrated Post graduate Course**' Stands for a course of 5 years, where first three years shall cover the honours undergraduate and last two years the post graduate portion of a programme.

Besides other general definitions used by the Act, Statutes and Regulations, following definitions are used:

7.3 Nature and Duration of the Programme

The duration of integrated postgraduate course shall be 5 academic years of 10 semesters. The post graduate course shall be two academic years comprising of 4 semesters or 3 academic years of six semesters.

7.4 Medium of Instruction and Examination

English shall be the medium of instruction and examination in all papers/

courses except in languages and subjects where the medium for instruction is other than English.

7.5 Recognition of Degrees

- 7.5.1 The University shall recognize the degrees of only those Universities which are recognized by the University Grants Commission (UGC) or other regulatory bodies.
- 7.5.2 The University shall grant recognition to the degrees obtained through all other modes strictly as per the guidelines of the UGC and other regulatory bodies.

7.6 Eligibility Criteria for Admission

- 7.6.1 Direct Admission to PG courses shall be made as per Entrance Test with the condition that candidate should have studied the subject in the Bachelor's Degree or as per the notification issued in this regard by the University.
- 7.6.2 A candidate is eligible if he/she has obtained Bachelor's Degree under 10+2+3 (Honours/ General) scheme from the UGC recognized university and are state subjects;
- 7.6.3 Candidates who are not permanent residents of state, shall also be considered for admission subject to the condition that the number of seats under this category does not exceed 5% of the total number of seats (approved intake) available in the programme of study.

7.7 Number of Seats and Distribution

The number of seats in a programme shall be determined before the commencement of each academic session by the Dean of the Faculty and Head of the Department concerned in consultation with members of the teaching staff of the Department and with the approval of the statutory bodies. The number of seats approved shall be communicated by the Head of the Department concerned to the Dean of the faculty/Dean Academic Affairs before commencement of admission process.

7.8 Open Merit Seats

Sixty-Seven percent (67%) of the number of seats available in a course of study as determined according to Statutes shall be filled up on the basis of open merit.

7.9 Reserved Category Seats

7.9.1 After selection of candidates is made on the basis of open merit, the remaining thirty three percent (33%) seats, notwithstanding anything contrary contained in any law, SRO, or regulation in force in the State shall be filled up from the candidates belonging to the reserved categories as per the break-up given below :

Category	Break-up of the Reserved Categories	Share of seats
i	Scheduled Caste	8%
ii	a) Sportsmen b) Persons who have excelled in Cultural & Literary Activities	4% } 2% } 6
iii	a) Persons who have participated with distinction in NCC Activities. b) Persons who have participated with distinction in NSS/Bharat Scouts & Guides Activity.	2 } 2 } 4
iv	Defence Service Personnel including Ex-Servicemen and their children who are permanent residents of the State and have had a satisfactory service record.	2
v	Candidates belonging to the areas Adjoining the Actual line of control	2
vi	Candidates belonging to Scheduled Tribes, such as Gujjar, Bakerwal, Gaddi, Sippi	5 }
vii	etc.	2 }
viii	Candidates belonging to Backward Areas other than of districts Leh And Kargil Candidates belonging to Districts of Leh & Kargil	2 } 9
ix	Candidates belonging to Weak and Under-privileged Classes as notified in S.R.O. by the State from time to time.	2
x.	Differently abled	3
Supernumerary Seats		
xi	Single Girl Child (one seat in each course) *	1 seat/Prog.
xii	Employs of the University and Constituent Colleges	1 seat/prog.
xiii	Self Financing seats	30%

Note:

- i) Candidate suffering a degree of disability of 45% and above and visually impaired candidates are eligible for admission under reserved category. Certificate of an Orthopedically Handicap or Visually impaired shall be considered only if it is issued

by the Head of the Department of Orthopedics or that of Ophthalmology of a Government Medical College/District Hospital. The Vice-Chancellor, if he so desires, may seek advice in the matter, of a Committee to be appointed by him on the recommendations of the Dean Academic Affairs.

- ii) Visually impaired and Physically Challenged candidates as defined in the Statutes shall be exempted from payment of all the fee including charges for supervision and amanuensis.

*Copy of Ration Card on account of proof for having single girl child and an affidavit duly sworn in before the First Class Magistrate.

7.9.2 Explanation:

- 7.9.2.1 In case only one seat is available under category (ii) or category (iii) the same shall be filled on the basis of comparative merit of all the candidates under category (ii) (a) and (b), or category (iii) (a) and (b) put together, as the case may be.
- 7.9.2.2 For determining the number of seats under any reserved category mentioned in Statutes, fraction of less than one-half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.
- 7.9.2.3 In case any of the seats remain vacant in a reserved category for want of eligible candidates, the same will be offered to the candidates of non-reserved i.e. open merit group.
- 7.9.4 Unless covered under Statutes Explanation (i), only such candidates shall be eligible for consideration under reserved categories (i) to (ix) specified in Statutes as have not already availed of this concession for admission to any programme of study in a teaching department of the Cluster University in any session.
- 7.9.5 Selection of candidates against reserved seats specified in Statutes shall be made on the basis of comparative merit in the respective category which will be determined in accordance with the criteria prescribed for categories (i), (iv), (v), (vi), (vii), (viii) & (ix) and for categories (ii) and (iii) as in Statutes.
- 7.9.6 To be a beneficiary of reservation in Cluster University Srinagar; 7.9 (i) i.e; Scheduled Caste the candidate must be a permanent resident of J&K State, while as when applying under categories (ii) i.e. Sports/Cultural & Literary activities and (iii) i.e. N.C.C./National Service Scheme/Bharat Scouts and Guides activities, for which he/she must have passed the qualifying examination from the University.

7.9.7 Reservation and fee in case of Self-Financing Courses shall be governed by the respective regulations issued by the Cluster University/State Govt. from time to time in this regard.

7.10 **Left over Seats**

Under no circumstances, the seats lying vacant in the Departments on the last prescribed date for completion of admission shall be filled up by the Head of the Department/Admission Committee unless the candidate falls immediately next in merit to the last admitted candidate. If some seats still remain vacant, these will be referred to the Appellate Committee for consideration.

7.11 **Appellate Committee**

In case a candidate has any specific grievance regarding deviation from Statutes governing admission, he/she may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form along with the requisite fee by the date notified for the purpose. Such an appeal along with the observation of the Head of the Department, shall be considered by the Appellate Committee whose decision in the matter shall be final and binding, it shall be obligatory for the appellant to appear in person before the Committee if called upon to do so. The Appellate Committee shall consist of the following:-

- i. Vice-Chancellor (Chairman)
- ii. Dean Academic Affairs
- iii. Dean of the Faculty concerned
- iv. Chairman of P.G. Board of Studies in the subject
- v. Head of the concerned Department

Should there be any need to augment the resources of the Cluster University for maintaining, developing and improving the standards of instruction in any programme of study or for starting a new programme of study in a Teaching Department of the Cluster University, the Vice-Chancellor on the recommendation of the Admission Committee of the department concerned and the Dean Academic Affairs, may sanction self-financing seats for each programme of study additionally to meet societal obligations. The number of such seats may not ordinarily exceed 15% of the seats determined for the programmes as per Statutes. These seats shall be supernumerary and thus, shall not count towards determining the quantum of reservation specified in Statutes for the various categories. The Admission Committee shall make admission on the basis of the merit determined as per Statutes, subject to fulfillment of eligibility conditions for such supernumerary seats. Permanent Resident of territorial jurisdiction of the Cluster University/those having passed the qualifying examination from the University shall have priority in admission over the rest against

these seats, the admission shall be granted after remittance of fee prescribed from time to time alongwith other fees/charges for the course by the candidate to the Cluster University.

7.12 Assessment in Achievement Categories

7.12.1 Credit for achievement in Sports/Cultural and Literary and N.C.C./National Service Scheme/Bharat Scouts & Guides activities, i.e. reserved categories (ii) and (iii) of Statute 9 shall be given to a candidate seeking admission under these reserved categories as per Statute 14, subject to the following conditions:

- 7.12.1.1 Credit shall accrue only for those events/activities which the candidate has participated in, during the three (3) year tenure of the qualifying degree when he/she has remained a regular student on the rolls of a College/Institution at the under-graduate level. Extra time spent for the qualifying degree and achievement during that period in the above activities shall not fetch any credit and thus, shall not count in determining comparative merit of the candidates.
- 7.12.1.2 Credit for being active in the field of Sports to a candidate shall be given only for those games/sports which the Cluster University recognizes/participates at various levels.
- 7.12.1.3 A candidate applying for consideration under the reserved categories mentioned above must accumulate an achievement score of at least 8 points/marks.

The candidate must have represented the University in an Inter-University North Zone Sports competition recognized by A.I.U./B.C.C.I.

PROVIDED that if for unavoidable reason(s) the University cancels the participation of its duly selected team for such a competition, the player selected shall be deemed to have represented the University.

7.12.2 Cultural/Literary/Sports/NSS/NCC/Bharat Scouts & Guides Activities:

The candidate must have been awarded at least a certificate of merit in a competition organized by the University such as "Display Your Talent".

- 7.12.2.1 Only such candidates shall be considered for admission under the reserved category mentioned at (ii) above i.e. Sports/Cultural & Literary activities, who have not attained the age of 25 years on September 1 of the year in which the admission is being sought as per requirement of the Association of Indian Universities (AIU), New Delhi.
- 7.12.2.2 The College where a candidate applying under reserved categories Sports/ Cultural and N.C.C./N.S.S./Bharat Scouts and Guides has

been a regular student during the 3 year tenure of the qualifying degree, should maintain a record of participation and performance by the candidates in these activities to be signed by Teacher Incharge of the activity and the Principal concerned. One counterfoil of the record shall be retained in the College and the other be sent to Sports/Cultural and N.C.C./N.S.S. wing of the University every quarter of the year so that claims of the candidates if need be, could be verified.

- 7.12.2.3 The marks/points for achievement in Sports/Cultural and Literary, and N.C.C./N.S.S./Bharat Scouts & Guides fields shall be calculated by a Committee to be constituted by the Vice- Chancellor in consultation with the Dean Academic Affairs, whose decision in the matter shall be final and binding on the candidates.
- 7.12.2.4 Separate marks/points for achievement in each event/activity mentioned in the Schedule given hereinafter, shall be awarded on the basis of relevant certificate(s) submitted by a candidate applying under the reserved categories (ii) (sub categories(a) Sports, (b) Cultural and Literary activities) and (iii) (sub-categories (a) N.C.C., (b) N.S.S./Bharat Scouts and Guides). Achievement in an event/activity participated in more than once, shall also be awarded separately. All these achievements however, MUST pertain only to the three (3) year tenure of the qualifying degree spent as a regular student. Also, each relevant certificate shall be evaluated ONLY for the event/activity for which it has been issued.
- 7.12.2.5 The admission under **Assessment in Achievement Categories** shall be made by the Committee consisting of the following:
 - a. One nominee of Dean Academic Affairs who shall act as Chairman/Chairperson of the Committee.
 - b. Two Heads of Departments/University Professors.
 - c. Evaluators from each reserved category to be nominated by the Dean Academic Affairs in consultation with NSS Coordinator/Dean Students Welfare/Director Sports/NCC. The Committee shall have the power to co-opt any other member/s to assist it.

7.13 Schedule for Calculation of Marks/Points for Achievements Made By a Candidate During 3-Years Tenure of the Qualifying Degree Programme as a Regular Student, In Sports/Cultural and Literary/N.C.C./N.S.S. /Bharat Scouts & Guides Activities.

S.No.	Event/Activity Participated in	Max. Marks/Pts. Per Event/Activity
7.13.1. Sports		
i	Represented the country in any Sport/game competition recognized by the Indian Olympic Association and organized by concerned International Federation	8.0
ii	Performance/participation at individual/team level in any sport/game in a Senior National Competition recognized by concerned All India Sports Federation/Association/Board of Cricket Control of India (BCCI) securing:	7.0
	(i) First Position	7
	(ii) Second Position	6.5
	(iii) Third Position	6
	(iv) Participation only without securing any position	5
iii	Performance/participation at individual/team level in any sport/game in an All India Competition/Federation Cup Competition recognized by concerned All India Sports Federation/Association/Association of Indian Universities(AIU)/BCCI, securing:	6.0
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without securing any position	4.0
iv	Performance/participation at individual/team level at any sport/game in Inter-Zonal competition recognized by AIU/BCCI Securing:	6.0
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without securing any position	4.0
v	Performance/participation at individual/team level in any sport/game Inter-State North Zone competition recognized by concerned All India Sports Federation/Association/BCCI securing:	6.0
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without securing any position	4.0
vi	Performance/participation at individual/team level in any sport/game in Inter-University North Zone competition recognized by AIU/BCCI securing:	6.0
	First Position	6.0
	Second Position	5.5
	Third Position	5.0
	Participation only without securing any position	4.0

vii	Having Attended an all India Coaching camp organized by concerned All India Sports Federation/Association/AIU/BCCI for selection to represent the country in any sport/game, or having been member of combined universities team/contingent constituted/ recognized by AIU for any sport/game.	6.0
viii	Performance/participation at individual/team level in any sport/game in Junior National Competition recognized by concerned All India Sports Federation/Association/BCCI/Athletic federation of/ India, securing:	3.0
	First Position	3
	Second Position	2.5
	Third Position	2
	Participation only without securing any position	1.5
ix	Performance/participation at individual/team level in any sport/game in Inter-College Competition organized by University/Cluster University securing:	2.0
	First Position	2
	Second Position	1.5
	Third Position	1.0
	Participation only without securing any position	0.5

Note: Outstanding sports persons having played in any senior national event in any of the games shown in Annexure-I shall also be considered for admission under sports category.

7.13.2 Cultural and Literary Activities

Having attended Youth Cultural Exchange Programme at International level or having participated and performed in any International youth festival.	12
Having participated and performed as a member of the state/any university of the state contingent in any solo/group item in national competition, organized by the association of Indian universities (AIU/State/central Govt. agencies, securing:	10
First Position	10
Second Position	9
Third Position	8
Fourth	7
Participation only without securing any position	6
Having participated and performed as a member of the university/Cluster university contingent in any solo/group item in an Inter-University Zonal competition, , securing:	9
First Position	9
Second Position	8
Third Position	7
Participation only without securing any position	4
Having participated and performed as a member of the contingent of a constituent college/university/teaching department in any solo/group item in a competition namely "Display Your Talent" or any other	8

competition organized by the Department of Students welfare, university/cluster university securing:

First Position	8
Second Position	7
Third Position	6
Certificate of Merit	4

Such of the candidates who distinguishes themselves individually in a Team event shall get awards in addition to the above score in the team event:

For Overall best Performance	3.0
For Acting award in one act play or skit	2.5
i. Best Actor/Actress	2.5
ii. 2 nd Actor/Actress	2.0
iii. 3 rd Actor/Actress	1.5
iv. Certificate of Merit/Consolation	1.0
Having participated and performed as a member of the contingent of an affiliated/constituent college/university team in any solo/group item in a completion organized by the J&K academy of Art, Culture and Language, securing:	7.0
First Position	7
Second Position	6
Third Position	5

Having secured recognition as approved Music/Drama Artist of Akashvani (Primary service)/ Doordarshan Kendra as certified/ Countersigned by the Director radio Kashmir Srinagar/Doordarshan Kendra Srinagar.

Explanation: Cultural and Literary activities shall include:

FINE ARTS: Painting, Sketching, Poster-making, Cartooning, Collage, Clay Modelling, Rangoli, Flower arrangement, installation & Photography.

MUSIC: Light Vocal (Solo), Semi-Classical Vocal (Solo), Classical Vocal (Solo), Western Vocal (Solo), Western Group Song ,Local folk (Solo & Group) Indian Group Song, Classical Instrumental (Solo) (Percussion & Non-Percussion).

DANCES: Classical Dance (Solo), Creative Dance (Solo) and Folk/Group Dance.

THEATRICALS: Mime, Skit, Mono-acting, Mimicry and One Act Play presentation.

LITERARY: Short story and Essay writing, Debate, Elocution, Poetry recitation, Quiz competitions and Youth Parliament.

Participation in the aforesaid activities will fetch credits only if these are organized and/or authenticated by the concerned wing/Authority of the University i.e. Office of the Dean Students Welfare. Certification to that effect by any other organization, Body, Society, Club, University Teaching Department, College, Institution, NGO etc. shall not be entertained. Concerned Govt. Departments/ Agencies organizing competitions in such activities and

awarding participants therein, shall have to provide the list of prize winners/participants to the office of the Dean Students Welfare of the University within a month from the date of completion of such a competition, failing which no credit shall accrue to a candidate seeking admission under Cultural and Literary Activities through participated therein.

7.13.3 National Cadet Corps (NCC)

Having attended NCC Youth Exchange Programme in foreign countries.	9.0
Having attended Republic Day(RD) camp at Delhi and adjudged/secured position in an individual/team competition as under:	7.0
Best Cadet	7.0
First Position	6.5
Second Position	6.0
Third Position	5.5
Participation only without securing any position	5.0
Participation in Local Republic Day and Independence Day Parrade	3.0

Note: Cadets attend minimum 10 to 15 days preparatory parades for participation in local Republic Day and Independence Day parade held at all District Levels. The certificates must be issued/authenticated by Divisional Commissioner/DC of the concerned districts.

I.Thal Sainik(TSC)/Wayu Sainik(YSC)/Nau Sainik (NSC) Camps:

TSC/YSC/NSC: These are All Indian Camps held every year and are for a duration of 12 days. In these camps cadets represent their Directorate in Inter-Directorate Competitions. The following All India Inter-Directorate Competitions are held during these camps:

- a) Shooting
- b) Map Reading
- c) Communication
- d) Health & Hygiene
- e) Obstacle Course
- f) Line Area

Note: To select and prepare cadets for the above competitions, three camps of 12 days duration each are held at the Group and Directorate level. Hence, a cadet who finally represents the Directorate at Delhi has to attend tour camps of 12 days duration each. The process of selection and nomination is akin to Republic Day (RD) Camp. Hence TSC/YSC/NSC should be treated at par with RD Camp and points awarded should be equivalent to RD Camps.

Having been awarded Defence Secretary's/Director General's(DG) Medal/Commendation Card. **6.0**

Having received/ben awarded any of the following : **5.0**

- a. Commendation/Appreciation letter from Deputy D.G., NCC, J&K **5**
- b. Medal of Duke of Edinburg Award **5**
- c. Governor's/Chief Minister's Medal **5**
- d. Best cadet cash Award on overall performance from Deputy D.G., NCC, J&K **5**
- e. Participation in Slithering/Parasailing/Para-diving **3**

These are individual events that are not included in the list. A cadet has to undergo 7 to 10 days training prior to undertaking this adventure activity.

Having passed "C" certificate examination of NCC in: **5**

- i. A-Grade **5**
- ii. B-Grade **4.5**
- iii. C-Grade **4.0**

Having attended any of the following All India NCC Camps of not less than 10 days duration and adjudged/secured position therein in an individual/team competition as under: **5**

- i. Best cadet **5.0**
- ii. First Position **4.5**
- iii. Second Position **4.0**
- iv. Third Position **3.5**
- v. Participation only without securing any position **3.0**

Explanation: The camps are:

- i) Army Attachment Training Camp;
- ii) National Integration Camp;
- iii) Advanced Mountaineering Camp;
- iv) Trekking Expedition Camp;
- v) Basic and Advanced Leadership Courses Camp;
- vi) Snow Skiing and Water Sports Courses Camp;
- vii) Rock Climbing Camp

Having successfully undergone NCC para-training course at Agra courses conducted at IMA/Women Training Camp at Gwalior: **4**

- i. Basic Mountaineering Course (This is a 15 day Camp held at various mountaineering institutes) **4**
- ii. Pre-TSC-I, II and Pre-RDC I to III:
These camps are of duration of 12 days each. They should be treated at par with Annual Training Camp (ATC) which is also of 12 days duration. **4**

Having passed "B" certificate examination of NCC in: **3.**

- i. A-Grade **3**
- ii. B-Grade **2.5**
- iii. C-Grade **1**

Having secured position in an Inter-Collegiate Competition Organized by the University through NCC: **2**

i.	First Position	2.0
ii.	Second Position	2.1.0
iii.	Third Position	
	Having attended NCC Annual Training Camp(ATC) of not less than 10 days duration:	2
	Having donated blood in a camp organized by NCC, subject to a maximum of three donations per year to be assessed @ 2 marks/points per donation; (Certificate of the donation must be issued by designated Red Cross Authority/Chief Medical Officer of the District/Blood Bank Officer of Medical College and duly authenticated by the camp incharge)	2.0

NOTE:

1. No provisional certificates shall be entertained for "B" and "C" certificate examination.
2. A candidate has to earn minimum score of eight credits to be eligible for consideration of Admission under NCC category.
3. No certificate shall be entertained unless issued by the concerned authorities/agency with proper seal and signature.
4. The highest marks of an event in the same category shall be awarded.
5. RD/ID Certificates issued by the Divisional Commissioner/ Deputy Commissioner shall be considered.
6. For admission under the category of NCC participation during the 3 year tenure of B.A./B.Sc./B.Com./BBA/BCA (General course 10+2+3) shall be considered.

7.13.4 National Service Scheme (NSS)

Having participated in International NSS Youth Exchange Programme.	9
Having been awarded for NSS activities with any of the following:	8
i. Governor's Medal ii. Education Secretary's Commendation card/Medal iii. Certificate of rendering 120 hours of social services continuously for 2 years (Vice-Chancellor's Commendation Certificates)	8 6 5

Explanation: To obtain 120 hours social services certificate as mentioned above, report concerning 120 hours social services rendered in addition to the regular, special and NSS camping activities along with NSS Work Diary certified and verified by concerned NSS Programme Officer, Principal/Chairman, along with documentary evidence shall be submitted to the NSS Coordinator. The Chairman, NSS Advisory Committee/Vice-Chancellor shall issue such a certificate on the basis of the report of NSS, Programme Coordinator. All documents as per directions and norms should be submitted in the month of April

Having participated in Republic Day Camp, New Delhi as follows:	7
i. Having attended and been adjudged as Best NSS Volunteer/Commander in the RD Camp	7
ii. Having only attended the Camp	6
iii. Having attended the Pre-Republic Day Camp organized by Govt. of India.	5
iv. Having attended Two days selection workshop for Pre RD Camp organized by the University	3
Having participated in all India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organized by Centre, NSS in collaboration/sponsored by Govt. of India, Ministry of Youth affairs and sports:	6
i. Best Volunteer (Overall)	6
ii. Participation	5
Having participated in Inter-College NSS Camp organized by University/College for duration of not less than 7 (seven) days and sponsored by University/State Govt:	5
i. Best Volunteer (Overall)	5
ii. Participation	4
Having participated in NSS Camp of not less than 10 days duration Organized by the College (Subject to the admission of list of the participants with their full description in the office of NSS, Programme Coordinator). No credit will be given in case of such colleges where the records of the Special Camps have not been submitted in the NSS Office within one month of the organization of such camps. A maximum of three Annual Camps (10 days duration) at U.G. level shall be considered for admission under NSS achievement category.	4
Having secured in any recognized individual Inter-Collegiate/collaboration with Govt. of India/State Govt./any Govt. Deptt.:	3
i. First Position	3
ii. Second Position	2.5
iii. Third Position	2
Having participated in a Two/Three Days Training Workshop on Youth Leadership or on any relevant Social issue organized in the office of the Programme Coordinator NSS in collaboration with State Govt./GOI/NGO's	3
OR	
Having participated in a Two/Three Days Training Workshop Course on Youth Leadership or on any relevant Social issue organized by the college NSS units. Provided that permission for such workshop has been obtained 15 days prior to the commencement from the programme Coordinator, NSS Cluster University Srinagar/College on the recommendations of the Programme Officer of the concerned college. The list of the participants has to be submitted in the office of the Programme Coordinator NSS University/University/College within ten days of the competition of workshop.	

<p>Having participated as a member of the NSS unit of College in camps/courses of not less than seven (7) days duration organized by Govt./Semi Govt. agencies/NGO's/Social Organization in coordination/ collaboration with NSS Programme Coordinator/ Regional Centre. Provided that permission for such participation has been obtained 15 days prior to the commencement of the camp/course from the Programme Coordinator, NSS on the recommendation of the Programme Officer of the concerned unit and the Principal of the concerned college</p> <p>Having donated blood through NSS unit of the college subject to a maximum of 3 donations per year to be assessed @ 2 marks/points per donation, on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical college/Red Cross Authority and duly authenticated by Incharge, NSS Unit P.O./Principal</p>	3
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Note:

1. The certificate issued with effect from 2007-08 sessions should bear the VEC (Volunteer Enrolment Code) number issued by the office of NSS Programme Coordinator. No certificate without VEC number will be eligible for the admission purpose.
2. A candidate has to earn minimum score of eight credits to be eligible for consideration of Admission under NSS category.
3. The highest marks of an event in same category shall be awarded.
4. Each certificate issued by the NSS units should be authenticated by the office of NSS Programme Coordinator. No certificate without proper authentication shall be considered for admission under NSS category.
5. The Programme Officer/s, NSS of the college and concerned has to submit a list of participants of an event duly forwarded by the Principal along with the certificates to be authenticated by the Programme Coordinator, NSS, Universit /College.
6. No inter-college activity can be organized at the college level without the prior permission of the office of the Programme Coordinator, NSS, University/Cluster University.
7. For admission under the category of NSS participation during the 3 year (6 semesters) tenure of B.A./B.Sc./B.Com./BBA/BCA (General course 10+2+3) shall be considered.

7.13.5 Bharat Scouts & Guides

The admission under the Bharat Scouts & Guides may be offered to such students, who fulfill the eligibility conditions to be determined on the basis of the list of activities given below:

- | |
|---|
| <ul style="list-style-type: none"> i. Participated in International Events organized by National HQRS of Bharat Scouts & Guides. 9 ii. President Awardee (scouts & Guides/Rovers & rangers) 8 iii. Vice-President Awardee (Rovers & Rangers) 7 iv. Prime Minister Shield Competition Awardee (Scouts & Guides) 6 v. Governor's Rajya Purskar & Certificate of Honour (Scouts & Guides) 6 vi. Participated in Jamboree/National Camps organized by National HQRS of Bharat Scouts & Guides (Scouts & Guides/Rovers & Rangers). 5 |
|---|

vii.	Participated in State Level Special Camps organized by J&K Bharat Scouts & Guides (Scouts & Guides/Rovers & Rangers).	4
viii.	Having completed Parvesh, Parveen and Nipun stages of Rovers & Rangers of J&K Bharat Scouts & Guides (Rovers & Rangers).	3
ix.	Having donated blood through Bharat Scouts & Guides to a maximum of 3 donations per year to be assessed @ 2 marks/points per donation on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by State Chief Commissioner, J&K Bharat Scouts & Guides.	

7.14 Nomenclature of Course Codes

A unique course code shall be used for each paper/course of an academic programme.

Each course code shall consist of eleven characters like **PGPHY17C101**, **PGPH16E101**, **PGPH16O101**, where;

- i. “**PG**” stands for Post graduate course,
- ii. “**PH**” stands for Physics (subject code),
- iii. “**16**” stands for year of admission,
- iv. “**C**” stands for Compulsory Course,
- v. “**E**” stands for Elective course,
- vi. “**G/O**” stand for Generic/Open course,
- vii. “**D**” stands for Dissertation,
- viii. “**P**” stands for Practical,
- ix. “**1**” stands for 1st Semester,
- x. “**01**” stands for course number.

7.15. Course Structure

The curriculum and syllabi of the course shall be recommended by Board of Post Graduate Studies (BOPGS) and notified by the University from time to time. There should be minimum 6 members in the BOPGS shall comprise of the following members:

- i. Chairman: HOD of the P.G. Department;
- ii. All teaching faculty and members of the School/P. G. Department;
- iii. One faculty member each from Constituent College Department;
- iv. Two subject experts from other Universities;
- v. One Research Scholar and One PG Student.

For recommendation of the course, at-least 50% of the members shall be present in the meeting.

7.15.1 Integrated Programme

The students will be free to “Exit” after completing six semesters with BSc/BA/BCom (Honors), BBA degree in the concerned subject. Integrated course curriculum is divided into two parts, six-semesters with a minimum of 148 credits which is to be followed by 4 semesters with minimum of 96 credits. The student can choose courses of their choice, undergo additional courses and acquire more than the required credits, with an interdisciplinary approach to learning.

- 7.15.1.1 **Core Course:** There shall be a total of 14 core courses of 6 credits (4 Theory+ 2 Tutorial/Practical) in the first six semesters of the integrated course. Two courses each in first two semesters, three each in 3rd and 4th semester and two each in 5th and 6th semester. A student shall complete core courses equivalent to 48 credits in the last four semesters of the integrated course.
- 7.15.1.2 **Ability Enhancement Compulsory Courses (AECC)** These include 2 papers of 4 credits, with 2 credits of each to be taught in 1st and 2nd Semester each based upon the content that leads to Knowledge enhancement in the below mentioned fields:
 - c. Environmental Studies
 - d. Communicative English
- 7.15.1.3 **Skill Enhancement Courses (SEC):** These include 2 papers (one paper for each semester) of 4 credits each to be taught in the 3rd and 4th Semester based upon the content that leads to Knowledge enhancement. These courses shall be framed to seek knowledge of different Open / Soft Skill based courses from a basket of such courses.
- 7.15.1.4 **Discipline Specific Elective Courses (DSEC):** There shall be 4 DSEC courses of 6 credits each, two for each semester, to be taught in the 5th and 6th semesters. These are the courses which can be chosen from a pool of such courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group. The student shall choose a minimum of 32 credits in the last 4 academic semesters of integrated course.

- 7.15.1.5 **Generic Elective:** to expose and add generic proficiency, there shall be four courses, each of six credits (4 theory & 2 practical/tutorial), in first four semesters. In addition, minimum of eight credits two in each semester shall be taught in the last 4 semesters (VII-X) of the integrated course.
- 7.15.1.6 Open Elective (OE): to seek knowledge of unrelated subjects, a student can choose a maximum of two credits in VII-X semester of the integrated course

7.15.2 Post Graduate Programme

The course structure of 2 year and 3 year masters course are as under.

- 7.15.2.1 A student admitted directly to the 2 year or 3 year programme will have to study 8 additional credits 4 in each semester I & II.
- 7.15.2.2 Core Course: There shall be a 12 core courses in each semester. Thus a two year programme contains 48 credits and a three year programme 72.
- 7.15.2.3 Discipline Specific Elective Courses (DSEC): The student shall choose a minimum of thirty two credits in 2 year programme and forty eight credits in 3 year programme.
- 7.15.2.4 Generic Elective: A minimum of eight credits two in each semester shall be taught in the 4 semesters of 2 year programme and twelve credits in 3 year programme.
- 7.15.2.5 Open Elective (OE): to seek knowledge of unrelated subjects, a student can choose a maximum of two credits in I-IV semester of the 2 years programme and I-VI years in 3 years programme.

Semester Wise Model Scheme for the CBCS for B.A, B. Sc (H)/Integrated PG (First Semesters)

Semester	Core/Credit	AECC/ Credit	SEC/ Credit	DCE/ Credit	GE Credit	Total Credits
I	C ¹ =6 C ² =6	MIL/Eng. ¹ =2 EVS ¹ = 2			GE ¹ =6	22
II	C ³ =6 C ⁴ =6	MIL/Eng. ² =2 EVS ² = 2			GE ² =6	22
III	C ⁵ =6 C ⁶ =6 C ⁷ =6		SEC ¹ = 4		GE ³ =6	28
IV	C ⁸ =6 C ⁹ =6 C ¹⁰ =6		SEC ² = 4		GE ⁴ =6	28

V	C ¹¹ =6 C ¹² =6			DCE ¹ =6 DCE ² =6		24
VI	C ¹³ =6 C ¹⁴ =6			DCE ³ =6 DCE ⁴ =6*		24
Total Credits Semester I to VI						148

*Optional Dissertation or project work in place of one Discipline centric elective paper (6 credits) in 6th Semester (for Honors Courses only)

** The departments have an option to include GE or DCE into the core or to interchange DCE with GE, depending upon the need of Curriculum. However, no change in AECC or SEC is allowed.

A course may be designed to comprise lectures/tutorials/laboratory work/field-work/outreach activities/ ecological tour/ project work/ vocational training/viva-voce/ seminars/ presentations/ self-study etc. or a combination of these.

Semester Wise Model Scheme for CBCS PG/Integrated PG (Last Four Semesters)

Semester	Core (Credits)	DCE (Credits)	GE(Credit s)	OE (Credits)	Total Credits
I st /VII th	12	8	2 or 4	2 or 0	24
II nd / VIII th	12	8	2 or 4	2 or 0	24
III rd /IX th	12	8	2 or 4	2 or 0	24
IV th /X th	12	8	2 or 4	2 or 0	24
Grand Total					96

Semester Wise Model Scheme for 3 Years of CBCS PG Programme

Semester	Core (Credits)	DCE (Credits)	GE(Credit s)	OE (Credits)	Total Credits
I st	12	8	2 or 4	2 or 0	24
II nd	12	8	2 or 4	2 or 0	24
III rd	12	8	2 or 4	2 or 0	24
IV th	12	8	2 or 4	2 or 0	24
V th	12	8	2 or 4	2 or 0	24
VI th	12	8	2 or 4	2 or 0	24
Grand Total					144

Course Structure for PG Programmes

S. No	Course	No. of courses per semester with credit value	Total courses for 2 years Programme with Credits	Total courses for 3 years Programme with Credits
1	Core Courses	Minimum 02 Courses. The sum of credits should not be less than 12	Minimum 08 Courses or 48 credits	Minimum 12 Courses or 72 credits
2	Elective (DCE) Subject Oriented	Minimum 2 Course. The Sum of credits should not be less than 8	Minimum 08 Courses or 32 Credits	Minimum 12 Courses or 48 Credits
	Elective (GE) Sister/Allied	Minimum 1 course. The sum of credits should not be less than 2	Minimum 04 Courses or 8 Credits	Minimum 06 Courses or 12 Credits
3	Elective (OE)	Maximum 1 Course. The sum of credits should not be more than 2	Maximum 4 courses or 8 credits	Maximum 6 courses or 12 credits

7.15.3. Provided that the credits prescribed are the minimum requirement for the award of the degree and any student of any discipline can acquire additional credits, wherever possible.

7.16 COURSE REGISTRATION BY STUDENTS

- 7.16.1 Registration process for 1st Semester shall automatically start with the submission of Admission Form, deposition of Annual Fee and selection of Courses (C, E, O, D);
- 7.16.2 Registration for subsequent semesters will start 15 days prior to the commencement of the next semester at Departmental level;
- 7.16.3 Provisional list of students registered for Electives shall be issued by the respective Departments, within five days after closure of Registration process on Departmental Notice Boards and Departmental Websites. This should be automatically taken care of by the Departments/Centers/ Institutes.
- 7.16.4 In case the number of students registered for a particular Generic/Open Course is less than 10% of the intake, the Department can defer the teaching of the said course for that particular semester which is to be notified within two days from start of semester and the course be blocked. The Department shall offer a

choice to the student having registered students in open course more than 10% of the intake.

7.16.5 Students will have the option to change the Open Course within 7 days from the date of first registration.

7.16.6 The process of course registration or course re-registration shall be made at the Departmental level and the data forwarded to Registration/Examination Wing within one month.

7.16.7 Class work for all Courses in all the Schools/Departments shall commence as per the notification issued by Dean Faculty/Dean Academic Affairs uniformly. While notifying the pool of the courses to be offered, intake capacity in each course must be clearly specified and a tentative Time Table for all the courses must also be notified/ issued by the Head/Dean of the Faculty/Dean Academic Affairs at the University Website.

7.16.8 Dean Academic Affairs will also ensure uniformity across all courses in all the departments/campuses/colleges in terms of start of class work, conclusion of class work and simultaneously the conduct of all semester examinations during a particular session. This however may not be applicable to those courses where the admission falls outside the jurisdiction of Dean Academic Affairs.

7.17 Additional Courses

7.17.1 An honors student desirous of becoming eligible for admission to any other P.G. programme offered by the University other than his own is required to obtain a minimum of 24 credits in that subject, which shall be for a duration of six months to one year after successful completion of six semesters. Provided, the student has studied that subject at the undergraduate level as well. The total credit score for award of such degree is 172 credits.

7.17.2 An undergraduate student (BA/BSC/BCom) from any stream desirous of obtaining honors in any of the subjects offered for the purpose by the University shall have to earn 48 credits in that particular subject for a duration of two semesters after successfully completing the six semesters. Provided, the student has studied that subject at the undergraduate level as well.

7.18 Eligibility for Appearing in Examination

A Semester End Examination for Integrated/PG Programme shall be open to the students who fulfill the following conditions:-

- 7.18.1 Has been on the rolls of Department of the University for one academic semester preceding the examination;
- 7.18.2 Provided that a candidate having remained on the rolls of a college for less than one academic semester but having attended the corresponding Programme in any other recognized University/ Institution for the period falling short of the prescribed attendance, before his/her admission to the college may be admitted to the examination as a special case;
- 7.18.3 No candidate shall be deemed to have completed the prescribed course unless he/she has:-
- 7.18.3.1 Attended seventy five percent (75%) or more of the lectures delivered as well as practicals/tutorial classes, training/field work prescribed in the syllabi for the particular course and has passed the practical/ tutorial/ internal assessment.
 - 7.18.3.2 Provided that the number of Lectures in Theory and Tutorials/Practicals shall be counted up to the date the class is dispersed for preparatory holidays, preceding the examination.
 - 7.18.3.4 Any candidate, who falls short of attendance in a course in a semester, shall not be eligible to appear in that particular course(s) in which he/she is falling short of attendance.
 - 7.18.3.5 The Dean of Faculty/Dean Academics/Head of Department shall be competent to cancel admission of a student enrolled for a Programme of study in the college if he/she remains absent continuously for a period of 20 or more days without permission of the Principal concerned. However, the Dean of Faculty/Dean Academics/Head of Department, if satisfied, that the absence of the student was beyond the control of the student can re-admit such a student to the Programme only once, on payment of a re-admission fee equal to 50% of the normal admission fee and an undertaking from the candidate and his/her parent/guardian to the effect that such practice shall not be repeated.
 - 7.18.3.6 No candidate shall be eligible to appear in an examination of the course in the distance mode, offering such course/s which involves Practicals or Map-work or Surveying/Field work

as an essential component.

- 7.18.3.7 The Candidate has paid the prescribed examination fee. However, the candidates under the Orphan /‘Physically Disabled Categories with a certificate from the competent authority, verified by the Head of The Department/Dean of the school concerned and forwarded to the university, shall be exempted from payment of Examination Fee.
- 7.18.3.8 Provided that student shall be entitled to appear in the course(s) in a subsequent session after attending the deficit number of classes in the next session.

7.18.4 Ex-students, i.e., students who after having undergone a regular Programme of study and having completed all conditions of eligibility for appearing in a particular Semester End Examination in the Course/s will be eligible to appear as Late College student in the examination within a period of three years by submitting application in the prescribed form along with prescribed fee within the dates fixed for this purpose.

7.19 Condonation

7.19.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him / her in writing in this behalf by the:-

- 7.19.1.1 Head of the Department/Dean of the faculty up to a maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination;
- 7.19.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 in practicals in each course for a semester end examination, beyond the competence of the Principal;
- 7.19.2 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Head of the Department.
- 7.19.3 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
- 7.19.3.1 Any candidate, who falls short of attendance beyond

condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.

- 7.19.3.2 Proviso-Provided a student who has not completed the required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.
- 7.19.3.3. Proviso- Provided that the Principal Concerned, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

7.20 Concessions

A candidate who participates in any of the following extra-curricular activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/ her absence on such account subject to a maximum of twenty days in an academic semester:-

7.20.1 Co- / Extra-Curricular Activities:

- 7.20.1.1 Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals and Cultural Programmes etc.;

- 7.20.1.2 Sports Tournaments organized by the J&K Sports Council;
- 7.20.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University / Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;
- 7.20.3 N. S. S. programmes;
- 7.20.4 Mountaineering / Hiking / Trekking / skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
- 7.20.5 The students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 12 days plus the period involved in travelling for purposes of condoning deficiency in attendance;
- 7.20.6 That a candidate who fails to attain the prescribed attendance and has participated in more than one activities as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 20 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.
- 7.20.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.
- 7.20.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International level.
- 7.20.9 The candidate/s participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given.
- 7.20.10 The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date (s) on which the activities were conducted within a month's period from

the end of the event.

Note: For outstanding cases (requiring attendance waiver due to duty beyond 20 days in a semester), special permission may be sought from the Vice Chancellor/Competent authority on recommendation of the Principal/Director concerned.

7.21 Examination Pattern and Structure

7.21.1 For 2/3 year Post-Graduate programmes/last four semesters of the Integrated programme

7.21.1.1 Continuous Assessment:

- i. **Continuous assessment of courses without tutorials as a component:** It shall carry 30% of the total marks (or as may be notified from time to time) of a paper and shall comprise of two components: Internal Assessment Test carrying 20% and Home Assignment and attendance 5% marks each. The concerned teacher shall conduct the Internal/continuous Assessment of the candidate.
- ii. **Continuous Assessment of courses with tutorials as a component:** 33% of the total marks (or as may be notified from time to time) of the course shall be allotted to internal assessment. The internal examination/assessment shall be as discussed above.
- iii. **Practical:** The continuous assessment of the practical courses shall carry 50% of the total marks (or as may be notified from time to time). It shall be equally distributed among the number of practicals involved.

7.21.1.2 Term End Examination:

- i. **Theory:** A candidate shall have to appear for a written examination at the end of the semester which shall carry 70% of the total marks in each paper. The question paper shall comprise of the descriptive and problem/application based questions with 50% weightage each (or as may be notified from time to time).
- ii. **Courses with tutorials:** The end term exam shall carry 67% of the total marks. The questions shall be framed from the curriculum designed for both theory and tutorial. The question paper shall have the composition as outlined above.

- iii. **Practical:** The end term examination shall carry 50% of the total marks. The practical examination of the odd semesters shall be conducted by the internal examiners(HOD shall decide any of the faculty member of the cluster University) and even semesters by an external examiner (generally from some other University/CSIR Laboratory/ DST Laboratory etc.).
- iv. **Seminar:** A candidate shall have to deliver one seminar lecture in the core subject in the last semester of the Integrated/PG Course, which shall be reflected in the curriculum. The topic of the seminar lecture shall be allotted by the concerned teachers/Department to the candidate, well in advance. The student should submit a literature review of the given topic and present the same in a viva-voce open to all departments/students. The HOD shall circulate the notice about the date and time of the presentation. The weightage of marks should be 50% to seminar report submitted by the student and 50% for presentation and viva voce.
- v. **Project Work:** Wherever prescribed by the BOPGS and reflected in the course curriculum, a candidate shall have to submit a dissertation and present/defend the project work in a viva-voce examination open to all departments/students. There shall be at least one external and one internal examiner to evaluate the dissertation work. The weightage of marks shall be 50% to dissertation and 50% for presentation and viva voce examination.

7.21.2 For first 3 academic years of Integrated Course (1-2-4-8 Model)

Each credit is equal to 15 marks, thus a six credit paper carries 90 marks, a four credit paper carries 60 marks and a two credit paper carries 30 marks.

7.21.2. 1. Internal assessment: In each six credit course, two credits are reserved for practical course or tutorials and are shall be decided by the concerned department/faculty. The tow credit courses will be evaluated by the concerned teacher/department.

7.21.2.2 End term examination: The distribution of marks and pattern for the six credits, four credit and two credit papers are as given below.

Each credit carries 1 mark for attendance; 2 marks for MCQs; 4 marks for an application based question and 8 marks for a descriptive question

The theory paper shall be framed as below;

Course	Section A (Descriptive Questions) Each Question Carries 8 marks	Section B (Application Based Questions) Each Question Carries 4 marks	Section C (MCQ) Each Question Carries 1 mark
4 Credit Theory	Total questions = 6, questions to be attempted= 4 1 question from each unit = $1 \times 4 = 4$ 2 additional questions framed from any 2 Units = $1 \times 2 = 2$	Total questions =6, questions to be attempted= 4 2 question from each unit $=2 \times 4 = 8$ 2 additional questions other than those units from which additional question of section A have been framed = $1 \times 2 = 2$	Total questions =8 To be attempted all 2 from each unit
2 Credits	Total questions =3, questions to be attempted= 2 1 question from each unit $=1 \times 2 = 2$ An additional question shall be framed from one of the two unit = 1	Total questions =3, questions to be attempted= 3 1 application based question from each Units $=1 \times 2 = 2$ An additional question shall be framed from unit other than that from which additional question of section A has been framed	Total questions =4 2 from each credit

7.22 Attendance Award for the first three years of integrated programme

For determination of basic eligibility for appearing in the Semester-end examination attendance shall carry a prescribed percentage of marks in each theory / practical course. The award of marks for attendance shall be calculated as per the following table.

S. No.	Categories of Candidates	Score	6 Marks For 6 credits
1	Candidates whose attendance in a course (theory / practical) is less than 75% and the shortage in attendance is either below the condonable limits or is not condoned by the competent authority	0%	0
2	All the eligible candidates whose attendance in a course (theory / practical) is less than 75% but the shortage in attendance has been condoned by the competent authority	40%	2.4
3	Candidates whose attendance in a course (theory / practical) is 75% or more but less than 80 %	60%	3.6
4	Candidates whose attendance in a course (theory / practical) is 80% or more but less than 90 %	80%	4.8
5	candidates whose attendance in a course (theory / practical) is 90% or more	100%	6

The Attendance awarded and recorded thereof shall be maintained in accordance with the regulations prescribed for the purpose. In case of failure/re-appear category the attendance marks earned by the candidate as a regular student shall be carried forward to the subsequent examination.

7.23 Evaluation

Controller Examination shall be incharge of the conduct and evaluations aspects of all the examinations of the University Schools and Constituent colleges. Evaluation shall be remunerative; however, all the eligible teachers of University Schools shall have to take the assignment as a matter of duty.

7.24 Promotion

7.24.1 Before the final compilation and declaration of the results, the individual result of the students shall be made available to the students for any inputs and objections to be submitted within a period of one week.

7.24.2 Results shall be declared immediately thereafter (i.e., last date of filing objection/inputs) save for the result of those candidate whose objections merit serious examination.

7.24.3 The result of eligible candidates qualifying in all the components of a Course shall be declared as successful in the Course, as per the Grades / Grade points, SGPA etc. secured by the candidates.

7.24.4 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester in integrated programme shall be open to:-

7.24.4.1 A candidate from 1st semester to 2nd semester, 2nd semester to 3rd semester, 3rd semester to 4th semester, 5th semester to 6th, 7th to 8th, 8th to 9th and 9th to 10th semester in case he/she has been admitted to the 1st, 2nd, 3rd, 4th or 5th Semesters, as the case may be, under rules.

7.24.4.2 A candidate from 4th Semester to 5th Semester and 7th to 8th in case he/she has not a backlog of more than 50% credits of study in the 1st to 3rd Semester end examinations and 75% credits upto 5th semester exclusive of any awaited re-evaluation result for determining the eligibility;

7.24.4.3 A candidate who has fulfillment the statutory requirements of attendance in all courses of study including Practicals and has also passed in Practicals and completed the required Survey/Field-work/Map-work etc. up to the 5th Semester of the first three academic years and upto 9th semester of the last part of the programme.

7.24.4.4 A candidate who has not completed the requirement of Attendance/Practicals/Survey/Field-work/Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he/she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

7.24.5 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester in direct PG programme shall be open to:-

7.24.5.1 A candidate from 1st semester to 2nd semester, 2nd semester to

^{3rd} semester, ^{4th} to ^{5th}, ^{5th} to ^{6th} semester in case he/she has been admitted to the ^{1st}, ^{2nd}, ^{3rd}, ^{4th} or ^{5th} Semesters, as the case may be, under rules.

- 7.24.5.2 A candidate from ^{3rd} Semester to ^{4th} Semester in case he/she has not a backlog of more than 50% credits of study in the ^{1st} and ^{2nd} Semester end examinations exclusive of any awaited re-evaluation result for determining the eligibility;
- 7.24.5.3 A candidate who has fulfillment the statutory requirements of attendance in all courses of study including Practicals and has also passed in Practicals and completed the required Survey/Field-work/Map-work etc. up to the ^{3rd} Semester.
- 7.24.5.4 A candidate who has not completed the requirement of Attendance/Practicals/Survey/Field-work/Map-work etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he/she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

7.25 Re-Appear Category for Failures

- 7.25.1 A candidate who passes in any component of a course/s in a Semester End Examination shall be exempted from appearing in such a component of course/s in the subsequent examination(s) under the re-appear category.
- 7.25.2 Provided that a candidate under the re-appear category may, with the aim of improving his result, also appear in the exempted course/s, if he/she chooses so.
- 7.25.3 Provided also that re-appear/failure candidates shall have to appear in the Semester End Examination as per their curriculum, subject that they appear within three years after declaration of his/her first examination result.
- 7.25.4 Provided, however, that such candidates shall be allowed to reappear for two more sessions with the curriculum in vogue during those sessions.

7.26 Exemption to Re-Appear in Practical Examination Once Qualified

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear only in the theory part of that course at the subsequent examination.

7.27 Issuance of Photostat Copies / Re-Evaluation of Answer Scripts

- 7.27.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-end examination of BA/ BSc/ BCom (Honours)/ BCA/ BBA MA/MSC/MCom as per the University regulations, for which a candidate shall have to apply on/off-line along with the prescribed fee.
- 7.27.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 15 days after declaration of the result and the University shall provide copies within 10 days after the last date for applications for the purpose.
- 7.27.3 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.
- 7.27.4 If the deviation from the first and second evaluator is less than or equal to 10%, the result after re-evaluation will be based on average marks of 1st & 2nd Evaluators. As such, the marks may increase or decrease after the re-evaluation result is declared. In case the deviation is more than 10%, the answer script shall be referred to the third evaluator, whose evaluation shall be final.
- 7.27.5 The University shall evolve a mechanism for Digitization of the Answer Scripts so that the students can access their scripts any time.

7.28 Award of Grades:

Award of grades and grade points shall be determined on the percentage of marks obtained by a candidate as per following break-up :

- 7.28.1 Grade and Grade Point

Letter Grade	Grade Point	% of Marks, for the courses where pass % is 40%	% of Marks, for the courses where pass % is > 40%
O (Outstanding)	10	90-100	93-100
A+ (Excellent)	9	80-89	86-92
A (Very Good)	8	70-79	79-85
B+ (Good)	7	61-69	71-78
B(Above Average)	6	55-60	63-70
C (Average)	5	50-54	55-62
P (Pass)	4	40-49	47- 54
F (Fail)	0	Below 40	Below 47
AB(Absent)	0		

- 7.28.1.1 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- 7.28.1.2 For non-credit courses, ‘Satisfactory’ or “Unsatisfactory” shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- 7.28.1.3 It is the discretion of the university to decide the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree. However, due consideration will be given to recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.

7.28.2 Calculation of SGPA and CGPA

- 7.28.2.1 **Credit Point:** Credit Points are obtained by multiplying credits of the course with the grade point, i.e., Credit Point= Credits x Grade Point (CXG)
- 7.28.2.2 **Semester Grade Point Average (SGPA):** SGPA is the ratio of summation of the credit points to the summation of the credits opted by the student.

$$\text{SGPA} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i -th course and G_i is the grade point scored by the student in the i -th course

- 7.28.2.3 **Cumulative Grade Point Average (CGPA):** the ratio of total number of credit points earned in all the semesters to the total number of credits in all the semesters. The final result is declared in the form of CGPA.

7.28.3 Illustration of Computation of SGPA and CGPA and Format for Transcripts

SGPA Score: Semester-I

Course	Credit	Grade Letter	Grade Point	Credit Point
C1	6	A	8	48
C2	6	B ⁺	7	42
AECC	2	B	6	12
DCE	4	B	6	24
GE	6	B	6	36
Total	24			162

$$\text{SGPA} = \sum(C_i \times G_i) / \sum C_i = 162/24 = 6.75$$

CGPAScore for BA/ BSc/BCom (H)/BBA

Semester	I	II	III	IV	V	VI
SGPA	6.75	7.31	6.81	8.32	7.31	7.21
Credits	24	24	24	24	24	28

$$\begin{aligned} \text{Thus CGPA} &= \{(24 \times 6.75) + (24 \times 7.31) + (24 \times 6.81) + (24 \times 8.32) + (24 \times 7.31) \\ &\quad + (28 \times 7.21)\} / 148 \\ &= (162 + 175.44 + 163.44 + 199.68 + 175.44 + 201.88) / 148 \\ &= 1077.88 / 148 = 7.28 \\ &\text{CGPA} = 7.28 \end{aligned}$$

7.29 Issuance of Grade Card/Transcript

Formal Certificate/ Grade Card/ Transcript of having passed end semester examinations shall be issued. The Grades secured in each course/ paper (separately in Theory/ Practicals/ Tutorials, wherever applicable) of each candidates will be available on the University website also. Once the degree is complete a Transcript indicating the Grade Performance of the candidate from 1st to the last semester will be issued. Any student seeking migration to any other university shall be provided a transcript of semesters along with the SGPA/CGPA qualified from the University against the payment of a prescribed fee.

7.30 Award of Degree

Subject to the Provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the Bachelor's Degree, on the satisfaction of the following conditions: -

- 7.30.1 has pursued a full time Programme in the concerned discipline;
- 7.30.2 has qualified in all the theory, practical and tutorial courses, wherever applicable; The candidate shall be declared to secure the CGPA/ Letter

Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these Statutes /Regulations.

7.30.3 Provided that the candidate secures not less than qualifying grade in each theory/practical/ tutorial/ attendance for the award of the degree.

7.31 Degree Certificate

A final Transcript, indicating the SGPs & the CGPA, & the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme.

CHAPTER 8

STATUTES AND REGULATIONS FOR ADMISSION, COURSE STRUCTURE AND EXAMINATION FOR THE REGULAR TWO YEAR BECHLOR OF EDUCATION (B.Ed) PROGRAMME

(As per NCTE/UGC guidelines)

8.1 Title and Commencement

These Statutes shall be called B.Ed. Semesterised Credit System statutes (BEdSCSS) of the University". These statutes shall apply to two year B. Ed Programme. These statutes shall come into force from the date of their notification by the University or from such other date which the University may by a notification specify and shall be applicable to such students as are admitted afresh to the 1st Semester of theB.EdProgramme.

8.2 DEFINITIONS

Apart of other general definitions used by the Act, Statutes and Regulations, following definitions are used:

- 8.2.1 ‘**Act**’ means the Jammu & Kashmir Cluster Universities Act, 2016;
- 8.2.2 ‘**Academic Year**’ means two consecutive (one odd + one even) semesters which constitute one academic year;
- 8.2.3 ‘**Course**’ refers to a ‘paper’ which is a component of a programme. All courses need not carry the same weightage. The courses define the learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory-work/field-work/outreach-activities/project work/ vocational training/map work/self-study/subject tours/industrial visits etc. or a combination of some of these. In the context of Under-Graduate programmes“**L**”: stands for Lecture sessions; “**T**”: stands for Tutorial sessions consisting of participatory discussion/ self-study/ desk work/ brief seminar presentation by students and such other novel methods; and “**P**”: stands for Practice sessions and it consists of hands-on experience/ school experiments, field studies/ case studies that equip the students to acquire the required skill component;
- 8.2.4 ‘**Credit**’(**C**) is the weightage given to each course of study. It is the numerical value assigned to a course and the contact hours required to teach the prescribed syllabi of the programme. One Credit means one hour (60

- minutes) of teaching/tutorial work or two hours (120 minutes) of practical work per week for a minimum of 16 weeks a semester. A theory Period of 40 Minutes a day for six days a week for a period of 16 weeks shall mean a 4 Credit Course;
- 8.2.5 ‘**Grade**’ is the letter symbol (O, A, B, C, etc.) which indicates the broad level of performance of a student in a course/semester/programme;
- 8.2.6 ‘**Grade point (G)**’ is an integer indicating the numerical equivalent of the Letter Grade;
- 8.2.7 ‘**Credit Point (P)**’ is the product of Grade Point (G) and number of credits for a course and are obtained by multiplying credits in a course with grade points i.e. Credit points $P = G \times C$;
- 8.2.8 ‘**Semester Grade Points Average (SGPA)**’ indicates the performance of a candidate in a given semester. It is the value obtained by dividing the sum of credit points secured by a student in various courses taken in a semester by the total number of credits taken during that semester. It is rounded off to two decimal places;
- 8.2.9 ‘**Cumulative Grade Point Average (CGPA)**’ is a measure of overall cumulative performance of a student in various courses in all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme by the total number of credits in all the semesters. It is rounded off to two decimal places. The final result is declared in the form of CGPA;
- 8.2.10 ‘**Transcript or Grade Card or Certificate**’ means a transcript or grade card or certificate, based on the grades earned, issued to the registered candidates after every semester. It shall display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 8.2.11 ‘**Examination**’ means evaluation of learning objectives through the modes of Assignments/Class Tests/ Presentations/ Seminars/ Viva-voce/Practical Tests and Semester/ Term end theory papers.
- 8.2.12 ‘**Examiner**’ may be External Examiner or Internal Examiner.
- 8.2.13 ‘**External Examiner**’ means a teacher of the course concerned who is approved to act as an external examiner under University rules, but excluding the member/s of the teaching staff of the college concerned.

- 8.2.14 ‘**Internal Examiner**’ means a teacher of the course concerned who is approved to act as an internal examiner under University rules and is a member of the teaching staff of the college concerned.
- 8.2.15 ‘**Semester**’ shall comprise 6 months including the process of admission, teaching learning process and the completion of the examination process with a minimum of 16 weeks of academic work. The Odd/Even semesters shall be scheduled as per the Academic Calendar reflected in Regulation.
- 8.2.16 ‘**Degree**’ means the Degree of BEd;
- 8.2.17 ‘**Regulation**’ means a regulation as defined under section 2(k) of the Act; Provided that the words not defined in definition clause shall have the meaning as assigned to them under the Jammu & Kashmir Cluster Universities Act 2016.
- 8.2.18 ‘**Internship**’ means a part of activity which include Micro Teaching, Demonstrations, Practice of Teaching and School based academic activities in institutions like DIET, SIE, Anganwadi Centres, Middle, High and Hr. Sec. Schools, Innovative Centres, Socially Useful Productive Works (SUPW), Citizenship Interactions, knowing the child and other curricular areas of engagement with the field.
- 8.2.19 ‘**Reflective Journal**’ is a compendium of all evidences of the activities performed by the trainee during the BEd course completion;
- 8.2.20 ‘**Experimental School**’ means a school attached to the College to act as a experimental school of the teacher trainees;
- 8.2.21 ‘**Practicing Schools**’ are the schools identified by the respective College to act as institutions for purpose of practicing by the teacher trainees.

8.3 Eligibility

- 8.3.1 Subject to the policy of the University as laid down from time to time, the admission to the first semester of B.Ed. Programme shall be open to a candidate who has passed/obtained Bachelor’s degree in any discipline from the University or any other recognized University as holds equivalent thereto by the University and fulfils the conditions of eligibility as laid down for the Programme.
- 8.3.2 Candidates with BCA/BBA degree & BSc Agricultural, BTech/BE or any other degree equivalent thereto are also eligible for admission to B.Ed.

Degree Programme.

- 8.3.2 Provided the candidate(s) has/have secured at least 50% marks at graduation level in respect of general category and 45% marks in respect of reserved categories, except Government deputees;

8.4 Mode of Admission

- 8.4.1 The selection of candidates for admission shall be based either on the merit obtained in the bachelors level examination or the written test conducted by the University/BOPEE, with such intake as may be fixed and with a provision for selection of candidates from reserved categories as per the reservation policy of the University/Govt. to be decided from time to time.
- 8.4.2 Proviso-Provided that where no eligible candidate applies under particular reserved category/categories for any Programme, the seat/s shall be filled up from the open merit category in order of merit.
- 8.4.3 Subject to eligibility conditions, admission to the courses in Constituent Colleges of University shall be open to the State subjects of J&K. However, the non-local candidates, whose parents are serving in the Central or State Services/Public Undertakings/Corporations and posted within jurisdiction of Jammu & Kashmir state, shall also be entitled to seek admission in these colleges.
- 8.4.4 Proviso-Provided that the Constituent Colleges can admit (over and above) up to 5 % of intake capacity in a programme, Non-State Subjects, not covered under the sub-clause given above, including the Foreign Nationals.

8.5 Intake Capacity, Nature, and Duration of the Programme

- 8.5.1 The intake capacity shall be determined and notified by the University on the basis of standard inspection conducted by the University keeping in view the NCTE/UGC guidelines, infrastructure and other resources available.
- 8.5.2 The duration of the programme shall be of two academic years, i.e., four semesters
- 8.5.3 The programme is designed to include theory lectures, methodology lessons, practice of teaching, school internship and Reflection Journal (RJ).

8.6 Medium of Instruction and Examination

English shall be the medium of instruction and examination in all papers/ courses except in languages and subjects where the medium for instruction

is other than English.

8.7 Fee Structure

As may be prescribed by the University/College concerned for any segment of the programme, from time to time.

8.8 Course Structure

The curriculum and syllabi of the B.Ed Course shall be as recommended by the Boards of Studies and notified by the University from time to time. The programme shall consist of 96 credits spread over to four semesters. The B.Ed curriculum shall be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skill, ICT, gender and inclusive education.

- A) Perspective in Education/Core Courses;
- B) Optionals/Electives;
- C) Pedagogic Studies and Enhancing Professional Capacities;
- D) School Internship/Practicum/Engagement with field/Project Work.

8.9 Nomenclature of Course Codes

A unique course code shall be used for each paper/course of an academic programme. Each course code shall consist of 11 characters like **UGBED17101**, where;

- x. “UG” stands for Undergraduate
- xi. “BED” stands for Bachelor of Education,
- xii. “17” the year, from which the syllabus is effective,
- xiii. “1” stands for Semester,
- xiv. “01” stands for course number.

8.10 Eligibility for Appearing in Examination

A Semester End Examination for the programme shall be open to the students who fulfill the following conditions:-

- 8.10.1 Has been on the rolls of college for one academic semester preceding the examination;
- 8.10.2 Provided that a candidate having remained on the rolls of a college for less than one academic semester but having attended the corresponding programme in any other recognized University/ Institution for the period

falling short of the prescribed attendance, before his/her admission to the college may be admitted to the examination as a special case;

8.10.3 No candidate shall be deemed to have completed the prescribed course unless he/she has:-

- 8.10.3.1 Attended seventy five percent (75%) or more of the lectures delivered as well as practicum/tutorial classes, training/field work prescribed in the syllabi for the particular course and has passed the practical/ tutorial/ internal assessment.
- 8.10.3.2 Provided that the number of Lectures in Theory and Tutorials/Practicum shall be counted up to the date the class is dispersed for preparatory holidays, preceding the examination.
- 8.10.3.3 Any candidate, who falls short of attendance in a course in a semester, shall not be eligible to appear in that particular course(s) in which he/she is falling short of attendance.
- 8.10.3.4 The Principal shall be competent to cancel admission of a student enrolled for the programme of study in the college if he/she remains absent continuously for a period of 20 or more days without permission of the Principal concerned. However, the Principal, if satisfied, that the absence of the student was beyond the control of the student can re-admit such a student to the programme only once, on payment of a re-admission fee equal to 50% of the normal admission fee and an undertaking from the candidate and his/her parent/guardian to the effect that such practice shall not be repeated.
- 8.10.3.5 No candidate shall be eligible to appear in an examination of the course in the distance mode.
- 8.10.3.6 The Candidate has paid the prescribed examination fee. However, the candidates under the Orphan /‘Physically Disabled Categories with a certificate from the competent authority, verified by the Principal and forwarded to the University, shall be exempted from payment of the Examination Fee.

- 8.10.3.7 Provided that the student shall be entitled to appear in the course(s) in a subsequent session after attending the deficit number of classes in the next session.
- 8.10.4 Ex-students, i.e., students who after having undergone a regular programme of study and having completed all conditions of eligibility for appearing in a particular Semester End Examination in the Course/s will be eligible to appear as Late College student in the examination within a period of three years by submitting application in the prescribed form along with prescribed fee within the dates fixed for this purpose.

8.11 Condonation

- 8.11.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him / her in writing in this behalf by the:-
- 8.11.1.1 Principal up to a maximum of 5 lectures in theory and 3 in Internship/Internship and Practice of teaching in each course for a semester end examination;
- 8.11.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 in Internship/Internship in each course for a semester end examination, beyond the competence of the Principal;
- 8.11.2 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the college.
- 8.11.3 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
- 8.11.3.1 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall

however, be applicable only in respect of such of the candidates who have attended, at-least, 50% classes in the said course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.

- 8.11.3.2 Proviso-Provided a student who has not completed the required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.
- 8.11.3.3. Proviso- Provided that the Principal Concerned, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

8.12 Concessions

A candidate who participates in any of the following extra-curricular activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/ her absence on such account subject to a maximum of twenty days in an academic semester:-

8.12.1 Co- / Extra-Curricular Activities:

- 8.12.1.1 Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals and Cultural Programmes etc.;
- 8.12.1.2 Sports Tournaments organized by the J&K Sports Council;
- 8.12.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University / Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;

- 8.12.3 N. S. S. programmes;
- 8.12.4 Mountaineering / Hiking / Trekking / Skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
- 8.12.5 The students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 12 days plus the period involved in travelling for purposes of condoning deficiency in attendance;
- 8.12.6 That a candidate who fails to attain the prescribed attendance and has participated in more than one activities as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 20 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.
- 8.12.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.
- 8.12.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International level.
- 8.12.9 The candidate/s participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given.
- 8.12.10 The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date(s) on which the activities were conducted within a month's period from the end of the event.

Note: For outstanding cases (requiring attendance waiver due to duty beyond 20 days in a semester), special permission may be sought from the Vice Chancellor/Competent authority on recommendation of the Principal/Director concerned.

8.13 Pattern of Examinations

The Examination is a continuous process and formative and summative techniques would be used to complete the process of examinations. The semester end or the term end examination would be held in the following components:-

- 8.13.1 **Continuous Assessment for theory Papers :**It shall carry 20% of the total marks of a paper and shall comprise of two components: Internal Assessment Test carrying 10% and Home Assignment and attendance 5% marks each. The concerned teacher shall conduct the Internal/Continuous Assessment of the candidate.
- 8.13.2 **Theory:** A candidate shall have to appear for a written examination at the end of the semester which shall carry 80% of the total marks in each paper. The question paper shall comprise of the descriptive and problem/application based questions.
- 8.13.2 **Internship:** During the visit to institutions, the students shall record their activities in Reflective Journal (RJ).All the activities performed need to be authenticated by the principal and the teacher in-charge. The Internship shall be of 100 marks having 60 marks for external evaluation and 40 marks for internal evaluation.
- 8.13.3 **Microteaching:** The student shall be given 4 teaching skill activities each having 20 marks and two integrated skill based lessons each having 10 marks. The breakup of marks shall be equally distributed into lesson planning's and for presentation and demonstration.Fiftypercent shall be evaluated by an external examiner and 50% by an internal examiner.
- 8.13.4 **School Internship and Practice of Teaching (T):**
 - 8.13.4.1 School Internship includes the school/field based activities which a regular teacher does in routine in a school and is fully recorded in the Reflective Journal. The course shall carry 50 marks, out of which 30 shall be evaluated by the external examiner and 20 by the internal examiner.
 - 8.13.4.2 Use of cost effective /waste material products used as teaching aids/ homemade aids. Micro Teaching, Demonstrations, Practice of Teaching and School based academic activities in institutions like DIET, SIE,

Anganwadi Centres, Middle, High and Hr. Sec. Schools, Innovative Centres, Socially Productive Useful Works, Citizenship Interactions, knowing the child and other curricular areas of engagement with the field will form the part of internship.

- 8.13.4.3 Teaching practice (a component of School Internship) of not less than 60 lessons (20 in first and 20 in the second subject and 10 lessons (6 on spot lesson + 4 observations lesson and 1 criticism lesson on each of the chosen subject) has to be taken up for the pedagogical mastery on the content basis in the recognized elementary/secondary/ higher secondary schools in each 3rd & 4th Semester of the curriculum.
- 8.13.4.4 On spot lessons are the delivery of lessons which are not to be pre planned by the student teachers but are to be delivered as and when asked to be delivered by the concerned teacher incharge of the Internship. It is to be planned on spot at a short notice. The On spot Lessons are to be delivered by the trainees after having sufficient hands on experience of teaching in the real classroom situations. The Teacher incharge is to be reasonably satisfied of the performance of the trainee before inducting the trainee for on spot lesson delivery.
- 8.13.4.5 The teacher In charge shall document the change reflected in the trainee on the attainment of the pedagogical skill from the time of the initiation into the classroom to on spot delivery of the lesson.
- 8.13.4.6 The Teacher In charge is /are to ensure the veracity of the content to be delivered as well as the optimal performance of the trainee.
- 8.13.4.7 The Teacher incharge would profusely document in the RJ the evidence and the quantity of change in the teaching style and the methods used, as witnessed in every trainee under his / her mentorship since the last two sessions (since 3rd semester to 4th semester).

18.13.5 Project Work

The Project work to be undertaken by each trainee under the direction of teacher educator and the student teacher are to complete the following components:

S. No.	T Activity	Completion period	Internal marks	External marks	Total marks
1	Activity – I	1 st Semester	10	15	25
2	e Activity – II	2 nd Semester	10	15	25
3	Activity – III	3 rd Semester	10	15	25
4	Psychological Testing	4 th semester	10	15	25
		Total	40	60	100

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Students shall undertake any three activities in his/her Project Work in each semester from 1st to 3rd semester in each semester on the following themes:

- 8.13.5.1 Critical appraisal of any three text books.
- 8.13.5.2 Review of two books written on any theme in Education other than texts.
- 8.13.5.3 Review of 10 articles written in Education & Published in any State/National newspaper.
- 8.13.5.4 Preparation of Instructional material for any subject at any school level.
- 8.13.5.5 Preparation of Cumulative Record for any 10 school students
- 8.13.5.6 Identifying learning difficulties & Suggesting remedial themes.
- 8.13.5.7 Administration of any one standardized test of Intelligence, Aptitude, Creativity, Adjustment, Personality, Values, Attitude, Scholastic achievement & interpret data.
- 8.13.5.8 Construction & Standardization of an Achievement test in any school subject.
- 8.13.5.9 Surveying a nearby Community and assessing their Educational & Social needs.
- 8.13.5.10 Conducting awareness Programmes in the Community like Environment Conservation, tree plantation, Watershed management, Health programmes (Immunization).

- 8.13.5.11 Conducting literacy programmes in the community.
- 8.13.5.12 Remedial teaching for poor & needy students.
- 8.13.5.13 Identifying & helping the children with special needs.
- 8.13.5.14 Making an organizational plan for proper management of infrastructural resources in a school building.
- 8.13.5.15 Conducting medical examination including vision test, with the help of a doctor recording of height, weight, chest, physical defects of any.
- 8.13.5.16 Critical review of at least 3 TV/Radio programmes highlighting their Educational significance.
- 8.13.5.17 Case studies of 5 children with special needs in a school situation.
- 8.13.5.18 Preparing a small dictionary of the difficult words used in Upper primary & Secondary language text books.
- 8.13.5.19 Study of human rights violation based on newspaper reports/news magazines.
- 8.13.5.20 A case study of two local industries, their raw materials, products & pollutants.
- 8.13.5.21 Population studies of plant & animal species in different ecosystems like ponds, grass land, forests, & gardens.
- 8.13.5.22 Case study of their exceptional children, suggesting measures to arrange for their specific Educational needs.
- 8.13.5.23 Recording interviews of six adolescent boys & girls (3each) with special emphasis on their problems, they are facing at home, in health, social, emotional & educational areas.
- 8.13.5.24 Implementation of Operation Blackboard scheme in a particular locality/education zone.
- 8.13.5.25 Implementation of Nutrition Programmes for Pre-scholars in a particular locality/education zone.
- 8.13.5.26 Role of the Pollution Control Boards.
- 8.13.5.27 Role of Voluntary organizations in controlling pollution.
- 8.13.5.28 Surveying the non-formal/adult education centres in locality/education zone.

In addition to the above themes, Project work can be carried out as a

theoretical critical study or an empirical study on any theme covered in any of the theory papers.

- 8.13.6 The Psychological Testing in 4th semester is compulsory for each student. Each activity for the project work and psychological testing shall carry 25 marks each having 10 marks for internal and 15 marks for external examiner. The Project Work of all the activities shall be compiled and submitted in the 4th semester.

Note : The project shall be undertaken on individual basis. The candidates shall be required to submit one copy to the head of the Institution within two weeks time after the completion of theory examination. The evaluation of the project shall be done jointly by the external & internal examiners.

8.14 Classification of Grades and Grading Pattern

Award of Grades and Grade points shall be determined on the percentage of marks obtained by the candidate as per the following break-up:-

Grades and Grade Points:

Letter grade	Grade Point	% of marks
O (Outstanding)	10	95 to 100
A+ (Excellent)	9	85 to < 95
A (Distinction)	8	75 to < 85
B+ (Very Good)	7	65 to < 75
B (Good)	6	55 to < 65
C (Average)	5	50 to < 55
P (Pass)	4	40 to < 50
F (Fail)	0	< 40
Ab (Absent)	0	

A student obtaining **Grade "F"** shall be considered failed and shall be required to appear a fresh as "**Re-appear**".

8.14.1 Grading Pattern

8.14.1.1 **Credit points:** Grade points are obtained by multiplying credit in a course with grade points i.e. **Credit points = Credits x Grade Points**

8.14.1.2 **Semester Grade points Average (SGPA):** SGPA is that ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by student i.e. **SGPA (Si) = $\sum (CixGi)/\sum Ci$** Where Ci is the number of credits of the i -th

course and G_i is the grade point scored by the student in the i -th course

- 8.14.1.3 **Cumulative Grade Point Average (CGPA):** It is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester. The final result is declared in the form of CGPA, separately for Theory papers and Internship, microteaching & Practice of teaching.

8.15 Evaluation

“Controller of Examination” shall be incharge of the conduct and evaluation aspects of all the examinations of the University Schools and Constituent colleges. Evaluation shall be remunerative; however, all the eligible teachers of University Schools shall have to take the assignment as a matter of duty.

8.16 Promotion

- 8.16.1 Before the final compilation and declaration of the results, the individual result of the students shall be made available to the students for any inputs and objections to be submitted within a period of one week.
- 8.16.2 Results shall be declared immediately thereafter (i.e., last date of filing objection/inputs) save for the result of those candidate whose objections merit serious examination.
- 8.16.3 The result of eligible candidates qualifying in all the components of a Course shall be declared as successful in the Course, as per the Grades / Grade points, SGPA etc. secured by the candidates.
- 8.16.4 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester in programme shall be open to:-
 - 8.16.4.1 A candidate from 1st semester to 2nd semester, 2nd semester to 3rd semester, 3rd semester to 4th semester, as the case may be, under rules.
 - 8.16.4.2 A candidate who has the fulfillment of the statutory requirements of attendance in all courses of study including Internships/Teaching Practices etc. and has also passed in such courses.
 - 8.16.4.3 A candidate who has not completed the requirement of

Attendance etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he/she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

8.17 Exemption to Re-Appear in Practical Examination Once Qualified

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear only in the theory part of that course at the subsequent examination.

8.18 Issuance of Photostat Copies / Re-Evaluation of Answer Scripts

- 8.18.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible after Semester-end examination as per the University regulations, for which a candidate shall have to apply on/off-line along with the prescribed fee.
- 8.18.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 15 days after declaration of the result and the University shall provide copies within 10 days after the last date for submission of applications is over.
- 8.18.3 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.
- 8.18.4 If the deviation from the first and second evaluator is less than or equal to 10%, the result after re-evaluation will be based on average marks of 1st & 2nd Evaluators. As such, the marks may increase or decrease after the re-evaluation result is declared. In case the deviation is more than 10%, the answer script shall be referred to the third evaluator, whose evaluation shall be final.
- 8.18.5 The University shall evolve a mechanism for Digitization of the Answer Scripts so that the students can access their answer scripts any time.
- 8.18.6 Other Issues: All other issues viz qualification of faculty (Assistant Professors, Associate Professors, Professors, Principal), infrastructure etc.,

shall be as per the NCTE/UGC guidelines.

Note: Special regulations with respect to the course/paper details, evaluation pattern shall be subject to change and shall be notified from time to time.

CLUSTER UNIVERSITY OF SRINAGAR

CHAPTER 9

STATUTES AND REGULATIONS FOR ADMISSION, COURSE STRUCTURE AND EXAMINATION FOR THE REGULAR TWO YEAR MASTER OF EDUCATION (MEd) PROGRAMME (As per NCTE/UGC Guidelines)

9.1 Title and Commencement

These Statutes shall be called MEd Semesterised Choice Based Credit System Statues (MEdSCBCS) of University". These statutes shall apply to two year M.Ed. Program. These statutes shall come into force from the date of their notification by the University or from such other date which the University may, by a notification, specify and shall be applicable to such students as are admitted afresh to the 1st Semester of MEd Programme.

9.2 Definitions

Apart of other general definitions used by the Act, Statutes and Regulations, following definitions are used:

- 9.2.1 ‘**Act**’ means the Jammu & Kashmir Cluster Universities Act, 2016;
- 9.2.2 ‘**Academic Year**’ means two consecutive (one odd + one even) semesters which constitute one academic year;
- 9.2.3 ‘**Course**’ refers to a ‘paper’ which is a component of a programme. All courses need not carry the same weightage. The courses define the learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/ /field work/outreach activities/project work/ Institution Visits etc. or a combination of some of these. In the context of Post-Graduate programmes “**L**”: stands for Lecture sessions; “**T**”: stands for Tutorial sessions consisting of participatory discussion/ self-study/ desk work/ brief seminar presentation by students and such other novel methods, field studies/ case studies;
- 9.2.4 ‘**Credit**’(**C**) is the weightage given to each course of study. It is the numerical value assigned to a course and the contact hours required to teach the prescribed syllabi of the programme. One Credit means one hour (60 minutes) of teaching/tutorial work or two hours (120 minutes) of practical work per week for a minimum of 16 weeks a semester. A theory Period of 40 Minutes a day for six days a week for a period of 16 weeks shall mean a 4 Credit Course;

- 9.2.5 ‘**Grade**’ is the letter symbol (O, A, B, C, etc.) which indicates the broad level of performance of a student in a course/semester/programme;
- 9.2.6 ‘**Grade point (G)**’ is an integer indicating the numerical equivalent of the Letter Grade;
- 9.2.7 ‘**Credit Point (P)**’ is the product of Grade Point (G) and number of credits for a course and are obtained by multiplying credits in a course with grade points i.e. Credit points $P = G \times C$;
- 9.2.8 ‘**Semester Grade Points Average (SGPA)**’ indicates the performance of a candidate in a given semester. It is the value obtained by dividing the sum of credit points secured by a student in various courses taken in a semester by the total number of credits taken during that semester. It is rounded off to two decimal places;
- 9.2.9 ‘**Cumulative Grade Point Average (CGPA)**’ is a measure of overall cumulative performance of a student in various courses in all semesters. It is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme by the total number of credits in all the semesters. It is rounded off to two decimal places. The final result is declared in the form of CGPA;
- 9.2.10 ‘**Transcript or Grade Card or Certificate**’ means a transcript or grade card or certificate, based on the grades earned, issued to the registered candidates after every semester. It shall display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 9.2.11 ‘**Examination**’ means evaluation of learning objectives through the modes of Assignments/Class Tests/ Presentations/ Seminars/ Viva-voce/Practical Tests and Semester/ Term end theory papers.
- 9.2.12 ‘**Examiner**’ may be External Examiner or Internal Examiner.
- 9.2.13 ‘**External Examiner**’ means a teacher of the course concerned who is approved to act as an external examiner under University rules, but excluding the member/s of the teaching staff of the college concerned.
- 9.2.14 ‘**Internal Examiner**’ means a teacher of the course concerned who is approved to act as an internal examiner under University rules and is a member of the teaching staff of the college concerned.
- 9.2.15 ‘**Semester**’ shall comprise 6 months including the process of admission,

teaching learning process and the completion of the examination process with a minimum of 16 weeks of academic work. The Odd/Even semesters shall be scheduled as per the Academic Calendar reflected in Regulation.

- 9.2.16 ‘**Degree**’ means the Degree of M. Ed;
- 9.2.17 ‘**Regulation**’ means a regulation as defined under section 2(k) of the Act; Provided that the words not defined in definition clause shall have the meaning as assigned to them under the Jammu & Kashmir Cluster Universities Act 2016.
- 9.2.18 ‘**Reflective Journal**’ is a compendium of all evidences of the activities (Seminars, Workshops, Discussion, Projects, Presentations, Field Visits etc.) performed by the trainee during the MEd course completion.

9.3 Eligibility

- 9.3.1 Subject to the policy of the University as laid down from time to time, the admission to the first semester of MEd Programme shall be open to a candidate who has passed/obtained BEd/BA BEd/ BSc BEd from the University or any other recognized University as holds equivalent thereto by the University and fulfils the conditions of eligibility as laid down for the Programme.
- 9.3.2 Provided the candidate(s) has/have secured at least 50% marks at graduation level in respect of general category and 45% marks in respect of reserved categories, except Government deputees;

9.4 Mode of Admission

- 9.4.1 The selection of candidates for admission shall be based either on the merit obtained in the BEd level examination or the written test conducted by the University, with such intake as may be fixed and with a provision for selection of candidates from reserved categories as per the reservation policy of the University/Govt. to be decided from time to time.
- 9.4.2 Proviso-Provided that where no eligible candidate applies under particular reserved category/categories for any Programme, the seat/s shall be filled up from the open merit category in order of merit.
- 9.4.3 Subject to eligibility conditions, admission to the courses in Constituent Colleges of University shall be open to the State subjects of J&K. However, the non-local candidates, whose parents are serving in the Central or State

Services/Public Undertakings/Corporations and posted within jurisdiction of Jammu & Kashmir state, shall also be entitled to seek admission in these colleges.

- 9.4.4 Proviso-Provided that the Constituent Colleges can admit (over and above) up to 5 % of intake capacity in a programme, Non-State Subjects, not covered under the sub-clause given above, including the Foreign Nationals.

9.5 Intake Capacity, Nature, and Duration of the Programme

- 9.5.1 The intake capacity shall be determined and notified by the University on the basis of standard inspection conducted by the University keeping in view the NCTE/UGC guidelines, infrastructure and other resources available.
- 9.5.2 Subject to the maximum of two Sections with an intake capacity of 50 students in each section.
- 9.5.3 the duration of the programme shall be of two academic years, i.e., four semesters comprising minimum of 96 credits
- 9.5.4 The programme is designed to include theory lectures, projects, research dissertation, extension services, school trips, presentations etc.

9.6 Medium of Instruction and Examination

English shall be the medium of instruction and examination in all papers/ courses except in languages and subjects where the medium for instruction is other than English.

9.7 Fee Structure

As may be prescribed by the University/College concerned for any segment of the programme, from time to time.

9.8 Course Structure

The curriculum and syllabi of the course shall be recommended by the Board of Post Graduate Studies (BOPGS) and notified by the University from time to time. There should be minimum 6 members in the BOPGS and shall comprise of the following members:

- vi. Chairman: HOD of the PG Department;
- vii. All teaching faculty members of the School/P. G. Department;
- viii. One faculty member each from Constituent College Department;
- ix. Two subject experts from other Universities;

x. One Research Scholar and One PG Student.

For recommendation of the course, at-least, 50% of the members shall be present in the meeting.

The course structure of 2 year M.Ed. programme is as under.

- 9.8.1 Core Course: There shall be 12 core courses in each semester. The student has to complete 48 credits in two academic years.
- 9.8.2 Discipline Specific Elective Courses (DSEC): The student shall choose a minimum of thirty two credits in 2 years, i.e., eight credits in each semester.
- 9.8.3 Generic Elective: A minimum of eight credits two in each semester shall be taught in the 4 semesters of 2 year programm.
- 9.8.4 Open Elective (OE): to seek knowledge of unrelated subjects, a student can choose a maximum of two credits in I-IV semester of the 2 years programme.

A course may be designed to comprise lectures/tutorials/field-work/outreach activities/ ecological tour/ Internship/Research Desertation/project work/ vocational training/viva-voce/ seminars term papers/presentations/ self-study etc. or a combination of these.

Semester Wise Model Scheme for CBCS M.Ed. Programme

Semester	Core (Credits)	DCE (Credits)	GE(Cred its)	OE (Credits)	Total Credits
I st	12	8	2 or 4	2 or 0	24
II nd	12	8	2 or 4	2 or 0	24
III rd	12	8	2 or 4	2 or 0	24
IV th	12	8	2 or 4	2 or 0	24
Grand Total					96

Course Structure for PG Programmes

S. No	Course	No. of course per semester with credit value	Total courses for 2 years Programme with Credits	Total courses for 3 years Programme with Credits
1	Core Courses	Minimum 03 Courses. The sum of credits should not be less than 12	Minimum 12 Courses or 48 credits	Minimum 18 Courses or 72 credits
2	Elective (DCE) Subject Oriented	Minimum 2 Course. The Sum of credits should not be less than 8	Minimum 08 Courses or 32 Credits	Minimum 12 Courses or 48 Credits
	Elective (GE) Sister/Allied	Minimum 1 course. The sum of credits should not be less than 2	Minimum 04 Courses or 8 Credits	Minimum 06 Courses or 12 Credits
3	Elective (OE)	Maximum 1 Course. The sum of credits should not be more than 2	Maximum 4 courses or 8 credits	Maximum 6 courses or 12 credits

9.8.5 Project work (P): The Project Work shall be undertaken by each trainee under the directions of teacher educator and shall be of 4 credits. The Project Work shall be to prepare the Reflective Journal (RJ) of all the Internship activities of 1st to 3rd semesters and all other activities performed by him/her in the entire M.Ed. Programme. The candidates shall be required to submit one copy of the Project Work to the Head of the Institution. The students shall be evaluated by internal and external examiners.

9.8.6 Dissertation (D): The student shall be required to submit Synopsis of Dissertation in 3rd semester under the supervision of a Supervisor and then make a presentation of his synopsis before the internal experts. It shall have 2 credits. The Dissertation shall be submitted by the student in 4th semester within 15 days from the last paper of M.Ed. course. It shall have 6 credits.

9.8.7 Provided that the credits prescribed are the minimum requirement for the award of the degree and any student of any discipline can acquire additional credits, wherever possible.

9.9 Course Registration by Students

- 9.9.1 Registration process for 1st Semester shall automatically start with the submission of Admission Form, deposition of Annual Fee and selection of Courses (C, E, O, D);
- 9.9.2 Registration for subsequent semesters will start 15 days prior to the commencement of the next semester at Departmental level;
- 9.9.3 Provisional list of students registered for Electives shall be issued by the college/Department, within five days after closure of Registration process on Departmental Notice Boards and Departmental Websites. This should be automatically taken care of by the Departments/Centers/ Institutes.
- 9.9.4 In case the number of students registered for a particular Generic/Open Course is less than 10% of the intake, the Department can defer the teaching of the said course for that particular semester which is to be notified within two days from start of semester and the course be blocked.
- 9.9.5 Students will have the option to change the Open Course within 7 days from the date of first registration.
- 9.9.6 The process of course registration or course re-registration shall be made at the Departmental level and the data forwarded to Registration/Examination Wing within one month.
- 9.9.7 Class work for all Courses in all the Schools/Departments shall commence as per the notification issued by Dean Faculty/Dean Academic Affairs uniformly. While notifying the pool of the courses to be offered, intake capacity in each course must be clearly specified and a tentative Time Table for all the courses must also be notified/ issued by the Head/Dean of the Faculty/Dean Academic Affairs at the University Website.
- 9.9.8 Dean Academic Affairs will also ensure uniformity across all courses in all the departments/campuses/colleges in terms of start of class work, conclusion of class work and simultaneously the conduct of all semester examinations during a particular session. This however may not to be applicable to those courses where the admission falls outside the jurisdiction of Dean Academic Affairs.

9.10 Nomenclature of Course Codes

A unique course code shall be used for each paper/course of an academic programme.

Each course code shall consist of eleven characters like **PGMED17C101**, **PGMED 17E101**, **PGMED17O101**, where;

- xi. “**PG**” stands for Post-Graduate
- xii. “**MED**” stands for M. Ed,
- xiii. “**17**” stands for year of admission,
- xiv. “**C**” stands for Compulsory Course,
- xv. “**E**” stands for Elective course,
- xvi. “**G/O**” stand for Generic/Open course,
- xvii. “**D**” stands for Dissertation,
- xviii. “**1**” stands for 1st Semester,

9.11 Eligibility for Appearing in Examination

A Semester End Examination for the programme shall be open to the students who fulfill the following conditions:-

- 9.11.1 Has been on the rolls of college for one academic semester preceding the examination;
- 9.11.2 Provided that a candidate having remained on the rolls of a college for less than one academic semester but having attended the corresponding programme in any other recognized University/ Institution for the period falling short of the prescribed attendance, before his/her admission to the college may be admitted to the examination as a special case;
- 9.11.3 No candidate shall be deemed to have completed the prescribed course unless he/she has:-
 - 9.11.3.1 Attended seventy five percent (75%) or more of the lectures delivered as well as practicals/tutorial classes, training/field work prescribed in the syllabi for the particular course and has passed the practical/ tutorial/ internal assessment.
 - 9.11.3.2 Provided that the number of Lectures in Theory and Tutorials/Practicals shall be counted up to the date the class is dispersed for preparatory holidays, preceding the

examination.

- 9.11.3.4 Any candidate, who falls short of attendance in a course in a semester, shall not be eligible to appear in that particular course(s) in which he/she is falling short of attendance.
- 9.11.3.5 The Principal shall be competent to cancel admission of a student enrolled for the programme of study in the college if he/she remains absent continuously for a period of 20 or more days without permission of the Principal concerned. However, the Principal, if satisfied, that the absence of the student was beyond the control of the student can re-admit such a student to the programme only once, on payment of a re-admission fee equal to 50% of the normal admission fee and an undertaking from the candidate and his/her parent/guardian to the effect that such practice shall not be repeated.
- 9.11.3.6 No candidate shall be eligible to appear in an examination of the course in the distance mode.
- 9.11.3.7 The Candidate has paid the prescribed examination fee. However, the candidates under the Orphan /‘Physically Disabled Categories with a certificate from the competent authority, verified by Principal and forwarded to the university, shall be exempted from payment of Examination Fee.
- 9.11.3.8 Provided that student shall be entitled to appear in the course(s) in a subsequent session after attending the deficit number of classes in the next session.
- 9.11.4 Ex-students, i.e., students who after having undergone a regular programme of study and having completed all conditions of eligibility for appearing in a particular Semester End Examination in the Course/s will be eligible to appear as Late College student in the examination within a period of three years by submitting application in the prescribed form along with prescribed fees within the dates fixed for this purpose.

9.12 Condonation

- 9.11.1 In particular & without prejudice to the generality of Statutes or any clause of these Statutes where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him / her in writing in this behalf by the:-
- 9.12.1.1 Principal up to a maximum of 5 lectures in theory and 3 in practicals of teaching in each course for a semester end examination;
 - 9.12.1.2 Vice-Chancellor up to a Maximum of 5 lectures in theory and 3 Practicals in each course for a semester end examination, beyond the competence of the Principal;
 - 9.12.2 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the college.
 - 9.12.3 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
 - 9.12.3.1 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. Candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.
 - 9.12.3.2 Proviso-Provided a student who has not completed the

required attendance in a course/s or paper/s of a particular semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.

- 9.12.3.3. Proviso- Provided that the Principal Concerned, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

9.13 Concessions

A candidate who participates in any of the following extra-curricular activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/ her absence on such account subject to a maximum of twenty days in an academic semester:-

9.13.1 Co- / Extra-Curricular Activities:

- 9.13.1.1 Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals and Cultural Programmes etc.;
- 9.13.1.2 Sports Tournaments organized by the J&K Sports Council;
- 9.13.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University/ Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;
- 9.13.3 N. S. S. programmes;
- 9.13.4 Mountaineering / Hiking / Trekking / skiing / Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University;
- 9.13.5 The students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 12 days plus the period involved in travelling for purposes of condoning deficiency in attendance;
- 9.13.6 That a candidate who fails to attain the prescribed attendance and has participated in more than one activities as prescribed above may for the

- purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 20 days in a semester, during the period of his/her absence on such account. Provided further that if one of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.
- 9.13.7 That the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.
- 9.13.8 Provided further that Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International level.
- 9.13.9 The candidate/s participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given.
- 9.13.10 The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the Name, Roll No of the candidate and the Date (s) on which the activities were conducted within a month's period from the end of the event.

Note: For outstanding cases (requiring attendance waiver due to duty beyond 20 days in a semester), special permission may be sought from the Vice Chancellor/Competent authority on recommendation of the Principal/Director concerned.

9.14 Examination Pattern and Structure

9.14.1 Continuous Assessment:

- iv. **Continuous assessment of courses without tutorials as a component:** It shall carry 20% of the total marks of a paper and shall comprise of two components: Internal Assessment Test carrying 10% and Home Assignment and attendance 5% marks each. The concerned teacher shall conduct the Internal/continuous Assessment of the candidate.
- v. **Continuous Assessment of courses with tutorials as a component:** 33% of the total marks of the course shall be

allotted to internal assessment. The internal examination/assessment shall be as discussed as above.

9.14.2 Term End Examination:

- vi. **Theory:** A candidate shall have to appear for a written examination at the end of the semester which shall carry 80% of the total marks in each paper. The question paper shall comprise of the descriptive and problem/application based questions.
- vii. **Courses with tutorials:** The end term exam shall carry 67% of the total marks. The questions shall be framed from the curriculum designed for both theory and tutorial. The question paper shall have the composition as outlined above.
- viii. **Seminar:** A candidate shall have to deliver one seminar lecture in the core subject in the last semester of the Integrated/PG Course, which shall be reflected in the curriculum. The topic of the seminar lecture shall be allotted by the concerned teachers/Department to the candidate, well in advance. The student should submit a ‘literature review’ of the given topic and present the same in a viva-voce open to all departments/students. The HOD shall circulate the notice about the date and time of the presentation. The weightage of marks should be 50% to seminar report submitted by the student and 50% for presentation and viva voce.
- ix. **Project Work:** Wherever prescribed by the BOPGS and reflected in the course curriculum, a candidate shall have to submit a dissertation and present/defend the project work in a viva-voce examination open to all departments/students. There shall be at least one external and one internal examiner to evaluate the dissertation work. The weightage of marks shall be 50% to dissertation and 50% for presentation and viva voce examination.

9.15 Classification of Grades and Grading Pattern

Award of Grades and Grade points shall be determined on the percentage of marks obtained by the candidate as per the following break-up:-

Grades and Grade Points:

Letter grade	Grade Point	% of marks
O (Outstanding)	10	95 to 100
A+ (Excellent)	9	85 to < 95
A (Distinction)	8	75 to < 85
B+ (Very Good)	7	65 to < 75
B (Good)	6	55 to < 65
C (Average)	5	50 to < 55
P (Pass)	4	40 to < 50
F (Fail)	0	< 40
Ab (Absent)	0	

A student obtaining **Grade “F”** shall be considered failed and shall be required to appear afresh as “Re-appear”.

9.15.1 Grading Pattern

9.15.1.1 Credit points: Grade points are obtained by multiplying credit in a course with grade points i.e. **Credit points = Credits x Grade Points**

19.15.1.2 Semester Grade points Average (SGPA): SGPA is that ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by student i.e. **SGPA (Si) = $\sum (Ci \times Gi) / \sum Ci$** Where **Ci** is the number of credits of the *i*th course and **Gi** is the grade point scored by the student in the *i*th course

19.15.1.3 Cumulative Grade Point Average (CGPA): It is obtained by dividing the total number of credit points earned in all the semester by the total number of credits in all the semester. The final result is declared in the form of CGPA, separately for Theory papers and Internship, microteaching & Practice of teaching.

9.16 Evaluation

Controller Examination shall be incharge of the conduct and evaluations aspects of all the examinations of the University Schools and Constituent colleges. Evaluation shall be remunerative; however, all the eligible teachers of University Schools shall have to take the assignment as a matter

of duty.

9.17 Promotion

- 9.17.1 Before the final compilation and declaration of the results, the individual result of the students shall be made available to the students for any inputs and objections to be submitted within a period of one week.
- 9.17.2 Results shall be declared immediately thereafter (i.e., last date of filing objection/inputs) save for the result of those candidate whose objections merit serious examination.
- 9.17.3 The result of eligible candidates qualifying in all the components of a Course shall be declared as successful in the Course, as per the Grades / Grade points, SGPA etc. secured by the candidates.
- 9.17.4 Subject to the provisions contained in the statutes and regulations promotion to the next higher semester in programme shall be open to:-
 - 9.17.4.1 A candidate from 1st semester to 2nd semester, 2nd semester to 3rd semester, 3rd semester to 4th semester, as the case may be, under rules.
 - 9.17.4.2 A candidate who has fulfillment of the statutory requirements of attendance in all courses of study and has also passed in such courses.
 - 9.17.4.3 A candidate who has not completed the requirement of Attendance etc. of a particular semester shall not be allowed to sit in the examination of that semester. However, he/she shall not be debarred from joining the next semester, if otherwise eligible under rules. Such a candidate can complete the missing semester/s in subsequent session/s, as and when possible.

9.18 Exemption to Re-Appear in Practical Examination Once Qualified

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the theory course shall be exempted from appearing in the practical examination of the course subsequently and the marks obtained by him/her in the practical examination shall be carried over. Consequently, he/she shall be required to appear only in the theory part of that course at the subsequent examination.

9.19 Issuance of Photostat Copies / Re-Evaluation of Answer Scripts

- 9.19.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible after Semester-end examination as per the University regulations, for which a candidate shall have to apply on/off-line along with the prescribed fee.
- 9.19.2 Time duration within which a candidate can apply for Photostat Copy of Answer Script/s with or without RTI shall be 15 days after declaration of the result and the University shall provide copies within 10 days after the last date for submission of applications is over.
- 9.19.3 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.
- 9.19.4 If the deviation from the first and second evaluator is less than or equal to 10%, the result after re-evaluation will be based on average marks of 1st & 2nd Evaluators. As such, the marks may increase or decrease after the re-evaluation result is declared. In case the deviation is more than 10%, the answer script shall be referred to the third evaluator, whose evaluation shall be final.
- 9.19.5 The University shall evolve a mechanism for Digitization of the Answer Scripts so that the students can access their answer scripts any time.

CHAPTER – 10

STATUTES GOVERNING THE CONDUCT OF EXAMINATION IN THE UNIVERSITY

10.1 Application for Admission to Examinations

- 10.1.1 A candidate eligible to appear in a University examination as per provisions of the Statutes shall, on or before the date prescribed for the purpose, by the Controller of Examinations, submit his/her application on the prescribed form along with fee, if payable, to the Controller of Examinations through the Principal/Head of the Department concerned with his/her certificate that the applicant has been on the rolls of the College/Department and completed all the eligibility conditions.
- 10.1.2 A candidate appearing in a paper(s) of a semester examination in which he/she is not a regular student shall either download a prescribed application form from the University website or obtain the same from the Controller of Examinations office on payment of prescribed fee. Complete application form duly attested by the concerned Principal/Dean of the faculty shall be submitted along with the prescribed fee to the Controller of Examinations not later than one month from the date of declaration of result.

10.2 Withdrawal of Application

Principal/Dean of the faculty who had attested the admission form of a candidate shall be competent to withdraw, before commencement of the examination, the admission form of a candidate forwarded by him/her for an examination, for good and sufficient reasons to be recorded in writing, after providing an opportunity to be heard to the candidate. In that case fee paid by the candidate shall be refunded.

10.3 Admission card

- 10.3.1 The Controller of Examination shall, after satisfying himself/herself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear in the examination.
- 10.3.2 The Controller of Examination may, if satisfied that the admission card furnished to a candidate has been lost or destroyed, grant, on payment of prescribed fee, a duplicate admission card on receipt of an application on the prescribed form. The application must be endorsed by the Principal/Dean of the faculty concerned.

10.4 Withdrawal of permission

The Controller of Examinations may withdraw, before or during the examination the permission, granted to a candidate by mistake or omission, if he/she was not eligible for appearing at a University examination, after providing him/her opportunity of being heard.

10.5 Conduct of Examinations

- 10.5.1 Subject to overall control and supervision of the Academic Council, conduct of examination in a College/School shall be the responsibility of the Principal/Dean of the faculty;
- 10.5.2 Principal/Dean of the faculty shall appoint Superintendent, Assistant Superintendent and Invigilators and other supporting staff for smooth conduct of an examination of the students of the College/Department. Provided that no such person shall be engaged for any examination duty who's relation/s is/or appearing in that particular examination.
"The term 'Relation' means wife or husband or son or daughter or brother or sister or son-in-law or daughter-in-law or brother-in-law or sister-in-law."
- 10.5.3 The Controller of Examination in consultation with Principal/ Dean of the faculty shall finalize and notify the date sheet, atleast, fifteen days before the commencement of an examination.
- 10.5.4 The Controller of Examinations/ Dean of the faculty /Principal shall supply question papers to the appointed Superintendent as per list of the candidate appearing in a centre well in advance of the date of commencement of the examination and shall hand over the question papers, on each day of the examination, to the Superintendent.
- 10.5.5 Superintendent and supervisory staff shall reach the examination centre half an hour before start of the examination. The Superintendent shall prepare and display at appropriate place outside the examination centre seating arrangement in respect of candidates appearing at the centre. Roll umbers of the candidates shall also be written on the seats allotted to them in the examination centre.
- 10.5.6 Candidates shall occupy the allotted seats, atleast, fifteen minutes before start of the examination. Late comers may be allowed ordinarily up to fifteen minutes after start of the examination and in special cases up to half an hour. After half an hour, no candidates shall be permitted entry to the centre. Each candidate shall carry with him, her admission card issued by the Officer Incharge Examinations of the University and produce it as and when required.
- 10.5.7 Superintendent shall open the sealed packet containing question papers in the presence of, atleast, one member of the invigilating staff ten minutes before the start of the examination. Deficiency in the number of question papers supplied may be intimated to the Controller of Examinations and deficiency may be made up by making photo copies of the question papers.
- 10.5.8 Answer book shall be distributed to the candidates five minutes before start of the examination and collected on expiry of the time specified in the question paper.

- 10.5.9 Superintendent shall stamp each answer book or put his/her signature at three places, i.e., front page and two inner pages as also on objective type answer sheet, wherever, used by the examinees
- 10.5.10 No candidate shall be allowed to leave the examination centre before the expiry of half an hour from start of the examination. Provided that a candidate leaving the centre before expiry of half of the time, shall have to leave the question paper with a member of the invigilating staff but in no case before marking his/her attendance.
- 10.5.11 Candidate shall fill in and sign his/ her attendance sheet and other related paper(s), if any, supplied by the invigilating staff.
- 10.5.12 After completion of the examination the candidate shall hand over his/ her answer script to the invigilating staff.
- 10.5.13 Answer scripts, collected from the candidates shall be counted by the Superintendent, serially arranged according to the roll numbers of the candidates, entered in the absentee memo supplied to him/her, packed, sealed in a cover and sent to the Principal/Dean of the faculty for further action. Description of examination, subject and course number should be mentioned on the cover.
- 10.5.14 Superintendent shall maintain proper account of the answer books and questions papers supplied to him/her and return unused stationery to the Controller of Examinations.

10.6 General

- 10.6.1 Any deficiency in the question papers or infringement of Statutes and Regulations affecting the conduct of examinations such as opening of a wrong envelope, etc., shall immediately be reported to the Controller of Examinations.
- 10.6.2 All enquiries with regard to candidates, e.g., admission of candidates, Roll Numbers, subjects offered, etc., should be addressed to the Assistant Registrar (Examinations).
- 10.6.3 From the time the Superintendent reaches the station of examination up to the end of the examination, he shall consider himself as an agent of the University and must not leave the station without the prior permission of the Controller of Examinations.
- 10.6.4 The Superintendent shall make his/her own arrangement for boarding and lodging, if posted outside his normal headquarters.
- 10.6.5 The Superintendent shall ask the supervisory staff to go through the list of

their duties and directions for the candidates, a day before the commencement of the examination.

- 10.6.6 The Superintendent shall see that the duties assigned to the Deputy Superintendent and the supervisory staff are properly carried out.
- 10.6.7 Any infringement of Statutes and Regulations or disobedience or misbehavior on the part of any member of the supervisory staff should be reported to the Controller of examinations on the day of the occurrence.
- 10.6.8 The Superintendent shall make a round of all the rooms comprising the centre after short intervals and shall not leave the supervision of any of the rooms or side galleries entirely to the Deputy Superintendent or the Supervisors.
- 10.6.9 The Principal/Dean of the faculty shall be handed over the parcels containing question papers well in time by the Controller Examinations and he/she shall be responsible for their safe custody from the time of taking the delivery.
- 10.6.10 The Superintendent shall ensure that the examinees have recorded correct Roll No.'s in a legible manner on the answer scripts as per the Roll No. series of the Center.
- 10.6.11 Principal/Dean of the faculty/Inspector of the Examination center/ Superintendent of the center shall take every care that the conduct of examination is smooth and incident free by taking on the spot decisions with regard to any emergent matter/s and inform the University authorities accordingly

10.7 Duties of Supervisory Staff

10.7.1. Superintendent

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

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

10.7.4 DEPUTY SUPERINTENDENT

- 10.7.4.1 The Deputy Superintendent shall assist the Superintendent in the conduct of the examination, especially in the supervision of side rooms, and if found necessary, shall perform any of the duties of the Superintendent temporarily, under his/her instructions. He/she is also expected to take charge of the examination in case of any accident to the Superintendent.
- 10.7.4.2 He/she must contact the Superintendent of his/her centre as early as possible, so that he/she can be present when the Superintendent opens the parcel containing envelopes of question papers one day before the examination. He/she must see that the parcel is, intact and that it has not been tampered with, in any manner, whatsoever.
- 10.7.4.3 He/she must help the Superintendent in checking the envelopes. He/she and the Superintendent have to satisfy themselves that they have all the question papers for the subjects of the examination at their centre and that the number of question papers for each day is sufficient.
- 10.7.4.4 He/she shall, invariably, be one of the witnesses to the opening of the envelopes of question papers. He/she shall examine the seals and the condition of the envelopes carefully every time and satisfy himself/herself that these are in the same state as was seen by him on the day of their opening (one day prior to the start of examination). He/she must make sure that the envelope to be opened pertains to the date and paper indicated in the date sheet. The entire responsibility of opening the correct envelopes is that of the Superintendent. He/she should remember that the assistance of the Deputy Superintendent does not mitigate his/her responsibility or relieve him/her of it to any extent,

whatsoever. If it is found that the Deputy Superintendent was not careful in scrutiny of the envelopes or if a wrong paper was distributed, he/she too shall be deemed to have been guilty of gross negligence and his/her name shall be reported to the appropriate University authority for disqualification for the future and/or any other action which may be considered necessary.

- 10.7.4.5 He/she shall not leave the station without the permission of the Controller of Examinations and shall take over the duties of the Superintendent in case of any accident to the Superintendent and report the matter by wire or on telephone to the Controller of Examinations and confirm the report in writing.
- 10.7.4.6 The Deputy Superintendent shall affix the signature stamp of the Controller of Examinations or record his/her signature, if so authorized by the Vice-Chancellor, on every answer-book and continuation sheet.

10.7.5 ASSISTANT SUPERINTENDENT (Clerk)

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

10.7.6 SUPERVISORS

- 10.7.6.1 Each supervisor is expected to supervise about 30 candidates.

- 10.7.6.2 A supervisor must see that every candidate takes his/her proper seat and writes his correct Roll Number in figures as well as in words and other particulars required of him/her, on the title page of the answer-book. Roll Numbers should be written on the specified portion of the title page only and nowhere else.
- 10.7.6.3 The supervisor himself/herself cannot allow a candidate to enter the examination hall after the question paper has been distributed, except with the permission of the Superintendent.
- 10.7.6.4 No supervisor should speak or allow anyone else to speak to any candidate in his/ her room after the question paper has been distributed. No supervisor should disturb candidates by unnecessarily halting near them and trying to read their answers except in a case of suspicion of misconduct/unfair means. He/she is expected to see that the candidates are promptly supplied with blank answer-books, continuation sheets and water etc.
- 10.7.6.5 The supervisor shall keep moving about his/her room. No man supervisor is permitted to sit during the examination time except with the permission of the Superintendent. Women supervisors may sit down for a few minutes at intervals
- 10.7.6.6 The supervisor shall distribute blank answer-books to candidates after they have taken their seats. No candidate shall be allowed to leave his/her seat after he/she has received the answer-book save if otherwise provided in these Statutes until the expiry of half the time after the distribution of the question paper. Only one answer-book will be issued to a candidate in a question paper, save as otherwise provided in the Statutes.
- 10.7.6.7 Before distributing the question papers to the candidates, the supervisor should see that the correct paper, according to the date sheet, is given to him/her for distribution. Should he/she find a wrong question paper, it should be returned to the Superintendent immediately without reading.

- 10.7.6.8 No question paper is to be taken from any candidate for reading it. As soon as the supervisor has finished distributing the question papers, he/she should return the remaining papers, if any, to the Superintendent without reading them. No question paper is to be given to any outsider under any circumstances.
- 10.7.6.9 The supervisors are responsible for the safe delivery of the answer-books of the candidates supervised by them to the Superintendent. They shall see that the answer-book and continuation sheets, if any, of each candidate are properly stitched together; that the answer-books delivered to the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that an absentee slip is inserted in place of the answer-book of an absentee.
- 10.7.6.10 In no case shall a member of the supervisory staff make a change in the Roll Number of a candidate. Answer-books with doubtful Roll Numbers shall be sent separately to the Controller of Examinations by the Superintendent.
- 10.7.6.11 The supervisor shall see that no candidate makes use of notes; attempts to copy from another candidate; or has in his/her possession or in his/her desk any book or paper not issued in the examination hall. If he/she happens to find a candidate using unfair means, he/she shall take possession of any book or article so used and report the matter to the Superintendent and sign the answer-book and any other document as the Superintendent may direct.
- 10.7.6.12 Absence of a supervisor without the written permission of the Superintendent or change of centre by a supervisor (by absenting himself from where he/she is appointed and getting himself/herself appointed at another centre), without the written permission of the Controller of Examinations, shall be treated as a serious breach of discipline for which action may be taken against him/her.

10.7.6.13 A supervisor shall obtain a certificate from the Superintendent showing the number of sessions he/she has worked in the examination.

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

10.8 **Posting of Supervisors**

In case no supervisors have been appointed by the University, the Inspector of the examination should take the initiative and appoint the supervisory staff within the sanctioned strength subject to the confirmation of the Controller of Examinations.

10.9 **Rates of Payment to Supervisory Staff**

The rates of payment to the supervisory staff shall be as per the relevant latest notification issued by the University.

10.10 **Leaving the Station Without Permission**

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

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

10.11 **Leaving the Examination Centre**

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

10.12 **Admittance of Visitors to the Examination Hall**

No visitors, other than the officers of the University authorized for the purpose and an

Inspector of Centres, shall be allowed to enter the centre during the examination unless specific instructions are issued by the Controller of Examinations to the contrary.

10.13 Infringement of Rules

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

10.14 Inspection of Examination Centre

The Controller of Examination after taking approval from the Vice Chancellor may appoint special team(s) of flying squads to pay surprise visits to centre(s) of examination to ensure smooth conduct of the examination. The members of the flying squads shall provide such guidance to the Superintendent of the examination centre as may be considered essential and shall report to the Controller of Examination the result of their observations regarding conduct of examination.

10.15 Concessions to Physically Disabled Candidates

- 10.15.1 An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or are permanently disabled from writing with their own hands.
- 10.15.2 The Controller of Examinations may arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned or authorize the Superintendent of the centre concerned to make the appointment under rules.
- 10.15.3 The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.
- 10.15.4 The Superintendent shall arrange for a suitable room for such a candidate and appoint special supervisor for him/her out of the list supplied by the Controller of Examinations.
- 10.15.5 Blind candidates may be permitted to type their answers sheets if they are trained/interested in using this facility.

CHAPTER – 11

Unfair Means/Misconduct in Examinations

11.1 **Statutes**

In these statutes, unless the context otherwise requires:

- 11.1.1 **Examination** means an examination held by the University and includes Admission Entrance Test.
- 11.1.2 **Candidate** means a person appearing, claiming to appear or having appeared in an examination.
- 11.1.3 **Examination Discipline Committee** means a committee constituted under the provisions of this Statutes for scrutiny and disposal of unfair means/misconduct cases in an examination.
- 11.1.4 **Examination Hall** means the premises specified by the Controller of Examinations/Dean of a School/Principal/Head of a Department for holding an examination.
- 11.1.5 **Officer in charge Examination** means the officer in charge of an Examination Hall whether designated as Superintendent or Practical Examiner or otherwise.
- 11.1.6 **Year** means an academic year spread over two semesters.
- 11.1.7 **Disqualification** means disqualification from appearing in all/any of the examinations of the University.
- 11.1.8 **Flying Squad** means a flying squad appointed by the University for inspection of an examination.
- 11.1.9 **Supervisory Staff** means invigilator(s) appointed for the smooth conduct of examination in the Examination Hall.
- 11.2 The Officer Incharge Examination or supervisory staff or a member of the flying squad or of any Committee constituted for the purpose may make a search of the candidate (frisk the candidate) suspected of having in his/her possession copying material or a lethal weapon or electronic gadget or any other incriminating material at any time during the course of examination or even at the entrance of the Examination Hall before the commencement of examination.
- 11.3 a) The Officer Incharge Examination shall report to the Controller of Examinations without delay and on the day of occurrence each case where use of unfair means/misconduct in the examination is detected, with full details of evidence along with explanation of the candidate concerned, if given by him, on

- the prescribed form (Annexure 1) supplied by the Controller of Examinations for the purpose.
- b) In case the candidate refuses to give a statement, he/she is not to be forced to do so, only the fact of his/her refusal shall be recorded by the Officer Incharge Examination and attested by two witnesses, out of which, atleast, one should be a member of the supervisory staff on duty at the time of occurrence, on the prescribed form. However, if there are only two members, in the supervisory staff, including the Superintendent, then the Assistant Superintendent may be the witness.
 - c) A candidate alleged to be guilty of unfair means/misconduct in the examination shall be permitted to answer the remaining part of the question paper on a separate answer book. The answer book in which the unfair means is detected shall be seized by the Officer Incharge Examination, who shall send both the answer scripts to the Controller of Examinations with his report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the Officer Incharge Examination and attested by two other members of the Supervisory Staff on duty. However, if there are only two members in the supervisory staff including Superintendent, then Assistant Superintendent may be the witness. It shall be conclusive proof of the fact that the candidate was resorting to unfair means.
 - d) Whenever an unfair means case is suspected or detected by a Coding Officer/Head/Sub/Single/Practical Examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary inquiry and in case he is satisfied that a prima facie case is made out against the candidate, he/she shall seek his/her explanation and place both the reports and the explanation received, if any, before the Examination Discipline Committee for appropriate action under this statute.
 - e) In case of general disturbance of the nature of strike/boycott/walkout, etc., by the candidates, Officer Incharge/Overall Incharge/Flying Squad/Inspector/any other authority or committee appointed for fair conduct of examination, shall make a detailed report concerning the incident to the Controller of Examinations, who, after preliminary inquiry, shall place the matter before the Examination Discipline Committee for appropriate action under this statute.

11.4 Unfair Means/Misconduct

A candidate commits unfair means/misconduct in respect of an examination, if he/she:

- 11.4.1 Occupies a seat not allotted to him/her without prior permission of the Officer Incharge Examination, or changes his/her seat with any other candidate; or
- 11.4.2 Refuses to obey the orders of the Officer Incharge Examination or anyone concerned with conduct of examination in the examination hall; or
- 11.4.3 Possesses or keeps accessible in the Examination Hall any paper, book, notes,

electronic gadget, or any other incriminating material concerned with or related to the subject of the examination in which he/she is appearing.

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

- 11.4.4 Gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the Examination Hall in respect of any matter connected with or related to the subject of the examination in which he/she is appearing; or
- 11.4.5 Copies, or attempts to copy or has copied in the Examination Hall from any paper, book, notes, answer books of other examinees, electronic gadget or any other incriminating material, relevant to the subject of the examination in which he/she is appearing or has appeared as the case may be; or
- 11.4.6 Makes distinctive mark(s) in the answer book with an intent to disclose his/her Identity; or
- 11.4.7 Appeals to or approaches the Examiner or the Controller of Examinations or any official concerned with the examination, in any manner, himself/herself or through any other person for obtaining any concession or favour in respect of the examination in which he/she is to appear or appearing or has appeared; or makes an appeal to the Examiner in his answer-book or continuation sheet(s); or
- 11.4.8 During the course of an examination, writes either on any piece of paper/material a question set in the question paper or anything connected with or related to a question set in the question paper or solution thereof; or
- 11.4.9 Possesses a solution to a question set in the paper in connivance with any member of the supervisory or menial staff or an outside agency or otherwise; or
- 11.4.10 Approaches or influences, directly or indirectly, a member of the Examination Discipline Committee or any University Official regarding his/her unfair means case; or
- 11.4.11 Misbehaves or creates disturbance of any kind in or around the Examination Hall or organizes a walkout or instigates others to walkout; or
- 11.4.12 Abets impersonation or attempts to impersonate or impersonates any other candidate in connection with the examination; or
- 11.4.13 Smuggles in an answer-book or continuation sheet(s), takes out or arranges to send out the question paper, an answer book, or continuation sheet(s) during the course of examination; or replaces the answer book, its inner sheet(s) during or after the examination; or

- 11.4.14 Uses abusive or indecent remarks, caricatures or language in the answer-book or continuation sheet(s); or
 - 11.4.15 Obtains or attempts to obtain admission to an examination on false representation made on his/her admission form or permission slip; or forges another person's signature on his/her admission form or permission slip; or
 - 11.4.16 Leaves the examination hall without delivering the answer-book and takes away the same with him/her or intentionally tears off answer script or any part thereof or continuation sheet or part thereof inside or outside the examination hall; OR
 - a) Threatens, the Officer Incharge Examination or any person on duty in or outside the Examination Hall by words, written or spoken or by signs or visible representations or to cause any injury to him/her or to any of his/her relations with a view to prevent him/her to perform his/her duty or to seek any concession;
 - b) Assaults the Officer Incharge Examination or any person on duty in or outside the Examination Hall or any of his relations, with a view to coerce the Officer Incharge in order to prevent him/her to perform his/her duty; or
 - c) Indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the Examination Hall or of the University or of any other person connected with the Examination; or
 - 11.4.18 Forces or attempts to force his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination; or
 - 11.4.19 Possesses any lethal weapon/fire arm or comes in inebriated condition to the examination hall; or
 - 11.4.20 Engages in any other act or omission which, in the opinion of the Examination Discipline Committee, total amounts to the use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination
- 11.5 All cases of alleged unfair means/misconduct by the candidate shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor as explained vide clause 11.13 of these statutes.
- 11.6 The following procedure shall be adopted in such cases:-
- 11.6.1 On receipt of the report, an officer of the University authorized by the Controller of Examinations shall, **expeditiously as possible** after the termination of that examination, serve upon the candidate alleged to have committed unfair means/misconduct, a notice indicating gist of the report requiring him/her to appear before the Examination Discipline Committee,

submit a written explanation and defend himself/herself on the date fixed for hearing.

- 11.6.2 The process of disposing of the cases of unfair means/misconduct by the Examination Discipline Committee shall, in the normal course, be completed within a period of 30 days from the date of notice is served upon the candidate.
- 11.6.3 Papers connected with the case, including the report of the supervisory staff and written explanation of the candidate, if any, shall be placed before the Examination Discipline Committee by the Officer authorized for the purpose by the Controller of Examinations.
- 11.6.4 The Examination Discipline Committee shall provide a reasonable opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with the statutes.
- 11.6.5 On consideration of the record of the case, if the Examination Discipline Committee is satisfied that the candidate has committed unfair means/misconduct, it may impose punishment as prescribed in Column B for unfair means/misconduct of the nature described in Column A below:

A	B
Nature of unfair means/misconduct	Punishment
1. Clause-4 (11.4.1 to 11.4.11)	Cancellation of paper/course in theory of the examination in which unfair means is used/misconduct is resorted to.
2. Clause-4 (11.4.12 to 11.4.16)	Cancellation of all papers/courses of the concerned semester examination and disqualification from appearing or passing that University examination for a period of one year. The period shall be counted from the session in which the candidate had appeared in the said examination.
3. Clause-4 (11.4.17 to 11.4.20)	Disqualification from passing that examination and debarring him/her from appearing and from passing all examinations of the University for a period upto three years which shall be counted from the session in which the candidate had appeared in the said examination.

Provided that in case the unfair means/misconduct of the nature mentioned in column A of serial number 1 above is repeated in the same semester examination or in subsequent examination(s), the Examination Discipline Committee may impose the punishment described in column B at Serial No. 2.

Provided further that in case of unfair means/misconduct of the nature mentioned in column A of serial number 2, is repeated in the same semester examination or in subsequent examination(s) taken by a candidate in the University, the Examination Discipline Committee may impose the punishment prescribed in column B at Serial No. 3

Provided also that in case the unfair means/misconduct of the nature mentioned in column A at serial number 3 above, is repeated, the Examination Discipline Committee may, with the approval of the Vice-Chancellor, disqualify the candidate from passing that examination and expel him/her from the University. In that case the candidate shall not be eligible to seek admission to the same course or to any other course offered by the University.

11.6.6 The notice relating to the date of hearing shall invariably be sent through registered post at the permanent home address of the candidate. If the service of the notice is not affected owing to candidate's fault, the Examination Discipline Committee shall proceed ex-parte. In cases where delay has been caused in the service of the notice for no fault of the candidate, the Examination Discipline Committee may fix another date for the hearing of the case.

11.7 Other Disciplinary Measures

- a) Where the Officer Incharge Examination is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or to prevent other candidates from taking the examination, he may expel the candidate from examination for that day only and report the matter to the Controller of Examinations forthwith.
 - b) In case the candidate commits misconduct again on the next or a subsequent day of the examination and the Officer Incharge Examinations is satisfied that his/her presence would disrupt the examination, the officer may, for reasons to be recorded in writing, expel the candidate for the entire period of examination and send a detailed report to the Controller of Examination, who shall place it before the Examination Discipline Committee for action under this Statute.
- 11.8** If the Vice Chancellor is satisfied on the report of the Officer Incharge Examination or otherwise, that the integrity of a University examination has been violated at an examination centre as a consequence of unfair means/misconduct by all or a majority of the candidates appearing at the centre, he/she may order cancellation of the examination held at the centre without prejudice to any other action under the provisions of this statutes which may be taken by the Examination Discipline committee.

11.9 Continuation of the Examination by the Candidate

Where during the course of an examination any allegation of unfair means/misconduct against a candidate is made, the candidate shall not, unless otherwise directed by the Examination Discipline Committee or provided for in the Ordinances, be debarred or prevented from appearing at the Examination in that subject(s) or any other subjects related to the examination.

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

11.10 Commencement of Disqualification

The period of disqualification of a candidate shall, unless otherwise specified commence from the date of pronouncement of decision of the Examination Discipline committee.

11.11 Action Under Other Laws

The punishment imposed under this statute shall not exempt a candidate from any other criminal or civil liability under any law for the time being in force.

11.12 A person committing an act or acts which would have amounted to unfair means/misconduct under this statute but is not a candidate for any University examination, shall be dealt with as under:

- a) The officer incharge may report the case to the police to be dealt with under the provisions of the law.
- b) A teacher or a person connected with the University abetting the commission of unfair means/misconduct, shall be liable to the disciplinary action under the University Service Rules

11.13 Examination Discipline Committee

- a) The Committee shall be appointed by the Vice-Chancellor and shall consist of five members drawn from amongst the Deans of the faculties/ Principals / Teachers of constituent colleges and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.
- b) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- c) Three members present shall constitute the quorum.
- d) All decisions shall be taken by the Committee by simple majority. In case of tie, the Chairman will have a casting vote.
- e) Decision taken by the Examination Discipline committee imposing punishment described **in column B of Clause 11.6.5** of this Statute will be placed before the Vice-Chancellor for approval.

11.14 Appeal

A Candidate, within ten days of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration, or decide the case on merit.

11.15 This shall be deemed to have come into force with immediate effect from date of issue.

11.16 Complaints Against Question Papers

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

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

11.17 Disqualification of Officials Working at a Centre

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

ANNEXURE 1

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

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

GENERAL PARTICULARS

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

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

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

This case was detected by _____ as detailed below:

Date _____

Signature _____

Designation _____

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

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

(v) A copy of the question paper.

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

Describe in detail where found:

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

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

2. Remarks of the Superintendent

Signature _____

Superintendent _____

Date _____

Examination

Centre

No.

Permanent Address _____

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

Witness No. I

Signature _____

Deputy Supdt. _____

Address _____

Date _____

Witness No. II

Signature _____

Deputy Supdt./Supervisor _____

Address _____

Date _____

Statement of the Candidate at examination centre.

(Use additional sheets, if needed)

Signature _____

Name _____

Permanent Address _____

Name of the School/College. _____

Date _____

CHAPTER – 12

STATUTES GOVERNING ADMISSION & AWARD OF INTEGRATED DOCTOR OF PHILOSOPHY (Ph. D)

12.1 Short Title and Commencement

- 12.1.1 These Statutes shall be called the Cluster University Srinagar Integrated Ph.D. (programme) statutes.
- 12.1.2 These Statutes shall come into force from the date of their notification by the University.

12.2 Definitions

In these Statutes, unless the context otherwise requires:

- 12.2.1 The ‘**Act**’ means the Jammu and Kashmir Cluster Universities Act, 2016
- 12.2.2 ‘**University**’ means the Cluster University of Srinagar;
- 12.2.3 ‘**College**’ means an Institution maintained or admitted to its privileges by the Cluster University concerned and includes a Constituent/Autonomous/Affiliated College;
- 12.2.4 ‘**Constituent Colleges**’ means the Colleges constituting the Cluster University and recognized as such by syndicate of the Cluster University concerned in accordance with the provisions of the Act and the Statutes;
- 12.2.5 ‘**Affiliated College**’ means an institution imparting instruction up to Bachelor’s Degree, Integrated Honours & Post Graduate courses recognized by the Cluster University in accordance with the provisions of the Act and the statutes;
- 12.2.6 ‘**Faculties**’, ‘**Boards of Studies**’, ‘**Board of Inspection**’ and ‘**Boards of Research Studies**’ means the “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” of a Cluster University;
- 12.2.7 ‘**Head of the Department**’ means the Head of a Cluster University Teaching Department who has the status of a Professor or an Associate Professor in the Cluster University and where any Cluster University has no teaching faculty in a subject the person duly appointed, for the time being, by the Cluster University;
- 12.2.8 ‘**Teachers**’ include, Professors, Associate Professors, Assistant Professors and any other persons imparting instructions in the Cluster University or in any College maintained or admitted to its privileges by the Cluster University;

- 12.2.9 ‘**Teachers of the Cluster University**’ means persons appointed or Recognized by the Cluster University for the purpose of imparting instruction in the Cluster University or in any Constituent College;
- 12.2.10 ‘**Officers**’, ‘**Authorities**’, ‘**Professors**’, ‘**Associate Professors**’, ‘**Assistant Professors**’, ‘**Fellows**’, ‘**Demonstrators**’, and ‘**Subordinate Staff**’ mean respectively, “Officers”, “Authorities”, “Professors”, “Associate Professors”, “Assistant Professors”, “Fellows”, “Demonstrators”, and the “Ministerial and Technical staff” of the Cluster University;
- 12.2.11 ‘**Programme**’ means Doctoral Programme leading to the award of M.Phil and/or Ph.D. in various authorized Departments;
- 12.2.12 ‘**DRC**’ means Departmental Research Committee;
- 12.2.13 ‘**Supervisor**’ means any faculty member who has been recognized as Research guides;
- 12.2.14 ‘**Scholar**’ means any candidate admitted by the University either under Full-time, Part-time or in-house mode for pursuing research for the award of M.Phil/Ph.D. degree;
- 12.2.15 ‘**Course work**’ means theory subjects studied by the scholar prescribed by the DRC as a part of Pre-Ph.D. /M.Phil;
- 12.2.16 ‘**Seminar**’ means presentation of Research work done by the scholar through power point presentations;
- 12.2.17 ‘**Viva Voce examination**’ means examining the scholar whether he/she may be awarded Ph.D. degree;
- 12.2.18 ‘**BOE**’ means the Board of Examiners appointed to evaluate and assess scholars for the three year degree of Integrated Ph.D. programme;
- 12.2.19 ‘**External Examiner**’ means an examiner who is not on the pay rolls of the University;
- 12.2.20 ‘**Registration**’ means registration of candidates for Integrated Ph.D.; granted by the BORS under these Statutes and includes re-registration also;
- 12.2.21 ‘**M.Phil**’ means Master of Philosophy;
- 12.2.22 ‘**Ph.D.** ’ means Doctor of Philosophy as conferred under these Statutes; and
- 12.2.23 ‘**Integrated Ph.D.**’ means the Integrated Ph.D. as conferred under these statutes.

12.3 Recognition of the Department/Research Centre/School/Constituent College

12.3.1 The Academic Council may recommend to the Syndicate regarding recognition for any Department/Research centre/School/Constituent college for conducting courses leading to the award of M. Phil. and Ph.D. degrees in the subjects/allied subjects assigned to it. Provided that the Department/Research centre/School/Constituent College as the case may be, satisfies the BORS regarding the fulfilment of the following requirements:

- 12.3.1.1 Adequate Infrastructural facilities are available in Department/Research Centre/School/Constituent college required for carrying out research work in the concerned subject/s;
- 12.3.1.2 A research centre should have been established exclusively for carrying out research in the discipline in which recognition as research centre is sought;
- 12.3.1.3 There should be at least four research supervisors in a Research Centre in the subject/s to provide research guidance; and
- 12.3.1.4 Notwithstanding anything contained in Clause 12.3.1 of Statute 12.3 the Syndicate may, on the recommendation of the BORS and Academic Council, recognize any other Research Centre/ Laboratory, that may or may not be affiliated to the University for conducting research programmes leading to the award of M. Phil./Ph.D. degrees.

12.4 Constitution of DRC

12.4.1 There shall be a Departmental Research Committee (DRC), comprising of the following (atleast five members), to monitor research in each Department/Research Centre/School/Constituent college recognized for conducting courses leading to the award of M. Phil/Ph.D. degrees.

- 12.4.1.1 Head of the Department/Director of the Research Centre (Chairman)
 - 12.4.1.2 All approved Supervisors of the Department/Centre (Members)
 - 12.4.1.3 Any other teacher/expert whose participation might be considered essential by the Departmental Research Committee.
- 12.4.2** Provided that in case of the Departments/Centres where the required number of Faculty is not available, the HOD/Director shall co-opt more members from other allied Departments on the recommendations of the DRC after seeking approval of the Vice-Chancellor. The quorum for the meeting of the DRC shall be the majority of the members constituting the committee, including the Chairman.

12.5 Powers and Functions of the DRC

12.5.1 The DRC shall monitor & facilitate conduct of quality research in the

Department/Institute/ Centre and shall have following powers and functions:

- 12.5.1.1 Consolidate the number of vacancies indicated by individual supervisors and recommend to the concerned Deans for admission an appropriate number of scholars;
- 12.5.1.2 Review & Recommend the research synopses of candidates selected for Integrated M.Phil/Ph.D. programme to the Dean of the Faculty for placement before BORS.

Provided that no such recommendation shall be made by the DRC unless the candidate justifies/defends his/her synopsis before DRC.

Provided further that DRC may seek expert opinion from an expert outside the Department/University, if deemed necessary, before approving a synopsis.

- 12.5.1.3 DRC shall ensure strict adherence to research ethics;
- 12.5.1.4 DRC shall prescribe the syllabus for Pre-Ph.D. theory papers;
- 12.5.1.5 DRC shall address all complaints/grievances of the scholars and supervisors pertaining to misconduct, misbehaviour, harassment etc. and shall make appropriate recommendations to Dean of the Faculty; and
- 12.5.1.6 The DRC shall be competent to admit the candidate/s to research programme on provisional basis subject to the confirmation by BORS. The registration of the candidates shall be effective from the date of DRC.

12.6 Integrated Ph.D. programme

12. 6.1. There shall be a three year Integrated Ph.D. programme.

12.6.2

Eligibility

The eligibility for admission to the Integrated M.Phil/Ph. D programme shall be as under:

12.6.2.1 A candidate must have secured not less than 55% of marks at Masters level in the concerned subject/allied subject from a recognized University (**50% marks in aggregate in case of SC/ST candidates**).

Explanation:

The Departmental Research Committee shall decide which of the subject/s is/are allied to the subject concerned and shall also decide whether the degree shall be given to the candidate in the subject/discipline in which he/she has qualified his/her Master's degree or in the allied subject/discipline in which the candidate is seeking admission. The decision of the DRC shall, however, be subject to the approval of the BORS at the time of registration.

12.6.3

Entrance Examination

12.6.3.1 The eligible candidates shall have to qualify the Entrance Test

- C U S T O M I Z E D
A D M I N I S T R A T I O N
- to be conducted by the concerned Dean of the Faculty.
- 12.6.3.2 The following shall be exempted from appearing in the Entrance Test:
- 12.6.3.2.1 Candidates having qualified the UGC/CSIR (JRF) / NET / SET / GATE.
 - 12.6.3.2.2 College teachers with NET/ SET having two years service on permanent basis shall also be exempted from appearing in the entrance test.
 - 12.6.3.2.3 In case the number of applicants as provided for under statute 12.6.3.2.1 is equal to or less than the seats available in a particular Department no entrance examination shall be conducted in that Department and selection shall be made by DRC amongst the eligible candidates.

12.7 Admission Process

- 12.7.1 The notification for the Entrance Test for all the faculties shall be issued by the Dean Research once in a year, ordinarily, in the month of May/June.
- 12.7.2 Deans of the Faculties shall conduct entrance test for eligible candidates subject to the following conditions:

The question paper of two hours duration in each subject shall comprise of 100 Multiple Choice Questions. All the questions shall have to be attempted.

- 12.7.3 Candidates whose result of the final semester of the Masters programme remains awaited shall also be allowed to appear provisionally in the entrance test on the production of an affidavit duly attested by 1st class Magistrate to the effect that he/she shall not claim any benefit in case he/she fails to secure the required percentage of marks at PG level by the date of declaration of entrance test result.
- 12.7.4 Candidates securing 50% marks in the entrance test shall be declared qualified and eligible for selection along with the candidates having been declared eligible in view (from appearing in the entrance test) of the exemption.
- 12.7.5 Eligible candidates as provided in Clause 12.7.4 of Statute 12.7 shall be required to appear before the DRC which shall make final selection from within the list by a criteria to be determined taking into account their merit in the entrance test, supervisor student interest/inclination/compatibility/ aptitude and available vacancy.
- 12.7.6 Final list of selected candidates shall be forwarded by the concerned HOD's/Director of Research Centre/School/Constituent College to the Dean of the Faculty concerned, who shall have it approved by the Dean Research before its notification.
- 12.7.7 Mere appearance in the list of qualified candidates shall not entitle a candidate to the final selection.

12.8 Eligibility for Part-time Registration

- 12.8.1. The following categories of candidates shall be eligible for admission to the

Integrated Ph.D. programme on part-time basis

- 12.8.1.1 Permanent teachers of Colleges with two years service on permanent basis and permanent scientists of nationally recognized institutions with four years experience on substantive basis; and
- 12.8.1.2 Other employees of the Universities/nationally recognized educational and research Institutions with atleast four years service on substantive basis. State/Central employees with at least 4 years service on permanent basis.

Provided further that all the candidates shall have to qualify the requisite entrance test. Provided further that candidates should have obtained not less than 55% marks at the PG level in the subject/allied subject in which he or she is otherwise eligible to pursue research.

12.8.2 **Eligibility for in-house Registration**

Any Constituent College teacher who has cleared probation can start his M.Phil or Ph.D. programme in any of the constituent colleges of the Cluster University, provided that the candidate has qualified the Entrance Test and DRC recommends his candidature.

12.9 **Joining the Programme**

- 12.9.1 The selected candidates shall join the course within 30 days from the issuance of selection list failing which their admission shall automatically stand cancelled. Provided that the Dean of the Faculty may extend the joining period under special circumstances by one month to be recorded in writing.

Provided further that in case of FIP and in-service candidates the joining period shall not exceed one year.

- 12.9.2 After the candidates join the programme the DRC shall place them under the supervision of an approved guide keeping in view the area of specialization/interest of supervisor and candidate.

12.10 **Pre-Ph.D. Programme**

- 12.10.1 The programme shall be of 6 months duration and shall comprise three theory papers involving proper classwork. Examination in respect of Papers 1st and 2nd shall be arranged by the concerned Dean of the Faculty.

- 12.10.1.1 **Paper 1st: Core Papers:** This paper shall be common to all the scholars from a Department, a group of Departments or a Faculty, wherever possible. The syllabus for the same shall be drafted by DRCs based on recent advances in the subject/s.

- 12.10.1.2 **Paper 2nd: Methodology:** Based on understanding of the principle and application of techniques to the research in

the concerned subject/faculty/ discipline/area of research including computer applications and quantitative analysis.

- 12.10.1.3 **Paper 3rd: Specialized paper:** This paper shall be based on the topic of research of the student and shall include seminar and/or project writing. The syllabus for this paper shall accordingly be drafted by the individual supervisor and approved by DRC. This paper shall be set and evaluated by the concerned supervisor.
- 12.10.2 Each paper shall carry 100 marks and the candidate/s shall be required to obtain at least 50% marks to secure a pass in each paper.
- 12.10.3 Examination of all the three papers shall be held at the end of 6 months by the respective Deans in accordance with the calendar issued by the Dean Research.
- 12.10.4 In case a candidate fails to qualify the examination, he/she shall not be registered for Ph.D. programme. However, he/she shall be provided one more chance, within the next six months but not before three months from the date of last examination. In case he/she fails again, he/she shall forfeit his/her claim to the Ph.D. programme.
- 12.10.5 A candidate can exit the Ph.D. programme with M.Phil. degree subject to fulfilling the following conditions:
- 12.10.5.1 Successful completion of course work;
 - 12.10.5.2 At-least one year of residency period;
 - 12.10.5.3 Justifiable reasons to exit approved by Dean Research; and
 - 12.10.5.4 Submission of M.Phil dissertation and successfully defending it.
- 12.10.5.5 Such a candidate can be re-admitted for Ph.D. programme within three years after the exit and shall have to put-in at-least two years of residency period for submission of Ph.D. degree. If the candidate re-joins as a part-time scholar, he/she shall have to put in 12 months of residency period to be completed in 3-4 spells of at-least 3 months each. Further, in this case the candidate cannot submit the Ph.D. thesis before the completion of three years.
- 12.10.6 A candidate can exit the Ph.D. programme after completion of at-least two years of residency period. Such a candidate can be re-admitted to a Ph.D. programme within 3 years after the exit and shall have to put in 12 months of residency period to be completed in 3-4 spells of at-least 3 months each. Further, in this case the candidate cannot submit the Ph.D. thesis before the completion of three years.
- 12.11 Preparation and Submission of Synopsis**
As soon as the scholar qualifies the Pre-Ph.D. programme and the result of the course work is declared, the scholar shall submit a draft synopsis of the proposed work on a prescribed format, and get it recommended by the DRC before its onward submission to the BORS for approval.
- 12.12 Meeting of the BORS**
The BORS shall meet twice a year depending upon the business available.

12.13 Change in the Title

Any major change in the title shall be authorized by the BORS only on the recommendation of the DRC.

12.14 Change of Guide

Ordinarily the candidate shall continue his/her Ph.D. programme under the supervisor allotted to him/her by the DRC. However, in exceptional cases, the change of guide can be considered by the BORS after furnishing convincing justification duly recommended by the Dean of the Faculty concerned.

12.15 Duration

- 12.15.1 The minimum duration of the programme shall be three years. However, registration shall remain effective for five years including the Pre-Ph.D. period of six months.
- 12.15.2 In case of part time research programme leading to integrated Ph.D. in the concerned departments, the minimum duration for the submission of the thesis will be 5 years from the date of registration. However, registration shall remain effective for seven years including the Pre-Ph.D. period of six months.

12.16 Re-registration

The scholar who fails to submit the thesis within the stipulated period of five years in case of whole time research and seven years in case of part-time research shall be eligible for re-registration to be granted by the Dean Research on the recommendation of the DRC and the Dean of the concerned Faculty for a maximum period of two years on the payment of a prescribed fee.

12.17 Residency period

- 12.17.1 The Residency period for the whole-time scholars for Integrated Ph.D. programme shall be 3 years (including six months pre-Ph.D.).
- 12.17.2 The Residency period for part-time scholars for integrated Ph.D. programme shall be 450 days to be completed in 3-5 spells of atleast 3 months each, to account for 15 months.
- 12.17.3 Provided that Constituent College/University teachers having at least two years of service on permanent basis shall be deemed to have put in the residency period simultaneously without producing any kind of a leave.

12.18 Intake Capacity

80% of the intake capacity in a Department/Research Centre for Integrated M.Phil/Ph.D. programme shall be offered to candidates who will join on whole-time basis with preference to students with CSIR/UGC (JRF) and FIP and the remaining 20% for candidates to join on part-time basis and under in-house category. Provided that in case the seats fall vacant in either of the categories due to non-availability of candidates, the seats shall be offered to the candidates eligible in the other category.

12.19 Conduct of Research in other Institutions

The Vice-Chancellor on the recommendations of the Supervisor and HOD, may permit a research scholar registered for pursuing his/her research to go to any other institutions of repute within or outside the country if it is essential for the research project. However, the absence from the main place of research shall not ordinarily exceed more than six months.

12.20 Research Supervisor

A teacher working in the University Department/ Research Centre/Constituent Colleges on permanent basis shall be eligible to be the supervisor for guiding M. Phil. /Ph.D. scholars provided he/she has to his/her credit:

- 12.21.1 A Ph.D. Degree;
- 12.21.2 Two years teaching experience on permanent basis;
- 12.21.3 Minimum of 3 research papers in refereed journals; and
- 12.21.4 In exceptional cases, Vice-Chancellor may relax the experience and other requirements.

12.21 Research Co-Supervisor

The teachers/scientists/ eminent scholars/retired teachers from Universities/ Institutions having Ph.D. /M.D/D.M/D.C.L and having standard published work, shall on the recommendation of the BORS be entitled to act as co-supervisors. Provided that his/her employer has no objection in having appointed his employee as Co-supervisor. Provided further that no such person shall be below the rank of Assistant Professor or Scientist B or equivalent and is not beyond the age of 70 years.

12.22 Supervisor-Scholar Ratio

- 12.22.1** The maximum number of scholars (whole time and part-time taken together) that a supervisor shall at a time be entitled to guide shall be as under:

- 12.22.1.1 Professor or Scientist of an equivalent rank : Eight
- 12.22.1.2 Associate Professor or Scientist of an equivalent rank : Six
- 12.22.1.3 Asstt. Professor or Scientist of an equivalent rank : Four

Provided:

The Departments/ Research Centres shall admit scholars as per the infrastructure available.

12.23 Submission of Progress reports and Seminars

- 12.23.1 Every registered Ph.D. scholar shall be required to submit during the period of registration a periodic quarterly report duly endorsed by the supervisor/s regarding the progress in his/her research programme to the DRC concerned.

- 12.23.2 The scholar shall be required to give, atleast, one seminar every year.

12.24 Assessment of Work Progress

Each scholar shall be required to maintain a data note book, wherever applicable, to meticulously record/ append the raw data (observations/ photographs/autorads/graphs/ consent - forms/survey-responses/other routine collections etc) with dates and tampering free page numbers. The raw data endorsed by respective supervisors shall have to be made available for assessment on demand. During the period of residency, every scholar shall be assessed by the Research Progress Assessment Committee (RPAC) atleast four times to monitor his/her progress. This assessment shall be done twice a year beginning from 2nd year of residency. These six monthly assessments shall be the responsibility of respective DRC's, the Vice-Chancellor's nominee in 2nd and 4th assessment process. The RPAC shall evaluate the progress made by the scholar, assess the attendance records, and make suggestions for improvement, if required, modify or revise the synopsis (title, objectives, methodology) on a prescribed format. Last RPAC shall make recommendations for grant of academic clearance or more evaluations (if so desired) by the RPAC. Raw data collected by the scholar shall be religiously recorded/ appended in a data note book on regular basis with dates and endorsement by respective supervisors, such that the data is readily available on demand.

12.25 The Research Progress Assessment Committee (RPAC) shall comprise of:

- 12.25.1 Head of the Department/Director of the Research Centre;
- 12.25.2 The concerned research supervisor;
- 12.25.3 A minimum of three faculty members of the Department; and
- 12.25.4 One or two additional external faculty members with expertise related to the student's general research areas.

12.26 Academic Clearance

Academic clearance shall be a prerequisite for thesis submission. Every scholar shall produce:

- 12.26.1** an NOC from concerned Departmental/University Library/DSW/ Chief Proctor/Provost/Directorate of Physical Education/Sports/ Laboratory etc. to be submitted to the Head of Department;
- 12.26.2** a certificate about delivery of seminars and overall eligibility certificate to the effect of having at least one paper published/ accepted for publication in a peer-reviewed/referred journal. The publication should necessarily be a part of his/her Ph.D. thesis and should not be a review or commentary;
- 12.26.3** the review committee recommendation that the scholar has carried out the research work in accordance with the approved objectives; and
- 12.26.4** required documents along with an electronic copy of the scholar's thesis shall be submitted by the concerned Head of the Department/Director of the Institute/Centre to the office of the Dean Research for grant of academic clearance. The academic clearance shall be issued within a period of not more than 15 days from the date of submission of all the requisite documents in the section.

12.27 Research Misconduct

The Electronic version of the thesis shall be subject to evaluation for non unique

content, copyright violations and any other research misconduct with the help of plagiarism detection software. Significant violations (to be assessed by a committee) shall debar a candidate from obtaining clearance for thesis submission after giving reasonable opportunity of being heard to the candidate.

12.28 Submission

After obtaining the academic clearance, the scholar shall submit three spirally bound copies of the thesis with the prescribed certificate on the first page duly signed by the candidate, and supervisor and co-supervisor, if any. The spiral bound copies, along with the requisite supervisor's certificate, shall be forwarded by the Head/Director/of the Department/Centre to the Dean of the Concerned faculty for the purpose of evaluation.

12.29 Format of Thesis

- 12.29.1** The thesis inter-alia shall be in conformity with the established norms/standards;
- 12.29.2** It shall be in form suitable for publication.
It shall be type-written or printed or photo-copied on paper of 28x22cm with a margin of atleast 3.0 cm on one side and 1.0 cm on the other.
- 12.29.3** The thesis shall be hard bound with maroon coloured cloth /Rexene cover (having transparent dust cover). The title of the thesis, name of scholar, name of Dept./Centre/Laboratory, Name of faculty and month and year of submission shall be printed in bold letters on the face of the cover in golden colour. Field of work/Subject/Name of the candidate and year of submission shall also be printed in golden colour on the spine of the thesis.

12.30 Evaluation of Thesis

The HoD/Director in consultation with the concerned supervisor shall forward panel of 10 experts to the Dean of the faculty. The Dean concerned shall recommend 6 experts, out of the above panel to the Dean Research, who shall authorize the evaluation of thesis by three experts out of the panel submitted by the Dean concerned.

Explanation:

- i. An examiner placed in the panel shall be of the rank of not less than an associate Professor, possessing specialization in the field of research of the scholar.
- ii. The Dean of faculty before finally sending the thesis shall arrange to send abstract-summary of the thesis to the approved three examiners for getting their consent regarding the evaluation of thesis
- iii. The dean of faculty shall arrange to send the thesis to the three examiners (after receiving their consent) along with the instructions in the prescribed form regarding evaluation and submission of the report, under a confidential cover.
- iv. The supervisor and co-supervisor shall submit evaluation report/s of the thesis which shall form the internal evaluation report/s.
- v. The Dean of the faculty shall arrange the conduct of the viva-voce test in coordination with HoD/Director concerned as soon as reports of at-least two examiners have been received.

12.31 Final Submission of Thesis

As soon as the evaluation reports of, at-least two experts recommending award of degree have been received, the scholar shall submit 4 hard bound copies of final thesis incorporating all changes, if any, recommended by the experts. The copies of thesis shall be in conformity with **Clause 12.29.3 of Statute 12.30**

12.32 Viva-Voce Test

The viva-voce test, shall be conducted by the Board of Examiners (Viva Voce Committee) comprising the following:

- i. Dean of the Faculty (Chairman);
- ii. Head of the concerned Department/Centre/School;
- iii. Supervisor and co-supervisor if any; and
- iv One of the two external examiners (nominated by the Vice-Chancellor).

Subject to the provisions of the Statutes and Regulations in force, the degree shall be awarded to the scholar after receiving clear recommendations of both the external examiners and the supervisor/s for the award of the degree and after his/her successful completion of the open viva-voce test. Provided further that where the HOD happens to be the supervisor, the next senior teacher in the Viva-voce Test Department shall be associated with viva-voce. Provided further that where the supervisor (internal examiner) is not available and is not likely to be available in the next two months after the receipt of the last report from the external examiner, the Vice-Chancellor in consultation with the Chairman DRC and the Dean of the Faculty concerned may appoint a substitute for conducting the viva-voce examination.

12.33 Re-appearing in Viva-Voce Test

Subject to the provisions of the Statute where a candidate is not recommended for the degree by the examiners at the time of the viva-voce examination, he/she may be permitted to reappear in the viva-voce examination to be held not earlier than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original examiners unless they or any one of them is/are not available or is/are unwilling to act as such. In such cases the substitute examiners shall be appointed preferably from within the panel submitted earlier.

12.34 Declaration of Award and Degree

- i. The evaluation report of the theory papers in case of direct Ph.D. , thesis and viva-voce examination shall be communicated by the HOD/Director of Centre through Dean of the Faculty to the Controller of Examinations for declaration of the results.
- ii. The Controller of Examinations shall on the basis of report submitted under Clause (i) above declare the result of the candidate for the award of Ph.D. Degree after seeking approval from the competent authority.

12.35 Copy of the Evaluation Report

Subject to the provisions contained in these Statutes where a candidate applies for a copy of the report of the examiners, these reports in full or excerpts thereof may be supplied to the applicant on payment of the fee prescribed from time to time for the said purpose.

12.36 Publication of Thesis

- i. The permission to publish the thesis shall be accorded to the candidate

- subject to the condition that the suggestions (if any), made by the examiners, in the extract of the reports supplied to the candidate, have been incorporated in the revised thesis. This shall be certified by the HOD concerned;
- ii. The candidate shall on publication of the thesis state on the title page that it is a thesis approved for Ph.D. . degree by the Cluster University of Srinagar;
 - iii. Where full reports are required by any recognized organization /agency, these shall be supplied to such an organization / agency under rules prescribed by the University. One copy of the thesis accepted by the University for the award of degree shall be deposited by the HOD concerned in the university Library and one/two copies shall be deposited in Departmental Library.

CHAPTER - 13

Student Discipline in the University

13.1 Statutes

Discipline includes observance of good conduct and orderly behaviour by the students of the University.

13.2 Subject to clause 13.1 above, the students of the University shall strictly observe the following and such other rules framed by the University from time to time:

13.2.1 Every student shall maintain discipline and behave decently at all places within the University/College.

13.2.2 No student shall visit any place or area declared as “out of bounds” for the students.

13.2.3 Every student shall always carry with him/her the identity card issued by the competent authority of the University/College and produce the same on demand.

13.2.4 Loss of identity card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University/College.

13.2.5 Every student shall obey the instructions of teachers and the authorities of the University.

13.2.6 No student shall cause disturbance in a class or the office or the library or the auditorium or the play grounds or hostels or residence or any other place in the University/College.

13.3 Violation of any of the above rules amounting to an act of indiscipline and the student may, on the first occasion, be let off with a written warning provided he/she submits an undertaking to the effect that he/she will not repeat any act of indiscipline in future and on the subsequent violation(s) a fine not exceeding Rs. 1000/- per violation shall be imposed by the competent authority.

13.3.1 The following shall be competent authorities within the meaning of clause 13.3 above:

13.3.1.1 Head of the Department/ Principal in case the act of indiscipline takes place in the Department/ College;

- 13.3.1.2 Librarian in case the act of indiscipline takes place in the Central/Departmental/College Library.
 - 13.3.1.3 Dean Sports in case the act of indiscipline takes place in the play ground(s).
 - 13.3.1.4 Warden in case the act takes place in a hostel;
 - 13.3.1.5 In all other cases the Dean Student Welfare of the University.
 - 13.3.2 The proceedings in such cases shall be the summary proceedings.
 - 13.3.3 The competent authority shall inform Dean Student Welfare of any action taken against any student with complete details. The Dean Student Welfare shall maintain complete record of such cases.
 - 13.3.4 In case of action taken by the competent authority other than the Head of the Department/Principal, the Head of the Department/Principal concerned shall be informed.
- 13.4 Acts of Serious Indiscipline:-**
- 13.4.1 An assault, an attempt to assault or using criminal force within the University College;
 - 13.4.2 Causing damage to, or an attempt to cause damage to; or spoiling or disfiguring, the University/College property or equipment;
 - 13.4.3 Any act of sexual harassment , or any act inciting communal hatred;
 - 13.4.4 Engaging in unlawful activities and being member of a banned organization;
 - 13.4.5 Mischief or nuisance committed by the resident of hostels;
 - 13.4.6 Inciting any students for the acts or activities mentioned herein above, and
 - 13.4.7 Any other conduct unbecoming of students as may be decided by the Discipline Committee.
- 13.5 A student found guilty of any or more act(s) of serious indiscipline shall be liable to any of the below mentioned punishments:-

13.5.1 Fine to the extent of Rs. 5000/-

13.5.2 Rustication up to a period of three years;

Expulsion

Provided that no such punishment shall be imposed on the erring student without conducting enquiry by a committee constituted by the Vice-Chancellor in which the student shall be given an opportunity to defend himself/herself.

Provided further that the Vice-Chancellor shall be competent to suspend the erring student from attending classes, participating in games/sports, cultural activities during the pendency of the disciplinary proceeding against him/her. The Vice –Chancellor may, in appropriate cases, ban the entry of an erring student to the University/College.

13.6 **Ragging:**

Ragging in any form whatsoever is prohibited. Any student indulging in ragging shall be dealt with under the provisions of the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions , 2009” as amended from time to time.

13.7 Without prejudice to the provisions there shall be a Discipline Committee comprising the following members.

13.7.1 Vice-Chancellor's nominee;

13.7.2 Dean Students Welfare;

13.7.3 Two Deans of Schools, nominated by the Vice Chancellor;

13.7.4 Head of the Department concerned;

13.7.5 Principal of the college concerned;

13.7.6 Warden, who shall be invited , when the matter concerning his/ her hostel/ hall of residence is required to be placed before the Committee for consideration ; and

13.7.7 Dean Student Welfare (Member Secretary).

- 13.8 The Vice-Chancellor will appoint a Chairman from amongst the members.
- 13.8.1 The term of members other than ex-officio members shall be three years.
- 13.8.2 One third of the members shall constitute the quorum for a meeting of the aforesaid Committee.
- 13.9 Subject to any power conferred by the Act, the Statutes and Regulations and the Vice-Chancellor, the Discipline Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University/College and shall have the powers to punish the erring student as it deems appropriate.
- 13.9.1 The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor for his/ her decision. The Vice- Chancellor, if he/ she is of the opinion that the case merits review, may refer it back to the Discipline Committee for reconsideration.
- 13.9.2 Appeal against the decision of the Vice-Chancellor will be dealt with as per the provisions of Cluster University Act 2016.
- 13.9.3 The aforesaid Committee shall make such Rules as it deems fit and necessary for the performance of its functions and these Rules and other Orders under them shall be binding on the students of the University/College.

CHAPTER – 14

REGULATIONS GOVERNING THE HOSTELS MAINTAINED BY THE UNIVERSITY/COLLEGE

14.1 Administrative Committee for the University Hostels:

The hostel system is governed and administered by the various Hostel Committees and in accordance with the rules and regulations as given under or as framed by the University from time to time:

There shall be Administrative Committee for the University Hostels to consider and decide all matters relating to administration concerning the university hostels. At the beginning of each session, the Administrative Committee shall assess the total number of seats available in the hostels, the number of seats to be allotted to each teaching department of the University/College and the hostel in which the students are to be lodged. The Provost Hostels (Boys / Girls hostels) may call its meeting at any time during session when the situation so warrants. It will consist of the following members:

- 14.1.1 All Deans. The Senior most Dean will be the Convenor;
- 14.1.2 Provost Hostels (boys / girls);
- 14.1.3 Dean Student Welfare;
- 14.1.4 Wardens and Resident Warden of the University/College Hostels;
- 14.1.5 Two teachers to be nominated by the Vice-Chancellor every year / for a period of one year.

Provost hostel will act as Member Secretary of the Committee.

14.2 Hostel Working Committee

There shall be a working Committee for each hostel of the University/College to look after the day to day problems relating to its management. It will also function as Advisory Committee to the Administrative Committee of the University/College hostels. The working Committee will consist of:

- 14.2.1 Provost (Boys/girls Hostels) Chairperson;
- 14.2.2 Warden and Resident Warden of the Hostel concerned;
- 14.2.3 Senior boarders to be nominated by the Warden / Resident Warden of the hostel for this purpose;
Two boarders to be nominated by Provost (Hostels) as representatives of the hostel.

14.3 Appointment, Powers and Functions of Wardens

- 14.3.1 Wardens of Hostel shall be permanently appointed. In case there is no position of warden then the appointment can be made by the Vice-Chancellor among the employee of the University for a period of two years and the concerned shall be eligible for re-appointment. In that case the warden shall be entitled for suitable honorarium as may be decided from time to time by the Vice-Chancellor for rendering additional duty.
- 14.3.2 Subject to the guidelines of the University, the Warden shall allot rooms to the students and maintain a record of students along with permanent addresses of their guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- 14.3.3 In addition to the specific duties assigned by the Vice Chancellor, the Wardens shall perform the following duties:
 - 14.3.3.1 Oversee welfare of and maintain discipline amongst the residents in the Hostel and to keep daily record of the resident students, such as students present each day, students absent from the Hostel together with reasons for their absence.
 - 14.3.3.2 Oversee health, hygiene and general life of the students in the Hostel and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed in this respect from time to time.
 - 14.3.3.3 Report to the Provost all cases of misbehaviour, indiscipline and illness of students residing in his/her Hostel.
 - 14.3.3.4 Safe custody and maintenance of such properties of the concerned Hostel as are entrusted to them and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- 14.3.4 The Wardens shall have the right to inspect rooms in their Hostel/s.
- 14.3.5 The Wardens shall have administrative control over the staff assigned to the Hostel.
- 14.3.6 The Wardens shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- 14.3.7 The Wardens shall be responsible for the proper up keep and maintenance of such properties of the concerned Hostel, as are under

their charge.

- 14.3.8 The Wardens shall allot and supervise rooms and guest rooms.
- 14.3.9 The Wardens shall check the Resident Students Register and the Guest Room Register.
- 14.3.10 The Wardens shall take disciplinary action against resident student(s) for keeping any unauthorized guest(s).
- 14.3.11 The Wardens shall order double-locking of rooms of resident students and their re-opening, when required.
- 14.3.12 The Wardens shall take action for the eviction of resident students in consultation with the Provost.
- 14.3.13 The Wardens shall periodically verify the furniture and fittings of the rooms with the assistance of the Care taker and take action for their repairs/replacement for obtaining additional furniture.
- 14.3.14 In case of misuse/damage of the property in the Hostel by the students, the Wardens shall impose necessary fines including withholding of the hostel security.
- 14.3.15 Furnished residential accommodation will be provided to Wardens on rent-free basis for the period of the Wardenship. They shall be entitled to such allowance/special pay as the University may determine from time to time.
- 14.3.16 On the expiry of his/her term or on the termination of his/her appointment, the Wardens shall be required to vacate his/her accommodation. A Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Provost concerned for retaining the room.

14.4 Selection Process

- 14.4.1 The Provost (Hostels) shall communicate to the Dean of the faculty/Principal/Head of the University Teaching Departments the number of seats available for the students of each department in accordance with the decision of the Administrative Committee.
- 14.4.2 Applications by the students for accommodation in hostels shall be addressed and submitted to the Dean of the faculty/ Head of the University Department concerned/Principal.
- 14.4.3 The Dean of the faculty/Head of the Department/Principal on the recommendation of DAC (Departmental Affair Committee), shall forward applications on the merit basis to the Provost (Hostels) for

- allotment. The number of students selected for admission to a hostel shall not exceed the number of seats allotted to the department by the Administrative committee.
- 14.4.4 A student so recommended shall be allotted a seat by the Warden / Resident Warden of the hostel concerned after he pays the hostel dues and securities.
- 14.4.5 Dean of the faculty/Principal/Head of the University Department while granting admission shall inform each student desirous of seeking admission to the hostel that admission to the hostel and the decision of the Dean of the faculty/Principal/ Head of the Department to recommend or reject any request will be binding on him. Admission to hostels shall not be granted to those students (boys / girls) who live within the radius of 45 km and 30 km respectively. However, they may be granted admission if seats are available.
- 14.4.6 A student who has been admitted to the hostel shall not claim allotment of a particular room nor shall he/she be allowed to shift from the seat allotted to him/her. The Warden / Resident Warden shall, however, have the right to shift a boarder from one room to another in the interest of hostel discipline. Any boarder, who does not stay personally in the room dully allotted, shall forfeit his admission to the hostel.
- 14.4.7 A student who has been allotted a hostel shall not claim to shift to the Hostel of his choice. Refusal to avail the allotted accommodation within given time shall forfeit his/her claim to admission to the hostel.
- 14.4.8 Student must fill the form in his /her own handwriting and it must carry:
- 14.4.8.1 Recommendation of the Dean of the faculty/Head of the Department/Principal of the college concerned.
 - 14.4.8.2 Signatures of Father /Mother / Guardian and
 - 14.4.8.3 Two passport size photographs attested by the concerned Head of the Department/Principal of the college concerned.
- 14.4.9 Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address is given in the Hostel admission form.
Note: If the parents are alive, guardian's signature will not be accepted.
- 14.4.10 Ignorance of Hostel rules will not be taken as an excuse.
- 14.4.11 Every boarder and his/her Parents/Guardian have to sign an affidavit issued by UGC regarding prevention of Ragging alongwith admission form.

14.5 Eligibility Conditions

The following categories of students shall be eligible for admission to hostels:

- 14.5.1 Students enrolled in the Teaching Department of the University/College;
- 14.5.2 Students registered for a research degree of the Constituent Colleges University (for a maximum period of three years in the case of Ph.D and two years in the case of M.Phil .
- 14.5.3 The total hostel stay of a scholar (M.Phil./Ph.D) of any department of the University shall not exceed beyond the submission of dissertation or four years in any case.
- 14.5.4 The hostel accommodation shall not be provided to part time M.Phil/Ph.D scholars.
- 14.5.5 Admission to hostels shall be granted to boys and girls who live outside the radius of 45 km and 30 km respectively. Preference shall be given to the students seeking admission in a University/College Academic programme for the first time. Eligible applicants will be admitted on the basis of Inter-se-merit. However, admission may be granted to students living inside the radius of 45km/30 km if seats are available.
- 14.5.6 The boarders shall have to vacate the rooms during vacations for annual repairs of the rooms.
- 14.5.7 The boarders shall have to accommodate students (in hostels) representing other Universities of the country for participation in National or International Academic, Educational, Cultural and Literary events of short duration to be organized by the University.
- 14.5.8 The accommodation as mentioned above shall be permissible subject to the fulfilment of terms and conditions and satisfaction of the Provost (Hostels).
- 14.5.9 After completion of one programme/course a student/scholar is required to apply afresh for the hostel seat for the next programme.
- 14.5.10 All students/scholars are required to submit the renewal applications annually duly signed by their respective Dean of the faculty/Head of the Department/Principal of the College.
- 14.5.11 Students who belong to Srinagar city or whose parents or guardians are living in Srinagar city or those living independently in Srinagar city shall not be eligible for admission to a hostel seat in any case (the

university being located in Srinagar), except in exceptional cases at the discretion of the Vice-Chancellor.

- 14.5.12 All the boarders are required to submit an affidavit to the effect that they are not in any service regular (Government or Private). In case of joining any service temporary/ permanent, the boarder shall forfeit the right to stay in a hostel.
- 14.5.13 Each boarder residing in a hostel shall be responsible for the safe custody of the furniture, fittings, ceiling fans and other articles provided to him in the room or in the premises of a hostel. Any damage to or loss of an article/s shall have to be recovered from erring boarder(s) on the spot. In case she/he fails to do the same, the Warden/ Resident Warden will take appropriate action as warranted.
- 14.5.14 No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the room allotted to him/her. Infringement shall render a boarder liable to fine and disciplinary action.
- 14.5.15 Boarders shall not keep cash or any other valuables in their rooms. In no case University shall be responsible for the loss of any cash or articles belonging to the boarder.
- 14.5.16 Unless otherwise notified by the Warden/Resident Warden, the gates of the hostels shall ordinarily be closed at 10.00 pm for boys and 8.00 pm for girls. The boarders shall report at the time notified by their respective hostel authorities. The gates shall not open during the night except in case of an emergency such as serious illness of a boarder who may have to be rushed to the hospital for a medical aid. Prior permission of the Warden/Resident Warden shall invariably be obtained for the purpose.
- 14.5.17 The boarders shall have direct access to the Warden/Resident Warden and they shall report grievance or complaint if any, against the employee(s) of the hostel directly to them and in no case shall any boarder deal with the employee(s) on his/her own.
- 14.5.18 All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the room, furniture and other articles of the hostel to the office of the hostel. If any boarder is found to have locked room and left the hostel without prior permission of the Warden/Resident Warden, the room may be forcibly opened under the supervision of the Warden/Resident Warden or any other authority authorized by the University for the purpose and all belongings of the erring boarder in that room will be deposited in the store of the hostel. The suitable fine will also be charged from the student for the purpose.
- 14.5.19 All boarders have to get NOC from hostel at the time of submission of dissertation /thesis. M.Phil/Ph.D scholars are required to complete all

the formalities and vacate the hostel at the time of submission of their dissertation. However, they can stay in hostel as a guest for Viva-voce.

- 14.5.20 No boarder shall refuse to accept any notice that is served to him/her by the hostel authorities, either on their own, or on behalf of the University. Refusal to receive a notice shall be treated as a form of misconduct, rendering the boarders concerned liable for disciplinary action.
- 14.5.21 No relative or friend of boarder shall stay in the hostel without the prior permission of the Warden/Resident Warden and that too for a period not exceeding three days.
- 14.5.22 No boarder shall leave the hostel/station temporarily without obtaining prior permission of the Warden/Resident Warden in writing for the purpose.
- 14.5.23 No boarder shall indulge in any act of violence or instigations or any anti-social activity such as smoking, drinking, gambling etc. in the hostel. Infringement, thereof, shall make, such a boarder, liable for disciplinary action including cancellation of hostel seat. The premises of the hostel cannot be used for activities other than academic and social nature.
- 14.5.24 No press conference can be held in the premises of the hostel.
- 14.5.25 No boarder shall keep with him in the premises of the hostel or campus any lethal weapons or firearm. If found in possession of any lethal weapon or firearm, the boarder shall be immediately expelled from the hostel and apart from legal action, his /her security deposit will be confiscated.
- 14.5.26 A boarder can be expelled from hostel and apart from legal action, his /her security deposit will be confiscated for unauthorized use and for illegal possession of the hostel rooms.
- 14.5.27 Hostel residents are prohibited to remove the furniture from any room, canteen or mess to their room.
- 14.5.28 Hostel residents are advised to keep the Hostel identity cards always with them and should produce the same whenever asked to do so by the concerned authorities.
- 14.5.29 At night, the boarders will sleep in their own rooms. A boarder cannot sleep in another room without prior permission of the warden.
- 14.5.30 Boarders will wear proper dress while going to the common room, dining hall, guest room, and office or roaming on the campus.
- 14.5.31 In boys hostel only males would be allowed to enter the hostel room. Similarly in girls hostel only females would be allowed to enter the

hostel room.

- 14.5.32 All the rules of the hostel will also apply on the research scholars.
- 14.5.33 If the parents/guardians of the boarders do not respond to the call of authorities in an urgent situation, the entire responsibility would fall upon the parents/guardians.
- 14.5.34 If any student is suffering from serious chronic disease, he/she must fill the same in the hostel admission form. He/she will be allotted accommodation in the hostel only on recommendation of the senior medical officer.
- 14.5.35 In the hostel on the campus home delivery of cooked food/fast food is strictly prohibited. Any boarder violating this rule will be immediately expelled from the hostel.
- 14.5.36 No boarder shall be allowed to accommodate any other student in his/her room, if found, boarder will be expelled from the hostel. If the boarder is not staying in his/her room, the hostel admission shall be cancelled.
- 14.5.37 Admission in the academic programmes in different Departments/Colleges provides no guarantee for hostel seat as number of seats are limited in the hostels.
- 14.5.38 Research personnel on projects and fellowships sponsored by organizations like ICSSR, CSIR, UGC, ICAR, ICSSR in the University will be accommodated in a hostel during the tenure of the project/fellowship subject to availability of accommodation. These students cannot claim HRA from the funding agency, except for the hostel rent.

14.6 Reservation of Seats In Hostels:

Out of the available seats assessed by the Hostel Administrative Committee at the beginning of each academic session, the reservation shall be as per the rules prescribed by the University / State from time to time.

Selection of candidates against reserved categories specified above shall be made on the basis of comparative/composite merit at the University level. The beneficiary candidate must be the Permanent Resident of J&K state. There shall be no reservation for the Self financing students of the University/College.

14.7 Hostel Committees:

After the admissions to the hostels are made at the beginning of each academic session, Warden/Resident Warden shall nominate the following from amongst the boarders of the Hostel:

- 14.7.1 Advisory Committee of Senior boarders.

- 14.7.2 Mess Committee
- 14.7.3 Sports and Common Room Committee
- 14.7.4 Anti Ragging Committee
- 14.7.5 Any other committee as warranted consisting of senior boarders with the Warden/Resident Warden as its chairperson and Co-chairperson respectively to perform the following functions:
 - 14.7.5.1 Smooth functioning of the hostel mess, the canteen and the common room.
 - 14.7.5.2 Organization of social and cultural activities.
 - 14.7.5.3 Building up a healthy academic and social environment in the hostel, and
 - 14.7.5.4 Promotion of friendly atmosphere in the hostel
- 14.7.6 The hostel mess shall be run on co-operative basis. In case Warden/Resident Warden finds that it is no longer possible to run mess on co-operative basis without running into loss, they may in consultation with the Hostel Advisory Committee, make any other alternative arrangements. No mess shall function in case the number of boarder is less than 30.
- 14.7.7 The hostel mess committee in every hostel shall fix a monthly minimum amount to be deposited every month in advance by the boarders for ensuring smooth functioning of the hostel's Co-Operative Mess.
- 14.7.8 The University desires it mandatory for a hostel boarder to join the hostel mess in the interest of smooth running of the hostel.
- 14.7.9 Security deposit of each boarder shall be refunded only after the boarder has vacated the hostel and settled all accounts with the hostel.
- 14.7.10 The boarders shall have to vacate the hostels whenever a Seminar or Conference is organized by the University/College during vacations or at any other period as may be decided by the University/College.
- 14.7.11 At the time of admission to the hostel, the Warden/Resident Warden of the hostel shall obtain an undertaking from each boarder to the effect that he/she has read the regulations relating to the residence of students in the hostels and that he/she shall abide by them.
- 14.7.12 Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the regulations relating to the maintenance of discipline of students in the University Teaching Department/College as prescribed by the University or as may be amended/notified from time to time

CHAPTER – 15

EMPLOYEES AND STUDENTS GRIEVANCES REDRESSAL COMMITTEES

STATUTES

- 15.1 There shall be a constituted mechanism for the redressal of the grievances of employees and students of the University.
- 15.2 Student means any student who is admitted/registered for a Programme of study in any:
 - 15.2.1 Department/College or Campus/Centre maintained by the University.
 - 15.2.2 Employee means any person appointed/recognised by the University as its employ and includes teachers and other staff of the University.
- 15.3 The Grievances Committee shall observe the following general principles:
 - 15.3.1 The Campus Community should be made fully aware of the grievance redressal mechanism;
 - 15.3.2 Every grievance from a student/staff member should be registered and acknowledged;
 - 15.3.3 If a final decision is not feasible within a fortnight, an acknowledge should be sent to the applicant along with an indication as to when he/she can expect a final reply;
 - 15.3.4 As a matter of general rule, all the grievances should be disposed off within a period of three months;
 - 15.3.5 The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once in a week at fixed timings; and
 - 15.3.6 He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate formation can approach the Vice Chancellor for a decision.
- 15.4 **Students Grievance Redressal Committee**

Students Grievances Redressal Committee shall comprise of the following:

- 15.4.1 The Chairman to be nominated by the Vice-Chancellor

15.4.2	Dean of the concerned faculty	Special Invitee
15.4.3	One teacher to be nominated by the Vice Chancellor	Member
15.4.4	Principal of the concerned College	Member
15.4.5	Dean of Students Welfare	Member Secretary
15.4.6	Representative of Student's Council	Member

15.5 Powers and Functions

The Committee shall:

- 15.5.1 entertain written complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- 15.5.2 enquire into the grievances, and submit report along with recommendations to the Vice-Chancellor for suitable action; and
- 15.5.3 recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

15.6 Teachers' Grievances Committee

The Committee shall be constituted by the University consisting of the following:

15.6.1	Vice Chancellor or his/her representative	Chairman
15.6.2	Five representatives from the teaching faculty' representing gender, SC/ST:	Members
15.6.3	Principal of the concerned colleges	Members
15.6.4	Vice Chancellor's nominee member Secretary.	

15.7 Powers and Functions

The Committee shall

- 15.7.1 entertain written complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- 15.7.2 enquire into the grievances, and submit report along with the recommendations to the Vice-Chancellor for suitable action; and
- 15.7.3 recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

15.8 Non-Teaching Staff Grievances Committee

The Committee shall comprise:

- 15.8.1 The Chairman - to be nominated by the Vice Chancellor.
- 15.8.2 Four representatives from the non-teaching staff representing gender, SC/ST to be nominated by Vice Chancellor
- 15.8.3 Principal of the concerned Colleges Members
- 15.8.4 Head of the University Department Members
- 15.8.5 The nominee of the Registrar Member-Secretary

15.9 Powers and Functions

The Committee shall:

- 15.9.1 Entertain and consider written complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- 15.9.2 enquire into the grievances, and submit report along with recommendations to the Vice-Chancellor for suitable action; and
- 15.9.3 recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

CHAPTER – 16

Sensitization, Prevention and Redressal of Sexual Harassment (SPARASH)

16.1 Bodies of SPARASH:

Sensitization, Prevention and Redressal of Sexual Harassment (SPARASH) shall include the Apex body of SPARASH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

16.2 Functions, Powers and Duties of ABS:

- 16.2.1 To uphold the commitment of the University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence;
- 16.2.2 To promote a social and psychological environment which will raise awareness about gender-based discrimination and prevent sexual harassment and other acts of gender-based violence; and
- 16.2.3 To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.

16.3 Functions, Powers and Duties of UCC:

- 16.3.1 To ensure implementation of directives of the Apex Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace;
- 16.3.2 To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender based violence; and
- 16.3.3 To ensure that the provisions of the Statutes are implemented in letter and spirit through proper reporting and redressal of the complaints.

16.4 Definitions:

- 16.4.1 **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - 16.4.1.1 Unwanted physical contact and advances;
 - 16.4.1.2 A demand or request for sexual favour;

- 16.4.1.3 Sexually-coloured remarks;
 - 16.4.1.4 Displaying pornography, and
 - 16.4.1.5 Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 16.4.2 **Academic staff:** This shall include any person on the staff of the University who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- 16.4.3 **Campus:** This includes all the places vested, controlled and/or administered by the University.
- 16.4.4 **Students:** Students mean regular, private/ex-students of the University on the rolls of Schools/Centres/Departments of Studies/Hostel.
- 16.4.5 **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a Public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.
- 16.4.6 **Counsellor:** This shall include any woman from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment
- 16.4.7 **Non-teaching staff:** This shall include any person on the staff of the University who is not appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, on daily wages, on honorary or on special duty, or on deputation, and shall include employees on a casual or project basis.
- 16.4.8 **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the University.
- 16.4.9 **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.
- 16.5 **Constitution of Apex Body of SPARASH (ABS):**
The ABS shall consist of the following members, who will be nominated by the Vice Chancellor:
- 16.5.1 Chairperson, a woman nominated by the Vice Chancellor from amongst the faculty members.
 - 16.5.2 Five members representing various Schools/Departments/Centres of the University, of which, atleast, three should be women and one amongst these shall be nominated as member secretary by the Vice Chancellor.

- 16.5.3 Two student representatives of which, atleast, one should be girl student (names to be proposed by the Dean, Students' Welfare for Vice Chancellor's approval).
- 16.5.4 Two members from the non-teaching staff, of which, atleast, one should be a woman.
- 16.5.5 One woman NGO representative.
- 16.5.6 One woman Counsellor.

16.6 Constitution of University Complaints Committee (UCC):

The Vice Chancellor shall nominate the members of UCC from among the members of the ABS and shall comprise the following:

- 16.6.1 Four teacher representatives of which at least two shall be women
- 16.6.2 One non-teaching representative of the University;
- 16.6.3 One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative; and
- 16.6.4 Chairperson and a member secretary shall be nominated by the Vice - Chancellor.

16.7 Term of office of Chairpersons and members of ABS and UCC:

The Chairperson and members shall hold office for a term of three years from the date of issue of order. Provided that Chairperson or any member shall not hold office for more than two terms.

16.8 Vacancy of the office of Chairperson or Members of ABS/UCC:

If the office of the Chairperson or any other member becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be nominated to fill in the vacancy. The new Chairperson/member shall be nominated by the Vice Chancellor.

16.9 Procedure for transaction of business of ABS:

- 16.9.1 The ABS shall hold at least five meetings in an academic year without more than 3 months gap between the two meetings.
- 16.9.2 Proceedings of all the meetings shall be recorded by the member secretary, confirmed and adopted by the ABS members.

- 16.9.3 The quorum for the meeting shall be one third members of the ABS.
- 16.9.4 Any member may request the Chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given.

16.10 Procedure for Filing Complaints with UCC:

- 16.10.1 Wide publicity to be given for filing complaints.
- 16.10.2 Complaints to be registered in strict confidentiality.
- 16.10.3 The UCC on taking cognizance of complaint(s) pertaining to sexual harassment shall conduct enquiries and recommend penalties and other actions to be taken in the matter. UCC shall also provide assistance and redressal to the victim(s).
- 16.10.4 Any student, resident, service provider, outsider, academic staff or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsider, academic staff or non-teaching staff.
- 16.10.5 Any person(s) may lodge a complaint directly to the Vice Chancellor, or to any member of the UCC.
- 16.10.6 The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- 16.10.7 The UCC may hear both the parties (complainant and the accused) in a manner, as it may deem appropriate, and determine the course of action the situation merits.
- 16.10.8 The UCC will be responsible for conducting a formal enquiry against the student, academic staff, non-teaching staff, service provider or resident, as the case may be, allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- 16.10.9 The inquiry shall be conducted under the rules and procedure laid down by the University and will be in conformity with the principles of natural justice.
- 16.10.10 The formal inquiry shall commence within a week and shall be completed within two months from the date of complaint. If the UCC finds it impractical to dispose off the case within the given time, the reasons will be recorded in writing, and the period may be extended by the Vice Chancellor.

16.11 Penalties: Penalties shall be awarded as per University rules for employees. In

case of students/service providers, the penalties shall include:

- 16.11.1 Expulsion from the University
 - 16.11.2 Rustication for period which may extend to three years
 - 16.11.3 Denial of re-admission
 - 16.11.4 Withholding results
 - 16.11.5 Warning in writing
 - 16.11.6 Debarring entry into hostel/campus
 - 16.11.7 Written apology
 - 16.11.8 Bond of good behaviour
- 16.12 In case of harassment by an outsider, that is, a person unconnected with the University, the University Authorities shall initiate action by making a complaint with the appropriate authorities.

CHAPTER – 17

LOCAL FUNDS OF THE UNIVERSITY

17.1 Regulations Governing Local Fund of the University

These rules shall be called the “Local Fund regulations of the University”.

17.1.1 EFFECT

These shall come into force from the date of notification of these regulations.

17.1.2 Definition

Local Fund shall mean a fund which is maintained and administered by the University, created by funds realized from the students and research scholars of the Departments or any other resource.

Sub Heads:

- 17.1.2.1 Sports Development Fund
- 17.1.2.2 Magazine/University News Bulletin Fund
- 17.1.2.3 Alumni fund
- 17.1.2.4 Central Library Development Fund
- 17.1.2.5 DIQA Fund
- 17.1.2.6 Red Cross Fund
- 17.1.2.7 NSS Fund
- 17.1.2.8 Cultural Fund
- 17.1.2.9 Students Insurance Fund
- 17.1.2.10 Any other fund that may be prescribed by the competent authority from time to time.

17.1.3 Consolidated Local Fund:

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub-heads of local fund as on 31st day

of May of each year shall be credited.
This shall include:

- 17.1.3.1 Lapsed amount of library and science security deposits.
- 17.1.3.2 Interest earned on fixed and savings bank account of local Fund accounts.
- 17.1.3.3 Any other collection which is not creditable to a particular Local Fund.
- 17.1.3.4 Unutilized amount of any fund from the above.
- 17.1.4 On the day of notification of these rules the balance available in all local funds as on last May 31st shall constitute the consolidated Local fund of the University.
- 17.1.5 **Year:** For the purpose of these regulations a year shall mean a period of twelve months from January 1st to December 31st.
- 17.1.6 **OBJECTIVES**
The aim of establishing the Local Funds shall be to promote social, cultural and academic activities of the University, welfare of the students and general development of the University.
- 17.1.7 **LOCAL FUND RECEIPTS**
Subject to students fund dues, notified by the University on account of the following sub heads at the change that may be notified from time to time, each Department shall collect from the time of admission or during the period of study:

- 17.1.7.1 Sports Development Fund
- 17.1.7.2 Magazine/University News Bulletin Fund
- 17.1.7.3 Alumni Fund
- 17.1.7.4 Central Library Development Fund
- 17.1.7.5 DIQA Fund
- 17.1.7.6 Red Cross Fund
- 17.1.7.7 NSS Fund
- 17.1.7.8 Cultural Fund
- 17.1.7.9 Students Insurance Fund

- 17.1.7.10 Any other fund that may be prescribed by the competent authority from time to time.
- 17.1.7 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the University shall be deposited in the bank immediately.
- 17.1.8 Without prejudice to the provision of Regulation, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:
- 17.1.8.1 **Sports Development Fund**
 a) For promotion of games, sports, cultural and social activities of the University.
 b) Maintenance of common room and to provide other recreational amenities to the students.
 c) Payment of salaries to local fund employees associated with sports activities.
 d) Any other expenditure connected with the sports.
- 17.1.8.2 **Magazine/University News Bulletin Fund**
 For printing of University Magazine, News letter, any other publication etc.
- 17.1.8.3 **Alumni Fund**
 To meet the expenses of the functions organised for the ex-students of the University.
- 17.1.8.4 **University Library Development Fund**
 To subscribe for news papers, magazines and other media of information including printing and publishing of wall charts/magazine/journals in such a manner as Librarian of the Central Library, in consultation with the Statutory Committee would deem proper.
- 17.1.8.5 **DIQA Fund**
 To create infrastructure helpful in improving the quality of education of the University.
- 17.1.8.6 **Red Cross Fund**
 For purpose as required by District/State Red Cross Society.
- 17.1.8.7 **NSS Fund**
 To organise workshops, social service camps etc., by University NSS unit.
- 17.1.8.8 **Cultural Fund**
 To organise social/cultural functions in the University and

to hold debates, seminars, conferences, symposia, other literary activities in the University.

17.1.8.9

Student Insurance Fund

To provide insurance cover to enrolled students of the University through general insurance company against death/disability due to accident.

17.1.8.10

CONSOLIDATED LOCAL FUND

Expenditure out of consolidated local fund shall be incurred for the following:

- a) Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students' academic and welfare activities.
- b) Maintenance of Library.
- c) Purchase of new books.
- d) Replacement of lost books or damaged books.
- e) Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds for the purpose are not available or are short of the requirement of University.
- f) Construction of permanent structures.
- g) Such other items of expenditure connected with the affairs of the College which cannot be accommodated within the budget.
- h) Welfare of students.
- i) Payment of audit expenses for audit of Local Fund.
- j) Any other expenditure with the approval of the Vice-Chancellor.

17.1.9

LIMIT OF EXPENDITURE OUT OF LOCAL FUND

17.1.9.1

The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.

17.1.9.2

The Registrar shall, however, be competent to authorise re-appropriation from one sub head of local fund to another, subject to a maximum of Rs.5000/- (Five thousand only).

17.1.9.3

As far as possible at the beginning of the academic session, the Registrar in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.

17.1.9.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Registrar in consultation with the Local Fund Committee.

17.1.10 EXPENDITURE

17.1.10.1 The expenditure out of the local funds shall be sanctioned by the Registrar with the concurrence of the Local Fund Committee consisting of the following:

- a) Registrar;
- b) Controller of Examinations;
- c) Dean Students Welfare;
- d) One member of the Syndicate to be nominated by the Vice-Chancellor;
- e) Account Officer/officer In-charge Finance.

17.1.10.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.

17.1.10.3 All expenditure out of the Local funds shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the University.

17.1.11 MAINTENANCE OF ACCOUNTS

The officer in charge Finance shall be responsible to:

17.1.11.1 Maintain and operate Local Fund account in the Bank.

17.1.11.2 To deposit money received from the students from time to time in the Local Fund account.

17.1.11.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.

17.1.11.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.

17.1.11.5 Separate accounts shall be maintained for Local Fund collected during the year and Consolidated Local Fund.

17.1.12 AUDIT

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the University and duly audited shall be furnished to the Officer In charge Finance within six months

from the date of closing of account.

17.1.13 RELAXATION OF RULES

Any expenditure in the interest of the University over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

17.2 Regulations Governing Local Fund of the Departments

17.2.1 EFFECT

These shall come into force from the date of notification.

17.2.2 DEFINITION

Local Fund shall mean a fund which is maintained and administered by the University, created by fund realized from the students and research scholars of the University or any other resource.

Sub Heads:

17.2.2.1 Department Development Fund

17.2.2.2 Department Library Fund

17.2.2.3 Social Activity Fund

17.2.2.4 SIQAC(School Internal Quality Assurance Cell)

17.2.2.5 Computer Fund

17.2.2.6 Laboratory Maintenance Fund wherever Applicable

17.2.2.7 Students Identity Card Fund

17.2.2.8 Medical Assistance Fund

17.2.2.9 Excursion Fund

17.2.2.10 Sports Fund

17.2.2.11 Any other fund that may be prescribed by the competent authority from time to time.

17.2.3 Consolidated Local Fund:

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub heads of local fund as on 31st day of May of each year shall be credited.

This shall include:

17.2.3.1 Lapsed amount of library and science security deposits.

17.2.3.2 Interest earned on fixed and savings bank account of local

- Fund accounts.
- 17.2.3.3 Any other collection which is not creditable to a particular Local Fund.
- 17.2.3.4 Unutilized amount of any fund from the above.
- 17.2.4 On the day of notification of these rules the balance available in all local funds as on last May 31st shall constitute the consolidated Local fund of the Department.
- 17.2.5 **Year:** For the purpose of these regulations a year shall mean a period of twelve months from January 1st to December 31st.
- 17.2.6 **OBJECTIVES**
The aim of establishing the Local Funds shall be to promote social, cultural and academic activities of the Department, welfare of the students and general development of the Department.
- 17.2.7 **LOCAL FUND RECEIPTS**
Subject to students fund dues, notified by the University on account of the following sub heads at the change that may be notified from time to time, each Department shall collect at the time of admission or during the period of study:
- 17.2.7.1 Department Development Fund
 - 17.2.7.2 Department Library Fund
 - 17.2.7.3 Social Activity Fund
 - 17.2.7.4 SIQAC(School Internal Quality Assurance Cell)
 - 17.2.7.5 Computer Fund
 - 17.2.7.6 Laboratory Maintenance Fund for Science
 - 17.2.7.7 Students Identity Card Fund
 - 17.2.7.8 Medical Assistance Fund
 - 17.2.7.9 Excursion Fund
 - 17.2.7.10 Sports Fund
 - 17.2.7.11 Any other fund that may be prescribed by the competent authority from time to time.

17.2.8 **Security Deposits**

The Department shall realize the security deposit from the students as may be required under rules.

17.2.8.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.

17.2.8.2 Security deposit of the students, not claimed by them within two years from the date from which he/she ceases to be on the rolls of the Department, shall lapse and shall be credited to the Consolidated Local Fund of the College.

17.2.9 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the Department shall be deposited in the bank immediately.

17.2.10 Without prejudice to the provision of Regulation 17.2.7, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:

17.2.10.1 **Department Development Fund**

- a) To carry out the repair and renovation of the Department buildings, internal roads and general up keep of the buildings.
- b) To repair/replace the electrical fixtures like lighting, fans, air conditioners etc.

17.2.10.2 **Department Library Fund**

To subscribe for news papers, magazines and other media of information including printing and publishing of wall charts/magazine/journals in such a manner as Head of the Department, in consultation with the Statutory Committee would deem proper.

17.2.10.3 **Social Activity Fund**

To organise social/cultural functions in the Colleges and to hold debates, seminars, conferences, symposia and other literary activities in the Department.

17.2.10.4 **SIQAC(School Internal Quality Assurance Cell)**

To establish quality works in the departments.

17.2.10.5 **Computer Fund**

To establish Computer Laboratory in the department

and also for maintenance and up gradation of Computer Labs.

17.2.10.6 Laboratory Maintenance Fund

- a) To purchase, repair and maintain the science equipment required for the conduct of practical of science subjects.
- b) To repair and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.
- c) HODs in consultation with the teaching staff of the Departments shall prepare list of the new equipments required and repairing of the existing for utilization of the funds under this sub head.
- d) Funds under this sub head shall be allocated to subject/courses according to the number of students and fund collected from them.

17.2.10.7 Student Identity Card Fund

To provide identity cards to the students of the Department.

17.2.10.8 Medical Assistance Fund

To maintain the dispensary of the department (or the central dispensary) and to keep the required medicines and other first aid items required to meet any medical emergency in the department to provide first aid during sporting events in the department.

17.2.10.9 Excursion Fund

To organise excursions/picnics for students.

17.2.10.10 Sports Fund

- a) For promotion of games, sports, cultural and social activities of the department.
- b) Maintenance of common room and to provide other recreational amenities to the students.
- c) Payment of salaries to local fund employees associated with sports activities.
- d) Any other expenditure connected with the sports.

17.2.11 CONSOLIDATED LOCAL FUND

Expenditure out of consolidated local fund shall be incurred for the following:

17.2.11.1 Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging

students' welfare activities.

- 17.2.11.2 Maintenance of Library.
- 17.2.11.3 Purchase of new books.
- 17.2.11.4 Replacement of lost books or damaged books.
- 17.2.11.5 Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular department of the college.
- 17.2.11.6 Construction of permanent structures.
- 17.2.11.7 Such other items of expenditure connected with the affairs of the department which cannot be accommodated within the budget.
- 17.2.11.8 Welfare of students
- 17.2.11.9 Payment of audit expenses for audit of Local Fund.
- 17.2.11.10 Any other expenditure with the approval of the Vice-Chancellor.

17.2.12 LIMIT OF EXPENDITURE OUT OF LOCAL FUND

- 17.2.12.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.
- 17.2.12.2 Head of the Department shall, however, be competent to authorise re-appropriation from one sub head of local fund to another, subject to a maximum of Rs.5000/- (Five thousand only).
- 17.2.12.3 As far as possible at the beginning of the academic session, the Head of the Department in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.
- 17.2.12.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Head of the Department in consultation with the Local

Fund Committee.

17.2.13 EXPENDITURE

- 17.2.13.1 The expenditure out of the local funds shall be sanctioned by the Head of the Department with the concurrence of the Local Fund Committee consisting of the following:
- a) Head of the Department concerned;
 - b) Two teachers to be nominated by the Head of the Department;
 - c) One representative of the students from the senior most class;
 - d) Account Officer/Officer In-charge Finance;
- 17.2.13.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.
- 17.2.13.3 All expenditure out of the Local fund shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the Departments.

17.2.14 MAINTENANCE OF ACCOUNTS

The Head of the Department shall be responsible to:

- 17.2.14.1 Maintain and operate Local Fund account in the Bank.
- 17.2.14.2 To deposit money received from the students from time to time in the Local Fund account.
- 17.2.14.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.
- 17.2.14.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.
- 17.2.14.5 Separate accounts shall be maintained for Local Fund collected during the year and also in respect of Consolidated Local Fund.

17.2.15 AUDIT

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the Department and duly

audited shall be furnished to the Registrar within six months from the date of closing of account.

17.3 Regulations Governing Corpus Fund

There shall be a Corpus Fund of the University.

17.3.1 It shall come into force from the date of its notification.

17.3.2 The fund shall be raised through the following sources:-

17.3.2.1 Donations

17.3.2.2 Interest earnings

17.3.2.3 Contributions from local funds of the University

17.3.2.4 Students contribution

17.3.2.5 Contributions from Alumni Associations.

17.3.4 a) An amount of Rs. 5 crore shall always remain as a minimum balance in the fund.

b) On the recommendation of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 5 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished.

c) The investment of the Corpus Fund, in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest.

d) The ceiling of Rs. 5 crore shall be reviewed by the Corpus Fund Committee after every five years.

e) Loan can be raised out of the Fund for meeting the expenditure under non-plan head including salary/pension and other expenses whenever grant-in-aid under non-plan head are not received from the State Government in time. The loan shall however, be recouped when the grant-in-aid is received from the state Govt. In such cases, the ceiling of Rs. 5 crore as at 17.3.4 (a) above shall not apply.

f) The Vice-Chancellor shall be authorized to sanction non-interest bearing loan out of Corpus Fund, to be recouped 100% by 31st

March of the same financial year.

- 17.3.5 There shall be a Dean of the Fund to be nominated by the Vice-Chancellor who shall hold office for a period to be determined by the Vice-Chancellor from time to time.
- 17.3.6 The fund shall be governed by a committee consisting of the following:
 - 17.3.6.1 Vice-Chancellor
 - 17.3.6.2 Registrar
 - 17.3.6.3 Financial Advisor
 - 17.3.6.4 Dean of the Fund
 - 17.3.6.5 Two teachers of the University, to be nominated by the Vice-Chancellor from time to time.
 - 17.3.6.6 Accounts Officer/ Officer in-charge Finance (Member Secretary)
- 17.3.7 There shall be a Fund Raising Committee to be constituted by the Vice-Chancellor from time to time.
- 17.3.8 **Maintenance of Accounts:**
 - 17.3.8.1 All the receipts of the fund shall be deposited in a separate Branch Account to be maintained by Account Officer/Officer in-charge finance.
 - 17.3.8.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Internal Audit Party.
 - 17.3.8.3 Surplus money in the fund which may not be required immediately shall be placed on short/ long term fixed deposit.
- 17.3.9 **Interpretation of Rules**
In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.

17.4 Regulations Governing Application/ Entrance Processing Fund

17.4.1 There shall be an ‘Application/Entrance processing Fund’ of the University and these regulations shall be called ‘Application/Entrance processing Fund Regulations.

17.4.2 Objective of the Fund:

The Fund shall be used for Effective and Efficient conduct of the Entrance exam and processing of application forms. It shall also include processing for any other Entrance Examination conducted by the University.

17.4.3 Sources of the Fund:

17.4.3.1 Entrance Test Fund realized from each candidate at the time of his/her Application for the Entrance Test.

17.4.3.2 Any contribution made by Constituent Colleges of the University/Department or any other source of the University.

17.4.3.3 Entrance Test fund realized from any other sources.

17.4.3.4 Interest earned through the deposit of the fund.

17.4.4 Utilization of the Fund:

The fund shall be utilized for the following purposes:

17.4.4.1 Expenditure incurred for admission purpose in University and constituent colleges.

17.4.4.2 Hiring of the Professional services of the agency/agencies involved in developing the software and/or collection/printing/packing of question booklets for the Entrance purpose.

17.4.4.3 All expenses to be incurred for making admission in University departments and constituent colleges which include remuneration and refreshment to the staff engaged for the purpose

17.4.4.4 The expenditure on account of publication of such notifications/public notices/publicity schedules as are deemed appropriate for the information of the general public from time to time in relation to the Entrance

Examination.

- 17.4.4.5 All expenditure incurred in relation to the safe storage, transaction, evaluation, preparation of final result, distribution of material, etc., pertaining to the conduct of aforesaid entrance examination.
- 17.4.4.6 The funds can be utilized for expenditure related to I.T. equipments, student facilities, infrastructure development etc.
- 17.4.4.7 To meet expenditure for any other item/purpose with the approval of the Vice-Chancellor.
- 17.4.4.8 Audit fund if any shall be paid out of the Fund.

17.4.5 Fund Management Committee:

- 17.4.5.1 The fund shall be governed by a Committee comprising the following:
 - a) Registrar (Convener)
 - b) Controller of Examinations
 - c) Two nominees of the Vice-Chancellor
 - d) Account Officer/Officer In charge Finance
 - e) Assistant Registrar (Academics) (Member Secretary)
- 17.4.5.2 Two/Third of the total strength shall form the quorum of the meeting
- 17.4.5.3 All decisions with regard to individual items of expenditure shall be presented before the committee which shall meet as frequently as deemed necessary by the Registrar.
- 17.4.5.4 The Committee shall have the powers to approve the proposal(s) to be executed out of the fund. In exceptional circumstances, Registrar is empowered to accord Approval to emergent type of proposals of expenditure which shall be placed before the Committee at its next meeting for confirmation of action taken.
- 17.4.5.5 For the financial approval, all the proposals shall be sent to the Budget & Finance Section for issuance of formal sanction after the approval of the Competent Authority.
- 17.4.5.6 After the sanction from Budget & Finance Section, the payments shall be released by the office of the Account

Officer/Officer In charge (Finance), who shall be operating the “Application/Entrance processing Fund” Account.

17.4.6 Maintenance of Accounts:

- 17.4.6.1 All the receipts of the Fund shall be deposited in a separate Account.
- 17.4.6.2 To prepare an annual statement of Income and expenditure and surplus money shall be placed in short/long-term fixed deposit or in any other scheme which may attract higher rate of interest/return.
- 17.4.6.3 The reconciliation of the Account shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Account to be appointed by the University.

17.4.7 Interpretation of Rules:

In case any doubt, the Vice-Chancellor shall have the power to interpret these regulation and his interpretation shall be final and binding.

17.5 Regulations Governing Students Aid Fund

17.5.1 Objective of the Fund

There shall be a Students Aid Fund of the University for providing financial assistance to the poor students.

17.5.2 Source of the Fund

- 17.5.2.1 The fund shall be raised through contribution by every student (i.e. annual fund);
- 17.5.2.2 Voluntary contribution received from the staff members and other sources;
- 17.5.2.3 Grant received from the University Grants Commission or any other agency, if any;
- 17.5.2.4 Interest earned through the deposit of the Fund.

17.5.3 Fund Management Committee.

The fund shall be governed by the Committee consisting of the following:

- 17.5.3.1 Vice-Chancellor or his nominee.
- 17.5.3.2 Dean Students Welfare.

- 17.5.3.3 Two heads to be nominated by the Vice-Chancellor.
- 17.5.3.4 Account Officer/Officer In-charge Finance.
- 17.5.3.5 Eight students (Class Representatives) to be nominated by the Vice-Chancellor.
- 17.5.3.6 One senior scholar to be nominated by the Vice-Chancellor.
- 17.5.3.7 Assistant Registrar (Academics) Member
Secretary

17.5.4 Utilization of the Fund

- 17.5.4.1 Financial assistance out of the Fund shall be admissible to the poor and needy students to meet the following:
 - a) Tuition fund
 - b) Examination Funds
 - c) Purchase of books
 - d) Hostel/Mess Charges
 - e) Clothing
 - f) Audit fund if any shall be paid out of the Fund.
- 17.5.4.2 The following factors shall determine the eligibility of the students for the benefit out of the fund-
 - a) The family income slab shall be up to Rs. 1 Lac per annum.
 - b) The cap of “Students Aid Fund” shall be Rs. 10,000/- during the entire period of stay of a student in the University.

Provided they are regular in attendance, maintain proper discipline in the campus and the Head of department is satisfied about their progress in studies.

In each academic session, the Dean, Students Welfare will invite applications from students through Heads of teaching departments for assistance out of the “Students Aid Fund” in the first week of September. However, in case of emergency, the Head(s) of the Department(s) may forward application(s) of deserving students(s) at any time for assistance from the Students Aid Fund. The number of students to be benefitted shall be decided by the Local Fund Management Committee.

17.5.5 Maintenance of Accounts

- 17.5.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by Account officer/officer in-charge finance.

17.5.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.

17.5.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/ long term, fixed deposit.

17.5.6 Interpretation of Rules.

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these Regulations and his interpretation shall be final and binding.

17.6 Regulations Governing Examination Development and Maintenance Fund

17.6.1 Objective of the Fund

There shall be a Examination Development and Maintenance Fund of the University for smooth functioning of the Controller of Examinations wing.

17.6.2 Source of the Fund

The Fund shall be raised through an annual fund realized through the students at the time of admission as:-

17.6.2.1 Examination Development Fund received from the students;

17.6.2.2 Examination Maintenance Fund received as services charge from the students;

17.6.2.3 Interest earned through the deposit of the fund.

17.6.3 Fund Management Committee.

The Fund shall be governed by a Committee consisting of the following:

17.6.3.1 Vice-Chancellor ; Chairperson

17.6.3.2 Registrar;

17.6.3.3 Dean Students Welfare;

17.6.3.4 Controller of Examinations;

17.6.3.5 Account Officer/Officer In-charge Finance;

17.6.3.6 Assistant Registrar (Exams. Conduct). Member Secretary.

17.6.4 Utilization of the Fund.

- 17.6.4.1 Development of infrastructure including construction of new building Blocks/Rooms etc
- 17.6.4.2 Automation of Examination Wing, net-working of various places with the Examinations Wing and introduction of new technologies.
- 17.6.4.3 Engagement of work force to accomplish work specified in the Act/Regulations of the University with regard to examinations.
- 17.6.4.4 Purchase of new equipments.
- 17.6.4.5 Skill development and training of the work force.
- 17.6.4.6 Providing for contingent facilities for Evaluation and Coding Centres.
- 17.6.4.7 Making immediate alternative arrangement of accommodation on temporary basis in connection with the examination work if funds for the same are not available in the University Budget.
- 17.6.4.8 Providing for purchase, hiring and repair of desks for examinations work urgently required if the funds for the same are not available in the University Budget.
- 17.6.4.9 Creation of other necessary facilities for students in the Examination Halls.
- 17.6.4.10 For transportation of desks from one venue to another for examination purpose.
- 17.6.4.11 For any other purposes other than the one's aforementioned where there is no budgetary provision or there is deficit in budgetary provisions as may be deemed necessary by the Controller of Examinations.
- 17.6.4.12 Audit fund if any shall be paid out of the Fund.

17.6.5 Expenditure

- 17.6.5.1 The Committee shall be responsible for monitoring the Examination Development Fund and will ensure proper utilization of the funds.
- 17.6.5.2 The Controller of Examinations will be competent to make an expenditure up to Rs.20000/- in an emergent situation on routine matters.

- 17.6.5.3 The Controller of Examinations shall be competent to spend the expenditure up to Rs.50000/- in an emergent situation with the prior approval of the Vice-Chancellor and shall report the expenditure in the meeting of the Examination Development/Maintenance Fund Committee as and when it meets next.
- 17.6.5.4 The Controller of Examinations in consultation with the Registrar can incur expenditure up to Rs.10000/- with the prior approval of the Hon'ble Vice-Chancellor and the same shall be reported to the Examination Development Fund Committee as and when it meets next.

17.6.6 Maintenance of Accounts

- 17.6.6.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.
- 17.6.6.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.
- 17.6.6.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/long term, fixed deposit.

17.6.7 Interpretation of Rules

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.

17.7 Regulations Governing Digitalization Fund

17.7.1 Objective of the Fund

There shall be a digitalization Fund of the University for establishment and maintenance of digitalization processes and net working system of the University.

17.7.2 Source of the Fund

- 17.7.2.1 The fund shall be raised through digitalization fund realized from the students at the time of admission in any of the courses run by constituent colleges and schools of the University.
- 17.7.2.2 Interest earned through the deposit of the fund.

17.7.2.3 Any other receipts/donations.

17.7.3

Fund Management Committee

The Fund shall be administered and managed through a committee consisting of the following:

17.7.3.1 Vice-Chancellor

17.7.3.2 Registrar

17.7.3.3 One member of the Syndicate to be nominated by the Vice-Chancellor

17.7.3.4 One Principal of the constituent colleges to be nominated by the Vice-Chancellor.

17.7.3.5 Controller of Examinations.

17.7.3.6 Account Officer/Officer In-charge Finance

17.7.4

Utilization of the Fund

The Fund shall be utilized for:

17.7.4.1 Development of central facilities/support system by way of net working and computerization of the University including expenses for purchase of hardware and software etc., where budgetary provisions are not provided or are inadequate to meet the requirements.

17.7.4.2 Implementation and management of enterprise resource planning (ERP) in University and constituent colleges.

17.7.4.3 Development of infrastructure requirements such as setting up of computer lab/furniture fixtures and other essential items required for the purpose.

17.7.4.4 Installation and management of CCTV cameras in University and constituent colleges.

17.7.4.5 To meet the expenditure on extra man power etc for running/maintaining digitalization processes.

17.7.4.6 To meet the expenditure on the training of employees in the field of computerization.

17.7.4.7 Audit fund if any shall be paid out of the Fund.

17.7.4.8 Any other purpose for the University with the approval of the Vice-Chancellor.

17.7.5 Maintenance of Accounts

- 17.7.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.
- 17.7.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.
- 17.7.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/ long term, fixed deposit.

17.7.6 Interpretation of Rules

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.

17.8 Regulations Governing Common Pool Fund

17.8.1 Objective of the Fund

There shall be a Common Pool Fund of the University to meet the emergent requirements of the Faculty students and University.

17.8.2 Source of the Fund

The fund shall be raised by collecting fund dues from students as notified every year as University share of fund:

- 17.8.2.1 Money received from the students for the purpose at the time of admission.
- 17.8.2.2 University share of fund for professional/honours courses received from colleges.
- 17.8.2.3 University share of fund for self financing courses.
- 17.8.2.4 Voluntary contributions received from the staff members, other sources and the grants received through the agency if any.
- 17.8.2.5 Interest earned through the deposit of the fund.

17.8.3 Fund Management Committee

The fund shall be administrated and managed through a committee

consisting of the following:-

- 17.8.3.1 Vice-Chancellor Chairperson
- 17.8.3.2 Registrar
- 17.8.3.3 One member of the Syndicate to be nominated by the Vice-Chancellor
- 17.8.3.4 Two principals of the constituent colleges to be nominated by the vice chancellor
- 17.8.3.5 Two teachers nominated by the Vice-Chancellor
- 17.8.3.6 Accounts Officer/Officer In-charge Finance

17.8.4 Utilization of the Fund

- 17.8.4.1 Effect such purchases which are necessary for smooth running of the university for which the grants are not available under budgetary provision.
- 17.8.4.2 The main objective of the fund will be to create infrastructure for University and Payment of salary/remuneration to the incumbents engaged on contractual/part time basis for smooth running of the academic and administrative activities of the University.
- 17.8.4.3 For the maintenance and development of the campus.
- 17.8.4.4 To meet any emergent type of expenditure considered as un-avoidable with the approval of the Vice-Chancellor.
- 17.8.4.5 Audit fund if any shall be paid out of the Fund.

17.8.5 Maintenance of Accounts

- 17.8.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by Account officer/officer in-charge finance.
- 17.8.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through Chartered Accountant/Internal Audit Party.
- 17.8.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/ long term, fixed deposit.

17.8.6 Interpretation of Rules

In case of any doubt, the Vice-Chancellor shall have the powers to

interpret these regulations and his interpretation shall be final and binding.

17.9 Regulations Governing Development Fund

17.9.1 Objective of the Fund

There shall be a Development Fund of the University to create additional infrastructure for the students/University in general.

17.9.2 Source of the Fund

The fund shall be raised through:

- 17.9.2.1 The contribution by the students as Development fund fund to be realized at the time of annual admissions;
 - 17.9.2.2 Receipts/donations from other sources, if any.
 - 17.9.2.3 Interest earned through the deposit of the Fund.

17.9.3 Fund Management Committee

The fund shall be governed by a committee consisting of the following:-

- 17.9.3.1 Vice-Chancellor (Chairman)
 - 17.9.3.2 Registrar
 - 17.9.3.3 One member of the Syndicate to be nominated by the Vice-Chancellor
 - 17.9.3.4 One Dean of the Faculty to be nominated by the Vice-Chancellor, by rotation
 - 17.9.3.5 Dean Students welfare
 - 17.9.3.6 Account Officer/Officer in-charge Finance
 - 17.9.3.7 Officer in-charge planning (Member Secretary)
 - 17.9.3.8 Technocrat not below the rank of Executive Engineer (when major repairs, alterations and constructions are proposed)

17.9.4 Utilization of the fund.

- 17.9.4.1 To carry out emergent repairs of class rooms, laboratories, workshops, libraries and other University buildings used for academic or administrative purposes.

17.9.4.2 To Construct additional accommodation for offices,

classes, research work, canteens, playfields and other accommodation connected with the development of the University.

- 17.9.4.3 To provide drinking water facilities, purchasing equipments, furniture, electric installations, Generator Set etc.
- 17.9.4.4 Any expenditure pertaining to opening of new departments of the University.
- 17.9.4.5 For any other purpose that the Development Fund committee may decide.
- 17.9.4.6 Audit fund if any shall be paid out of the Fund.

17.9.5 Maintenance of accounts.

- 17.9.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.
- 17.9.5.2 The reconciliation of accounts shall be conducted on half yearly basis and Audit of accounts on yearly basis through internal Audit/Chartered Accountant.
- 17.9.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed on short/ long term fixed deposit.

17.9.6 Interpretation of Rules.

In case of any doubt, the Vice-Chancellor has the powers to interpret these regulations and his interpretation shall be binding and final.

CHAPTER – 18

REGULATIONS GOVERNING ADVANCES

- 18.1 Competent authority may sanction advances to the University employees or to any person for performing University duty or undertaking any work connected with the University or rendering any service to the University in the manner specified below.

18.2 TYPES OF ADVANCES

Advances may be sanctioned by the competent authority according to the norms specified below for the following purposes:-

- 18.2.1 T.A. Advances;
- 18.2.2 Advances for Examination purpose.
- 18.2.3 Advances for purchases;
- 18.2.4 Advances for participation in Inter-University and Inter-College Tournaments;
- 18.2.5 Advances for conduct of tours;
- 18.2.6 Advances for organizing various functions/events;
- 18.2.7 Advances to the Scholars in anticipation of receipt of funds from the funding agencies;
- 18.2.8 Advances for schemes approved by the various funding agencies;
- 18.2.9 Advances to the teachers for research;
- 18.2.10 Other Miscellaneous advances.

18.3 T.A. Advance

Advance T.A. may be sanctioned in favour of those persons who are going outside the State or beyond 150 kilometers from the Headquarters on University duty and finally have to draw T.A. from the University provided their deputation has been sanctioned by the competent authority. The advance shall not exceed the amount to be calculated as under :-

18.3.1 To and fro fare plus D.A. for the days of halt.

18.3.2 The amount of incidental charges shall not be included in the advance T.A. and shall be paid after the return journey is completed.

The officials who draw advance T.A. shall be required to submit their T.A. bills for adjustment immediately after the completion of journey but not later than 30 days from the date of the termination of journey.

18.4 Advance for conduct of Examination Purpose

Advances for examination purpose shall be granted in accordance with the norms approved for the purpose. The Superintendents shall be required to submit their bills for adjustment of advance within one month from the date of execution of work.

18.5 Advance for Purchases

The advance for purchases shall as far as possible be avoided. Where, however, the advance payment for purchase of certain goods is required to be made in pursuance of the terms and conditions of supply order placed with concerned firm the same may be sanctioned by the competent authority. Such advance will be in the nature of payments which are made for release of documents like railway receipts, goods receipts and other similar documents. The account for such advances shall be rendered immediately, but in no case later than 30 days from the date of receipt of goods.

18.6 Advances for Conduct of Educational Tours

The advances shall be sanctioned in accordance with the tour Regulations approved by the competent authority and the account shall be rendered within 30 days from the date of termination of tour or before the close of the financial year, whichever happens to be earlier. Before sanctioning such advances, the competent authority shall examine the details of anticipated cost of tour in each case carefully.

18.7 Advances for participation in Inter-University and Inter-College Tournaments/ Events

The advance may be sanctioned in accordance with the actual requirements, the details whereof should be recorded, for the conduct of Inter-University, and Inter-College Tournaments. The account shall be rendered immediately but not later than 30 days from the date of termination of event and in no case 2nd advance shall be given till the account for previous advance is rendered.

18.8 Advances for Organizing various Functions/ Events

Temporary advances may be given to the Incharge of the programmes and account for the same should be rendered within 30 days from the date of termination of the function/ event. In case the event is organized in the month of February the account should be rendered by 1st of March and in case the function is held after 15th of March the account should be rendered by the 25th of March positively. The account for the event/function which are continued after 25th of March shall be rendered after 31st of March.

18.9 Advances to the Scholars in anticipation of receipt of funds from the funding agencies

Advances on account of fellowships and contingent grant may be sanctioned in favour of the scholars, where procedural delays take place in the release of grants sanctioned by the various agencies in their favour.

In no case advance shall be sanctioned where the delay for the release of grants is attributed to the Research Scholar or his guide or where the release order of grant from the concerned funding agency has not been received.

The advance on a particular date shall not however, exceed 50% of the amount due to a scholar on account of fellowship/contingency grant.

18.10 Advances for Implementation of Schemes and to Teachers for Research

The advances for implementation of schemes shall not normally be paid till the amount from the funding agencies is actually released.

18.11 Drawal of Advances

The advances shall be applied for and drawn in the forms enclosed as 'A' and 'B'.

18.12 General Conditions

18.12.1 In case the accounts of the advance drawn are not rendered within the stipulated period, the Vice-Chancellor shall be competent to effect recovery in any way he deems fit including by means of deducting the amount advanced from the pay of official or any other claim that may become due to the advance holder from the University.

18.12.2 The advance drawn for a particular purpose shall not be appropriated for any other purpose and unspent balance out of the advance drawn shall immediately be refunded alongwith the account and NOC in regard to the refund shall be obtained from the Cashier on the contingent bill form enclosed with the account. Fresh advance shall always be drawn for another purpose.

18.12.3 Heads of the Departments and other officers who draw advance for the purpose other than T.A. shall maintain a separate account of advances drawn by them in the proforma enclosed as 'C'. The amount received on account of advance shall be entered on the receipt side indicating the Cheque No. and date of Cheque, under the signature of the Head of the Department/Branch Officer. When the account for the same is rendered the date of sending the adjustment account together with the amount refunded in cash shall be entered in the appropriate column. On receipt of adjustment account the Accounts Section after checking the account shall adjust the amount as may be admissible under rules against the advance and send intimation to this effect to the Department concerned. The Heads of the Departments shall record the reference No. and date of adjustment intimation in the Register of advances under their signatures.

- 18.12.4 At the close of the year the two sets of advances registers one maintained in the Accounts and other maintained by the drawing officers shall be reconciled in the month of April every year. No advances shall be granted to a Department which has not reconciled the account in the month of April every year.
- 18.12.5 Normally second advance for the same purpose shall not be allowed to be drawn till previous advance has been liquidated in full or a proper account for the same has been rendered.
- 18.12.6 The Vice-Chancellor may for reasons to be recorded authorise payment of advance in relaxation of any of the conditions laid down under these Regulations.

18.13 Permanent Advances

Permanent advance may be granted to the officers/ Departments which may be required to make petty payments with regard to the day-to-day functioning of the Department. The permanent advance shall be regulated according to the following norms :-

- 18.13.1 The amount of advance shall be fixed by the Vice-Chancellor. Application for revision of permanent advance shall also be considered by the Vice-Chancellor.
- 18.13.2 The permanent advance granted to an officer should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should meet their requirement out of the advance with him rather than applying for separate advances for them. He will obtain a receipt from them whenever advance is given which should be retained in the office.
- 18.13.3 The holder of a permanent advance shall be responsible for the safe custody of the money placed at his disposal and he must at all times be ready to account for the total amount of the money. In case of transfer of charge and at the end of every financial year i.e, in the month of April, the officer holding permanent advance shall send an acknowledgement to the Registrar of the amount lying with him as permanent advance as on march 31st or date of handing over charge as the case may be.
- 18.13.4 Permanent Advances shall be recoupable. Advances out of permanent advance for such purposes where the recoupment of advance is likely to be delayed should be avoided and for such purposes a temporary advance may be drawn.”

ANNEXURE -'A'**APPLICATION FOR GRANT OF ADVANCE OTHER THAN T.A.**

1. Name and Designation of the officer _____

2. Basic Pay _____

3. Purpose of journey _____

4. No. & date of sanction to the
deputation _____

5. Proposed mode of travel _____

6. Approximate amount of T.A. due _____

Fare for both ways	Incidental	Haltage	Total
Charges			
Rs.	Rs.	Rs.	Rs.

7. Amount of advance applied for _____

8. Details of previous advance _____

outstanding if any _____

9. Reasons for not rendering account for _____

previous advance _____

Received payment _____

Signature of the Officer _____

Signature

Payment of advance of Rs...../- sanctioned.

Sanctioning authority' passed for Rs.....By debited to
Advance

Asst. Registrar (Accts.) Dy. Registrar

Registrar

CLUSTER UNIVERSITY OF SRINAGAR

ANNEXURE – ‘B’**APPLICATION FOR GRANT OF ADVANCE T.A.**

1. Name and Designation of the officer _____

2. Basic Pay _____

3. Purpose of journey _____

4. No. & date of sanction to the
deputation _____

5. Proposed mode of travel _____

6. Approximate amount of T.A. due _____

Fare for both ways	Incidental Charges	Haltage	Total
Rs.	Rs.	Rs.	Rs.

7. Amount of advance applied for
8. Details of previous advance
outstanding if any
9. Reasons for not rendering account for
previous advance

Received payment

Signature of the Officer

Signature

Payment of advance of Rs...../- sanctioned.

Sanctioning authority' passed for Rs.....By debited to
Advance

Asst. Registrar (Accts.) Dy. Registrar

Registrar

ANNEXURE – ‘C’**ADVANCE REGISTER TO BE MAINTAINED BY THE DEPARTMENTS**

Date	Purpose of Advance	Amount of Advance Received	Cheque no. & Date	Signature of H.O.D	Date of Dispatch of adjustment a/c refund	Amount to be adjusted /refund	Reference to adjustment intimation	H.O.D. Signature
1	2	3	4	5	6	7	8	9

CHAPTER – 19

PROCUREMENT AND MANAGEMENT OF STORES

PURCHASE COMMITTEES AND REGULATIONS RELATING TO PROCUREMENT OF GOODS & SERVICES AND MANAGEMENT OF STORES IN THE UNIVERSITY

19.1 Purchase Committees:

There shall be a Central Purchase Committee for purchase of scientific equipments and another Central Purchase Committee for purchase of material other than scientific equipment including computers.

19.1.1 The Central Purchase Committee for purchase of Scientific equipments shall consist of :-

- 19.1.1.1 Dean Faculty of Science;
- 19.1.1.2 Registrar;
- 19.1.1.3 All Heads of Science Departments;
- 19.1.1.4 Officer I/C Finance; and
- 19.1.1.5 Officer Incharge of Purchase and Procurement.

19.1.2 The Central Purchase Committee for purchase of material other than Scientific equipment including computers shall consist of :-

- 19.1.2.1 Registrar;
- 19.1.2.2 Three Heads of Departments by rotation every year;
- 19.1.2.3 Officer I/C Finance; and
- 19.1.2.4 Officer Incharge of Purchase and Procurement.

19.1.3 Departmental Purchase Committees:

19.1.3.1 The Departmental Purchase Committee for purchase Laboratory Equipment and Scientific Equipment shall consist of the following:

- (i) Head of the Department (Chairman);
- (ii) At least three teachers of the Department by rotation every year; and
- (iii) Officer Incharge Finance / Officer Incharge for Purchase and Procurement.

19.1.3.2 The Departmental Purchase Committee for purchase of materials other than Scientific Equipment and Laboratory Equipment including computers shall consist of :

- (i) Head of the Department (Chairman);
- (ii) Atleast three members of the teaching staff by rotation every year.

The above Committee shall be responsible for procurement of goods and services as defined hereunder:-

19.2 **PROCUREMENT OF GOODS AND SERVICES**

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

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

The term “goods and services” includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard. It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, Specific Scientific & Technical Services viz, Professional consultant services, Computer & Network management, Software & Web design Development services, Special Storage, Communication facilities, outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library, or any other item that is included in the definition from time to time.

19.3 **DIVISION OF STORES**

The purchase of stores and machinery will be divided into two categories viz.

19.3.1 Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.

19.3.2 Articles of proprietary, special or unusual character.

It also includes dead Stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the ‘engineering stores’.

19.4 **PROCEDURE**

19.4.1 **PROCEDURE FOR PURCHASES OF GOODS**

For procurement of article category (19.3.1) above, the following procedures shall be adopted:-

19.4.1.1 **Purchase of goods without quotations**

Purchase of goods up to the value of Rs. 25,000/- (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”.

19.4.1.2 **Purchase of goods by Purchase Committee**

Purchase of goods costing above Rs.25,000/- (Rupees Twenty five Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/HOD/Dean. 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 are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

The priority should be given to procurement of goods and services through Government e-Marketplace (GeM).

19.4.1.3

Purchase of goods directly under rate contract

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

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the

necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.

19.4.1.4 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.

19.4.1.5 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.

19.4.1.6 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. Sufficient time should be allowed for submission of bids.

19.4.1.7

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 19.4.1.7 (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)

19.4.1.8 Two bid system

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

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

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

19.4.1.9 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.

19.4.1.10 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.

19.4.1.11 Bid Security

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

19.4.1.12 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.

19.4.1.13 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.

19.4.2 PROCUREMENT OF SERVICES

- 19.4.2.1** 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.

- 19.4.2.2** 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.

- 19.4.2.3 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).
- 19.4.2.4 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.
- 19.4.2.5 Estimating reasonable expenditure:**
The University or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.
- 19.4.2.6 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 Universities 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, atleast, 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.
- 19.4.2.7 Short listing of consultants**
On the basis of responses received from the interested parties as per **19.4.2.6**, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.
- 19.4.2.8 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.
- v) The final outputs that will be required of the Consultant

19.4.2.9 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.

19.4.2.10 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 envelops in a bigger envelop duly sealed and submit the same to the University or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the University or Department at the specified date, time and place.

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

19.4.2.12 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.

19.4.2.13 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.

19.4.2.14 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.

19.4.2.15 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.

19.4.2.16 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.

19.4.2.17 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.

19.4.2.18 Preparation of Tender enquiry:

University or Department should prepare a tender enquiry containing, interalia :

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

19.4.2.19 Invitation of Bids:

- a) For estimated value of the work or service upto Rupees ten lakhs or less : The Department should scrutinize the preliminary list of likely contractors as identified as per **19.4.2.17** 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, atleast, one popular largely circulated national newspaper and web site of the University or Department.

19.4.2.20

Late Bids:

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

19.4.2.21

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.

19.4.2.22

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.

19.4.2.23 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.

19.5 INVITATION OF TENDERS/QUOTATIONS

19.5.1 Tenders may not be invited for purchase to be made from:-

- 19.5.1.1 J&K State Handloom Development Corporation;
- 19.5.1.2 J&K State Handicraft Development Corporation;
- 19.5.1.3 SICOP;
- 19.5.1.4 Govt. Joinery Mills;
- 19.5.1.5 Kashmir Govt. Arts Emporium;
- 19.5.1.6 National textile Corporation of India/Coir Board;
- 19.5.1.7 All Central/State Govt. Undertakings;
- 19.5.1.8 Licensed items;
- 19.5.1.9 Government Stationery Depot/Govt. Ranbir Press/Police Printing Press;
- 19.5.1.10 Autonomous Bodies established by the Government;
- 19.5.1.11 Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser; and
- 19.5.1.12 Articles imported by the Departments concerned from other countries directly or through the Sole agents of foreign firms in the country.

19.5.2 The following points shall be kept in view while inviting tenders/quotations:-

- 19.5.2.1 The tender notice shall always be uploaded on the university website and/or got published through the print media and record of that maintained in the office.
- 19.5.2.2 The place of delivery should invariably be specified in the notice calling for tenders/quotations.
- 19.5.2.3 In the notice calling for quotations/tenders, the date and

time by which they will be required to be received should be clearly specified. Tenders/quotations received after the specified time should not normally be considered.

- 19.5.2.4 The tenders/quotations should be invited sufficiently ahead of the actual date of receipt except in emergent cases to enable tenderers to quote rates after due consideration.
 - 19.5.2.5 The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition
 - 19.5.2.6 In the case of purchases by open tender/quotations of engineering stores, furniture, equipment exceeding Rs.5000/- earnest money in cash/Bank Draft should invariably be demanded, which should amount to 5% to 10% of the estimated cost of stores. In the event of failure to comply with the supply order, the earnest money should stand forfeited or utilized to meet expenditure by purchasing from other sources. The earnest money should be refunded after three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers should be required to repair/replace the materials, furniture, equipment etc. at their cost failing which the material may be repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.
- Note:** The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in genuine cases where he feels satisfied that the supplier shall not back out.
- 19.5.2.7 In the notice calling for quotations/tenders it should be specifically stated that the accepting officer has the right to accept the rates of some or all the articles required as considered necessary by him. For this purpose contractors/supplies shall be careful in quoting "the rates for each article quite independent of the rates for other articles. The tenders/quotations received should be serially numbered by the opening officer who should also indicate the last tender/quotation as final under his initials.
 - 19.5.2.8 The quotations/tenders should be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
 - 19.5.2.9 Comparative Statement of tenders should be made out and signed by the manufacturers should be specified therein.

The purchase Committee should record on the comparative statement of tenders the rates accepted which will be specified in the supply order. The Comparative Statement of tenders alongwith the rejected tenders should be kept on record for audit purposes.

- 19.5.2.10 The alterations/over-writings in the tenders/quotation under the initials of the officers opening them.
- 19.5.2.11 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 in response to invitation of tenders, fresh tenders/quotations will be invited and measures taken to bring the invitation to tenderer to the notice of all possible tenders.
- 19.5.2.12 Where the other conditions are equal normally lowest rates will be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable or the quality of material to be purchased is found to be inferior, as ascertained by the Purchase Committee the purchase may be effected at the rates other than the lowest with the permission of the Vice-Chancellor but reasons\, therefore, must be recorded on the comparative statement of tenders
- 19.5.2.13 While accepting tenders the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or order.
- 19.5.2.14 After the purchase rate has been determined, a written supply order shall invariably be issued indicating the requirements of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply order should be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order should be sent to the supplier.
- 19.5.2.15 In the case of articles frequently required throughout the year viz. stationery etc; efforts should be made for entering into a running contract for a year or such smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then.
- 19.5.2.16 As far as possible it should be ensured that the requirements of various kinds of stores required in each department are foreseen sufficiently in advance with a view to ensure economical purchase by following normal rules of making the purchase and thus avoiding the necessity of making

emergency purchases which comparatively cost more.

- 19.5.2.17 Articles which are likely to depreciate or deteriorate during storage should not be purchased long in advance to more than what are actually required.
- 19.5.2.18 As far as may be considered feasible for purchase of such equipment or articles which are usually purchased by the Institutions or Department of the State Government which may be in close touch with the market, their assistance in procurement of such stores may also be obtained.

19.5.3 GENERAL INSTRUCTIONS

- 19.5.3.1 The officer in charge of Purchase & Procurement shall convene meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
- 19.5.3.2 The Purchase Committee shall approve the tendered rates of the firms in different items required and orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.
- 19.5.3.3 If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same be placed before the next meeting of the Purchase Committee.
- 19.5.3.4 In the event of a change in the rates already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase Committee, the purchase at the revised rates shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.
- 19.5.3.5 The Purchase Committee may appoint a Sub-Committee consisting of, atleast, three members for market survey and technical evaluation, as and when required.
- 19.5.4 Notwithstanding anything contained in these Regulations the Vice-Chancellor may constitute Special Purchase Committees for purchase of such articles/equipment the procurement of which are urgently required to be made available in the interest of the University Work/Administration.
- 19.5.5 **Transparency, Competition, Fairness and Elimination of arbitrariness in the procurement process:-**

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

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

19.6 Approval of Purchases

All proposals for purchase of stores which require the approval of the Registrar/Vice-Chancellor shall be sent in the forms described below. Proforma of these forms are given at Annexure-1, 2, 3 & 4.

19.6.1 Form 'A'

This form shall be used where tenders/quotations have been invited and the purchase is proposed to be made on the basis of lowest rates. (Annexure-1).

19.6.2 Form 'B'

This form shall be used for such proposals where quotations having been invited, the response is not satisfactory and the purchase of stores is proposed to be made on the basis of two tenders. In this case the officer recommending the purchase shall certify that the rates on which the purchase is being recommended are the reasonable and competitive. He will further indicate the reasons for not inviting the fresh quotations where necessary. (Annexure-2).

19.6.3 Form 'C'

This form shall be used where the purchase of articles of proprietary or special and unusual character is proposed to be made on the basis of a single quotation either from the manufacturer of the particular brand or from the sole distributors.

19.6.4

For all purchases of equipment costing more than Rs.1,00,000/- additional proforma 'D' shall be filled in and enclosed with the proposal forms A, B or C as the case may be. (Annexure-4).

As soon as the purchase is approved by the competent authority the order for supply shall always be placed in writing mentioning complete specifications of goods ordered and also specifying the conditions of supply accepted. Copies of orders placed shall be endorsed to the Assistant Registrar (Accounts). A copy of the orders placed shall also be enclosed with the bills recommended for payment to the Accounts Branch.

19.7 RECEIPT OF STORES

- 19.7.1 Immediately on receipt of stores these will be inspected by a responsible officer or a team of officers as may be decided by the Registrar/Head of the Department or Librarian. The Inspecting Officer in the Post-Graduate Department shall be the Head of the Department or any teacher nominated by him. In Registry an officer not below the rank of an Assistant Registrar, in Library, Assistant Librarian or above, in Engineering Department, Officer not below the rank of an Assistant Engineer and in Health Centre, the Medical Officer Incharge of the Health Centre.
- 19.7.2 Before accepting the articles for which specifications/tests have been prescribed by the competent authority these shall be required to conform to such specifications/ tests which should be carried out before accepting the material.
- 19.7.3 On inspection, if the suppliers are found in accordance with the specifications indicated in the supply orders and samples if any kept, these will be taken on stock register. All stores received whether purchased or transferred from other Department shall also be accounted for in the stock registers.
- 19.7.4 On receipt of supplies bills, a certificate of stores having been inspected and taken in charge will be recorded on the bills as under : -
 "Stores received on _____ . Certified that the stores mentioned in the bill have been inspected and found to be in accordance with the supply orders/samples. The goods received have been entered in the stock register at item _____ on page _____.
 H.O.D./Office
- 19.7.5 All receipt entries in stock register will be attested by the officer incharge of the stores.

19.8 Dead Stock

The issues of dead stock articles on loan or for use shall not be struck off from the ledgers. The receipts for issues shall be maintained in a separate file. Inventories of dead stock articles lying in all rooms shall be prepared (separately for each room) in duplicate. One copy duly signed by the Branch Officer/Incharge of the section shall be retained by the store-keeper in his file and another copy of inventory shall remain with the Section Incharge/Officer.

19.9 Consumable Stores

All stores will be issued to the extent actually required on the authority of issue slips duly signed by the Branch Officer or by any other person authorized to requisition stores. A consolidated account of issues (day book) will be maintained on the basis of individual indent slips and charged off from the main ledger indicating the reference to the Indent No. and date and balances worked out daily. All entries in the ledgers shall be attested by the officer/Incharge teacher of the stores.

19.10 STOCK VERIFICATION

Periodical Checks

All Head of Departments and officers shall see that the stocks with them are correct and for this purpose they should carry out periodical checks. Complete verification of stores of each Department shall be carried out by the Head of the Department with the help of selected teachers atleast once in every year. In making physical verification the following instructions shall be observed:-

- 19.10.1 Verification is not entrusted to a person who is the custodian, the ledger keeper or accountant of the stores to be verified or who is nominee of or is employed under the custodian, the ledger keeper or the accountant or who is not conversant with the classification, nomenclature and techniques of the particular classes of stores to be verified.
- 19.10.2 Verification is not left to the subordinates below the rank of a Superintendent or as far as possible is entrusted to a responsible officer who is independent of the Sub-ordinate authority incharge of stores.
- 19.10.3 Verifications shall always be made in the presence of the subordinate authority responsible for the custody of the stores or of a responsible person deputed by him.
- 19.10.4 All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true state of stores.
- 19.10.5 There should be clear markings of identifications, guide letters and numbers on all items of stock and equipment to facilitate stock verification of every item.
- 19.10.6 Stock verification of scientific equipment chemicals and various specimens in the Science Deptts. shall be carried by the Heads of the Department with the help of teachers of the Department not connected with the maintenance of stores.
- 19.10.7 The stock of the Library books shall similarly be verified at least once in a year in the case of departmental libraries and atleast once in three years in the case of Central Library by a Committee constituted for the purpose by the Vice-Chancellor.
- 19.10.8 The result of the physical verification shall be communicated to the Registrar in such proforma as may be prescribed together with the list of stores found short, obsolete or unserviceable, indicating the price of each article.
- 19.10.9 For all shortages in stores a detailed report explaining the circumstances leading to the deficiency shall be enclosed with the list.

- 19.10.10 The lists indicating shortages and unserviceable articles shall be considered by a Committee consisting of the following, which shall recommend the write-off or recovery of the cost of articles found short depending upon the circumstances of each case.
- 19.10.10.1 Registrar;
 - 19.10.10.2 Head of the Department concerned;
 - 19.10.10.3 Officer Incharge Stores;
 - 19.10.10.4 Internal Audit Officer;
 - 19.10.10.5 Officer Incharge Finance (with power to co-opt).
The report of the Committee shall be placed before the Vice-Chancellor or Syndicate for final orders.
- 19.10.11 The articles as written-off shall be charged off the stock ledgers indicating the reference to the orders issued in this behalf.
- 19.10.12 The sale proceeds of the unserviceable articles which are written-off and are put to auction shall be deposited into the University account immediately.

19.11 Internal Audit

The Internal Audit Unit, while inspecting the accounts of the Departments, shall report about the unauthorized stores held by any officer or subordinate or any of the items of stores which are surplus to requirements or for which there has been no demand over a year. They will also see if arrangements for proper custody and protection of stores are made. They will particularly examine the following arrangements:-

- 19.11.1 Immediate Investigation of Large Discrepancies:
Any large discrepancies found as a result of stock verification between the ledgers or other records and the actual count balance should be investigated on the spot and a detailed report submitted thereon to the Internal Audit Officer, immediately without waiting for the completion of the test check of the other articles of stock.
- 19.11.2 Erroneous Classifications & Unauthorized Stocks & Surplus Stores:
Any wrong classification of stores or unauthorized stocks of stores held by any officer or subordinate, or any items of stores which are surplus to requirement or for which there has been no demand for over a year should be noted and included in the narrative report of verification to be submitted by the verifier.
- 19.11.3 Arrangements for Custody & Protection of Stores
The verifiers should particularly examine and report, if proper arrangements exist for the safe custody and proper storage of material

against unnecessary deterioration from the weather or any other cause. With this object they should examine the existing arrangements to see -

- 19.11.3.1 the godown floors are pucka or cemented;
 - 19.11.3.2 that items of common use are always kept under lock and key; that proper arrangements exist for locking the godowns and keeping the keys in safe custody;
 - 19.11.3.3 that adequate arrangements exist for fire protection i.e. fire extinguishers are kept handy and at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked
 - 19.11.3.4 in order to avoid deterioration of stock, issues are not made from fresh receipts as a matter of course but that articles first received are issued first and to ensure this, fresh receipt are not dumped on existing stock but are so arranged that their turn for issue will come only when the existing stocks are exhausted;
 - 19.11.3.5 that in storing of medicines and drugs, arrangements for their issues exist so that their expiry dates are kept in view and time-expired items are not allowed to remain in the stores;
 - 19.11.3.6 that costly and precision scientific and laboratory equipment and their parts are kept with maximum possible care;
 - 19.11.3.7 the stocks of paper, publications and answer books etc. are kept safely and properly protected against risk of fire, white ant etc.
 - 19.11.3.8 the records relating to the stores, like consumable stock ledgers, Non consumable stock Ledgers, Register of Assets, Delivery Challans if any and Issue Slips are maintained properly and upto date;
 - 19.11.3.9 that the accounts of priced publications are kept upto date.
- 19.11.4 A certificate of verification of stores with its results shall be recorded on the list, inventory or account as the case may be where such verification is carried out by the Internal Audit. The Physical verification shall always be made in the presence of subordinate authority responsible for the custody of the stores. The discrepancies shall be brought on records immediately so that the stores account may represent the true state of stores. Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.

- 19.11.4.1 It shall also be seen that the stores held are not in excess of the requirement of a reasonable period or in excess of any prescribed maximum limit.
- 19.11.4.2 That the periodical inspections of stores are made by the responsible officer from time to time.
- 19.11.4.3 That the remaining stores in stock for over a year are reported.

CLUSTER UNIVERSITY OF SRINAGAR

ANNEXURE – 1

DEPARTMENT OF _____ PROPOSAL FORM 'A'

Notice inviting tenders for the following articles was issued. In all _____ tenders/ quotations were received. From the comparative statement it has been observed that the rates of M/S _____ for the articles mentioned below are the lowest. It is recommended that order may be approved to be placed with them against the allocation made in the Budget under Head _____.

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

HOD/Branch Officer

1. It is certified that all formalities as required under rules for inviting tenders have been observed and the rates quoted are competitive and reasonable.
 2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

1.

2.

3.

4.

Approved/Not Approved

Grant allocated _____

Expenditure including

This proposal

Balance

Signature of the competent authority

ANNEXURE – 2**DEPARTMENT OF _____ PROPOSAL FORM 'B'**

For the following articles quotations were invited but only _____ tenders/quotations were received. It is not possible to invite fresh quotations for the reasons given below. It is proposed that the purchase may be allowed to be made under store Purchase Regulations No.19.19. (ii) against the allocation made in the Budget under Head _____ Brief reasons for not inviting quotations:

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

1.

2.

3.

4.

Approved/Not Approved

Grant allocated
Expenditure including
This proposal
Balance

Signature of the Competent Authority

ANNEXURE – 3**PROPOSAL FORM ‘C’**

DEPARTMENT OF _____

The following articles are proposed to be purchased from M/S _____ who are the sole distributors/sole manufacturers within the meaning of Regulation 19.4 & 19.5 governing purchase of stores. No tenders have been invited. The purchase may be allowed under Regulation quoted above.

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

1. _____
2. _____
3. _____
4. _____

Approved/Not Approved

Grant allocated
Expenditure including
This proposal
Balance

Signature of the Competent Authority

ANNEXURE-4
PROPOSAL FORM 'D'

DEPARTMENT OF _____

Proposal for purchase of New Laboratory Equipment/Scientific Equipment costing over Rs. 20,000/-.

1. Description of Laboratory Equipment/Scientific Equipment.
2. Purpose for which proposed to be purchased.
3. Whether budget provision exists in the budget.
4. Ref. to Budget Head.
 - a) Whether the Equipment proposed can be operated without employment of trained staff.
 - b) If not, whether the sanction of the competent authority obtained for creation of required posts.
 - c) Whether technical know how to operate the apparatus exists in the Department.
 - d) Whether space for installation of equipment is available with the Department.
 - e) Whether adequate electric load is available to commission the equipment? If not what alternate arrangements are proposed to be made.
19. Whether provision exists for additional recurring charges and maintenance contract
7. Whether proper procedure as prescribed under rules has been followed for its purchase.
8. a) Whether cheaper alternatives models of equipment are available in the market.
b) If so what are the grounds for ignoring cheaper models.
9. a) Whether similar model is already available either in the Deptt. or other Deptts. Which may not be utilized upto its optimum capacity.
b) If so what is the justification for purchase of similar equipment.
10. Whether apparatus would require air conditioner space. If so whether provision has been got made in the Budget.
11. What additional expenditure is involved for installation of equipment?
12. Whether the equipment proposed will be available as a Central Facility

Head of the Department

**THE SRINAGAR AND JAMMU
CLUSTER UNIVERSITIES ACT,
2016 (Act No. III of 2016)**

THE SRINAGAR AND JAMMU CLUSTER UNIVERSITIES ACT, 2016

(Act No. III of 2016)

[8th July, 2016]

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

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

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

1. **Short Title and Commencement:** (1) This Act may be called the Srinagar and Jammu Cluster Universities Act, 2016.
 (2) It shall come into force from the date of its publication in the Government Gazette.
2. **Definitions:** In this Act, unless the context otherwise requires:-
 - (a) “**Academic Council**” means the Academic Council of the Cluster University;
 - (b) “Act” means the Srinagar and Jammu Cluster Universities Act, 2016.
 - (c) “**Affiliated College**” means an institution imparting instruction for the Bachelor’s Degree, integrated Honours & Post-graduate courses recognized by the Cluster University concerned in accordance with the provisions of this Act and the Statutes;
 - (d) “**Autonomous College**” means an institution imparting instruction for the Bachelor’s Degree, integrated Honours & Post-graduate courses with an autonomous status recognized by the Cluster University concerned in accordance with the provisions of this Act and the Statutes;
 - (e) “**College**” means an institution maintained or admitted to its privileges by the Cluster University concerned and includes a Constituent /Autonomous /Affiliated College;
 - (f) “**Cluster University**” means the Cluster University of Srinagar or the Cluster University of Jammu as the case may be, created by pooling the resources of their existing constituent colleges;
 - (g) “**Constituent College**” means the colleges constituting the Cluster University and recognized as such by the Syndicate of the Cluster University concerned in accordance with the provisions of this Act and the Statutes;

- (h) "**Faculties**", "**Boards of Studies**", "**Board of Inspection**" and "**Boards of Research Studies**" mean the "Faculties", "Boards of Studies", "Board of Inspection" and "Boards of Research Studies" of a Cluster University;
 - (i) "**Head of the Department**" means the Head of a Cluster University Teaching Department who has the status of a Professor or an Associate Professor in the Cluster University and where any Cluster University has no teaching faculty in a subject the person duly appointed, for the time being, by the university;
 - (j) "**Principal**" means the Head of a College or a person duly appointed, for the time being;
 - (k) "**Regulations**" means the Regulations made under section 41 of this act;
 - (l) "**Statutes**" means Statutes made under section 38 of this Act;
 - (m) "**Syndicate**" means the Syndicate of a Cluster University;
 - (n) "**Teachers**" include, Professors, Associate Professors, Assistant Professors and any other persons imparting instructions in the Cluster University or in any College maintained or admitted to its privileges by the Cluster University;
 - (o) "**Teachers of the University**" means persons appointed or recognized by the University for the purpose of imparting instruction, in the University or in any Constituent College;
 - (p) "**University Council**" means the University Council of a Cluster University.
- 3. Incorporation:** The Cluster University of Srinagar and the Cluster University of Jammu shall be corporate bodies known by the names of the "**Cluster University of Srinagar**" and the "**Cluster University of Jammu**", each having perpetual succession and a common seal with power to acquire and hold property, movable and immovable, to transfer the same, to contract and to do all other things necessary for the purpose of its constitution and may sue or be sued by its corporate name as aforesaid.
- 4. Objects of the University:** The objects of the University shall be:
- (a) to become a cluster of vibrant institutions to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;
 - (b) to act as a change agent by having special focus on the skill development and creation of skilled workforce by undertaking industry oriented teaching, training and research, extension programmes and providing employable skills with a view to contribute to the development of the society;
 - (c) to make provisions for integrated courses in humanities, social science, science and technology in its education programme;

- (d) to take appropriate measure for promoting innovations in teaching–learning process and inter disciplinary studies and research;
- (e) to establish linkages with industry for promotion of science, technology, entrepreneurial skills, innovation, etc. to and adopt innovative methods to achieve the status of a self-reliant institution; and
- (f) to pay special attention to the improvement of the social and economic conditions and welfare of people and their intellectual, academic and cultural development.

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

- (1) to provide for instruction in such branches of learning as the Cluster University may deem fit and to make provision for research and for the advancement and dissemination of knowledge;
- (2) to hold examinations, to grant degrees to and to confer other academic distinctions on persons who:–
 - (a) have pursued an approved course of study in a college of a Cluster University or in any educational institution approved for the purpose, or distant learners under conditions laid down in the Statutes and Regulations; or
 - (b) have carried on independent research under conditions laid down in the Statutes.
- (3) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;
- (4) to grant such diplomas to and to provide such lectures and instructions for persons not being on the rolls of the Cluster University as the Cluster University may determine;
- (5) to co-operate with other Universities and authorities in such a manner and for such as the Cluster University may determine;
- (6) to institute Professorships, Associate Professorships, Assistant Professorships and any other teaching posts required by the Cluster University;
- (7) to establish and maintain colleges, to recognize colleges and other institutions not maintained by the Cluster University and to withdraw such recognition;
- (8) to inspect constituent, autonomous and affiliated colleges and other institutions and places approved by the Cluster University for the residence of students;
- (9) to demand and receive payments of such fees and other charges as may be authorized by the Statutes and Regulations so as to achieve the status of a completely self sustaining corporate body;
- (10) to obtain loans in furtherance of the objects of the Cluster University;

- (11) to supervise and control the residence and discipline of students of the Cluster University or of colleges and other institutions admitted or affiliated to it and to make arrangements for promoting their health and general welfare;
- (12) to institute and award fellowships, exhibitions, prizes and medals in accordance with the Statutes and Regulations; and
- (13) to endeavor for creation of resources and put the available resources including human and infrastructural assets to optimal utilization so as to become a self-sustaining organization; and
- (14) to do such other acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the objects of the Cluster University as a teaching, affiliating or examining body, and to cultivate and promote arts, science and other branches of learning.

- 6. Approval of the Government:** Notwithstanding anything contained in the foregoing section, any re-organization or alteration in structure, pattern or medium of education at the Cluster University level shall require the previous approval of the Government.
- 7. Cluster University Open to all Classes and Creeds:** Each Cluster University shall be open to all persons irrespective of sex, caste, class or creed and it shall not be lawful for a Cluster University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to a certificate, diploma or degree of the Cluster University, or to serve as a teacher or to hold any office in the Cluster University, or to enjoy or exercise any privileges thereof, except where such test is specially prescribed by the Statutes, or, in respect of any particular benefaction accepted by the Cluster University, where such test is made a condition thereof by any testamentary or other instrument creating such benefaction.
- 8. Affiliation Restricted to Educational Institutions in the State:** Notwithstanding contained anything in any law for the time being in force, no educational institution outside the territory of the State shall be affiliated with, or be admitted to any privileges of a Cluster University under this Act;
- 9. Officers of the Cluster University:** The following shall be the officers of each Cluster University:
 - (1) the Chancellor;
 - (2) the Pro-Chancellor;
 - (3) the Vice-Chancellor;
 - (4) the Financial Advisor;
 - (5) the Educational Advisor;

- (6) the Registrar;
- (7) the Controller of Examinations; and
- (8) such officers as the Statutes may declare to be the officers of a Cluster University.

10. The Chancellor:

- (1) The Chief Minister of the State shall be the Chancellor of the Cluster Universities. He shall be the Head of Cluster Universities and shall, when present, preside at the meetings of the Cluster University Council and at the Convocations of Cluster Universities.
- (2) The Chancellor shall have such powers as may be conferred on him by this Act or the Statutes.
- (3) Every proposal for the conferment of any honorary degree shall be subject to the confirmation of the Chancellor.
- (4) The Chancellor may delegate to the Pro-Chancellor such of his powers under this Act or the Statutes, as he may specify.

11. The Pro-Chancellor:

- (1) The Minister in charge for Higher Education of the State shall be the ex-officio Pro-Chancellor of the Cluster Universities.
- (2) The Pro-Chancellor shall, when present, in the absence of the Chancellor, preside at the meetings of the University Council and at the Convocations of both the Cluster Universities.
- (3) The Pro-Chancellor shall have the right to cause an inspection to be made, by such person or persons as he may direct, of a Cluster University, its buildings, laboratories, equipment, and of any institutions associated with the Cluster University and also of the examinations, teaching and other work conducted or done by the Cluster University and to cause an inquiry to be made in like manner in respect of any matter connected with the Cluster University. The Pro-Chancellor shall in every case give notice to a Cluster University of his intention to cause an inspection or inquiry to be made and the Cluster University concerned shall be entitled to be represented there at.
- (4) The Pro-Chancellor may address the Vice-Chancellor of the University concerned with reference to the result of such inspection and inquiry and the Vice-Chancellor shall place the same before the Syndicate and also the Cluster University Council of the University concerned, if necessary, with such advice as the Pro-Chancellor may offer upon the action to be taken thereon.
- (5) The Vice-Chancellor of the Cluster University concerned shall then, within such time as the Pro-Chancellor may fix, submit to him a report of the action taken or proposed to be

taken by the Syndicate together with the view which the University Council concerned may have expressed on the report.

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

12. The Vice-Chancellor:

- (1) The Vice-Chancellor shall either be a whole-time paid or a part-time honorary officer of a Cluster University as the Chancellor may determine and shall be appointed by the Chancellor in consultation with the Pro-Chancellor from amongst the persons whose names are submitted to him by a Committee constituted in accordance with the provisions of sub-section (2).
- (2) The Committee referred to in sub-section (1) shall consist of three persons, namely:-
 - (a) Two persons not connected with the Cluster University or any college of that Cluster University to be nominated by the University Council;
 - (b) A third person not connected with the Cluster University or any college of that Cluster University to be nominated by the Chancellor, who shall also be the Chairman of the Committee.
- (3) The Committee constituted under sub-section (2) shall submit a panel of three names to the Chancellor for appointment of the Vice-Chancellor.
- (4) If the Chancellor does not consider any of the persons on the panel recommended by the Committee suitable for appointment as Vice-Chancellor, he may direct the Committee to prepare a fresh panel of three names for submission to him or may direct to constitute a fresh Committee for this purpose.
- (5) The Vice-Chancellor of a Cluster University shall hold office for five years; provided that on the expiry of the term of his office, the Vice-Chancellor shall be eligible for re-appointment for such term as the Chancellor may in consultation with the Pro-Chancellor determine;

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

Vice-Chancellor shall have an opportunity of making his representation against such removal.

- (6) The Vice-Chancellor of a Cluster University shall, in case he is a whole-time paid officer, receive salary not exceeding the limit prescribed by the University Council and other facilities as the Chancellor may determine, in addition to free residential accommodation; provided that in exceptional cases the Chancellor may allow a higher salary in consultation with the Government. In case the Vice-Chancellor is appointed on part time honorary basis, he shall receive such honorarium and other facilities as the Chancellor may determine in consultation with the Government.
- (7) Where any temporary vacancy of a Vice-Chancellor occurs by reason of resignation, illness, leave or other cause, the University Council shall report the same to the Chancellor who shall make such arrangement for carrying on the duties of the Vice-Chancellor as he may think fit.
- (8) Notwithstanding anything contained in sub-section (5), the Vice-Chancellor shall continue in office beyond the expiry of his term until his successor is appointed and enters upon his office.

13. Powers and Duties of the Vice-Chancellor:

- (1) The Vice-Chancellor shall be the Principal executive and academic officer of a Cluster University and shall, in the absence of the Chancellor and the Pro-Chancellor, preside over the meetings of the University Council and at any convocation of the Cluster University. He shall be an ex-officio member and Chairman of the Syndicate, Academic Council and such other authorities and bodies as are provided under the provisions of this Act, and shall be entitled to be present and to speak at any meeting of any authority or body of the Cluster University concerned but shall not be entitled to vote there at unless he is a member of the authority or the body concerned.
- (2) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes and the Regulations are faithfully observed and he shall have all powers necessary for the purpose.
- (3) The Vice-Chancellor shall have power to convene meetings of the University Council, the Syndicate, the Academic Council and joint meetings of Faculties and Boards of Studies of the Cluster University concerned.
- (4) The Vice-Chancellor may take action as he deems necessary in any emergency which, in his opinion, calls for immediate action. He shall in such a case and as soon as or

may be thereafter, report his action to the officer, authority or other body of the Cluster University concerned who or which would ordinarily have dealt with the matter.

- (5) Save as otherwise provided in this Act, the Vice-Chancellor of a Cluster University shall have the powers to make appointments of the ministerial, technical and inferior staff.
- (6) The Vice-Chancellor shall give effect to the orders of the University Council and the Syndicate of the Cluster University concerned regarding the appointment, dismissal and suspension of persons in the employment of the Cluster University and shall exercise general control over the affairs of the Cluster University. He shall be responsible for the discipline of the Cluster University in accordance with this Act, Statutes and Regulations.
- (7) The Vice-Chancellor shall exercise such other powers as may be prescribed by Statutes and Regulations.
- (8) The Vice-Chancellor may delegate any of his powers under this Act or the Statutes and Regulations made there under to any other officer or body of the Cluster University concerned.

14. Financial Advisor:-

- (1) The Administrative Secretary to Government, Finance Department, or any other Officer nominated by the Government of Jammu and Kashmir shall be the ex-officio Financial Advisor to the Cluster Universities.
- (2) The Financial Advisor shall exercise general supervision over the funds of Cluster University and shall advise it as regards its financial policy.
- (3) The Financial Advisor shall be an ex-officio member of the University Council and the Syndicate of the Cluster Universities
- (4) The Financial Advisor shall:-
 - (a) present annual estimates and the statement of accounts to the Syndicate and the University Council; and
 - (b) exercise such other powers and perform such other duties as may be prescribed by the Statutes and Regulations.

15. Registrar:

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

- (2) The Registrar of a Cluster University shall act as the Secretary of the University Council and the Boards of Research Studies and other bodies of the Cluster University.
- (3) The Registrar of a Cluster University shall, subject to the sanction of the Vice-Chancellor and subject to the Regulations that may be framed in this behalf, control the ministerial, technical and inferior staff of the Cluster University concerned.
- (4) The Registrar of a Cluster University shall be the custodian of the records, the common seal and such other property of the Cluster University concerned as the University Council or Syndicate may commit to his charge.
- (5) The Registrar of a Cluster University shall have power to realize and receive all moneys due to the Cluster University and sign and grant receipts for the same, to make all disbursements on account of the Cluster University concerned and, subject to provisions of Statutes, sign such cheques or other instruments as may be necessary for the purpose.
- (6) The Registrar of a Cluster University shall issue under his signatures notice convening meetings of the University Council, the Syndicate and the Boards of Research Studies of the Cluster University concerned.
- (7) The Registrar shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.
- (8) The Registrar of a Cluster University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations or as may be assigned to him by any authority of the Cluster University concerned.
- (9) The Registrar may, with the previous approval of the Vice-Chancellor, delegate any of his powers prescribed under the provisions of this Act or the Statutes or the Regulations made there under to any other officer of the Cluster University.

16. Controller of Examinations:-

- (1) The Controller of Examinations of a Cluster University shall be a whole-time officer of the Cluster University concerned and shall be appointed by the University Council on the recommendation of the Selection Committee constituted in accordance with the provisions of Section 34 of this Act on such terms and conditions as the University Council may from time to time prescribe.
- (2) It shall be the duty of the Controller of Examinations of a Cluster University to make arrangements connected with the setting and printing of question papers for all the

examinations held by the Cluster University concerned including their safe custody and all other matters connected therewith.

- (3) Subject to directions of the Syndicate, the Controller of Examinations of a Cluster University shall make all arrangements for the conduct of examinations of the Cluster University concerned.
- (4) Subject to directions of the Syndicate, the Controller of Examinations of a Cluster University shall arrange all items of the examination work such as dispatch and transit of answer books and question papers, evaluation of answer scripts, tabulation of results, complaints against question papers set for the examinations, use of unfair means, publication and rechecking / re-evaluation of results and other related matters.
- (5) The Controller of Examinations of a Cluster University shall exercise such other powers and perform such other duties as may be prescribed under the Statutes and Regulations from time to time.
- (6) The Controller of Examinations of a Cluster University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor of the Cluster University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

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

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

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

19. University Council:

- (1) There shall be a University Council in a Cluster University consisting of the following members, namely:

- (i) the Chancellor;
 - (ii) the Pro-Chancellor;
 - (iii) the Vice-Chancellor of the Cluster University concerned;
 - (iv) the Vice-Chancellor of the other Cluster University established under the provisions of this act;
 - (v) the Financial Advisor;
 - (vi) the Educational Advisor, Administrative Secretary to the Government, Higher Education Department, J&K Government or the officer designated by the Government to be in-charge of Higher Education;
 - (vii) Principals of all the constituent colleges of the Cluster University concerned;
 - (viii) two Deans of the Faculties of the Cluster University concerned nominated by the Chancellor by rotation;
 - (ix) two Principals of the autonomous / affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and
 - (x) two nominees of the Chancellor.
- (2) The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, would be as prescribed in the Statutes in this behalf.
- (3) The meetings of the University Council of a Cluster University shall be presided over by the Chancellor, when present. In his absence, the Pro-Chancellor shall preside and in the absence of both the Chancellor and the Pro-Chancellor, the Vice-Chancellor of the Cluster University concerned shall preside.

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

- (a) to make Statutes under this Act and to amend and repeal the same in consultation with the Syndicate;
- (b) to make Regulations in consultation with the Syndicate;
- (c) to approve the financial estimates framed by the Syndicate of the Cluster University;
- (d) to approve plans of development and expansion of the Cluster University;
- (e) to consider and pass resolutions on the annual reports;
- (f) save as otherwise provided in this Act, to appoint officers of the status of Joint Registrar, Deputy Librarian and above and teachers of the status of Associate Professors and above and to define their duties.

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

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

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

- (g) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or the Statutes;
- (h) to constitute committees for specific purposes and to assign such duties to them as it deems fit;
- (i) to delegate such of its powers to any officer or authority of the Cluster University as it may deem fit, provided that such delegation is made by a majority of not less than two-thirds of the members of the University Council; and
- (j) to exercise such other powers of the Cluster University as are not otherwise provided for in this Act and the Statutes and Regulations made there under.

21. Syndicate:

- (1) The Syndicate shall be the Chief Executive authority except in respect of the matters falling within the purview of the University Council concerned in accordance with the provisions of this Act and it shall consist of the following members, namely:-
 - (i) the Vice-Chancellor;
 - (ii) the Financial Advisor;
 - (iii) the Educational Advisor;
 - (iv) Principals of all the constituent colleges of the Cluster University.
 - (v) two Deans of the Faculties of the Cluster University by rotation to be nominated by the Vice-Chancellor;

- (vi) two Deans of Faculties of the other Cluster University by rotation to be nominated by the Chancellor;
 - (vii) one member of the Academic Council of the Cluster University concerned nominated by the Council from amongst its members;
 - (viii) two members of the Syndicate of the other Cluster University nominated by that body; and
 - (ix) three nominees of the Chancellor.
- (2) The terms and conditions of the office of members of a Syndicate other than ex-officio members shall be such as may be prescribed by the Statutes in this behalf.

22. Powers and Functions of the Syndicate:

- (1) Subject to the provisions of this Act, the Statutes and the Regulations, the Syndicate of a Cluster University shall exercise and perform the following powers and functions:-
 - (a) to frame the budget estimates of the Cluster University and to submit these to the University Council at a time to be prescribed by Statutes;
 - (b) to recommend the draft statutes and regulations or amendments or revocation thereof and other proposals for consideration by the University Council;
 - (c) to hold control, and administer the funds, property and other assets of the Cluster University;

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

Provided further that the Syndicate shall have powers of re-appropriation in accordance with the Regulations to be prescribed in this behalf;
 - (d) save as otherwise provided in this Act to appoint officers (below the status of Joint Registrar and Deputy Librarian) and teachers (below the status of a Associate Professor) and to define their duties;

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

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

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

- (e) to admit new colleges to the privileges of affiliated or constituent colleges of the Cluster University subject to the conditions to be laid down in the Statutes;
- (f) to arrange for and direct the periodical and special inspection of the colleges and other institutions;
- (g) to award scholarships, prizes, fellowships, exhibitions, bursaries and other such awards in accordance with the procedure prescribed in this behalf;
- (h) to control and manage the Libraries of the Cluster University concerned;
- (i) to provide buildings, premises, furniture, apparatus, equipment and other means and facilities needed for carrying on the work of the Cluster University concerned;
- (j) to invest any moneys belonging to the Cluster University concerned including any unapplied income in any of the approved securities, or to place in fixed deposit in any bank, approved by the Government in this behalf, any portion of such moneys not required immediately for expenditure;
- (k) to demand and receive such fees as may from time to time be prescribed by Statutes and Regulations;
- (l) to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;
- (m) to recommend to the University Council the plans for development and expansion of the Cluster University;
- (n) to appoint paper setters and examiners for all the examinations held by the Cluster University in accordance with the procedure prescribed in the Statutes;
- (o) to give directions for holding of examinations compilation and publication of results;
- (p) to give directions for the editing, printing and publishing of such text-books for various examinations of the Cluster University as may be considered necessary for this purpose;
- (q) to maintain proper standards of teaching and examination in consultation with the Academic Council of the Cluster University concerned;

- (r) to enter into, vary, carry out and cancel contracts on behalf of the Cluster University;
 - (s) to direct the form, custody and use of the common seal of the Cluster University;
 - (t) to accept or transfer any movable or immovable property on behalf of the Cluster University concerned;
 - (u) to exercise such other powers and perform such other duties as may be conferred upon or assigned to it by this Act or the Statutes; and
 - (v) to delegate, whenever necessary, appropriate financial and administrative powers to the Vice-Chancellor, the Registrar, the Principals of Constituent Colleges, the Heads of the Post-graduate Departments, the Controller of Examinations or any other officer of the Cluster University concerned.
- (2) Any difference or disagreement arising between the Syndicate and the Vice-Chancellor with regard to any decision taken by the Syndicate may be referred by the Vice-Chancellor to the Chancellor. The Chancellor shall refer back such decision to the Syndicate for re-consideration. In case the Syndicate endorses its earlier decision by a two-thirds majority, such decision shall be deemed to be final.

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

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

24. Powers and Functions of the Academic Council:

- (1) The Academic Council of a Cluster University shall have the following powers and functions:

- (a) to control and regulate the standards of teaching and examinations in the Cluster University;
 - (b) to prescribe the syllabi and the courses of study for all the examinations held by the Cluster University.
 - (c) to make proposals to the Syndicate and the University Council for the institution of Professorships, Associate Professorships, Assistant Professorships, or other teaching posts and re-appropriating positions in various subjects (on sufficient justifications) in regard to their duties.
 - (d) to formulate, modify or revise, subject to control of the Syndicate and the University Council, schemes for the constitution of Faculties and for the assignment of subjects to the Faculties;
 - (e) to nominate teachers or specialists to the Faculties;
 - (f) to promote research within the Cluster University and to acquire reports of such research from persons engaged therein;
 - (g) to advise the Syndicate and the University Council on academic matters; and
 - (h) to make proposals to the higher authorities of the Cluster University for supplementing the teaching provided in the constituent, autonomous and affiliated colleges.
- (2) The Academic Council of a Cluster University shall have the powers to appoint a Standing Committee of the members of the Academic Council of which not less than two thirds shall be Cluster University Professors, Associate Professors, Principals, or teachers of constituent, autonomous and affiliated colleges not lower in rank than that of a Professor or Associate Professor and to delegate to it such of its powers as it may deem fit. The Standing Committee shall have power to invite experts, whenever necessary, for advice on a particular matter under consideration.

25. Faculties:-

- (1) The Cluster Universities of Srinagar and Jammu shall have the Faculties one each for Arts, Science, Social Sciences, Commerce, Education and such other faculties as may be prescribed by the Statutes of the Cluster University from time to time.
- (2) Each of the faculties of Arts, Science, Social Sciences, Commerce and Education shall consist of :-
 - (i) The Professors and Associate Professors of the Cluster University Schools comprising the Faculty;

- (ii) Professors or Associate Professors, in case there are no Professors in the concerned subject, representing the constituent, autonomous and affiliated colleges of the Cluster University in each subject comprising each Faculty;
- (iii) two persons other than teachers nominated to the Faculty by the Academic Council possessing expert knowledge of the subject, comprising the Faculty.

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

- (a) subject to the control of the Academic Council to organize the teaching work of the Cluster University in the subjects assigned to the Faculty;
- (b) to suggest to the Academic Council the syllabi and courses of studies for different examinations after consulting the Boards of Studies.
- (c) to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions;
- (d) to deal with any matter referred to it by the University Council or the Syndicate or the Academic Council;
- (e) to discharge such other functions as may be prescribed by the Statutes and Regulations;
- (f) to transact such other business as may be approved by the Deans of the Faculties.

27. The Deans:

- (1) There shall be a Dean of each Faculty who shall be nominated by the Vice-Chancellor by rotation according to seniority in the manner and subject to such conditions as may be prescribed by the Statutes; provided that the office of the Dean of a Faculty shall be held by a member of the Faculty who is a Cluster University Professor in a subject comprised in the Faculty and in case there is no Cluster University Professor in any subject comprised in a Faculty, it may be held by a member of the Faculty who is the Principal or Senior most Professor/Associate Professor in a College in the same faculty; provided further that no person shall hold the office of the Dean for more than two consecutive terms except where there is no other person eligible to hold the office.
- (2) The Dean of Faculty shall be responsible for the due observance of the Statutes and Regulations relating to his Faculty.
- (3) Each Faculty shall comprise such subjects of study as may be prescribed by the Regulations.

28. Boards of Studies:

- (1) In a Cluster University there shall be a Board of Studies for a subject or subjects comprised in a Faculty in accordance with the provisions of the Regulations.
- (2) Each Board of Studies shall consist of the following members namely:-
 - (a) the Professors of the Cluster University Department in the subject assigned to the Board, if there are any;
 - (b) the Associate Professors of the Cluster University Department in the subject assigned to the Board, if there are any;
 - (c) the Senior most Professor or Associate Professor, in case there is no Professor, from the Department in the subject concerned from each constituent college;
 - (d) the Senior most Professor or Associate Professor, in case there is no Professor, from the Department in the subject concerned from each constituent Autonomous / Affiliated college, not lower in rank than that of a Professor or Associate Professor;
 - (e) one person who is not a teacher in any affiliated or constituent college of the Cluster University or a Department of the Cluster University, nominated by the Faculty;

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

- (3) Head of the Cluster University Department senior to all other Professors in the Department shall be the Convener and in case there is no Professor of the Cluster University Department in a subject the Board of Studies shall elect one of its members as the Convener of the Board.
- (4) The terms and conditions of the office of the members of a Board of Studies shall be such as may be prescribed by the Statutes in this behalf.
- (5) Where a Board of Studies comprises more than one subject, the Vice-Chancellor may constitute the Board on similar lines so as to ensure that each subject comprised in the Board is adequately represented on it; Provided that the total number of members of the Board so constituted does not exceed ten.
- (6) Notwithstanding anything contained in this section or any Statute or Regulation made there under, each Cluster University may have a Board of Post-graduate Studies for each subject in which Post-graduate instructions are imparted, and a Board of Under graduate Studies for the subject or subjects in which under-graduate instructions are

imparted. The composition of these Boards shall be such as may be determined by the Chancellor in consultation with the Vice-Chancellor of the Cluster University concerned.

29. Functions and Powers of the Board of Studies:

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

30. Board of Research Studies:

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

31. Powers and Functions of the Board of Research Studies: Each Board shall have the following powers and functions, namely:-

- (a) to consider and grant applications for registration for the research degrees in the light of the recommendations made by the Head of the Post-graduate Department concerned;
- (b) to appoint supervisors for the guidance of research studies;

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

32. Board of Inspection:

- (1) There shall be a Board of Inspection in a Cluster University consisting of the following members, namely:-

 - (a) A designated officer of the Cluster University to be named as Dean, College Development Council.
 - (b) Principals of the constituent colleges of the cluster university;
 - (c) Two Deans of Faculties of the Cluster University concerned by rotation, nominated by the Vice-Chancellor;

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

33. Functions of the Board of Inspection:

- (1) Subject to the provisions of this Act and the Statutes and Regulations made thereunder, the Board of Inspection shall perform the following functions:-

 - (a) receive all applications for recognition or affiliation of colleges and other teaching institutions including all applications for recognition in new courses or subjects referred to it by the Syndicate and cause an inspection to be made and lay its report before the Syndicate for decision;
 - (b) appoint inspectors for the inspection of a college once at least within a period of three years after the grant of the privileges of an affiliated or constituent college or after the inspection last held, consider the report of the inspectors and forward it to the Syndicate with its recommendations.

- (2) The inspection of colleges and other teaching institutions applying for affiliation or recognition shall be conducted by a Committee to be appointed by the Board of Inspection. In the case of a college applying for recognition in new courses or subjects the Committee of Inspection shall consist of the following members:-

 - (a) One member of the Board of Inspection nominated by the Vice-Chancellor;
 - (b) The Heads of the Cluster University Departments concerned, if there are any in the subjects; and

(c) The Dean of the Faculty concerned.

34. Selection Committees:-

- (1) Save as otherwise provided in this Act, there shall be Selection Committees in a Cluster University comprising the following members for selection of teachers and officers for appointment/recognition in the Cluster University concerned:-
- (A) Committees for appointment of teachers:
- (a) For Associate Professors and Assistant Professors or equivalent post - The Committee for appointment of Associate Professors and Assistant Professors shall be the same as may be prescribed by the regulations of the University Grants Commission.
 - (b) For Professors, Associate Professors and Assistant Professors equivalent post:- The Committee for appointment of Professors, Associate Professors and Assistant Professors shall be the same as may be prescribed by the regulations of the University Grants Commission.
- (B) Committee for recognizing teachers for the Cluster University, amongst the teachers of the Higher Education Department: The Committee for recognizing teachers for Cluster University from amongst the teachers of Higher Education shall consist of ;
- (i) Vice-Chancellor (Chairman);
 - (ii) Dean of the Concerned Faculty of the University;
 - (iii) Subject Expert to be nominated by the Academic Council of the University;
 - (iv) A member of the Syndicate concerned, nominated by the Vice-Chancellor.
 - (v) Registrar.
- (C) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above - The Committee for appointment of Joint Registrar and Deputy Librarian shall consist of;
- (i) Vice-Chancellor (Chairman);
 - (ii) Financial Advisor;
 - (iii) Education Advisor;
 - (iv) Senior most Principal from amongst the constituent college of the Cluster University; and
 - (v) a member of the Cluster University Council concerned, nominated by the Chancellor.

- (D) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian - The Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian shall consist of;
- (i) Vice-Chancellor (Chairman);
 - (ii) Financial Advisor;
 - (iii) Educational Advisor;
 - (iv) A member of the Syndicate concerned, nominated by the Vice-Chancellor.
 - (v) Registrar.
- (2) The majority of Members shall form the quorum of the Selection Committee as provided under sub-section (1).
- 35. Other Authorities:** The constitution, powers and duties of such other authorities as may be provided by the Statutes to be authorities of the Cluster University shall be provided for in the manner prescribed by Statutes.
- 36. Audit of Accounts:** The Accounts of a Cluster University shall, once in every year and at the intervals of not more than fifteen months be audited by auditors appointed by the Government and a copy of the accounts together with the auditors' report, shall be published in the Government Gazette.
- 37. Alteration in the Designating of a Government Officer:** Where any provision of this Act or the Statutes or Regulations refers to any officer of the Government by designation then, if that designation is altered or the office held by such officer ceases to exist, the reference to that designation shall be construed as reference to the altered designation or as the case may be, to such corresponding officer as the Government may direct.
- 38. Statutes:** Subject to the provision of this Act, the Statutes may provide for all or any of the following matters, namely:-
- (a) the holding of Convocation by a Cluster University to confer degrees;
 - (b) the conferment of Honorary Degree;
 - (c) the institution of Fellowships, Scholarships, Exhibitions, Bursaries, Medals and Prizes;
 - (d) the conditions of service of the Vice-Chancellor and other officers of the Cluster University;
 - (e) the designation and powers of the officers of the Cluster University;
 - (f) the constitution, powers and duties of the authorities of the Cluster University;
 - (g) the conditions for recognition and affiliation of colleges and other institutions to the Cluster University;
 - (h) the classification of teachers employed by the Cluster University;

- (i) the constitution of pension or general provident fund or contributory provident fund or New Pension Scheme (NPS) for the benefit of the officers, teachers and other servants employed by the Cluster University;
- (j) the conditions under which students shall be admitted, to the examinations conducted by the Cluster University, and be eligible for degrees, diplomas or certificates;
- (k) the fees to be charged for admission to the examinations and the Departments of the Cluster University;
- (l) the conditions and mode of employment and the duties of examiners and paper setters;
- (m) the conduct of examinations;
- (n) the admission of students to constituent and affiliated colleges;
- (o) the number, qualifications and emoluments of teachers employed by the Cluster University; and
- (p) all matters which by this Act are to be or may be prescribed by the Statutes.

39. Statutes How Made:

- (1) Subject to the provisions of this Act, the Statutes may be amended or repealed or added to by Statutes made by the University Council in the manner hereinafter appearing.
- (2) The University Council may of its own motion take into consideration the draft of any Statute submitted to it by one of its own members;
Provided that in any such case, before a Statute is passed, the opinion of the Syndicate or if the draft of such a Statute affects the powers, duties or emoluments of any officer, teacher, authority or board, a report from the person or body concerned together with the opinion of the Syndicate shall be taken into consideration by the University Council.
- (3) The Syndicate of a Cluster University may propose to the University Council the draft of any Statute to be passed by the University Council. Such draft shall be considered by the University Council at its next meeting. The University Council may approve such draft and pass the Statute, or may reject it, or may return it to the Syndicate for reconsideration either in whole or in part, together with any amendments which the University Council may suggest. After any draft so returned has been further considered by the Syndicate together with any amendments suggested by the University Council, it shall again be presented to the University Council with the report of the Syndicate and the University Council may then deal with the draft in such manner as it may think proper.
- (4) (a) When the University Council has passed a Statute, it shall be submitted to

the Chancellor who may assent to it or may withhold his assent or may refer it back to the University Council for further consideration.

- (b) If the University Council rejects the draft of a Statute proposed by the Syndicate, the draft shall be submitted to the Chancellor who may refer it back to the University Council for further consideration.
 - (c) A Statute passed by the University Council shall not become valid until assent thereto of Chancellor has been notified.
- (5) The Syndicate shall not propose the draft of any Statute or of any amendment of a Statute:-
- (a) Affecting the status, powers or constitution of an authority of the Cluster University until such authority has been given an opportunity of expressing an opinion upon the proposal. Any opinion so expressed shall be in writing and shall be considered by the University Council and shall be submitted to the Chancellor; and
 - (b) Affecting the conditions of recognition and affiliation of constituent, autonomous and affiliated colleges to the Cluster University concerned after consultation with the Academic Council concerned.

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

- (a) the procedure to be observed at their meetings and the number of members required to form a quorum;
- (b) the notice to be given of the meetings and of business to be considered there at, the keeping of records of their proceedings and similar matters;
- (c) all matters which by this Act or the Statutes are to be prescribed by the Regulations;
- (d) the conditions of residence of students;
- (e) the discipline of students;
- (f) the classification or inclusion of subjects of study in various Faculties;
- (g) the constitution, powers and duties of the various Boards of the Cluster University;
- (h) the periodical inspection of constituent, autonomous or affiliated colleges and other institutions.

41. Regulations How Made:

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

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

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

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

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

44. Filling of Casual Vacancies:

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

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

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

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

46. Appointment of Special Officer until Cluster University Authorities are duly Constituted:

- (1) At any time after the promulgated of this Act and until such time as the two Cluster Universities and their Authorities shall have been duly constituted or until such time as the Chancellor may desire, a special officer shall be appointed by the Chancellor for a Cluster University.
- (2) Subject to the superintendence of the Vice-Chancellor, the Special Officer shall frame the Statutes and Regulations as may be necessary to bring the Statutes and Regulations in conformity with the provisions of this Act. The modifications, alterations and additions proposed by the Special Officer shall, if approved by the Chancellor be deemed to have been made by the competent authority under this Act and shall continue to be in force until altered or superseded by the authority constituted under this Act.

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

- (1) Notwithstanding anything contained in this Act or the Statutes with regard to the conditions of the recognition and affiliation of colleges and other educational institutions, Amar Singh College, Srinagar, Sri Pratap College, Srinagar, Government College for Women, M. A. Road, Srinagar, Government Degree College, Bemina, Srinagar and Government College of Education, Srinagar shall be the constituent colleges of the Cluster University of Srinagar whereas the Government Gandhi Memorial Science College, Jammu, Moulana Azad Memorial College, Jammu, S. P. M. R. College of Commerce, Jammu, Government College for Women, Gandhi Nagar, Jammu and Government College of Education, Jammu shall constitute the Constituent Colleges of the Cluster University of Jammu immediately after the act comes in to force.
- (2) De-affiliation of the constituent colleges of the Cluster Universities from the present affiliating Universities, viz., University of Kashmir and University of Jammu, shall be completed in a phased manner to facilitate a smooth completion of the courses by the students already enrolled in the Constituent colleges as per their present affiliation.

48. Removal of Difficulties: If any difficulty arises as to the first constitution of any authority of a Cluster University after the commencement of this Act, or otherwise in giving effect to the provisions of this Act, the Government may by order do anything which appears to them necessary for the purpose of removing the difficulty.

49. Transitional Provisions: Notwithstanding anything contained in this Act or any statute or Regulation made there under, the appointment of the first Vice-Chancellors, the first Pro-Vice-Chancellors, and the first Registrars and the first Controllers of Examination of the Cluster Universities constituted under this Act shall be made by the Chancellor in consultation with the Pro-Chancellor, and, until the first appointment as aforesaid is made, the Chancellor may after consultation with the Pro-Chancellor, make provisional appointments on the said posts, on such terms and conditions and for such period, as he deems appropriate.

CLUSTER UNIVERSITY OF SRINAGAR

(Established Under Srinagar & Jammu Cluster Universities Act, 2016)

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