

**Ordinance No. 2**  
**Governing**

**Admission of students to the**  
**Master's Degree Programmes**

(The Central Universities Act, 2009: Section 28(i)(a))

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**1. General Rules**

- a) No person shall be denied admission to a programme of study in the University on the grounds only of religion, race, caste, sex, place of birth or any of them.
- b) Admission to a programme of study in the University shall be made on the basis of merit determined through Admission Entrance Test (AET) conducted by the University either individually or jointly with any other University or Universities.
- c) The AET shall be aimed at assessing knowledge, comprehension and aptitude of the candidates seeking admission to pursue higher studies.
- d) The academic calendar and commencement of class work for all programmes of study shall be in accordance with the guidelines/regulations of the UGC and other National Level Regulatory Bodies as issued and amended from time to time.
- e) The duration of programmes of study shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by the UGC and other National Regulatory Bodies from time to time.
- f) No student pursuing a full time programme of study in the University shall be allowed to take up a job during the course of studies.

Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original from his/her employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study stand cancelled.

- g) Unless otherwise provided, no student pursuing a full course programme of study in the University shall be permitted to attend any other course or to take any other regular examination leading to another degree of this University or any other University/Educational Institution. Provided that this does not debar a student from appearing in an examination for a course of study for which he/she has already completed the instructional part.
- h) If at any time it is found or brought to the notice of the University that a candidate has made a false or incorrect statement or has furnished false or incorrect information or

has used any other fraudulent means for securing admission, his/her candidature shall be liable to be cancelled and if admitted his/her name shall be removed from the rolls of the University.

## 2. Applications

- a) All admissions shall be based on the applications received in response to an admission notification.
- b) Applications for admission must be accompanied by a non-refundable prescribed application fee in the form of a Payee's Account Bank Draft/Pay Order (**payable to the Finance Officer, Central University of Jammu**) or any other mode of payment **as may be notified by the University from time to time**.
- c) The University will have a single common application form for admission to all programmes of study **conducted by the University**.
- d) Applicants for admission shall be required to indicate their choices of programmes of study in order of preference in their application forms to be submitted offline/online as per decision taken by the University from time to time.
- e) An applicant in employment shall enclose a certificate from his/her employer to the effect that the employer shall have no objection in his/her pursuing the course of study and he/she shall be granted leave for the entire period of study.

## 3. Prospectus

- a) The prospectus shall be **uploaded** on the website of the University **in order to draw the attention of the** prospective candidates and the general public. **The notifications relating to admissions shall also be published** in the prominent national and local dailies. Printed copies of the prospectus **may also be** available along with the application forms for admission at a notified price.
- b) Contents of the prospectus shall be such as approved by the Academic Council, and will *interalia*, contain intake capacity, procedure of admission, fee structure, eligibility conditions, admission schedule and information about Admission Entrance Test.
- c) Fee and other charges as prescribed from time to time, shall be charged from a student admitted to a programme of study in the University.

## 4. Reservation of seats

There shall be reservation of seats for SC, ST, OBC and Differently Abled Persons in the following manner:

i. Scheduled Caste (SC) Category	15.0%
ii. Schedule Tribe (ST) Category	7.5%

iii. Other Backward Classes (OBC) Category	27.0%
iv. Differently Abled Persons	5%

Persons suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.

**Explanation:** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- 4.1 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- 4.2 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed proforma.
- 4.3 Application form received without the requisite certificate(s) shall be rejected **summarily**.

## 5. Minimum Eligibility Conditions

To be eligible for admission to a master's degree programme of study, a candidate must have secured a minimum of 50% of the aggregate marks or an equivalent grade at Bachelor's Degree (10+2+3) of a recognized University in the concerned subject, in which admission is sought, unless otherwise prescribed by the Academic Council.

## 6. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to Scheduled Caste(s), Scheduled Tribe(s) and Differently abled category or any other category as per UGC guidelines or otherwise in force from time to time and approved by the Executive Council of the University.

## 7. Criteria for Selection

- a) The admission shall be made on the basis of merit in AET.
- b) The candidate must have scored a minimum of 40% marks in Admission Entrance Test. However, candidates belonging to SC/ST/PWD categories shall be given relaxation of 5% marks in AET.

Provided further that where the number of seats in the department remains unfilled *vis-a-vis* intake capacity, the vice-chancellor on the recommendations of Deans of various schools may decide lower cut off of minimum marks for filling up the vacant seats.

Tie, if any, shall be resolved on the basis of marks obtained in the qualifying examination. If the tie is still not resolved, it shall be decided on the basis of marks obtained in the final year of qualifying examination.

- c) Syllabus and weightage of the Admission Entrance Test.

The syllabus of the Admission Entrance Test shall be prescribed by the Standing Committee of the Academic Council of the University.

Provided that in case of joint entrance test, the syllabus of the test shall be prescribed by the University entrusted with the responsibility of conducting the test in the respective year.

**8. Supernumerary Seats for Admission of the Foreign Nationals/NRIs/PIOs/ Kashmiri Migrants**

- a) In a course of study, 15% seats may be filled as supernumerary seats meant for Foreign National (FN), Non-Residential Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) 5% seats for the children of Indian workers in Gulf and South Asian out of the 15% superannuated seats for foreign students in university departments.
- c) Candidates belonging to the FN/NRI/PIO categories shall not be required to appear in the Admission Entrance Test of the University but will have to fulfill minimum eligibility conditions for admission on the basis of equivalence of the qualifying examination determined by the Government of India from time to time.
- d) Admission to these categories of students shall be granted on the merits secured in the qualifying examination.
- e) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their applications on prescribed forms along with the certified copies of all the documents required as per the policy laid down by the Government of India not later than the prescribed date.
- f) Candidates seeking admission under FN/NRI/PIO category shall be required to pay the prescribed fees and other charges as applicable to their category.
- g) Candidates admitted under the FN/NRI/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- h) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same to the Dean of the School concerned, failing which their admission shall stand cancelled.
- i) In a course of study the seats for Kashmiri migrants may be filled as per UGC guidelines issued from time to time.

### Completion of Admissions

- a) No candidate shall be entitled to claim admission as a matter of right. The University reserves the right to refuse admission without assigning any reason.
- b) A candidate shall be considered as admitted to a programme of study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee. If a candidate fails to complete the admission formalities by the prescribed date, he/she will forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the University Website and on the Notice Boards of the School/Department concerned. No intimation to the selected candidates will be sent by post.
- d) The candidates shall be required to get their admissions completed by the notified dates.
- e) The selected candidates shall be required to produce, for verification, on or before the date prescribed for completion of the admission formalities, the following documents in original:
  - i. certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications;
  - ii. In case of employed candidates, no objection certificate (NOC) from the employer clearly mentioning that the employer has no objection in the candidate pursuing higher education at the University as a regular student.
  - iii. No student pursuing a full time programme of study in the University shall be allowed to take up a job during the course of studies.

Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original from his/her employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study shall stand cancelled.
  - iv. In case of gap between the qualifying examination and the year of seeking admission in the University, the candidates shall be required to submit an affidavit in the format prescribed by the University for their engagements during the intervening period.
- f) Admission will be granted to only those candidates whose results of the qualifying examinations are complete in all respects.
- g) Admission of candidates to a programme of study shall be subject to the approval of the Vice-Chancellor or any other authority nominated by him/her.

- h) At the time of admission, every student shall be required to sign a declaration in the format prescribed by the University to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
- i) All the students admitted to a programme of study shall be required to submit Migration Certificates in original within 30 days from the date of admission failing which their admissions in the University shall be liable to be cancelled. In case there is any genuine problem beyond the control of the candidate, a relaxation of time in such cases may be granted by the Vice Chancellor.

**9. Conduct and Administration of Admission**

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of the list of candidates on the basis of the merit of the AET, shall be the responsibility of a person or a Committee specifically appointed by the Vice-Chancellor for the purpose. Accordingly, it shall be the responsibility of such person or Committee, as the case may be, specifically appointed to ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to. The said person or Committee shall, inter alia,
  - i. coordinate the task of preparation of the University Prospectus;
  - ii. issue notification for admission specifying the date of issue of application form and the last date for its receipt;
  - iii. receive, verify and process application forms, allot roll numbers and issue admit cards;
  - iv. obtain the approval of the Vice-Chancellor for appointment of paper setter(s), evaluator(s), coder-decoder(s) and get the answer scripts coded;
  - v. take care of the logistics and conduct of Admission Entrance Test.
  - vi. get the answer scripts evaluated and decoded;
  - vii. tabulate the scores obtained by the candidates in the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission to various programmes of study in accordance with the **inter-se-merit**.
  - viii. notify the merit list of the selected candidates, based on **inter-se-merit** and forward the same to the Chairperson of the Admission Committee concerned for completion of admission.

- b) There shall be an Admission Committee at the level of each School comprising (a) the Dean of the School concerned as Chairperson, (b) Head of each Department in the School and (c) two nominees of the Vice-Chancellor.
- c) Question papers for the Admission Entrance Test, each year shall be set by the Expert(s) appointed by the Vice-Chancellor.

Provided that in case of joint entrance test, the question paper will be set by Experts appointed by the University entrusted with the responsibility of conducting the test in the respective year.

#### 10. Remittance and Refund of Fee

If a student chooses to withdraw from the program of study in which he/she is enrolled, the University concerned shall follow the following four-tier system for the refund of fees remitted by the students.

Sr.No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	00%	More than 30 days after formally-notified last date of admission

\* (Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of (1) in the table above, the University will however shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

#### 11. Appellate Committee

A candidate aggrieved by the decision of the Admission Committee may file an appeal within ten days, from the last date of admission, on the prescribed form and payment of prescribed fee, to the Appellate Committee through the Dean concerned. The Appellate Committee shall consist of the following:

- i. Vice-Chancellor or his nominee
- ii. Dean of the concerned school
- iii. Head of the Department concerned
- iv. The person appointed by the Vice-Chancellor for conducting the Admission Entrance Test.

**12.** Appellate Committee shall dispose off the appeal on merit.

**13.** This shall be deemed to have come into force with effect from 07<sup>th</sup> April, 2017.



**Ordinance No. 3  
governing**

**Master's Degree Programmes:  
Curriculum and Conditions for Award of Degree**

(The Central Universities Act, 2009: Section 28(1)(d))

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**Curriculum**

1. The curriculum of the University shall provide the best that is known and taught in the world today. It is designed to enhance the abilities and skills through incorporation of sophisticated technical expertise and make pupils conversant with socially-relevant values, so as to turn out scholars who are progressive, efficient, modern and logical in outlook and generous at heart, steeped in ancient wisdom, at the same time displaying scientific temper and intellectual curiosity.

The curricula and pedagogy of a programme of study shall be:

- i. to incorporate current and emerging knowledge so as to keep students thoroughly up-to-date and capable of translating this knowledge into practice.
  - ii. to develop in them the habit of analyzing, drawing inferences based on data generated during conduct of project works and review of literature etc.
  - iii. to pursue and ensure growth in their intellectual faculty to make them able to critically think, evaluate and apply knowledge in solving emerging problems.
2. With a view to discourage learning, the curricula of all programmes of study shall aim at assessing the total learning outcomes by assessing performance of students in terms of knowledge, comprehension, application, analysis and synthesis.
3. A Course shall be referred to, as 'papers' is a component of a programme. All Courses need not carry the same weightage. The Courses shall define learning objectives and learning outcomes. A Course may be defined to comprise the following:
  - i. Contact Hours/Organized Classroom Activities;
  - ii. Practical/Lab Work/Tutorials/Teacher-led Activities/ Field Work/Outreach activities/Vocational Training/Term Papers/Presentations;
  - iii. Individual/Group Work;
  - iv. Obligatory/Optional work placement;
  - v. Literature Survey/Library Work/Self Study;
  - vi. Papers/Project/Dissertation/Thesis/Seminars;
  - vii. Assignments/Quizzes/Mid-Semester Examinations and
  - viii. End-Semester Examination.

**Semester System**

4. All programmes of study offered by the University shall be based on the Credit based Semester-System. Each Semester **will consist of 18 weeks of academic work equivalent to 90 actual teaching days**. Two consecutive semesters (odd + even) constitute the **Academic Year**. The odd semester may be scheduled from **July to December** and even semester from **January to June**.
5. **Choice based Credit System (CBCS)**
- a. **Choice based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).  
Courses in a programme may be of three kinds: Core, Elective and Foundation.
- i. **Core Course:**  
There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
- ii. **Elective Course:**  
Elective Course is a course which can be chosen from a pool of papers. It may be:
- Supportive to the discipline of study
  - Providing an expanded scope
  - Enabling an exposure to some other discipline/domain
  - Nurturing student's proficiency/skill
- An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline Centric" or may be chosen from an unrelated discipline i.e. Inter-disciplinary specific elective.
- iii. **Foundation Course:**  
The Foundation Courses may be of two kinds: Compulsory Foundation and Elective Foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all disciplines. "Elective Foundation" courses are value based and aimed at man-making education. It will be general or skill based course.
- b. i. All programmes of study in the University shall be based on a Choice Based Credit System (CBCS). For a successful completion of a programme of study, a student shall be required to accumulate a total of minimum of 80 or more as per the approved Course credits as under:-

<b>Types of Course</b>	<b>Credits</b>
Core Courses	48
Discipline specific elective	16
Interdisciplinary specific elective	08
Foundations Course	
a) Compulsory                      04	08
b) Elective (Skill Based)      04	
<b>Total</b>	<b>80</b>

**Note:** As far as practicable total credits shall be equally spread over the four semesters. The minimum Credits under CBCS shall be 80 in two year programme and 120 in three years. However, if some departments desire to add more credits to their work either due to the requirement of National Regulatory Body or it is a Course requirement, the respective Board of Studies can plan accordingly. The foundation course is a compulsory requirement.

- ii. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One Credit equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work or one and a half hours of project work/dissertation per week.
- iii. In case of major project On the Job Training for a Complete Semester, the student shall take up minor project offered by the other Department in lieu of Open Elective Course or the Credits for the Open Elective may be adjusted in the semesters other than that which is devoted to major project or On the Job Training.
- iv. No Elective subject may be offered if the number of students opting for the **same is less than 10.**
- v. In case number of students opting for an elective subject is more than the number of seats, selection of students shall be on the basis of composite score.
- vi. The total period provided for contact teaching shall not be less than 30 hours a week.
- vii. The time provided for practicals, field work, library, utilization of computer and such other facilities shall not be less than 10 hours a week.
- viii. A student with the permission of the Head of the Department may offer courses more than the prescribed ones, subject to maximum of 08 credits such courses shall be non-credit courses.

### **Course Catalogue**

6. The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated and specified by the Board of Studies within the broad framework specified by the School Board.
7. All Courses as specified shall be provided by the Academic Council and listed with brief outline in the Course Catalogue.

### **Course Registration**

8. After admission to a programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with the Faculty Advisor(s) on the prescribed format and it shall be submitted to the Head of the Department.
9. A student may be permitted to change the course(s) wherever feasible, within 7 days from the date of course registration.

### **Detailed Course Outline**

10. In order to make programme offering dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare detailed course outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.
11. The detailed course outline shall be prepared by the Board of Studies and shall be approved by the Academic Council and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents, lecture plan, prescribed texts, reading lists, planned activities for students' efforts/teacher-led activities etc.

### **Assignment of Credits**

12. Credit assigned to a particular course will be decided with due regard to Specified Learning Outcomes, Educational Components and Workload requirements. The credits shall be decided in the light of instructional strategy to be followed. Following are the modes out of which BOS may be follow any one as given below.
13. "Subject to the provisions of Clause 5 of this Ordinance, individual School/Department may with the approval of the Vice Chancellor, modify the specified credits or increase the number of credits, depending upon the specific needs and requirements of a course."

**Programmes of Study**

14. All programmes of study shall in general adhere to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils.

**Minimum and Maximum Duration of Programmes of Studies**

15. Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of all programmes of study introduced and offered by the University shall be such as approved by the Academic Council of the University.

**Conditions for the Award of Degree**

16. A student admitted to a programme of study shall be awarded Master Degree in the concerned subject, if he/she successfully completes four semesters with minimum of 80 for two year programme and 120 credits for three year programme or additional credits specified for the purpose by the individual School/Department.
17. This shall be deemed to have come into force with effect from August, 2011.

**Ordinance No. 4  
governing**

**Medium of Instruction, Examination, Evaluation, Grading System  
and Declaration of Result for Master's Degree Programmes Other  
than the Research Degree Programme**

(The Central Universities Act, 2009: Section 28(1)(c) and (g))

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**Medium of Instruction and Examination**

1. The Medium of instruction in respect of all Programmes of Studies offered by the University, shall be English and Modern Indian Language applicable to the State, except in cases of Studies in Languages other than English.
2. Question Papers of all examinations shall be set in English/Hindi language and answered in English/Hindi as per the choice of the students, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
3. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any, shall have to be written in English, except in case of the Programmes of Study in languages/literature, where the same may be required to be written in the respective languages.

**Examination System**

4. The programme of studies shall be offered under semester system and examination and evaluation of students shall be through the comprehensive continuous internal assessment (CCIA). As a general principle, CCIA shall comprise the following components:
  - i. Continuous Internal Assessment – 25%
  - ii. Mid Semester Examination – 25%
  - iii. End-Semester Examination – 50%
5. Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCIA) prescribed by the School Board concerned, have freedom to prescribe additional/different components and their weightages. Provided that the weightage of the End-Semester Examination shall not be less than 50%.
6. Weightages for each of the component viz., Continuous Internal Assessment (25%), in Mid Semester (25%) and End Semester Examination (50%). The candidate, therefore,

is required to obtain 50% marks in Continuous Internal Assessment and Mid Semester Examination in combination and 50% marks in End Semester Examination separately.

7. The students who have obtained 50% in Continuous Internal Assessment and Mid-Semester Examination clubbed together shall only be eligible to appear in course(s) of the programme in End Semester Examination.
8. The candidate shall be declared to have passed a course(s) of programme if he/she obtains 50% in both the components separately.
9. The candidates getting less than 50% marks shall be given one additional chance to re-appear in Mid Semester Examination in the same or subsequent session.
10. The question papers for the Mid Semester examinations shall be as follows:
  - A. In four credit course, the paper shall be of 2 (two) hours duration and shall comprise the following sections:

**Section A** shall have 10 (Ten) objective Type questions (Multiple Choice) of one mark each. All questions in this Section shall be compulsory (Total 10 marks).

**Section B** shall have 5 (five) short answer questions (SAQ) of 6 marks each, out of which the examinees shall be required to attempt any three (Total 18 marks).

**Section C** shall have 2 (two) Essay/Long Answer Questions (one from each unit with internal choice), of 11 (eleven) marks each (Total 22 marks); alternatively; if the course so requires, this section may comprise a case study of 11 marks and one question with internal choice of 11 marks;
  - B. In two credit course, the paper shall be 1.5 hours duration and shall comprise of:

**Section A** shall have 5 (five) objective Type questions of one mark each. All questions in this section shall be compulsory (Total 5 marks).

**Section B** shall have 4 (four) short answer questions of 3 marks each out of which examinees shall be required to attempt 2 (two) (Total 6 marks)

**Section C** shall have 2 (two) Essay/Long Answer Questions (LAQ) one from each unit with internal choice of 7(seven) marks each (Total 14 marks)
11. Pattern for paper setting of PG courses including M.Tech. courses other than MBA-HRM and MBA-TTM for End Semester Examination

There shall be three sections A, B and C.

In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following three sections:

**Section A** shall have Ten multiple choice questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). All the questions in this section shall be compulsory

**Section B** shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt five questions selecting one from each unit (Total 40 marks).

**Section C** shall consist of five Long Answer Questions, one from each unit. Each question shall be of fifteen marks. The candidate is required to attempt any three questions (Total 45 marks).

**12.** Pattern for paper setting of MBA-HRM/MBA-TTM/MBA Supply Chain Management.

There shall be three sections A,B and C.

In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following sections:

**Section A** shall have Ten multiple type questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). The candidate is required to attempt all questions.

**Section B** shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt any five questions selecting atleast one from each unit (Total 40 marks).

**Section C** shall consist of five Long Answer Questions, out of which one question pertains to a case study. Each question shall be of fifteen marks. The candidate is required to attempt any three questions including case study question which is compulsory (Total 45 marks).

**13.** In two credit course, the paper shall be of 2 hours duration and shall comprise the following three sections:-

**Section A** shall have Eight objective type questions of 1.5 mark each (Total 12 Marks)

**Section B** shall have Six short answer questions out of which the student shall have to attempt three questions of six marks each (Total 18 marks).

**Section C** shall have Three long answer Questions and a student shall have to attempt two questions of 10 marks each (Total 20 marks).

**Guidelines for Paper Setting**



14. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
15. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
16. The question papers for the Mid-Semester and End-Semester Examinations shall be set such as to encompass total course contents covered making it imperative for the student to study the prescribed course content in full and deter them from selective study.
17. **The faculty teaching the course** shall set the question paper for the Mid Semester Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department at least ten days prior to the commencement of the Mid-Semester Examination.
18. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.
19. For Mid-Semester Examination the Head of the Department shall keep the question papers received from the faculty teaching the course in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by him/her for conduct of examination.
20. The paper setter for the End-Semester Examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination. In case the office of the Controller of Examinations does not receive external question paper within the stipulated period, the Dean of the School shall make the alternative arrangement.
21. Each Paper Setter shall also be required to submit in a separate sealed cover the key to the objective type questions and detailed marking schemes for the SAQs and LAQs to the Controller of Examinations along with the question paper set by him/her.
22. Since the University follows Choice Based Credit System (CBCS) and CCIA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. Provided that for the End-Semester Examination, the paper for 50% of the Core subjects shall be set as well as assessed by external examiners to be appointed by the Dean, out of the panel, of at least five experts, submitted by the concerned Board of Studies through the School Board, and approved by the Vice-Chancellor. In case, external examiner declines to evaluate the scripts due to circumstances beyond his control, in that event, Dean of the concerned school may make any other alternative arrangement out of the panel already approved by the Vice Chancellor.

23. In case of examination involving Viva Voce and practicals, in a course offered by a Department, the evaluation shall be done by a panel comprising the Head of the Department, the concerned faculty member and an external examiner to be appointed by the Dean of the School concerned, out of the panel of examiners approved by the Vice Chancellor.
24. Project work/Project Report/Dissertation/Field work/Training report shall be evaluated by a panel of examiners comprising the Head of the Department, the Supervisor of the concerned student and an external examiner to be appointed by the Dean out of panel, of at least five experts, submitted by the concerned Board of Studies through Dean and approved by the Vice-Chancellor.

In case of Viva-Voce based on the Project work/Project Report/Dissertation/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of Examiners.

25. Any complaint in respect of a question paper shall be submitted to the Head of the Department within two days after the conduct of the paper in respect of which the complaint is made and shall be considered by a committee consisting of (i) Dean of the School (ii) Head of the Department (iii) Teacher concerned. The recommendation of the Committee shall be submitted to the Vice Chancellor for appropriate action in the matter.

#### **Guidelines for Evaluation**

26. It shall be the duty of the concerned faculty members to:
- evaluate all assignments, quizzes and answer scripts of mid-semester examination and handover the same to the students for their perusal within one week of the date of such examination;
  - address questions of students, explain and satisfy them about the marks/grades awarded to them;
  - display the marks/grades awarded to each student on the notice board of the Department; and
  - submit the marks/grades awarded to the students to the Head of the Department concerned.

Assignments, quizzes and answer scripts of mid-semester examination shall be retrieved back from the students and submitted to the Head of the Department for record.

27. The examiner appointed by the **Dean of the concerned School** shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of the examination. In case of table evaluation or external evaluation, the external paper setter shall be invited at the venue fixed and shall be required to evaluate the script in one or two days. The evaluated answer scripts along with the award list shall be returned to the Head of the Department.
28. All the candidates shall be shown their answer scripts before declaration of the result as per the schedule notified by the Head of the Department. A meeting shall be arranged

with external evaluator in his presence when table evaluation is done at the University Centre. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Head of the Department which will be considered by a Committee consisting of Dean of the School, Head of the Department and the teacher concerned. The decision of the Committee shall be final.

29. Head of the Department concerned, shall forward to the Controller of Examination, a consolidated award list of marks/grade awarded to the students in the Continuous Internal Assessment, Mid-Semester and End-Semester Examinations of each course, offered by the Department, through the Dean of the School concerned.

#### **Declaration of Result**

30. The Controller of Examinations on receipt of the awards from the Head of the Department after completion of the evaluation process shall get the result of the candidates tabulated. Summary of the result such as number of candidates appeared in each course, number of candidates passed, pass percentage and grades awarded, etc. along with other relevant information shall be placed before a committee consisting of Dean and Heads of the Departments in a School. After due consideration by the Committee, the result shall be declared by the Controller of Examinations.

#### **Confidential Result**

31. If a candidate has sought admission for higher studies in any other university or selected/likely to be selected for a job on the basis of an examination of this university taken by him/her, his/her provisional result may be communicated by the Controller of Examinations confidentially to the Head of the concerned institutions/organization before declaration of the result of the concerned examination on payment of fee prescribed from time to time along with postal expenses. In case a candidate desires to send the result to more than one institution/organization, the fee will be payable separately for each institution/organization.

#### **Marks-Grade Card:**

32. Marks-Grade Card shall be prepared by the Controller of Examinations' office at the end of the Semester and dispatched to the candidates within five days of the declaration of the result. The marks-grade card shall contain the following:
1. Course Credits Registered
  2. Course Credits Earned
  3. Grade
  4. Grade Point Average (GPA)
  5. Cumulative Grade Point Average

#### **Provisional Certificate**

33. A candidate having passed an examination may, after declaration of his/her result and before the issue of degree certificate, apply to the Controller of Examinations for a

provisional certificate of having passed the examination of this University on payment of prescribed fee. The Controller of Examinations shall issue such certificate.

### **Degree Certificate**

34. Degree certificates to all the candidates who have passed the degree and post-degree examinations in various schools, signed by the Controller of Examinations and the Vice-Chancellor, shall be awarded at the University Convocation in accordance with the provisions of the Statutes and the Ordinances relating to convocation.
35. Certificates of all the candidates, who have passed Certificate and Diploma Courses Examinations, shall be signed by the Controller of Examinations.

### **Duplicate Degree**

36. Duplicate of a university certificate shall not be issued except in very special cases in which the Vice-Chancellor is satisfied by production of an affidavit duly sworn in by the applicant before a Magistrate First Class to the effect that the applicant has lost his/her certificate, or that it has been destroyed. In the former case, the applicant shall submit along with his/her application sufficient evidence to show the efforts put in by him/her in tracing the same through Police, Press or his/her sources and in the later case, the evidence in support of genuineness of his/her request according to the circumstances of the case. In all such cases, the duplicate of a certificate shall be issued by the competent authority on payment of the prescribed fee and after a public notice is published in at least one newspaper.

### **Issue of transcripts of documents**

37. Transcripts of marks sheets and other relevant document(s) will be made available on payment of fee prescribed from time to time along with postal expenses by desirous candidate. The transcripts will be sent by the university directly to the designated authority of the institution/organization as specified by the candidate.

### **Grading System:**

38. The University shall have a Grading System on a ten-Point Scale of Evaluation viz. O, A+, A, B+, B, C, P and F (with Grade Points ranging from Zero to Ten) based on the performance of students in terms of percentage of marks obtained by them in all the papers/courses within semesters of a course of study. For this purpose, the percentage of marks obtained by the students in the examinations of all semesters in a course of study shall be converted first to the respective Letter Grade then to the corresponding Grade Point and Credit Point Obtained by the students. Based on these values, Grade Point Average for every examinee in every semester is calculated. On the basis of Grade Point Average of an examinee in all the semesters in a course of study Cumulative Grade Point Average (CGPA) is computed.

Note: For Non-Credit Courses satisfactory or unsatisfactory shall be indicated in the marks cum grade sheet instead of letter grade and this will not be counted for computation of SGPA/CGPA.

Percentage of Marks and corresponding Letter Grades and Grade Points (Absolute Grading) are as under:

Percentage of Marks	Letter Grade	Grade point	Description of Performance
86 and above	0	10	Outstanding
80-85	A+	9	Excellent
74-79	A	8	Very good
68-73	B+	7	Good
62-67	B	6	Average
56-61	C	5	Below Average
50-55	P	4	Pass
Less than 50	F	Zero	Fail
---	AB	0	Absent

#### Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.  $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$  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.
- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.
- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

**For the successful completion of the Master Degree Programme in a Course of Study, a student must secure a CGPA of at least 4.0 point.**

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

**39.** A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Choice Based Credit System shall be deemed to have completed the Programme of Studies.

#### Attendance

**40.** No student shall be permitted to sit for the End-Semester examination in the course in which he/she has secured less than 75% of attendance.

41. The teacher incharge of a course shall be responsible for maintaining a record of attendance of students registered for the course and shall display on the Notice-Board of the Department the monthly attendance record of each student.
42. All teachers shall intimate the Head of the Department concerned, at least fifteen calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% of attendance in one or more courses.
43. The Head of the Department shall display on the Notice-Board of the Department, names of all students, who will not be eligible to take the End-Semester examination in the course(s) and send a copy of the same to the Dean of the School concerned.
44. The Head of the Department concerned may grant relaxation to the extent of five (5) percent to a student who has failed to obtain the minimum prescribed 75% of attendance for valid reasons.
45. Students deputed by the University to take part in the co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided in the clause immediately proceeding. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

#### **Promotion and Progression**

46. A student shall be required to participate in all the components of Continuous Internal Assessment, as specified in the Detailed Course Outlines, failing which he/she shall be deemed to have NOT COMPLETED the course.
47. A student who falls short of attendance or has not completed the course(s), as per **Clause 40** above, shall be required to re-register for the same course(s), when offered in the next semester(s), or shall have to register for another course(s) under the overall framework of credit accumulation under the Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.
48. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the **“F” Grade**.
49. A student who has successfully completed a course with CGPA less than **five** points may be permitted to improve his/her grade by appearing in one or more papers provided that no student shall be permitted to avail more than two additional chances after the completion of the last semester.
50. If a student has been awarded **“F” Grade**, he/she shall be required to repeat the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when the course is offered next. Provided that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Semester Examination and that the marks/grade obtained by him/her earlier shall be carried forward for declaring the result.

51. A student with “**F**” **Grade** in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with backlogs on account of “**F**” **Grade**, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations. Any student who fails to appear in any subsequent end semester examination shall be deemed to have availed the chance. The Vice-Chancellor on the recommendations of HoD & Dean of concerned School, if deems it fit may accord one mercy chance on case to case basis, if any student is still left out to qualify the course.
52. If a student secures “**F**” **Grade** in a Project Work/Project Report/Dissertation/Field Work Report/Training Report he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report for a maximum of two times (including the first submission).
53. There shall be no system of compartments/supplementary examination.
54. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her in all previous even and odd semester. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

#### **Disposal of Answer Books**

55. Unless otherwise required, the University shall dispose off the evaluated answer books by auction after two years of the respective examination is completed. The award rolls shall be destroyed three years after the declaration of the results of the respective examinations to which the award rolls pertain. However, the matters related to examinations which are sub-judice in the Court of Law, the evaluated answer scripts as well as award rolls be preserved till the final disposal of the case.

**Ordinance No. 6  
Governing**

**Award of Integrated M.Phil – Ph. D. Degree**  
(The Central Universities Act, 2009: Section 28(1)(b) (d))

1. There shall be Integrated M. Phil – Ph. D. Programme in the University viz. Schools, Departments and Centres as determined by the Academic Council of the University from time to time.
2. The objectives of Integrated M. Phil. – Ph. D. Programmes shall be to provide advanced specialized knowledge in a particular area of study. M. Phil. Programme aims at initiation of a student to research and will be a pre-Ph. D. programme. The components of Integrated M. Phil. – Ph. D. shall be course work including research methodology and research work. The Course would aim at providing advanced training in inter-disciplinary areas of research as well as opportunity for undertaking research.
3. The Integrated M. Phil. – Ph. D. programmes shall be of three and a half years (seven semesters) duration out of which one and a half years (three semesters) shall be devoted to M. Phil programme for which a degree shall be awarded on fulfillment of conditions laid down in this Ordinance. Unless a student admitted to the Integrated M. Phil- Ph. D. programme exercises his/her option to exit after completion of the M. Phil. Programme he/she shall be registered for Ph. D. programme subject to the provisions of this Ordinance.
4. Depending upon the availability of faculty positions and research facilities, the number of seats in Integrated M. Phil – Ph. D. Programme in each Department or Centre shall be determined, in advance, by the Board of Research Studies on the recommendations of Head of the concerned Department/Centre routed through the Dean of the concerned School.

**Eligibility Criteria**

5. No person with less than 55% marks or equivalent grade points at the Master Degree in the subject concerned or allied subject to be determined by the Academic Council, from a recognized University shall be eligible for admission to the Integrated M. Phil – Ph. D. programme in the University. Provided that 5% relaxation in the qualifying marks shall be given to Scheduled Caste, Schedule Tribe candidate and Persons with Disabilities.

Provided further that a candidate having qualified Master's Degree in the allied subject will be considered for admission only if Integrated M. Phil – Ph. D. Programme in that subject is not run by the University.



6. Admission to the Integrated M. Phil. - Ph. D. Programme shall be on the basis of an All India Admission Entrance Test (AET) conducted by the University separately or combined with any other University or Universities. Provided that no candidate securing less than 40% marks (35% in case of SC, ST and Persons with Disabilities) in the Admission Entrance Test shall be eligible for admission to the Integrated M. Phil. – Ph. D. Programme.

**Selection Criteria for Admission**

- 7 Admission to Integrated M. Phil. – Ph. D. Programme shall be on the basis of merit of Composite Score obtained in Admission Entrance Test (AET), qualifying examination, and Interview as mentioned below:

Sr. No.	Components of Composite Score	Weightage
1)	Score obtained in Admission Entrance Test (AET)	80%
2)	Interview	20%
	<b>Total</b>	<b>100%</b>

- 7.1. The JRF/NET/SLET/SET qualified candidates shall be exempted from AET for admission to Integrated M. Phil. – Ph. D Programme. For the purpose of calculating composite score, JRF qualified candidates shall be deemed to have scored 100% marks in the AET whereas, the NET/SLET/SET qualified candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year’s AET.

Provided that if a JRF/NET/SLET/SET qualified candidate appears in the AET, at his/her own discretion, he/she shall be awarded the actual marks scored in the AET by him/her, and he/she shall not be deemed have scored 100% marks or the marks scored by the topper of that year’s AET respectively.

Provided further that a candidate, who has passed Master’s Degree Examination in an allied subject, shall have either to qualify JRF/NET/SLET/SET or the AET in the subject in which admission is sought.

**Explanation:** - For the purpose of this Clause “topper of that year’s AET”, means a candidate who is non JRF/NET/SLET/SET and has obtained the highest marks in the AET amongst the candidates who have applied for admission to the Central University of Jammu in the relevant category in which NET/SLET/SET qualified candidate will be eligible to be considered.

- 7.2 Subject to the fulfillment of the minimum eligibility conditions for admission to Integrated M. Phil. - Ph. D. Programme, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any institution of higher education shall be exempted from the requirement of appearing in AET and that he/she shall be considered at par with NET/SLET/SET qualified candidates, for the purpose of calculating composite score.

**Components of Admission Entrance Test**

8. The components of Admission Entrance Test shall be prescribed by the Board of Research Studies from time to time. Provided that in case of Joint Entrance test, the components of the test shall be prescribed by the University entrusted with the responsibility of conducting the test in the respective year.

### **Reservation**

9. There shall be reservation of seats in the Integrated M. Phil. – Ph. D. Programme for SC, ST, OBC and Persons with Disabilities in the following manner:

a. Scheduled Caste (SC) Category	15.0%
b. Scheduled Tribe (ST) Category	7.5%
c. Other Backward Classes (OBC) Category	27.0%
d. Persons with Disabilities	3.0%

**Persons suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.**

**Explanation:** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- i. Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- ii. Application form of a candidate seeking admission under the reserved category must be accompanied by the requisite certificate(s) issued by the competent authority as per the prescribed proforma.
- iii. Application form received without the required certificate(s) shall be rejected.
- iv. If a candidate belonging to reserved category qualifies for admission under the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes, these may be filled up by suitable applicants belonging to the Scheduled Caste Category and vice-versa.

### **Admission**

10. Admission to Integrated M.Phil. – Ph.D. Programmes in different Departments/Centres shall be made by the Board of Studies concerned.
11. Admission to Integrated M. Phil. – Ph. D. Programmes shall be approved by the Dean of the School concerned and notified accordingly.
12. After completion of admission the Head of the Department/Centre concerned shall submit to the Controller of Examinations a list of students admitted in the form of Registration Returns within 30 days from the last date of admission.
13. The students already admitted to M. Phil. Programme of this University in the session 2011-12 shall have option to shift to Integrated M. Phil – Ph. D. Programme. This option shall be exercised before commencement of the first semester of M. Phil examination. The option once exercised shall be final. The students opting for

integrated M. Phil – Ph. D. Programme shall be deemed to have been admitted under this Ordinance.

- 14 (i) Subject to the minimum cut off marks, candidates equivalent to **five** times the number of seats shall be called for Interview strictly on the basis of merit of **AET**.
- (ii) Interview shall be organized by the Department/Centre concerned and conducted by a Committee consisting of Head of Department; One Professor, One Associate Professor, and One Assistant Professor to be nominated by the Head of Department, and a Dean's Nominee. At the time of interview, candidates are expected to discuss their areas of research.

### **School Board**

- 15 Subject to the overall control of the Board of Research Studies, the Integrated M.Phil-Ph. D. Programme in a Department/Centre in the University shall be administered by the School Board concerned.
16. The School Board shall perform the following functions with respect to M. Phil/Ph.D. programme on the recommendations of the Board of Studies:
  - a) Draw up details of the courses,
  - b) Appoint supervisors to guide and supervise research work of a student,
  - c) Approve topics for research,
  - d) Appoint examiners for evaluation of thesis and conduct of viva-voce examinations, and
  - e) Recommend the award or otherwise of Integrated M .Phil-Ph.D. degree to the students on the basis of their cumulative performance.
17. The School Board shall be competent to cancel admission of a student in this programme if he/she remains absent without permission of the Head of the Department/Centre for a period of thirty days continuously.

### **M. Phil. Programme**

18. M. Phil. Programme shall be a three semester programme carrying 40 credits. First semester shall comprise four courses including a course on research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published literature and advanced training in interdisciplinary areas of research. The next two semesters shall be devoted to the research work. The course work shall comprise four courses carrying 100 marks each and the research work shall carry 400 marks out of which 100 marks shall be reserved for viva-voce examination. In order to earn M. Phil. Degree, a student shall have to accumulate a total of 40 credits as under:-

I. Course Work	=	20 Credits
II. Thesis	=	20 Credits

### **Minimum Attendance**

- 19 M. Phil programme shall be whole time course and a student admitted to this programme of study shall devote himself/herself exclusively to its pursuit. There shall be at least three contact hours per week for each course of study. Every student shall also be required to participate in Seminars/Group Discussions organized by the Department/Centre during the programme of study. In order to be eligible to appear in

the examination the minimum attendance required shall not be less than 75% of the lectures delivered in each course of study. Every student must also have participated in at least three seminars/group discussion sessions.

20. A student falling short of attendance in the first semester shall not be eligible to be promoted to the second semester and he/she shall have to seek fresh admission by following the prescribed procedure.

### **Examination**

21. The duration of examination in each course will be three hours. The examination in practical/research methodology/assignments will be wholly internal and the mode of assessment and maintenance of record shall be determined by the Board of Studies.
22. The question paper for the examination in each course of first semester shall be drawn by the faculty member who conducted the course. The evaluation will be done by the internal examiner(s) to be appointed by the School Board. The evaluation of the answer scripts/s has to be completed within fifteen days of the termination of the examination and awards be forwarded to the Dean of the School concerned who shall forward the same to the Controller of Examinations for declaration of the result.
23. A student who fails to qualify any one or more courses of the first semester may be permitted to continue his/her studies in the second semester and appear in the course(s) of first semester in which he/she had not qualified along with the students of the next following batch on payment of the prescribed fee. In case there is no admission in the next following session, the examination shall be held for him at the time when it would have been held had there been admission for the next following session. Provided that he/she passes the said examination in all the papers within a period of not exceeding two next following semesters failing which his/her candidature to Integrated M. Phil. – Ph. D. programme shall stand cancelled.
24. A candidate who earns not less than C grade in each prescribed course of first semester shall be deemed to have successfully completed the first semester of Integrated M. Phil. – Ph. D. Programme.

### **Topic for research work and assigning the supervisor**

25. After completion of the course work, the School Board concerned, on the recommendations of the Board of Studies, shall approve the topics of research and assign supervisors to guide and supervise research work for the M. Phil students(s) from amongst the faculty as per the areas of their research specialization. If a situation so warrants, the School Board may appoint Co-Supervisor/s in any particular case from within or outside the University.
26. The School Board may authorize apart from Professor and Associate Professor, an Assistant Professor of the University who has Ph. D. degree and at least two year's research/PG teaching experience, to guide and supervise M. Phil. Research work.

Provided that in case a supervisor, under whose guidance and supervision, a thesis has been prepared in part, ceases to be the teacher of the University, he/she may subject to his/her availability be continued as such by the School Board concerned.

27. A supervisor, if professor, shall not have more than eight, if Associate Professor not more than five and if Assistant Professor not more than three Integrated M. Phil.- Ph. D. scholars working under his/her supervision at any given time.

### **Submission of Thesis**

28. An M. Phil. Thesis shall be submitted in the Department/Centre for onward transmission to the Controller of Examinations only when the supervisor is satisfied that the thesis is worthy of consideration in partial fulfillment of the requirements for the award of M. Phil. Degree. The student may incorporate in his/her thesis the contents of any work which may have been published by him/her on the subject **and copies of the reprints be annexed therein.**
29. A student shall submit his/her M. Phil. Thesis within the stipulated period (before the end of the 3<sup>rd</sup> Semester). The Board of Studies may in exceptional cases extend this period not exceeding six months failing which he/she shall not be allowed to submit his/her thesis. This concession may be available only once and thereafter, his/her candidature to M. Phil. Programme shall stand cancelled.
30. The thesis must be accompanied by a certificate from the supervisor as to the following:
- i. that the thesis embodies the work of the student himself/herself.
  - ii. that the student has worked under his/her guidance and supervision for the period required under the relevant Ordinance, and
  - iii. that he/she has put in the required attendance and participation in seminars/group discussion in the Department/Centre concerned.
31. Prior to submission of the thesis, the student shall make a pre-submission presentation in the Department/Centre that will be open to all faculty members and research scholars, for getting feedback and comments which may be suitably incorporated in the thesis under the advice of the supervisor.
32. The student shall submit two printed copies of the thesis on a paper of 28 cms x 21 cms with a margin of 3 cms. on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. It may be paper bound with the name of the scholar, the supervisor and title on the cover page.
33. The thesis shall be submitted in English. Provided that in case of the subject of the Indian Classical or Modern Indian Languages, the thesis may be written either in English or in the Classical/Modern Indian Language/or both.

34. The thesis shall be evaluated by an external examiner to be appointed by the Dean of the School, out of the panel of three experts, submitted by the Board of Studies on the recommendations of the supervisor concerned. The supervisor shall be the internal examiner. The external examiner shall not be lower in rank than Associate Professor.
35. The examiners shall evaluate the thesis in terms of marks and place him/her in the appropriate letter grade.
36. Viva-voce examination shall be compulsory component of M. Phil. Programme and shall be conducted by a committee consisting of the following:
  - i. Head of the Department concerned
  - ii. The External Examiner who examined the thesis. In case of his/her non-availability, any other examiner, out of the panel referred herein before, to be appointed by the Dean, and
  - iii. The supervisor.
37. The School Board after consideration of evaluation of course work, thesis and performance of the candidate in viva-voce examination shall recommend, to the Academic Council, the award of M. Phil degree.
38. Subject to the provision of this Ordinance, the Controller of Examinations shall publish the results on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the M. Phil. Degree has been awarded in accordance with the UGC Regulations. If the candidate fails, he/she has to re-register himself/herself in the second semester in the next following session subject to the provisions of this Ordinance.
39. A student for the M. Phil degree may be permitted to publish his/her work after successful completion of the programme in the original or revised form.
40. Following the successful completion of the evaluation and announcement of the award of M. Phil degree, the Controller of Examinations shall submit a soft copy of the M. Phil dissertation to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all Institutions/Universities.

### **Grading System**

41. The University shall have a Grading System on a Seven-Point Scale of Evaluation viz. O, A<sup>+</sup>, A, B<sup>+</sup>, B, C and F (with Grade Points ranging from Zero to Ten) based on the performance of students in terms of percentage of marks obtained by them in all the papers/courses within semesters of an M. Phil Programme. For this purpose, the percentage of marks obtained by the students in the examinations of the two semesters of M. Phil Programme shall be converted first to the respective Letter Grade then to the corresponding Grade Point and Credit Point Obtained by the students. Based on these values, Grade Point Average for every examinee in every semester is calculated. On the basis of Grade Point Average of an examinee in the two parts (course work and thesis) of M. Phil. Programme Format Grade Point Average (CGPA) is computed.

**Percentage of Marks and corresponding Letter Grades and Grade Points are as under:**

Percentage of Marks	Letter Grade	Grade Point	Description of Performance
80 and above	O	10	Outstanding
70-79	A <sup>+</sup>	9	Excellent
65-69	A	8	Very Good
60-64	B <sup>+</sup>	7	Good
55-59	B	6	Average
50-54	C	5	Below Average
Less than 50	F	Zero	Fail

GPA and CGPA are calculated as under:-

$$\text{GPA} = \frac{\text{Sum of (Registered Course Credits x Grade Point Received) for all courses in the Semester}}{\text{Sum of all registered course credits of the Semester}}$$

Registered Course Credit = **Credit allotted to a course within a semester**

Grade Point Received = Numerical grade point obtained by a candidate in a paper/course on the basis of performance in the examination.

Credit point obtained in a Course/paper = Registered Course Credit in the paper/course x Grade point in the paper/course

CGPA = Cumulative Grade Point Average

$$= \frac{\text{Sum of Grade Point Average of the semester of M. Phil Programme}}{\text{Total Number of Semesters in the M. Phil Programme}}$$

For the successful completion of the M. Phil Programme, a student must secure a CGPA of at least 5.0 points.

### **Ph.D. Programme**

42 Ph.D. Programme shall be a two years whole time course.

### **Registration**

43. After successful completion of M.Phil. programme, a student may, on prescribed application form, apply to the Head of the Department concerned to be registered for Ph.D. programme. He/she shall also pay the prescribed application fee. The student shall specify the topic of research with brief outlines. The Head of the Department will place such applications before the Board of Studies. If the Board of Studies is satisfied, it will recommend the application(s) for consideration of the School Board concerned.
- Provided that no student shall be eligible to be registered for Ph.D. programme unless he/she has successfully completed M.Phil. with a CGPA of 7.0(B\*) on a seven point scale of evaluation (with grade points ranging from zero to ten). However, in case of SC, ST or persons with disabilities, the required CGPA shall be 6.0(B).
44. The School Board concerned after considering the recommendation made by the Board of Studies, if deems fit, may approve the topic and grant registration w.e.f. date of submission of M.Phil thesis or completion of One and half years of M.Phil programme whichever happens to be later subject to the fulfillment of eligibility conditions.
- The Board of Studies shall satisfy itself.
- i. That research on the proposed subject can be profitably pursued;
  - ii. That the research work can be suitably undertaken in the University.
45. After grant of registration, student shall pay the prescribed fee within the stipulated time.

### **Allocation of Supervisor**

46. The scholar will pursue research work preferably under the guidance and supervision of the same supervisor under whose supervision M. Phil thesis was completed.

### **Minimum Attendance**

47. A scholar in order to earn eligibility shall be required to accumulate at least 75% of attendance, deliver one seminar every six months and participate in at least three-fourth of the seminars/group discussion sessions held in the Department for related areas of studies.

### **Submission of Thesis**

48. A thesis must be based on original research resulting in either discovery of new facts or a fresh interpretation of known facts and theories. In either case, the thesis should evince the research scholar's clear understanding of the subject and his/her critical judgment and it should be well presented.
49. No student shall be permitted to submit his/her thesis for award of Ph. D. degree unless he/she has pursued research at the University for a period not less than two years after his/her registration to Ph. D. Programme.



- Provided that a student may have a break of not more than one year during Ph. D programme with the permission of the Head of the Department. Such period shall be added to the minimum of two years period provided for submission of his/her thesis.
50. No student shall be permitted to submit his/her thesis after completion of five years from the date of registration, failing which he/she shall not be allowed to submit his/her thesis unless he/she re-registers himself/herself after payment of the prescribed fee. In that case he/she shall not be permitted to submit his/her thesis before completion of one year and after two years from the date of re-registration. This concession may be available only once.
  51. The student shall publish at least one research paper in a referred journal before submission of thesis and provide evidence in the form of acceptance letter or the reprint. Any other related literary publication (s) may also be appended to the thesis.
  52. Prior to submission of the Ph. D. thesis, the scholar shall make a pre-submission presentation in the Department/Centre that will be open to all faculty members and research scholars, for getting feedback and comments which may be suitably incorporated in the thesis under the advice of the supervisor.
  53. The thesis must be accompanied by a certificate from the supervisor as to the following:-
    - i. that the thesis embodies the work of the student himself/herself.
    - ii. that the student has worked under his/her guidance and supervision for the period required under the relevant Ordinance; and
    - iii. that he/she has put in the required attendance and has also delivered and attended seminars/group discussion sessions in the Department/Centre concerned.
  54. The thesis shall be submitted in the Department for onward transmission to the Controller of Examinations only when the supervisor is satisfied that the thesis is worthy of consideration for award of the degree of Doctor of Philosophy. The student may incorporate in his/her thesis the contents of any work which might have been published by him/her on the subject and will declare this fact in the thesis. However, he/she shall not submit as his/her thesis any work for which a degree had already been conferred on him/her by any university.
  55. The student shall submit three printed copies of the thesis on a paper of 28 cms x 21 cms with a margin of 3 cms on the left side and at least one cm on the other. Essentially, both sides of the paper are to be used. It should be hard bound with the name of the scholar, the supervisor and title on the cover page.

56. The thesis shall be submitted in English. Provided that in case of the subject of the Indian Classical or Modern Indian Languages, the thesis may be written either in English or in the Classical/Modern Indian Languages/or both.
57. Besides the supervisor(s), the thesis shall be evaluated by three examiners to be appointed by the Vice-Chancellor, out of the panel submitted by the Board of Studies through the School Board. The panel of at least six experts shall emanate from the supervisor concerned. Out of the external examiners, at least one shall be from outside the State.
58. The examiner shall state in his/her report:  
Whether the thesis be:
  - a. accepted,
  - b. revised and resubmitted, or
  - c. rejected
  - d. whether the thesis is fit for publication in its original form or revised form.
59. The thesis shall be accepted for award of Ph. D. degree, if it is accepted by all or majority of the external examiners. In case, one of the examiners recommends revision of the thesis, the changes may be incorporated to the satisfaction of the Head of the Department and the Supervisor before conduct of Viva-voce examination.
60. If a thesis is rejected by majority of the external examiners, the candidate shall have to re-register himself/herself in the next following session subject to the provisions of this Ordinance.
61. If a candidate is advised to revise the thesis by majority of the external examiners, the same shall have to be revised and resubmitted not before one year and later than two years from the date the decision is communicated to him/her.
62. In case one of the examiners accepts the thesis, the other rejects it and the third asks for its revision, the reports shall be considered by a Committee consisting of the following members:
  - 1) Dean of the School
  - 2) Head of Department
  - 3) Supervisor

The Committee may co-opt an expert in the subject if it deems necessary. The Committee after considering the reports shall make recommendations to the Vice-Chancellor whether the thesis may be revised and submitted or evaluated by another examiner whose decision shall be final. In the later case, the Vice-Chancellor may appoint an examiner out of the panel already approved.

63. The reports of the examiners, received by the Controller of Examinations will be forwarded to the Dean of the concerned school. The Committee mentioned in Clause 62 above, shall review the reports and fix the viva-voce examination in consultation with the external examiner, appointed for the purpose.

In case, examiners have desired some corrections/changes in the thesis, the supervisor(s) shall ensure their incorporation in the thesis besides getting in hard bound before conduct of the viva-voce examination.

64. Viva-voce examination shall be a compulsory component of Ph. D. programme.

65. The Viva-Voce examination shall be conducted by:-

- a) Head of the Department
- b) One of the External Examiners, who had examined the thesis, to be appointed by the dean
- c) The supervisor

66. After viva-voce examination, the scholar shall make a detailed presentation of his/her research work and shall have to openly defend his/her research work. The presentation shall be attended by the faculty, scholars and students of the Department/Centre.

67. Evaluation of performance of the scholar in the viva-voce examination and the details of his/her presentation shall be submitted to the Chairman School Board concerned by the Head of the Department.

68. The School Board after consideration of the evaluation reports, evaluation of performance of the scholar in the viva-voce examination and the details of presentation may recommend, to the Academic Council, the award of degree of Doctor of Philosophy to the scholar.

69. Subject to the provision of this Ordinance, the Controller of Examinations shall publish the results on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the Ph. D. degree has been awarded in accordance with the UGC Regulations.

70. A scholar for the Ph. D. degree may be permitted to publish his/her work after successful completion of the programme in the original or revised form.

71. Following the successful completion of the evaluation and notification of the award of Ph.D. Degree, the Controller of Examinations shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all Institutions/ Universities.

72. All candidates getting registered for Ph.D. Shall be governed by the provisions for Ph.D. degree programme of Ordinance No. 6 A. However, the candidates registered for the Ph.d. programme on or after July 11, 2009 till the notification of revised regulations of July 11, 2016 shall be governed by the provisions of the UGC (Minimum Standards and Procedure for awards of Ph.D. degree) regulation, 2009.

**Ordinance No. 6 A**

**Governing**

**Ph.D. Programme**

(The Central Universities Act, 2009: Section 28(1) (b) and (d))

**1. Ph.D. Programme**

- i) There shall be a Ph. D. programme in the University in various Schools, Departments and Centres as may be determined by the Academic Council of the University from time to time.
- ii) The Ph. D Programme would aim at providing advanced knowledge in some specified areas of the concerned subject; training in interdisciplinary areas of research, research methodology and computer applications.
- iii) The Ph.D. degree programme shall be carried through two modes viz. Full time and Part time. The eligibility condition under each programme is detailed in 2 (a) and (b).

**2. Eligibility Criteria**

**2 (a) Full time**

- 2.1 Candidates for admission to Ph.D. programme shall have Master's Degree in the subject concerned or allied subject or a professional degree declared equivalent to the Masters Degree by corresponding statutory regulatory body with at least 55% marks in aggregate or its equivalent grade "B" in the UGC 7 point scale from a recognised University (or an equivalent grade in a point scale where grading system is followed) or an equivalent degree from a foreign educational institution or accredited by an Assessment and Accreditation agencies which is approved, recognised or authorised by an authority established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standard of educational institutions or as may be determined by the Academic Council, shall be eligible to apply for admission to the Ph.D. programme in the University.
- 2.2 A relaxation of 5% of marks, from 55% to 50 %, or an equivalent relaxation of the grade, may be allowed for those belonging to SC/ST/OBC (non – creamy layer)/Differently-abled and other categories of candidates as per the decision of the UGC notified from time to time or for those who had obtained their masters degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including grace marks.
- 2.3 A person whose M.Phil dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme.

- 2.4 Candidates possessing a degree equivalent to M.Phil. Degree of an Indian Institution or from a foreign educational institution accredited by an Assessment and Accreditation Agency which is recognized or authorized by an established or incorporated under a law in its home country or any other statutory authority in the country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
- 2.5 Candidates who have cleared M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same institution in an integrated programme. A relaxation of 5% marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

**2 (b) Part – Time Ph.D. Programme for in–service candidates**

- i) Candidates seeking admission to a part-time Ph.D. Programme shall fulfil the eligibility conditions laid down under Clause 2(a) of the ordinance 6A of the Central University of Jammu, with the provision that it shall be necessary for the person seeking admission to the part – time Ph.D. Programme to pass the Admission Entrance Test with at least 50% of the marks.

Provided that no candidate securing less than 50% marks in Admission Entrance Test shall be eligible for admission to Part-time Ph.D. programme.

- ii) Candidates seeking admission to part - time Ph. D Programme should have minimum experience of 5 years permanent service in the Central/State Government, or Defence/Paramilitary forces/Autonomous/Universities/Colleges.

Provided that candidates employed as teachers in recognised Colleges/Universities, should have a minimum of 3 years of regular service as a confirmed teacher after having been selected by a duly constituted Selection Committee by the University/Public Service Commission against a permanent position.

In-service candidates (including Teaching/Non-Teaching staff of Central University of Jammu) shall be considered only if they have obtained study/academic leave/any other leave to fulfill the residency requirement of the programme (six months).

Such candidates shall only be considered for admission if they have obtained No Objection Certificate prior to moving the application for admission and if qualified, for appearing in Interview and for attending course work with proper leave of six months.

Provided further that one confirmed teacher in a Department may be only considered in an academic year on the recommendations of Board of Studies and approved by the

School Board. The decision of School Board will have to be ratified by the Vice Chancellor.

Provided further that the non-teaching staff of Central University of Jammu desirous of seeking admission to Ph.D. programme should have minimum five years of service as confirmed employee of this University. Such candidates shall only be considered for admission if they have obtained No Objection Certificate prior to moving the application for admission and if qualified, for appearing in Interview and for attending course work. Before issuing NOC, it may be ascertained to what extent the Ph.D. programme to be pursued by the applicant employee (Non-Teaching) shall be in the interest of administration and beneficial to the corporate life of the University.

### **3. Joining Employment**

In case, the registered regular candidate joins the service before completing 2 years of research from the date of registration, he/she will have to complete the period of two years after obtaining no objection from the employer and authorized leave (in parts or full-time for the remaining period) for pursuing their research work. Provided such candidates are registered for more than six months before joining the job. The candidates having less than six months shall have to seek fresh registration as per norms for Part-time Ph.D. For those who have completed two years from the date of registration as full time scholar and joined service will be allowed to continue their research subject to production of 'No Objection Certificate' from their employer. Such candidates shall make a request to concerned HoD. The HoD shall seek recommendation of Board of Studies and approval from School Board.

### **4. Duration of the Programme**

- 4.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 4.2 No scholar shall be permitted to submit his/her thesis after completion of six years from the date of registration, unless he/she re-registers himself/herself after payment of the prescribed fee. In that case he/she shall not be permitted to submit his/her thesis before the completion of one year and after two years from the date of re- registration. The concession shall be available only once.
- 4.3 The women candidates and Persons with Disabilities (not more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

## 5. Procedure for Admission

- 5.1 The Executive Council in its 13<sup>th</sup> meeting held on 11.09.2017 vide its Resolution No. 20 decided to make admission to Ph.D. course only through Admission Entrance Test (AET) without any exemption to JRF/NET/SET/SLET/GATE/M.Phil. pass or teacher fellow. The AET may be conducted by the University separately or combined with any other University or Universities.
- 5.2 The University shall decide on an annual basis through Departmental Research Committee a pre-determined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other infrastructural facilities available in the Departments, keeping in view the norms regarding the scholar-teacher ratio as indicated in Clause 5.5, laboratory, library and such other facilities.
- 5.2.1 The University shall notify well in advance on the website and through Advertisement in at least two (2) national papers of which one shall be in the regional language, the number of seats for admission, subject/discipline – wise, distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test (s) shall be conducted and all other relevant information for the benefit of the candidates.
- 5.2.2 The University shall adhere to the National level reservation policy as applicable from time to time
- 5.3 The admission shall be based on the criteria notified keeping in view the guidelines/norms issued in this regard and taking into account the reservation policy of Central Government from time to time. The components of Admission Entrance test shall be prescribed by the Board of Studies from time to time , provided that in case of joint Entrance test , the components of the test shall be prescribed by the University entrusted with the responsibility of conducting the test in the respective year.
- 5.4 The University shall admit candidates by a two stage process through:
- 5.4.1 An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The entrance test shall be conducted at the Centre(s) notified in advance. Qualifying a test shall not guarantee admission to Ph.D. course. It will only make candidates eligible who conform to the norms.
- 5.4.2 An interview shall be organised by the Department / Centre concerned and conducted by a Departmental Research Committee consisting of Head of the Department; one Professor; one Associate Professor, and one Assistant Professor to be nominated by the Head of the Department. In the absence of a Professor or any Associate Professor in the department, the Vice Chancellor may nominate a Professor & Associate Professor of any allied subject. The candidates shall be required to discuss their research interest/area through a presentation before the Committee.
- 5.5 The Interview / Viva Voce shall also consider the following aspects viz., whether



- 5.5.1 the candidate possesses the competence for the proposed research  
 5.5.2 the research work can be suitably undertaken at the institution  
 5.5.3 the proposed area of research can contribute to new / additional knowledge.
- 5.6 Subject to the minimum cut off marks, candidates equivalent to five times the number of available seats shall be called for interview in order of merit.
- 5.7 The distribution of weightages to different components for determining the merit shall be as under:

Merit in Entrance Examination	Quality of proposal for presentation	Interview
50%	30%	20%

- 5.8 **The final selection shall be made on the basis of marks awarded by the Committee. The list will be prepared merit wise, category wise depending upon the availability of the seats notified in each department.**
- 5.9 Foreign Nationals and NRIs, residing abroad may be admitted to the programme according to the policy guidelines laid down by the Govt. of India and adopted by the University Executive Council from time to time
- 5.10 The University shall maintain the list of the Ph.D. students on its website on yearly basis. The list shall include the name of the registered candidate , topic of his /her research , name of his/her supervisor/ co – supervisor , date of enrolment / registration, etc.
6. **Allocation of Research Supervisor:** Eligibility criteria to be a Research Supervisor/Co-Supervisor and number of Ph.D. Scholars permissible per supervisor, etc. shall be as under;
- 6.1 Any regular Professor of the University with at least five publications in referred journals and any regular Associate Professor with two research publications in referred journal shall be recognised as research supervisor. However, in case of Assistant Professor, he should have Ph.D. degree and at least two years teaching experience in the University after obtaining Ph.D. degree and two research publications in referred journals shall be recognised as Research Supervisor. In case any Assistant Professor claims to have served for two years after doing Ph.D. prior to joining Central University of Jammu, in that event, the Board of Studies of respective discipline shall verify that the experience obtained in any other University prior to joining Central University of Jammu should be of two years for those who have been selected through regular Selection Committee in the respective Universities where they served earlier as a regular teacher.

Provided that in areas / disciplines where there is no or only a limited number of referred Journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- 6.2 Only a full time regular teacher can act as a supervisor. The external supervisors, visiting, adjunct or part-time teacher in a University are not allowed to act as a Supervisor or Co-supervisor. However, co-supervisor can be allowed in inter-disciplinary areas from other departments or from other related institutions with the approval of Research Advisory Committee.
- 6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor and a Co-Supervisor from outside the Department of the same or different University.
- 6.5 A Supervisor / Co – supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M-Phil and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Two (2) M.Phil and six(6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. Scholars (in counting the number of scholars allocated to any teacher, one co – supervisor will be counted as half of the number).
- 6.6 In case of relocation of Ph.D., woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and research work does not pertain to the project secured by the parent institution /supervisor from any funding agency. The scholar will however, give due credit to the parent guide, the institution for the part of research already done.
7. **Course work:** Credit Requirements, number, duration, syllabus, minimum standards for completion etc.
  - 7.1 The credit assigned to the Ph.D. course work shall be 16.
  - 7.2 The course work shall be treated a pre - requisite for a Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree
  - 7.3 All courses prescribed for Ph.D. course work shall be in conformity with credit hour instructional requirement and shall specify content, Instructional and assessment method. They shall be duly approved by the authorised academic bodies i.e. Board of Studies and School Board.

- 7.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendation of the Research Advisory Committee as stipulated in Clause 8.1.1 below of the research scholar.
- 7.5 All candidates admitted to Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 7.6 Candidates already holding M.Phil. degree and admitted to the Ph.D. programme or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course or otherwise may be exempted by the Department from the Ph.D. course work. All other candidates admitted in the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- 7.7 Grades in the course work, including research methodology course shall be finalised after a combined assessment by Research Advisory Committee and the final grade shall be communicated to the Controller of Examinations for declaration of result.
- 7.8 A Ph.D. scholar has to obtain minimum of 55% of marks or its equivalent grade in the UGC 7 point scale in the course work in order to be eligible to continue in the programme. **If a candidate fails to qualify the course work in first attempt, he/she may be given one more chance to qualify the course work along with the students of next session.**
- 7.9 Head of the Department shall send award of candidates who appeared in the examination for course work to Controller of Examinations for declaration of result.

## **8. The Research Advisory Committee and its functions.**

- 8.1 The Research Advisory Committee/ Departmental Research Committee shall perform the following responsibilities. The Research supervisor of the scholar shall be convener of this Committee.
- 8.1.1 To prepare or revise the Course work, if desired.
- 8.1.2 To review the research proposal and topic of research.
- 8.1.3 To guide the research scholar to develop the study, design and methodology of research and identify the course (s) that he / she may have to do.
- 8.1.4 To periodically review and assist in the progress of the research work of the research scholar.
- 8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research Scholar.
- 8.3 In case, the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the same with reasons and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the School Board through Board of Studies with specific reasons for cancellations of the registration of the research scholar.

## 9. Registration

After successful completion of the course work prescribed for the Ph.D. Programme except for the candidates with M.Phil. degree who are exempted from doing the Course Work as per the University norms, the candidate, on prescribed application form shall apply to the Head of the Department concerned for registration for the Ph.D. Programme. The candidate shall also pay prescribed application fee. The Students shall specify the topic of Research along with synopsis for the purpose of registration. The Head of the Department will place such requests before Departmental Research Committee and if the latter is satisfied, it will recommend the application(s) for consideration to the School Board through the Board of Studies.

The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and synopsis, grant registration w.e.f. 1<sup>st</sup> May or 1<sup>st</sup> November subject to approval of the Vice Chancellor.

## 10. Evaluation and Assessment Methods/Minimum Standards/Credits for award of the degree, etc.

- 10.1 Upon satisfactory completion of the course work and obtaining marks/grades prescribed in sub-clause 6.8 as the case may be, the Ph.D. scholar shall be required to undertake research work and provide a draft thesis within a reasonable specific time.
- 10.2 Prior to the submission of the thesis, the scholar shall make a presentation to the department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them shall be suitably incorporated in consultation with Research Advisory Committee. The presentations may be made within three months prior to the submission of the thesis on the recommendation of supervisor.
- 10.3 Ph.D. scholars must publish at least one (1) research paper in referred journal and make two paper presentations in conference/seminar before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificate and /or reprints.
- 10.4 The thesis must be accompanied by a certificate from the scholar countersigned by the HoD as to the following:-
  - i) that the thesis embodies the **original** work;
  - ii) that he/she has worked for the period required under the relevant Ordinance ; and
  - iii) that he/she has put in the required attendance and has also delivered and attended seminars/group discussion sessions in the Department / Centre concerned.
  - iv) that there is no plagiarism in the thesis, to be substantiated with documentary evidence.
  - v) that the work had not been submitted for the award of any other degree.
  - vi) that the papers published on the areas of research for which thesis is submitted has been appended in this thesis.

- i) that he/she has no objection for uploading the work on the website of Shod-Ganga after the notification for award of Ph.D. degree.
  - ii) Research supervisor shall also give a certificate for attesting the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree in this University or in any other institution.
- 10.5 The thesis shall be submitted in the Department for onward transmission to the Controller of Examinations only when the Supervisor is satisfied that the thesis is worthy of consideration for award of the degree of Doctor of Philosophy. The HoD shall ensure that the candidate fulfils the conditions for submission of the thesis.
- 10.6 The student shall submit four printed copies of the thesis on a paper of 28cmsx21cms with a margin of 3cms on the left side and at least one cm, on the other. Essentially, both sides of the paper are to be used. It should be hard bound with the name of Scholar, the supervisor and title on the cover page.
- 10.7 The thesis shall be submitted in English, provided that in case of subject of the Indian Classical or Modern Indian Languages , the thesis may be written either in English or in the Classical /Modern Indian Language /or both.
- 10.8 The Ph.D. thesis submitted by a scholar shall be evaluated by his/her Supervisor and two external examiners, who are not in the employment of the University, of whom one examiner may be from outside the country not below the rank of Professor or working on an equivalent position in research organisations to be appointed by the Vice-Chancellor, out of the panel submitted by the Board of Studies through the School Board. In case, no foreign evaluator is available in any field of specialisation, in that event, the evaluator may be appointed from within the country. The panel of at least six experts shall emanate from the Supervisor concerned. The Board of Studies may add another four, however, the Board of Studies shall have to ensure that the panel of experts is from the same specialisation to which the submitted thesis belongs.

Note: In case, the report from an examiner belonging to outside the country is delayed for unreasonable time, in that event, if the Vice Chancellor deems fit, may appoint examiner from within the country.

The Examiner shall clearly state in his/her report that the thesis be:

- a. Accepted.
- b. Revised and resubmitted, or
- c. Rejected

The examiner must also mention, whether the thesis is fit for publication in its original form or revised form or with suggestions.

- 10.9 The reports of the examiners received by the Controller of Examinations will be forwarded to the Dean of the concerned school. The Dean shall review the reports and

fix the viva-voce examination in consultation with the external examiner appointed for the purpose, the Supervisor and Head of the Department.

The Viva-voce examination shall be conducted by the research supervisor and at least by one of the two external examiners and shall be open to be attended by members of Departmental Research Committee/Research Advisory Committee, faculty members of the Department, other research scholars, and other interested experts/researchers.

The faculty members and Research Scholars of the school shall be given information about the time and venue for the conduct of Viva-Voce preferably a week's notice before and such notification shall be issued by the Head of the Department.

- 10.10 The public viva –voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner (s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation report of the external examiner is unsatisfactory and does not recommend viva-voce, the Controller of Examinations will send the thesis to another external examiner out of the approved panel of examiners and the viva-voce shall be held if the report of the latest external examiner is satisfactory. If the report of the third examiner is also unsatisfactory the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

If a candidate is advised to revise the thesis by the external examiners, the same shall have to be revised and resubmitted not before one year and later than two years from the date the decision is communicated to him /her.

- 10.11 Evaluation of performance of the scholars in the viva-voce examination and reports of all the examiners shall be submitted to the Dean of the concerned School Board by the Head of The Department
- 10.12 The school Board after consideration of the evaluation reports, performance of the scholar in the viva-voce examination may recommend to the Academic Council, the award of degree of Doctor of Philosophy to the scholar.
- 10.13 The Controller of Examinations shall ensure to complete the entire process of evaluation within six months from the date of submission of thesis.
- 10.14 A scholar for the Ph.D Degree may be permitted to publish his/her work after successful completion of the programme in the original or revised form as per reports of the thesis which can be obtained from the University. The Dean of the School shall certify the changes to be incorporated in the thesis to be published. The copy of the same shall be delivered to the scholar on demand /request. The name of the University should be acknowledged in thesis being published in book form.

## **11. Treatment of Ph.D. through Distance/Part-Time**

- 11.1 The University shall not conduct Ph.D. programme through distance education mode.
- 11.2 Part-time Ph.D. will be allowed provided all the conditions mentioned in the extant Ph.D. Regulations are met.
- 12. Award of Ph.D. degree prior to Notification of these Regulations, or degree awarded to foreign Universities:**
- 12.1 Award of degree to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of Ph.D. Degree) Regulations, 2009.
- 12.2 If the Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University.
- 13. Depository with INFLIBNET**
- 13.1 Following the successful completion of the evaluation and notification of the award of Ph.D. Degree, the Controller of Examinations shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all institutions/Universities.
- 13.2 Prior to the actual award of the degree, the Controller of Examinations shall publish the result on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the Ph.D. Degree has been awarded in accordance with the UGC Regulations 2016.

## Ordinance No.14

governing

### Composition, Powers and Functions of the School Board

(The Central Universities Act 2009: Statute 15(3)(4))

#### 1. Composition

The School Board shall consist of the following members:

- |  |                                    |
|--|------------------------------------|
| a. Dean of the School  | Chairperson<br><b>(Ex-officio)</b> |
| b. All Professors in the School  | Ex-Officio Members                 |
| c. Heads of the Departments assigned to the School who are not Professors  | Member                             |
| d. One Associate Professor from each department in the School to be <b>nominated</b> , in the order of seniority, by the Dean                                    | Member                             |
| e. One Assistant Professor from each department to be <b>nominated</b> , in the order of seniority, by the Dean  | Member                             |
| f. Three experts, not in service of the University, having special knowledge and experience of the subject(s) concerned, to be nominated by the Academic Council | Member                             |
| g. Two professors to be nominated by the Vice-Chancellor from amongst the Professors of the allied Schools   | Member                             |

#### 2. Term of Office

The term of office of the members other than Dean, Heads of the Departments and Professors in the School shall be three years.

#### 3. Powers and Functions

The School Board, subject to overall supervision of the Academic Council, shall exercise powers and perform the functions given below:-

- To prescribe the qualifications and procedures for admission of the candidates to the various programmes of study in the Departments in the School **as may be decided by the Academic Council from time to time.**
- To co-ordinate the teaching , evaluation and research work in the Departments in the School;
- To consider and approve subjects for research for various Degrees and other requirements of research degrees as recommended by the Board of Studies;
- To constitute Committees to organize the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;



- e. To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in clause (d) above;
  - f. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
  - g. To promote and review research within the School and to submit reports on research to the Academic Council;
  - h. To frame general rules for continuous internal evaluation and end-semester examinations;
  - i. To consider and approve the panel of Examiners for setting of question papers and evaluation of scripts.
  - j. To recommend to the Academic Council, the panel of examiners for the evaluation of dissertation/thesis after considering proposals received in this regard from the Board of Studies;
  - k. To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
  - l. To consider and act on any proposal regarding the welfare of the students of the School;
  - m. To approve the course and detailed syllabi of various degree programmes and recommend for the final approval of Academic Council.
  - n. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor; and
  - o. m. To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided by the Board from time to time.
4. **Meetings**
- (a) The Dean shall preside over the meetings of the Board. In his absence, the Board shall elect the Chairperson for the Meeting.
  - (b) The Board shall hold at least two ordinary meetings in an Academic Year, one in each semester;.
  - (c) The Dean may convene special meetings of the Board at his /her own initiative or at the suggestion of the Vice Chancellor or on a written request from at last one third of the members of the Board.
5. **Quorum**
- The quorum for the meeting of the Board shall be one third of its total members.
6. **Notice**
- Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting. However, the Dean may convene emergency meeting of the Board at a short notice.

**Ordinance No.18**

governing

**Powers and Functions of the Heads of Departments of Studies/  
Director of the Centres**

(The Central Universities Act 2009: Section 28 (1) (o))

\* \* \* \* \*

1. Each Department shall have a Head who shall be nominated by the Vice- Chancellor. The Headship will rotate among professors in the department provided that in a department where there is no Professor or only one Professor, the Headship shall rotate among Professors and Associate Professors of the Department in the order of seniority.
2. The term of a Head of the Department shall be three years to be made effective from 1<sup>st</sup> of July or 1<sup>st</sup> of January, as the case may be. The period of the Headship, if any, because of change in between two dates will be in addition to the normal term of three years.
3. The Head of the Department/Director of Centre shall:
  - 1) be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of studies;
  - 2) maintain discipline in the classrooms and laboratories and Departmental library through teachers of the Department;
  - 3) assign to the teachers and non-teaching staff in the Department such duties as may be necessary for the proper functioning of the Department;
  - 4) be responsible for the co-ordination and supervision of teaching and research in the Department;
  - 5) recommend leave applications other than casual leave of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
  - 6) be responsible for records, equipments and furniture of the Department and the books of the departmental library;
  - 7) operate the Budget of the department and shall be responsible for observance of the provisions of the Act, Statutes, Ordinances and Regulations relating to the Department;
  - 8) be the overall in-charge of the departmental library and
  - 9) perform such other academic duties as may be assigned to him/her by the Executive Council, Academic Council or Vice-chancellor.
  - 10) the Director of Specialised Centres shall perform all the duties till he/she attains the age 70 years without exercising the financial power. In such cases, Dean of the concerned school shall exercise financial powers of the centre. The Centre shall work under the umbrella of concerned School.

**Ordinance No.20**

governing

**University Building Committee**

(The Central Universities Act 2009: Section 28(1) (J))

\* \* \* \* \*

1. There shall be a Building Committee consisting of the following members, namely:

<b>Composition</b>		
i)	Vice Chancellor	<b><i>Chairperson</i></b>
ii)	A member of University Planning Board nominated by the Vice Chancellor	<b><i>Member</i></b>
iii)	Head of the User department	<b><i>Member</i></b>
iv)	Two teachers of the University not below the rank of Prof. nominated by the Vice Chancellor	<b><i>Member</i></b>
v)	Finance Officer	<b><i>Member</i></b>
vi)	Principal of the Engineering College in the University or from nearby Government Engineering College	<b><i>Member</i></b>
vii)	Chief Engineer (civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer	<b><i>Member</i></b>
viii)	A retired Chief Engineer/Superintending Engineer(Civil) of CPWD/State PWD/Public Sector Undertaking	<b><i>Member</i></b>
ix)	Superintending/Executive Engineer(Electrical) of CPWD or State PWD	<b><i>Member</i></b>
x)	Superintending/Executive Engineer(Public Health) of CPWD or State PWD	<b><i>Member</i></b>
xi)	The University Engineer	<b><i>Member</i></b>
xii)	Senior most Architect of the University (where it exists), otherwise a Chief architect or person of equal status from a neighboring University/College	<b><i>Member</i></b>

xiii)	Chief Architect/Deputy Chief Architect or a person of equivalent status from a central or State Department	<b>Member</b>
xiv)	Senior most landscaping Expert of the University (where it exists), otherwise from some neighboring Institution/Govt. Deptt./Public Sector Undertaking or to be hired as a consultant by the University for a limited period	<b>Member</b>
xv)	Registrar of the University	<b>Member Secretary</b>

2. The term of office of members referred at point No. (c), (d) and (g) of the committee shall be three years.
3. **Quorum:** One third members shall form the quorum
4. The Committee shall
  - a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc.;
  - b. be responsible for maintenance and upkeep of the University Buildings;
  - c. assess the cost of repairs, additions, alteration and demolition, if any, of the University Buildings annually and prepare the budget for the same to be submitted for approval of the Executive Council from time to time;
  - d. perform such functions and exercise powers as may be delegated to it by the Executive Council from time to time.
  - e. The Building Committee may constitute one or more Sub Committee(s) to look after any of the functions and responsibilities assigned to it.
5. **Meetings:** The Committee shall meet at least twice in a year, or as and when necessary. The meeting shall be convened by the Chairperson. In the absence of the Vice-Chancellor, the meeting shall be convened over the Pro-Vice-Chancellor.
6. **Notice:** Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting.
7. The Building Committee shall be responsible for the completion of the building projects in accordance with the approval plans and estimates and ensure the proper utilization of the funds received from the University Grants Commission, the Government and from the University's own resources or any other source(s).
8. The Building Committee as and when constituted, its composition shall be intimated to the University Grants Commission.

**Ordinance No. 22**

governing

**Visiting Professors**

(The Central Universities Act 2009: Section 6(xvi), Statute 12(2) (xviii) & 22(1))

\* \* \* \* \*

1. The Executive Council may appoint Visiting Professor (s) in a Department of Studies or a School of Studies on the recommendation of the Board of Studies or the School Board, as the case may be.
2. In case a University desires to appoint any other person under the scheme of appointment of Visiting Professor, the University shall send the necessary bio-data etc. and obtain the prior concurrence of the Commission.
3. The maximum tenure of appointment of a Visiting Professor shall be one year and the minimum not less than three months, provided that a person who has been appointed and acted once as a Visiting Professor for a period not less than three months or upto one year should not be reappointed by the same university.
4. A Professor shall not be appointed as a Visiting Professor in the same University in which he holds a post immediately before or after superannuation.
5. A person appointed as a Visiting Professor from outside the country may be paid an honorarium of upto Rs. 5000/- p.m or as amended from time to time. In case a person already serving in an Indian University or an Institution is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of the salary plus 20% of the basic pay plus the dearness allowance and other allowance if any admissible (except conveyance allowance if any) according to the rates of his parent University/Institution. The receiving University will also contribute towards his pensionary benefits/CPF as per usual.
6. If a superannuated person is appointed as a Visiting Professor the honorarium payable to him shall not exceed Rs. 5000/- or as amended from time to time by UGC excluding any superannuation benefits.
7. If a University proposes to appoint a person who has attained the age of 62 years or more but upto the age of 65 years as Visiting Professors, it will send the necessary bio-data and obtain the prior concurrence of the Commission.
8. If a person working abroad in a permanent basis is invited as a Visiting Professor, a University shall meet the cost of international air travel by economy class by the direct route. This will not be applicable to a person who is returning to India at the end of his foreign appointment to take up the Visiting Professorship; Visiting Professors appointed from within the country may be paid travel expenses in accordance with the rules of the University.

**Ordinance No. – 24**  
governing  
**Manner of Appointment of Employees other than Teachers and other Academic Staff,  
Their Classification, Qualifications & Upper Age Limit**

**The Minimum prescribed qualifications and other conditions for statutory and non-teaching positions will be as per cadre recruitment rules approved by the Competent Authority.**

**Ordinance No. 25**

Governing

**Emoluments, Terms and Conditions of Service  
and Powers and Functions of the Vice Chancellor**

(The Central Universities Act, 2009: Section 28(1)(o), Statute 2(6)(iii))

**Pay and Allowances**

1. Pay: The post of Vice Chancellor shall carry a fixed pay of Rs. 75,000/- per month along with a special allowance of Rs. 5000/- per month. All other eligibility and facilities for the Vice Chancellor as provided in the Act/Statutes of the University shall be applicable beside pay or as notified by the University Grants Commission/Central Government from time to time.
2. Dearness and other Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
3. The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
4. The Vice Chancellor shall be entitled to Leave Travel Concession, as approved by the University from time to time which shall be in conformity with Government of India Rules and entitlement shall be equivalent to the rank of Secretary to Government of India.
5. The Vice Chancellor shall be entitled to the reimbursement of medical expenses, incurred on the medical treatment of himself/herself and his/her family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home as approved by the University.
6. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his/her home town to place of duty and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
7. The Vice Chancellor shall be entitled to Travelling Allowance at the rates fixed by the Executive Council which shall be in conformity with Government of India Rules and the entitlement shall be equivalent to the rank of Secretary to Government of India.

**Leave**

1. (a) The Vice Chancellor shall, during the tenure of his/her office, be entitled to leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.

(b) The leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

(c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to leave encashment equivalent of the leave salary admissible for the number of days of leave on Full Pay due to him/her at the time of his/her relinquishing of charge, subject to maximum of 300 days, including encashment benefit availed of elsewhere.

(d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted leave on production of medical certificate, provided that when such commuted leave is availed of, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.

(e) The Vice Chancellor shall also be entitled to avail himself/herself of Extra Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.

2. During the period of leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of service to which he/she may be entitled while on duty.
3. In the case of absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service or on deputation on behalf of the University for any Public Purpose, the period so spent shall be treated on duty.
4. Where an employee of the University is appointed as Vice Chancellor, he/she shall be allowed to avail only the leave earned by him/her after entering upon his/her office. On his/her relinquishing the post of the Vice Chancellor and in the event of his/her rejoining his/her old post, he/she shall be entitled to carry back the leave at his/her credit to that post.
5. Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice Chancellor.



6. If a person, employed in another Institution is appointed as Vice Chancellor on deputation, he/she shall be entitled to salary, allowances, leave and leave salary, as per deputation Rules of the Institution, to which he/she was entitled prior to his/her appointment as the Vice Chancellor till he/she continues to hold his/her lien on that post. The University shall also pay leave salary, provident fund, pension contributions to the Institution, where he/she was permanently employed, as admissible under the Rules.

#### **Amenities**

1. The Vice Chancellor shall be entitled to rent free furnished residential accommodation, free water and power with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
2. The Vice Chancellor shall be entitled to the facility of a free official car. He/she shall also be entitled to free mobile phone and telephone (with STD and ISD) service at his/her residence.
3. The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

#### **Powers and Functions**

The Vice Chancellor is the Chief Executive and Academic Head of the University and as such his/her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive Council.
3. To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
4. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultra vires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he/she could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
5. As the Chairperson of the authorities, bodies and committees of the University he/she should be empowered to suspend a member from the meeting of the authority, body or committee, as the case may be, for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.

6. All the disciplinary powers in regard to students and employees shall vest with the Vice Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him/her.
7. He/she shall ensure holding and conducting the University examinations properly at the scheduled time and the results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
8. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
9. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
10. To exercise all administrative and financial powers as defined in Statutes/Ordinances.
11. The Vice Chancellor may delegate any of his powers for day-to-day work to the Pro-Vice Chancellor, Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard.

When the Vice Chancellor has to proceed on leave temporarily and if there is no Pro-Vice Chancellor, in that event, he may assign responsibility to a Professor to look after day to day affairs of the University in his absence.

12. He/she shall pass such orders and take such measures that are necessary to implement any of the above.

**Ordinance No. 26**  
governing

**Sensitization, Prevention and Redressal of Sexual Harassment**

The Central Universities Act, 2009: Section 28(n)

\* \* \* \* \*

1. Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race, caste, sex, or place of birth. Article 42 makes provision of securing just and humane conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “Elimination of All Forms of Discrimination against Women.” Resultantly, the Central University of Jammu hereby introduces and enforces Ordinance titled “Sensitization, Prevention and Redressal of Sexual Harassment” Ordinance.
2. **Bodies of SPARSH:**  
Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.
3. **Functions, Powers and Duties of ABS:**
  - a. To uphold the commitment of the Central University of Jammu to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
  - b. 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.
  - c. To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.
4. **Functions, Powers and Duties of UCC:**
  - a. To ensure implementation of directives of the Supreme Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
  - b. To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender based violence.
  - c. To ensure that the provisions of the Ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.
5. **Definitions:**

- A. **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
  - i. Unwanted physical contact and advances;
  - ii. A demand or request for sexual favour;
  - iii. Sexually-coloured remarks;
  - iv. Displaying pornography, and
  - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- B. **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.
- C. **Campus:** This includes all the places vested, controlled and/or administered by the Central University of Jammu.
- D. **Students:** Students mean regular, private/ex-students of the University on the rolls of Schools/Centres/Departments of Studies/Hostel.
- E. **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.
- F. **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.
- G. **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.
- H. **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 Central University of Jammu.
- I. **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

**6. Constitution of Apex Body of SPARASH (ABS):**

The ABS shall consist of the following members, who will be nominated by the Vice Chancellor:

- a. Chairperson, a woman not below the rank of Professor to be nominated by the Vice Chancellor from amongst the faculty members. In case, Professor is not available, the Vice Chancellor may nominate any Associate Professor amongst the faculty members.
- b. Five members representing various Departments/Centres/Colleges of the University, of which at least three should be women and one amongst these shall be nominated as member secretary by the Vice Chancellor.
- c. Two student representatives of which at least one should be girl student (names to be proposed by the Dean, Students' Welfare for Vice Chancellor's approval).
- d. Two members from the non-teaching staff, of which at least one should be a woman.

- e. One woman NGO representative/Counsellor'

**7. Constitution of University Complaints Committee (UCC):**

The Vice Chancellor shall nominate the members of UCC from among the faculty members and shall comprise the following:

- a. Chairperson SPARSH
- b. Two faculty members from which at least one shall be woman.
- c. Two non-teaching representative of the University at least one shall be woman.
- d. One person, with known contribution to women's issues, to be co-opted from within/outside the University, who could be an NGO representative or associated with NGO,
- e. Three student representatives in case the matter pertains to students
- f. One half of the total members of UCC shall be women.
- g. Persons in senior administrative positions, such as, Vice Chancellor, Pro Vice Chancellor, Rectors, Registrar, Deans, Head of Departments, etc. shall not be members of UCC in order to ensure autonomy of their functioning.

**8. Term of office of Chairpersons and members of ABS and UCC:**

The Chairpersons and members shall hold office for a term of one year from the date of issue of order. Provided that Chairperson or any member shall be eligible not hold office for more than two terms.

**9. 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.

**10. Procedure for transaction of business of ABS:**

- a. The ABS shall hold at least five meetings in an academic year without more than 2 months gap between the two meetings.

- b. Proceedings of all the meetings shall be recorded by the member secretary, confirmed and adopted by the ABS members.
  - c. The quorum for the meeting shall be one third members of the ABS.
  - d. 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.
11. **Procedure for filing complaints with UCC:**
- a. Wide publicity to be given for filing complaints.
  - b. Complaints to be registered in strict confidentiality.
  - c. 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).
  - d. 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.
  - e. Any person(s) may lodge a complaint directly to the Vice Chancellor, or to any member of the UCC.
  - f. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
  - g. 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.
  - h. 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.
  - i. 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.
  - j. 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.
12. **Penalties:**
- Penalties shall be awarded as per University rules for employees. In case of students/service providers, the penalties shall include:
- a. Expulsion from the University
  - b. Rustication for period which may extend to three years
  - c. Denial of re-admission
  - d. Withholding results
  - e. Warning
  - f. Debarring entry into hostel/campus
  - g. Written apology
  - h. Bond of good behaviour
13. 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.

**Ordinance No. 32**  
governing

**Central Purchase Committee**  
(The Central Universities Act 2009: Section 28(1)(j))

\* \* \* \* \*

1. There shall be a Central Purchase Committee of the University for the purchase of goods and services consisting of the following members, namely:
  - i. One of the Deans to be nominated by the Vice Chancellor : Chairperson
  - ii. Registrar : Member
  - iii. Finance Officer : Member
  - iv. Head of the Department / Institution concerned : Member
  - v. JR / DR / AR (Proc) : Member Secretary
  - vi. Officer in charge of office concerned : Member  
/ Project / Centre / Wing / Branch / Cell etc.

Three members shall form the quorum including Chairperson and Finance Officer.

2. The above Committee shall be responsible for procurement of goods and services as defined in General Financial Rules, 2017.
3. The procedure to be followed in making procurement for the University School / Department / Centre / Division / Section / Project / Cell etc shall conform to General Financial Rules, 2017 as amended from time to time.

**Ordinance No. 35**  
governing

**Appointment of Faculty against Sanctioned Posts  
under Exigent Situations**

The Central Universities Act, 2009: Section 28(1) (o)

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1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established Central Universities, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.
2. Subject to fulfilment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher educational institutions or any other qualified faculty depending on the exigency of the situation as the Vice Chancellor may deem fit for such appointments.
3. The faculty so appointed may be taken for short/medium term engagement on the basis of deputation/lien/contract which will not exceed a maximum of three years. Provided that initial contractual appointment shall not be for a period exceeding one year. Such faculty may be assigned any administrative/financial responsibility till the attainment of 65 years of age.
4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.
5. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.



**Ordinance No. 36**  
Governing  
**Emoluments, Terms and Conditions**  
**of Service of the Librarian**  
(The Central Universities Act, 2009: Section 28(1)(o))

\* \* \* \* \*

1. The Librarian shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term and shall be placed in the scale of pay as recommended by the University Grants Commission/Government of India and adopted by the Executive Council from time to time. **However, the Vice Chancellor stands authorised to approve the recommendations of the Selection Committee and issue the offer of appointment letter(s) in anticipation of approval of Executive Council. The action taken may be reported to the Executive Council for confirmation.**

Provided that the Librarian **shall superannuate on attaining the age as prescribed by UGC from time to time.**

2. If the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the Rules of Deputation of service to which he/she belongs.
3. Where an employee of this University or any other Institution/Government and its organizations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension /Gratuity/Transfer TA) to which he/she was entitled prior to his/her appointment as Librarian, and till he/she continues to hold his/her lien on that post.
4. The terms and conditions of service of the Librarian shall be such as prescribed for other non-vacational employees of the University.
5. If the services of the Librarian are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

7. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
8. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.
9. The Librarian shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University from time to time for its non- vocational staff.
10. The Librarian shall be entitled to the facility of staff car between the office and his/her residence.

#### **RESPONSIBILITIES AND DUTIES**

11. The Librarian shall exercise such powers and perform such duties as may be assigned to him/her by the Executive Council.

**Ordinance No. 37**

governing

**Rules For Medical Reimbursement**

The Central Universities Act 2009: Section 6(1)(XXIII), 28(1)(o)

\* \* \* \* \*

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under Central Government Health Scheme.

**Definition:** Employees mean regular/retired employees (both teaching and non-teaching) of the University appointed by the Executive Council or other competent authority against a clear vacancy, including employees on deputation/tenure basis.

**Ordinance No. 38**  
governing

**Award of Undergraduate/Post Graduate Degrees, Diplomas/  
Post Graduate Diplomas and Certificates of the University  
(For Regular on Campus Mode)**

The Central Universities Act, 2009: Section 6(1)(ii), Section 28(1)(d)

\* \* \* \* \*

1. All the courses of study leading to award of respective Degrees/ Diplomas/ Certificates shall be conducted by the Schools/Departments/Centres established by the University and its Colleges.

**2. Duration of the Course**

- a. The duration of the course shall be five years for integrated programmes spread over ten semesters with exit option after three years (six semesters) leading to the award of the Undergraduate Degree.
- b. The duration of Post Graduate Course shall be two/three years (four/six semesters)
- c. M. Phil., Ph. D Programmes and Integrated M. Phil - Ph. D Programme shall be governed as per UGC norms/regulations (2009/2016) as amended from time to time.
- d. The duration of the Certificate/Diploma Programmes shall be as determined by the University and approved by the Academic Council from time to time.
- e. A student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School/Department/Centre and such seminars, sessionals and practicals as may be prescribed.

Provided that the Head of the Department concerned may grant relaxation to the extent of five (5) percent to a student who has failed to obtain the minimum prescribed 75% of the attendance for valid reasons.

Provided further that students deputed by the University to take part in the co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean, Students' Welfare.

**f. Eligibility for admission:**

The eligibility criteria for admission to various courses offered by the University shall be as approved by the Academic Council or any other body authorized for the purpose from time to time.

**g. Courses of study and framing of the Syllabi**

- a) The courses in a subject of study shall be as approved by the Academic Council, on the recommendations of the Board of Studies of the Department/Centre concerned routed through the School Board.
- b) The syllabi/course structure for the programme of study shall be as approved by the Academic Council on the recommendations of the Board of Studies of the Department/Centre concerned routed through the School Board.

**h. Removal of Student(s) from the Courses**

The Dean of the School on a reference from a Department or Centre may recommend to the Vice Chancellor the removal of student(s) from a course on the basis of unsatisfactory academic performance and/or misconduct (as defined in the Ordinances/ Regulations/Rules).

**i. Honorary Degrees**

- a) The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

Provided that in case of emergency, the Executive Council may on its own, make such proposals.

- b) The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

Doctor of Law (LL.D),  
Doctor of Literature (D. Lit.), Doctor of Letters, and  
Doctor of Science (D.Sc.).

- c) Degrees, including Honorary Degrees, shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia.

**Ordinance No. 39**  
governing  
**Visiting Fellow**

The Central Universities Act, 2009: Section 6(xvi) Statute 12(xviii)

1. A Visiting Fellow should be a scholar of eminence in his/her subject.
2. Superannuated person **not above the age of 70 years** may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum up to **six** months.
3. The Visiting Fellow may be paid daily allowance as prescribed from time to time by the competent authority per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution is expected to grant academic leave with pay and usual allowances for the duration of the appointment as Visiting Fellow.
6. The University would provide accommodation and local hospitality to the Visiting Fellow
7. The same person may not be invited as Visiting Fellow more than once in a year, but the period of 6 months can be split up as desired by the University within the period of two years.

The appointment of the Visiting Fellow shall be made on the recommendation of the Head of the Department, endorsed by the Dean of the School and approved by the Vice-Chancellor.

The appointment of such Visiting Fellow upto six months can be made by the Vice-Chancellor and for longer term by the Executive Council. The Visiting Fellow should be at least an Associate Professor/Fellow in a recognized University/Institute of Higher Education.

**Ordinance No. 41**

governing

**POWERS AND FUNCTIONS OF THE  
DEAN, STUDENTS' WELFARE**

The Central Universities Act, 2009: Section 28(1) (l) and (o)

1. The Dean Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavour to promote understanding among the students for accomplishment of their objectives through fruitful intellectual, social, cultural and corporate life in the University.
2. The DSW shall assist the Vice Chancellor in all matters concerning students generally and shall exercise such powers and perform such other duties as assigned by the Vice Chancellor.
3. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other officers and units of the University:
  - a. Arrangements for educational tours and excursions and participation in sports and co-curricular activities within and outside the University;
  - b. Organization of social and cultural activities with student participation;
  - c. Organization of student bodies in the University and their functioning;
  - d. Student-teacher relationship;
  - e. Financial aid to needy students;
  - f. Securing fellowships or scholarships for further studies in the country or abroad;
  - g. Health and medical services;
  - h. Student counselling;
  - i. Special arrangement to be provided, if any, to women students and differently abled students;
  - j. Liaison between University administration and students;
  - k. Student-information services;
  - l. Alumni Association; and
  - m. Issue of certificates as authorized and delegated by the Vice Chancellor.
4. The DSW shall maintain record of essential particulars of each student from the date of his/her enrolment in the University.

The DSW may communicate with the parents/guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.

1. The DSW will function under the control of the Vice Chancellor and will be a member of the Discipline Committee and other Committees involving students and students' matters.
2. The DSW shall report to the Vice Chancellor cases of students who require special attention or whose conduct and activities are not in the best interest of the University or who are not likely to be benefitted by their continuance in the University.



**Ordinance No. 43**

governing

**CONVOCATION**

The Central Universities Act 2009: Section 28(1) (o) and Statute 29

**Convocation**

1. Convocation for the purpose of conferring Degrees shall be held on such date and at place as may be fixed by the Chancellor.

**Special Convocation**

2. A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degree(s) in accordance with the procedure prescribed for the purpose of conferring other Degrees.
3. The Convocation shall consist of the body corporate of the University.
4. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees, or otherwise.

**Notice**

5. Not less than four weeks' notice shall be given by the Registrar for meeting of the relevant statutory authorities for the Convocation.
6. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed thereat.
7. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in that year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

8. Medals, prizes and certificates of merit shall be awarded to the persons entitled there to at the Convocation

**Application**

9. A candidate for a Degree must submit to the officer concerned his/her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

10. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.
11. Notwithstanding anything contained in the foregoing provisions a student proceeding abroad for further studies or requires the degree urgently for reasons to be recorded may be admitted to his/ her degree by the Vice Chancellor before the Convocation on payment of prescribed fee.

#### **Fees**

12. The fee for admission to the Degree at the Convocation in person, before Convocation and in absentia shall be fixed by the Executive Council.

#### **Honorary Degree**

13. Honorary Degree(s) shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia.
14. The presentation of the person(s), at the Convocation, on whom Honorary Degree(s) is /are to be conferred shall be made by the Vice Chancellor or by a person nominated by him/her.
15. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degrees as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

#### **Academic Dress**

16. The Academic Dress of the University for the Convocation shall be prescribed by Regulations.

#### **Convocation Procedure**

17. The Convocation Procedure shall be laid down by Regulations

**Ordinance No. 44**  
governing  
**RESERVATION OF SEATS AND OTHER SPECIAL  
PROVISIONS FOR ADMISSION**  
The Central Universities Act, 2009: Section 7

**1. Reservation of Seats**

- 1.1 Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act, 2006 and Circulars of Government of India issued and amended in this regard from time to time.
- 1.2 Candidates seeking admission under reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.
- 1.3 The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a course shall be permissible only in one of the categories.
- 1.4 If a candidate in a reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category and the seat thus falling vacant will be offered to the next eligible candidate in that category.
- 1.5 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed proforma.
- 1.6 Application form received without the requisite certificate(s) shall be liable to be rejected.
- 1.7 If sufficient number of candidates are not available in Other Backward Classes category, such vacant seats shall be transferred to the general category.
- 1.8 The reservation, as mentioned in sub-para (2.1) (i, ii) below is interchangeable, i.e., if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes category and vice-versa

- 1.9 Vacant seat(s) in Scheduled Castes /Scheduled Tribes category which could not be filled up due to non-availability of eligible candidates of either Scheduled Castes or Scheduled Tribes or both, if any, may be thrown open to the general category in that year provided that this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.

## 2 Quantum of reservation

There shall be reservation of seats for Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities in the following manner:

- i. Scheduled Castes Category 15.0%
- ii. Scheduled Tribes Category 7.5%
- iii. Other Backward Classes Category 27.0%
- iv. Persons with Disabilities
  - (i. Locomotor or cerebral palsy;
  - ii. Blindness or 3.0% low vision;
  - iii. Hearing impairment)

Under the Persons with Disabilities category only the persons suffering from not less than forty percent (40%) of relevant disability as certified by a competent medical authority (Medical Board) would be considered for admission.

**Explanation:** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

## 3 Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to Scheduled Castes, Scheduled Tribes and Persons with Disabilities

## 4 Special Provisions for Admission

### 4.1 Outstanding Players

- (a) A specified number of seats in both the under-graduate and post-graduate courses may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented the Country/ Regions/ States/ Universities in the games recognized by the Association of Indian Universities,

provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various courses.

- (b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
- (c) Such candidates will be nominated for admission by the Vice Chancellor over and above the seats allotted to each course, on the recommendation of the Games and Sports Committee, in accordance with the Regulations.
- (d) In case of under-graduate and post-graduate courses a candidate should be less than 25 years and 28 years of age respectively on 1<sup>st</sup> July of the year in which admission is sought.

#### **4.2 N.C.C. Cadets**

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to respective Courses:
  - (i) "A" Certificate for admission to undergraduate courses.
  - (ii) "B" or "C" Certificate for admission to a post-graduate courses.
- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.

The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate issued by the competent authority

#### **4.3 N.S. S. Volunteers**

NSS Volunteers who have attended two 10 days Special Camps and one National Integration Camp or Republic Day Camp maybe provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission to all courses.

Relaxation of marks given on the basis of NSS Certificate(s) shall be permissible on the production of relevant Certificates issued by the competent authority.

#### **5. Part-time / Evening courses**

Relaxation of marks as given in Para 4.1, 4.2 and 4.3 will not be applicable to the candidates applying for admission to part-time/evening courses in the University

**Ordinance No. 45**  
governing  
**EMOLUMENTS, TERMS AND CONDITIONS OF**  
**SERVICE AND POWERS AND FUNCTIONS OF**  
**THE PRO VICE CHANCELLOR**

The Central Universities Act, 2009: Section 28(o); Statue 4(3))

**Pay and Allowances:**

1. Pay: As notified by the University Grants Commission/Government of India from time to time.
2. Dearness and other Allowances: As fixed by the Central Government from time to time.

Where an employee of this University or any other institution/Government and its organizations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which he/she was entitled prior to his/her appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

3. The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the Private OPD/Private Wards of any Hospital/Nursing Home as approved by the University.
4. The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to place of duty and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
5. The Pro Vice Chancellor shall be entitled to Travelling Allowance at the rates fixed by the Executive Council, which shall be in conformity with Government of India Rules and the entitlement shall be at par with the post of equivalent grade pay/academic grade pay.
6. The Pro Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.

7. The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed **between office and his/her residence. He/she shall also be entitled to free mobile phone and telephone (with STD and ISD) service at his/her residence.**
8. The Pro Vice Chancellor shall be **entitled to an attendant at his/her residence.**

**Leave:**

9. a. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.  
Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
  - b. The leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half does not exceed the maximum limit of 300 days.
  - c. The Pro Vice Chancellor, on relinquishing of charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his/her relinquishing of charge, subject to a maximum of 300 days, including encashment benefit, if any, availed of elsewhere.
  - d. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half Pay Leave may also be availed of as Commuted Leave on production of medical certificate provided that when such Commuted Leave is availed, twice the amount of Half Pay Leave shall be debited against the Half Pay Leave due.
  - e. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
10. During the period of such leave, the Pro Vice Chancellor shall be entitled to the same salary, honorarium and allowances and such other facilities as may have been provided.

11. In case of absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service or on deputation on behalf of the University for any Public Purpose, the period so spent shall be treated as on duty.
12. Where an employee of the University is appointed as the Pro Vice Chancellor, he/she shall be allowed to avail of any leave at his/her credit before his/her appointment as Pro Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro Vice Chancellor and in the event of his/her rejoining his/her old post, he/she shall be entitled to carry back the leave at his/her credit to the new post.

Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund University share at the same rate at which the University had been contributing immediately before his/her appointment as Pro Vice Chancellor.

13. If a person, employed in another institution, is appointed the Pro Vice Chancellor on deputation, he/she shall be entitled to salary, allowances, leave and leave salary as per Deputation Rules of the Institution to which he/she was entitled prior to his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay leave salary, provident fund and pension contributions to the Institution where he/she is permanently employed, as admissible under the Rules.

#### **POWERS AND FUNCTIONS**

14. The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice Chancellor.



**Ordinance No. 47**

governing

**APPOINTMENT OF ADJUNCT FACULTY MEMBERS AND  
SCHOLARS IN RESIDENCE**

The Central Universities Act 2009: Section 6(1)(xvi); Section 28(1)(0)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council may appoint Adjunct Faculty Members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed Research Institutions/Organizations (AEC, ICSSR, CSIR, ICAR, etc.)
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. The Adjunct Faculty Member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs. 2500/- per teaching hour/session, subject to a maximum of Rs. 50,000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than five such members at any given time in the University.

**SCHOLARS-IN-RESIDENCE**

7. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with Public Sector Undertakings and business corporations, with post-graduate or doctoral qualifications and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.

8. Non Resident Indians and Persons of Indian Origin professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with Indian issues in their work.
9. The Scholar-in-Residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be paid a consolidated remuneration of up to Rs. 80,000/- (Rupees eighty thousand) a month, and a contingency grant of Rs. 1,00,000/- (Rupees one lac) per annum.
10. The host University will provide them suitable office-space and residential accommodation.
11. There will not be more than two such members at any given time in the University.

#### **APPOINTMENT**

12. The Vice Chancellor after consulting the person concerned and the Head of respective Department/Centre/Institute shall make his/her recommendation to the Executive Council for appointment as an Adjunct Faculty Member/Scholar in Residence.

**Ordinance No. 49**

Governing

**TRANSFER OF CREDITS**

(The Central Universities Act, 2009: Section 6(2)(iv))

1. This Ordinance aims at providing a framework for promoting and facilitating the inter-University transfer and mobility of students across different Universities of India and abroad, and further to prescribe:
  - i. procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/Educational Institutions; and
  - ii. policy framework, procedure and conditions for accepting transfer of credits earned by the students from other Universities/Educational Institutions

**Facilitation for Transfer of Credits to other Universities/Educational Institutions**

2. The University shall facilitate transfer of credits earned by its students to other Universities/Educational Institutions.
3. A student of the University seeking transfer of credits to other University/Educational Institution shall submit a written request, along with the fee as prescribed by the Executive Council from time to time, to the Controller of Examinations.
4. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the courses taken by the student in the University and shall forward the application of the student to the University/Educational Institution concerned.

**Policy and Procedure for accepting Credits Transfer from other Universities**

5. The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/Educational Institutions/Research Institutions:
  - a. Universities recognized under Section 12 B of the UGC Act.
  - b. Universities that are members of the Association of Indian Universities.
  - c. Such foreign Universities, the courses/programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
  - d. Indian Institutes of Technology (IIT)

- e. Indian Institutes of Management (IIM).
  - f. National Institutes of Technology(NIT).
  - g. Indian Institutes of Science Education and Research (IISER).
  - h. Indian Institute of Information Technology (IIIT).
  - i. Schools of Planning and Architecture(SPA).
  - j. All India Institute of Medical Sciences (AIIMS).
  - k. Such Indian or Foreign Universities/Educational Institutions/Research Institutions with which the University has signed MOU for students and faculty exchange.
  - l. Any other University/Educational Institution/Research Institution which has been recognized and approved for the purpose of credits transfer by the Academic Council of the University.
6. The facility for transfer of credits earned by a student in this University shall also be available to him/her in appropriate cases.
7. Request for acceptance of transfer of credits shall be:
- a. entertained only if received from such candidates who have been duly selected for admission to a programme of studies, as per the Rules and regulations governing admission in the University;
  - b. made by the student concerned within 10 days from the date of his/her admission in the University;
  - c. made in the prescribed format and along with the fees as prescribed by the Executive Council of the University from time to time; and
  - d. supported by such documents as may be prescribed by the Academic Council.
8. Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairperson and two to three faculty members to process and finalise the request for acceptance of credits.
9. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Studies in which a student has been admitted.

10. Only such courses may be considered for acceptance of transfer of credits, in which the student has secured at least B grade or **equivalent to** a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/Educational Institutions/Research Institutions, the student may indicate his/her preference for credits transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
11. The credits equivalence for accepting credits transfer shall be determined as under:
  - a. i. for credit(s) earned by students from Universities that have the credits system in place, a course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credits of the University;
  - ii. for courses completed from Universities/Educational Institutions / Research Institutions that do not follow credits system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
  - iii. for courses completed from Universities / Educational Institutions/ Research Institutions that neither follow the credits system nor have the semester system, a course work requiring formal class room instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.
- b. In case of any difficulty in determining the equivalence, the cases may be referred to the Committee on Equivalence and Recognition of Examinations / Degrees.
12. The University may also permit its students to accumulate certain credits from other Universities/Educational Institutions/Research Institutions in partial fulfillment of the required course work. In such cases:
  - a. the student shall be required to obtain prior approval of the Dean of the School; and
  - b. the courses can be undertaken only in the institutions specified in Clause 5 above or a University/ Institution recognized by the University in pursuance to the Ordinance governing Recognition by the University for co-operation/ collaboration with other University/ Authority/ Institution.

13. The maximum number of credits that can be accumulated by a student, referred to in Clause 12, from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the programme of studies.
14. The draft Memorandum of Understanding to be signed by the participating Universities/Institutions is appended here to as appendix 'A'.

**Draft Memorandum of Understanding (MOU) for  
TRANSFER OF CREDITS BETWEEN/AMONGST UNIVERSITIES**

**PREAMBLE, SCOPE & EXECUTION**

This MOU is for the purpose of transfer of students and credits between the said Universities and provides for:

- (a) Procedure for facilitating and promoting transfer of credits earned by the students of the University /Educational Institutions; and
- (b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/Educational Institutions.

The MOU will be executed as under:

The .....(name of the University) hereby enters into a Memorandum of Understanding with the.....(name of the University) on.....(date) for a period of .....(years) effective from the date of signing this MOU.

**PERIOD OF AGREEMENT**

1. This Agreement shall be effective as of the date it is signed, and continues in full force and effect for the period referred to above, or until terminated in writing by the parties hereto, whichever shall come first.

**IMPLEMENTATION**

2. Exchanges under the terms of this Agreement will be approved and initiated by the above named Universities in accordance with each respective University's internal procedures and provisions of the Act and Ordinances. Further, the MOU will be governed by the following rules:

No student shall be eligible for transfer of credits unless he/she has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for transfer of credits must be supported by a certificate from the Dean of the School concerned in which the student is studying testifying the record of attendance and conduct of the student.

Provided further that the application of a student for transfer of credits who has not completed his Course of Study and has not appeared at the examination for which he was reading shall be considered for transfer of credits in a Course of the other University in such cases where the pattern of credits allocation and syllabi are similar to that Course studied in his/her parent University.

#### **Facilitation for Transfer of Credits to other Universities/Educational Institutions**

3. The University shall facilitate transfer of credits earned by its students to other Universities/Educational Institutions.
4. A student of the University seeking transfer of credits to other Universities/ Educational Institutions shall submit a written request, along with the fee as prescribed by the Executive Council from time to time, to the Controller of Examinations.
5. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the student(s) to the University/Educational Institution concerned.

#### **Policy and Procedure for accepting Credits Transfer from other Universities**

6. The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/ Educational Institutions/ Research Institutions:
  - a) University recognized under Section 12 B of the UGC Act.
  - b) Universities that are members of the Association of Indian Universities.
  - c) Such Foreign University, the Courses/Programmes of which are recognized as equivalent to those of Indian Universities by the Association of Indian Universities.
  - d) Indian Institutes of Technology (IIT)
  - e) Indian Institutes of Management (IIM)
  - f) National Institutes of Technology (NIT)



- g) Indian Institutes of Science Education and Research (IISER)
- h) Indian Institutes of Information Technology (IIIT)
- i) Schools of Planning and Architecture (SPA)
- j) All India Institute of Medical Sciences (AIIMS)
- k) Such Indian or Foreign Universities/ Educational Institutions/ Research Institutions with which the University has signed an MOU for students and faculty exchange.
- l) Any other University/ Educational Institution / Research Institution that has been recognized and approved for the purpose of credits transfer by the Academic Council of the University.

7. Request for acceptance of transfer of credits shall be:

- a. entertained only if received from such candidates who have been duly selected for admission to a Programme of studies, as per the Rules and regulations governing admission in the University;
- b. made by the student concerned within 10 days from the date of his/her admission in the University;
- c. made in the prescribed format and along with the fees as prescribed by the Executive Council of the University from time to time; and
- d. supported by such documents as may be prescribed by the Academic Council.

8. Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credits.

9. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.

10. Only such Courses may be considered for acceptance of credits transfer, in which the student has secured at least B grade or GPA of 2 or above /a minimum of 50% marks, as the case may be.

11. In case a student has earned more credits from other Universities/ Educational Institutions/ Research Institutions, the student may indicate his/ her preference for credits transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.
12. The credits equivalence for accepting credits transfer shall be determined as under:
  - a.
    - i. for credits(s) earned by students from Universities that have the credits system in place, a course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University;
    - ii. for courses completed from Universities/Educational Institutions/ Research Institutions that do not follow credits system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and
    - iii. for courses completed from Universities/Educational Institutions/ Research Institutions that neither follow the credits system nor have the semester system, a course work requiring formal class room instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.
  - b. In case of any difficulty in determining the equivalence, the cases may be referred to the Committee on Equivalence and Recognition of Examinations / Degrees.
13. The University may also permit its students to accumulate certain credits from other Universities / Educational Institutions / Research Institutions in partial fulfillment of the required course work. In such cases:
  - a. the student shall be required to obtain prior approval of the Dean of the School;
  - b. the courses can be undertaken only in the institutions specified in Clause 6 above or a University/ Institution recognized by the University in pursuance to the Ordinance governing Recognition by the University for co-operation/ collaboration with other University/ Authority/ Institution.
14. The maximum number of credits that can be accumulated by a student, referred to in Clause 13, from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the programme of studies.

**NON-DISCRIMINATION**

15. The Universities entering into this MOU agree that no person shall on the grounds of religion, race, caste, sex, nationality, origin, colour, creed or any of them be excluded from participation under the terms of this Agreement.

**MODIFICATION**

16. The terms of this Agreement may be changed or modified only by written amendment signed by the parties hereto.

**IN WITNESS WHEREOF THIS MOU IS SIGNED TODAY BY**

.....  
.....

Date:



**Ordinance No. 54**

**Governing  
Bachelor's in Vocational Programme (B.Voc.)**

**1. General Rules**

- a) Nobody shall be denied admission to a programme to study in the University on the basis of sex, caste, creed, race, class, religion belief or any of them.
- b) The B.Voc. programme will be focused on providing undergraduate degree with multiple exit points such as Certificate, Diploma, Advanced Diploma and Degree under National Skill Qualification Framework (NSQF) comprising of level 5, 6 and 7 spread over three years. It shall incorporate qualification packs suggested by respective sector skill councils with specific job roles in line with National Occupation Standards.
- c) The B.Voc course shall be divided in six semesters and university examination will be held at the end of every semester in the months of November/December (for semester I, III and V) and May/June (for semester II, IV &VI) or as proposed by Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council.
- d) The CUCET and / or Entrance Test shall be aimed at assessing knowledge, comprehension and aptitude of the candidates seeking admission to pursue higher studies.
- e) The academic calendar and commencement of class work for all programmes of study shall be in accordance with the guidelines/regulations of the UGC and other National Level Regulatory Bodies as issued and amended from time to time.
- f) The duration of programmes of study shall be prescribed by Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council in conformity with requirements of regulations prescribed by the UGC and other National Regulatory Bodies from time to time.
- g) No student pursuing a full time B.Voc programme in the University shall be allowed to take up a job without prior and explicit permission of the University. Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original form his/her employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study shall stand cancelled.

- h) Unless otherwise provided, no student pursuing a full course programme of study in the University shall be permitted to attend any other course or to take any other regular examination leading to another degree of this University or any other University/Education institution. Provided that this does not debar a student from appearing in an examination for a course of study for which he/she has already completed the instructional part.
- i) If at any time, it is discovered that a candidate has made a false or incorrect statement or has false or incorrect information or has used any other fraudulent means for securing admission, his/her candidature shall be liable to be cancelled and if admitted his/her name shall be removed from the rolls of the University.
- j) There shall be no age bar for admission to Bachelor's of Vocational Degree Programmes.
- k) Admission to the Bachelor's Vocational Degree Programmes will be done twice a year (summer/winter session), to facilitate a steady stream of learners joining the university and moving out as trained work force to the job market.

## **2. Applications**

- a) All admissions shall be based on the applications received in response to an admission notification.
- b) Applications for admission must be accompanied by a non-refundable prescribed application fee in the form of a Payee's Account Bank Draft/Pay Order (payable to the Central University of Jammu) or any other mode of payment notified by the University.
- c) The University will have a single common application form for admission to all B.Voc. degree programmes.
- d) Applicants for admission shall be required to indicate their choices of B.Voc. programmes in order of preference in their application forms to be submitted offline/online as per decision taken by the University from time to time.

## **3. Prospectus**

- a) The prospectus shall be published on the website of the University and the attention of the prospective candidates and the general public shall be drawn to such publication hosted on the website through advertisements in the prominent national and local dailies.

- b) Contents of the prospectus shall be such as approved by the Academic Council, and will *inter-alia*, contain intake capacity, procedure of admission, fee structure, eligibility conditions, admission schedule and information about CUCET and / or Entrance Test.
- c) Fee and other charges as prescribed from time to time, shall be charged from a student admitted to a programme of study in the University.

#### 4. Reservation of seats

There shall be reservation of seats for SC, ST, OBC and Differently Abled Persons in the following manner:

I) Scheduled Caste (SC) Category	15.0%
II) Schedule Tribe (ST) Category	7.5%
III) Other Backward Classes (OBC) Category	27.0%
IV) Differently Abled Persons	5.0%

Persons, suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.

**Explanation:** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- 4.1 Candidates seeking admission under a reserved category shall be required to fulfil the prescribed conditions of admission criteria of the Course.
- 4.2 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed Performa.
- 4.3 Application form received without the requisite certificate(s) shall be liable to be rejected.

#### 5. Minimum Eligibility Conditions

To be eligible to a bachelor's vocational degree programme of study, a candidate must have secured a minimum of 45% of the aggregate marks in class +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of bachelor's vocational degree programme under NSQF can be made as per following categorization unless otherwise prescribed by Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council.

**Category-1:** Candidates who have already acquired NSQF certification level in a particular industry sector and opted for admission in the bachelor's of vocational degree programme under same sector for which he/she was previously certified at school level.

**Category-2:** Students who have acquired requisite NSQF certification level but may like to change their sector and may enter in B.Voc course in a different sector.

**Category-3:** Students who have passed 10+2 examination with conventional schooling without any background of vocational training.

**Category-4:** Students who have qualified equivalent examination from polytechnic in the same field may also be considered eligible.

b) Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission.

## 6. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to Scheduled Case, Scheduled Tribe and Persons with Disabilities. However, in open merit category if suitable numbers of candidates are not eligible then the relaxation in minimum qualifying marks up to a maximum of 5% marks shall be permitted.

## 7. Criteria for Selection

a) Admission to a B.Voc programme in the University shall be made on the basis of academic merit in qualifying examination, however, in case the number of candidates is three times the number of seats to be filled in the programme of study, then admission shall be made on the bases of merit of the Composite Score of the selection criteria in accordance with the preference of the candidates.

b) The composite score shall be determined as under

Components of the composite Score	Weightage
Marks in the qualifying degree examination	50%
Scores obtained in the CUCET and / or Entrance Test	50%

If the score of candidates are same then this shall be resolved on the basis of the score obtained by the candidate in the CUCET and / or Entrance test. If the same is still not resolved, it shall be decided on the basis of marks obtained in the qualifying degree examination.

- c) Syllabus, components and weightage of the CUCET and / or Entrance Test  
The components, weightage and the syllabus of the CUCET and / or Entrance Test shall be prescribed by the Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council or Collegium of Central Universities.
- d) Notwithstanding the above provisions, of the University may also admit students, in case of a B.Voc. programme where the number of intake is small, on the basis of marks obtained in the qualifying examination.

#### **8. Supernumerary Seats for Admission of the Foreign National/NRIs/PIOs**

- a) In a course of study, 15% seats or as fixed by advisory committee of Bachelor's of Vocational Degree Programme may be filled as supernumerary seats meant for Foreign National (FN), Non-Residential Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) 5% seats for the children of Indian workers in the Gulf and South Asian out of the 15% superannuated seats for foreign students in university departments.
- c) Candidates belonging to the FN/NRI/PIO categories shall not be required to appear in the CUCET and / or Entrance Test of the University but will have to fulfil minimum eligibility conditions for admission on the basis of equivalence of the qualifying examination determined by the Government of India from time to time.
- d) Admission to these categories of students shall be granted on the merit based on the qualifying examination.
- e) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their applications on prescribed forms along with the certified copies of all the documents required as per the policy laid down by the Government of India not later than the prescribed date.
- f) Candidates seeking admission under FN/NRI/PIO category shall be required to pay the prescribed fees and other charges as applicable to their category.
- g) Students admitted under the FN/NRI/PIO category shall be required to undergo a medical test (including test for HIV-AIDS) within a week from the date of admission.
- h) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same to the Dean of the School concerned, failing which their admission shall stand cancelled.



## 9. Completion of Admissions

- a) No candidate shall be entitled to claim admission as a matter of right. The University reserves the right to refuse admission to any individual case, without assigning any reason.
- b) A candidate shall be considered as admitted to a programme of study and be eligible to avail the privilege of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee. If a candidate fails to complete the admission formalities by the prescribed date, he/she will forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the University Website and on the Notice Boards of the School/Department concerned. No intimation to the selected candidates will be sent by post/e-mail.
- d) The candidates shall be required to get their admission completed by the notified dates.
- e) The selected candidates shall be required to produce, for verification, on or before the date prescribed for completion of the admission formalities, the following documents in original:
  - I) Certificate, Diplomas, Mark-Sheets of all educational qualifications;
  - II) In case of employed candidates, no objection certificate (NOC) from the employer clearly mentioning that the employer has no objection in the candidate pursuing Bachelor's of Vocational Degree Programme at the University as a regular student.
- f) Admission will be granted to only those candidates whose results of the qualifying examinations are complete in all respects.
- g) Admission of candidates to a programme of study shall be subject to the approval of the Vice-Chancellor or any other authority nominated by him/her.
- h) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
- i) All the students to a B.Voc programme shall be required to submit Migration Certificates in original within 30 days from the date of admission failing which their admissions in the University shall be liable to be cancelled.

## 10. Conduct and Administration of Admission

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of the list of candidates on the basis of the merit of the CUCET and / or Entrance Test, shall be the responsibility of a person or a Committee specifically appointed by the Vice-Chancellor for the purpose. Accordingly, it shall be the responsibility of such person or committee, as the case may be, specifically appointed to ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to. The said person or committee shall, *interalia*.
- I) coordinate the task of preparation of the University Prospectus;
  - II) Issue notification for admission specifying the date of issue of application form and the last date for its receipt;
  - III) receive, verify and process application forms, allot roll numbers and issue admit cards;
  - IV) take care of the logistics and conduct of CUCET/Entrance Test.
  - V) tabulate the scores obtained by the candidates in the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission to various programmes of study in accordance with the merit of the composite score;
  - VI) notify the merit list, of the selected candidates, based on complete score and forward the same to the Chairman of the Admission Committee concerned for completion of admission.
- b) There shall be an Admission Committee at the level of each department running Bachelor's of vocational Degree Programme comprising (i) Head of Department concerned as Chairman. (ii) Nodal Officer of Bachelor's of Vocational Degree Programmes (iii) One nominee of the Vice-Chancellor.
- c) Fee: The fee shall be fixed by the committee constituted by the University for Bachelor's of Vocational Degree Programmes which would essentially include Head of the Department concerned, Finance Officer or his nominee, Nodal Officer, Bachelor's of Vocational Degree Programmes and one nominee of the Vice-chancellor. The course fee would be reviewed after every two year.
- d) Question paper for the CUCET and / or Entrance Test, each year shall be set by the Expert(s) appointed by the Vice-Chancellor/Collegium of Central Universities.

## 11.Appellate Committee

A candidate aggrieved by the decision of the Admission Committee may file an appeal within ten days, from the last date of admission, on the prescribed form and payment of prescribed fee, to the Appellate Committee through the Head of the Department concerned. The Appellate Committee shall consist of the following

- i. Vice Chancellor or his nominee
- ii. Head of the Department concerned
- iii. Nodal Officer of Bachelor's of Vocational Degree Programmes
- iv. One faculty member of the concerned department
- v. Nodal Officer appointed by the Vice Chancellor for conducting the CUCET and / or Entrance Test.

Appellate Committee shall decide the appeal on merit.

## 12. Curriculum

The curriculum for Bachelor's of Vocational Degree Programmes in each year of the programme would be a suitable mix of skill development and general education components. The weight-age for skill development would be 60 % and general education component 40%. The 60:40 credit weight-age should be maintained on completion of each level. The curriculum and courseware be aligned as per the Qualification Pack (QP) of the respective sector skill council. The changes would be incorporated as per UGC/NSDC guidelines issued from time to time keeping in view the needs of the local industry as well. Presently the B.Voc. programme shall follow the credit schema for each of the years as under:

NSQF level	Skill component Credits	General Education Credits	Total Credits for Award	Duration	Exit points/Awards
4	18	12	30	One Sem.	Certificates
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.voc. Degree

### I) Skill Development Component:

The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.

- i) The curriculum would necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- ii) The overall design of the skill development component along with the job roles selected would be such that it leads to an inclusive specialization in one or two domains.

- iii) National Occupation Standard (NOS) is not available for a specific area/job role, the department would get the curriculum developed in consultation with industry experts.
- iv) The curriculum would be designed to focus on work readiness skills in each of the three years.
- v) Adequate attention shall be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

## II) General Education Component:

The general education component would adhere to the normal university standards by emphasizing on courses which provide holistic development and not exceeding 40% of the overall curriculum. Strong emphasis shall be given to language and communication skills.

NSQF level	Vocation skill building (Hrs)	General Learning (Hrs)	Total (Hrs)
4	275	225	500
5	550	450	1000
6	600	400	1000
7	750	250	1000

### 13. Semester System

The programmes of study offered by the University shall be based on the Semester system. Each semester shall have a minimum of 90 working days. The broad framework specified by concerned sector skill council about national occupational standards, qualification packs by pre-specifying general and skill components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

### 14. Course Catalogue

The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated in light of UGC guidelines issued from time to time or as per the framework of concerned sector skill council and specified by the Board of Studies within the broad framework specified by the Advisory Committee. All courses as specified shall be approved by Advisory Committee of Bachelor's of Vocational Degree Programmes and Academic Council.

### 15. Course Registration

After admission to a vocational programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with the concerned Head of Department on the prescribed format and it shall be submitted to the Head of the Department for onward transmission to Controller of Examinations.

#### **16. Detailed Course Outline**

The detailed course outline shall be prepared by the Board of Studies and shall be approved by Advisory Committee of Bachelor's of Vocational Degree Programmes and Academic Council and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents, lecture plan, prescribed tests, reading lists, planned activities for students' efforts/teacher lead activities etc.

#### **17. Programmes of Study**

All B.Voc. programmes shall be in general adhere to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils.

#### **18. Minimum and Maximum Duration of Programmes of Studies**

Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of B.Voc programmes introduced and offered by the University shall be two years after completion of the duration of the course.

#### **19. Conditions for the Award of Certificate/Diploma/Advanced Diploma/Degree**

A student admitted to a programme of study shall be awarded Certificate/Diploma/Advanced Diploma/B.Voc. Degree in the concerned discipline, if he/she successfully completes General Educational & Skill Component in each semester with minimum credits for award of certificate, Diploma, advanced Diploma and award for B.Voc. Degree or six semesters, with minimum credits at each level for exit as specified in the NSQF scheme, as the case may be, and additional credits specified for the purpose by the individual Department/Sector Skill Council.

#### **20. Medium of Instructions and Examination**

- i) the Medium of Instruction in respect of all Vocational Programmes of Studies offered by the Schools/Departments of Studies shall be English, Hindi and State languages depending upon the requirements of the course.
- ii) Question papers of all examinations shall be set and answered in English language or any other language depending upon the requirements of the course.
- iii) Project Work/Project Report/Field Work Report/Training Report, etc, if any shall have to be written in English/Local Language, except in case of the Programmes of Study where the same may be required to be written in the respective languages.

## 21) Examination and Assessment System

- I. The B.Voc Programmes shall be offered under Semester System and Examination and Evaluation of students shall be divided into general education and skill component assessment. The assessment for the general education component shall be done by the department in line with the scheme of sector skill council. The proportion changes required in assessment of general education component shall be accordingly decided. However, in order to check the domain/applicative knowledge of theoretical precepts or students' skill component shall be assessed as per the guidelines of UGC/Sector Skill Council. The evaluation of skill component shall be done by respective Sector Skill Council and / or University, as the case may be.
- II. Semester examination will be open to regular candidates who have been on the rolls and meet the attendance and other requirements as prescribed in the University statutes.
- III. Evaluation of students shall be through Continuous Internal Assessment shall comprise the following components:

<b>Break-up of Evaluation Criteria and Weightage (%)</b>	<b>General Education and Skill Component</b>	<b>Award</b>
Continuous Assessment (25%)	To be conducted by Department offering Vocational Course and Respective Sector Skill as per UGC / NSDC guidelines for Vocational Courses.	To be issued by the University and / or by Sector Skill Council as per guidelines.
Mid Semester Examination (25%)		
End Semester Examination (50%)		

- IV. Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Continuous Internal Assessment prescribed by the Advisory Committee for B.Voc. programmes/Board of Studies concerned, have freedom to prescribe Additional/different component and their weightages. Provided that the weightage of the End-Semester Examination shall not be less than 50% in case of General Education Component.
- V. Paper Setting & Evaluation

- a) The overall framework of the Continuous Internal Assessment (CIA), including the broad guidelines regarding the content, format during and timings of different components of examination and evaluation shall be as decided by the Advisory Committee. Preferably CIA should include following components Attendance (5%), Class Participation (5%), Unit Tests/ Skill Tests (10%) and Student Portfolio (5%).
- b) Within the overall framework of examination and evaluation as decided by the Advisory Committee, the content, format, duration of various components of the CIA shall be decided by the concerned faculty members in consultation with Head or his/her nominee And be notified to student along with the detailed course outline provided at the Commencement of each course.
- c) The question paper for examination of a course shall be set by the faculty member who is teaching that course and that/she shall also be the evaluator except for the courses for which examination to be conducted by Sector Skill Council.
- d) In case of examinations involving Viva-Voce/Practical, in a course offered by a Department under General Education Component, the evaluation shall be done by a panel comprising of Head, the concerned faculty member and an external examiner approved by the Vice-Chancellor out of the panel of Examiners.
- e) Project Report/Field Work Report/Training Report in case of general education component shall be evaluated by a panel of examiners comprising the Head of the Department and faculty member associated with B.Voc. programme. In case of Viva-Voce based on the Project Work/Project Report/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of examiners. However, in case of skill component the same may be evaluated by the expert from the concerned industry/sector skill council representative as per Sector Skill Council/UGC guidelines.

VI. Guidelines for Paper Setting

- a) The question paper for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the semester. The question papers for the general education component for the end semester examination shall be based on the total course content prescribed for the semester and for skill component as per respective sector skill council norms.
- b) The question papers for the mid-semester and end semester examination shall be set such as to encompass total course content covered with internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective.  
required to attempt 01 (one) *(Total 02 marks)*.

- c) The paper setter shall set the question paper for the mid-semester examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as confidential to the head or his/her nominee at least five days prior to the commencement of the mid semester Examination.
- d) Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.
- e) For mid-semester examination, the head or his/her nominee shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by head for conduct of examination.
- f) The paper setter for the end semester examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as confidential to the controller of examination, at least ten days prior to the commencement of the end semester examination.
- g) Each paper setter shall also be required to submit in a separate sealed cover the key to the objective type question to the controller of examination along with the question paper set by him/her.
- h) The question papers for the Mid Semester Examination shall be as follows:  
***For courses with 3 or more credits the paper shall be of 2 (two) hour's duration and shall comprise the following sections:***  
**Section A:** shall have 10 (ten) Objective Type Question / Multiple Choice of 0.5 mark each. (*Total 05 Marks*) and 03 (three) Short Answer Type Questions of 02 (two) marks each (*Total 6 marks*);  
**Section B:** shall have 2 (Two) Essay/Long Answer Type Questions preferably one from each unit with internal choice of 07 (seven) marks each (*Total 14 marks*);
- i) ***In two credit course, the paper shall be of 1<sup>1/2</sup> hours duration and shall comprise the following:***  
**Section A:** shall have 06 (six) Objective Type Question / Multiple Choice of 0.5 marks each (*Total 3 marks*), 03 (three) Short Answer Type Question of 1.5 marks each (*Total 4.5 marks*). 01 question in this section shall be compulsory.  
**Section B:** shall have 02 (two) Essay/ Long Answer Type Question preferably one from each unit out of which examinees shall be required to attempt 01 (one) (*Total 02 marks*).
- j) The question paper for the End-Semester Examination shall be as follows:  
For courses with three or more credits, the paper shall be of 03 (three)hour duration and shall comprise the following section:



**Section A:** shall have 10 (Ten) Objective Type Questions / Multiple Choice of 1<sup>1/2</sup> mark each. All questions in this Section shall be compulsory. *(Total 15 Marks)*;

**Section B:** shall have 07 Short Answer Type Questions of 08 (eight) marks each preferably covering all the units out of which the candidate shall attempt 05 questions. *(Total 40 marks)*;

**Section C:** shall have 05 (five) Essay/Long Answer Type Questions of 15 (fifteen) marks each *(Total 45 marks)*, out which the examiners shall be required to attempt any 03 (three) questions;

k) ***In two credit course, the paper shall be of 2 hours duration and shall comprise the following:***

**Section A:** shall have 08 (eight) Objective Type Questions of 1.5 marks each *(Total 12 marks)*;

**Section B:** shall have 06 (six) Short Answer Type Questions out of which examinees shall be required to attempt any 03 (three) questions of 06 marks each *(Total 18 marks)*;

**Section C:** shall have 03 (three) Essay/Long Answer Type Questions at least one question from each unit out of which examinees shall be required to attempt any 02 (two) questions of 10 marks each *(Total 20 marks)*.

VII. Any complaint in respect of a question paper shall be submitted to the concerned Head or his/her nominee within two days after the conduct of the paper in respect of which the complaint is made and shall be considered by a Committee consisting of (i) Head of the Department; and (ii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice Chancellor for appropriate action in the matter.

VIII. Guidelines for Evaluation:

It shall be the bounden duty of the concerned faculty members to:

- (a) Evaluate all assignments, quizzes and answer scripts of mid-semester examination and given the same to the students for their perusal within one week of the date of such examination;
- (b) Address questions of students, explain and satisfy them about the marks/grades awarded to them;
- (c) Display the marks/grades awarded to each student on the notice board of the Department; and
- (d) Submit the marks/grades awarded to the students to the Head of the Department concerned. Assignments, quizzes and answer scripts of mid-semester examination shall be retrieved back from the students and submitted to the Head of the Department for record.

- IX. Head of the Department concerned shall forward to the Controller of Examinations, a consolidated award list of marks /grade awarded to the students in the Continuous Internal Assessment, Mid-Semester and End-Semester Examinations of each course, offered by the Department, through the Dean of the School concerned.
- X. All the candidates shall be shown their answer scripts before declaration of the result as per the schedule notified by the Head of the Department. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Head which will be considered by a Committee consisting of Head of the Department and the teacher concerned. The decision of the Committee shall be final.
- XI. Letter Grades and Grade Points:  
The UGC 10 point grading system as prescribed in revised guidelines of UGC for B.Voc. shall be followed with the following letter grades:  
Percentage of marks and corresponding letter grades and Grade Points are as under:

Percentage of Marks	Letter Grade	Grade Point	Description of Performance
96-100	O	10	Outstanding
90-95	A+	9	Excellent
80-89	A	8	Very Good
70-79	B+	7	Good
60-69	B	6	Above Average
50-59	C	5	Average
41-49	P	4	Pass
Less than 40	F	0	Fail
Absent	Ab	0	Absent

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

- XII. **Computation of SGPA and CGPA:** Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be adopted:
- The SGPA is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester viz.  

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$
 Where 'C<sub>i</sub>' is the number of credits of the i<sup>th</sup> course component and 'G<sub>i</sub>' is the grade point scored by the student in the i<sup>th</sup> course component.
  - The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme viz.  

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$
 Where 'S<sub>i</sub>' is the SGPA of the i<sup>th</sup> semester and 'C<sub>i</sub>' is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- XIII. Marks Grade Card shall be issued to candidates by the Controller of Examinations office in accordance with guidelines issued by UGC for B.Voc programmes from time to time.

## 22) Governance and Coordination

The Bachelor's of Vocational Degree Programmes would be governed by the Board of Studies (BoS) and Advisory Committee (AC). The course would be offered under the aegis of concerned Department/School of Studies.

### I) Composition of Board of Studies for and Term of Office of its Members

1. Board of Studies comprises of the following members:

a.	Head of the Department offering Vocational Course	Chairman
b.	One industry representative from concerned Specialization to be nominated by the Head of Department offering Vocational Course.	Member
c.	One representative of concerned /respective Sector Skill Council (SSC) to be nominated by the Head of Department.	Member
d.	One representative from National Skill Development Council (NSDC).	Member
e.	Two subject expert, not in the service of the University to be nominated by the Vice Chancellor.	Member
f.	One Assistant Professor of the Department to be nominated by the Head of Department in consultation with Nodal Officer (B.Voc. Programme).	Member
g.	One faculty member to be nominated by the Vice Chancellor from amongst the faculty members of the Department.	Member
h.	Nodal Officer (B.Voc. Programme)	Member

### Term of Office

2. The term of office of members other than a and h shall be three years.
3. A member specified in c and d above shall cease to be member if he/she ceases to be associated with concerned Sector Skill Council/National Skill Development Corporation of India
4. Any casual vacancy may be filled for the un-expired period.

### Meetings

5. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice Chancellor.

6. Provided that when Nodal officer of Vocational Courses on the recommendation of the Head of the Department is of the opinion that a particular issue needs urgent consideration and it is not expedient that a meeting of Board of studies be convened, the matter may be disposed off circulation among members of Board of studies and he/she may issue necessary instruction to that effect.
7. The quorum of the Board of Studies meeting shall be 50% of the members which shall include at least one outside subject expert and one sector skill council/industry representative.
8. Head of the Department shall convene and preside over the meetings of the Board of Studies (BoS).
9. In the absence of the chairman, senior- most member present shall act as chairman for that meeting.
10. Special meeting may be called by Chairperson at his/ her own initiative or on a written request of at least 50% of the members of the Board of Studies. All members who have requested for the meeting will have to be present.
11. Chairman of the Board of Studies may invite special invitees maximum 02 depending upon the requirement if any Faculty from B.Voc. programme/Concerned Department/Subject Experts/ Industry representative.
12. Notice for any meeting of Board Shall issued at least 14 day before the date fixed for the meeting.

## II) Composition, Powers and Functions of the Advisory Committee B.Voc Courses

### 1. Composition

The advisory committee shall consist of the following members:

a.	Vice Chancellor	Chairman
b.	One representative of Sector Skill Council (SSC)	Member
c.	One representative from National Skill Development Council (NSDC)	Member
d.	.One representative each from associated / concerned Industry	Member
e.	One subject expert each, not in the service of the University to be nominated by the Vice Chancellor	Member
f.	Head of Department(s) offering B. Voc. Programme	Member
g.	Nodal Officer (B.Voc. Programme)	Member - Secretary

### 2. Term of office

The term of office of the members other than the Vice Chancellor, Nodal Officer, Head of Department(s) shall be three years.

### 3. Powers and Functions

The Advisory Committee, subject to overall supervision of the Academic Council, shall Exercise powers and perform the functions given below:-

- a. To prescribe the qualifications and procedures for admission of the candidates to the various vocational courses in the Departments;
- b. To co-ordinate the teaching, evaluation and industry-academia interface in the Departments;
- c. To consider and approve subjects for various vocational Degrees and other requirements of vocational degrees as recommended by the Board of Studies;
- d. To constitute Committees to organize the teaching and concerned industry/sector skill council inputs in subjects or areas which do not fall within the sphere of any Department and supervise the work of such Committees;
- e. To consider Schemes for the advancement of the standards of teaching and research , and to submit proposal in this regard to the Academic Council;
- f. To frame general rules for continuous internal evaluation and end-semester examinations;
- g. To consider and act on any proposal regarding the welfare of the students of the Vocational Courses;
- h. Chairman of the Advisory Committee may invite experts from industry, academic field as special invitees;
- i. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council of the Vice Chancellor: and
- m. To delegate to the Nodal Officer/Head of Departments/Member Secretary, or to any other member of the Committee or to a Committee such powers, general or specific , as may be decided by Committee from time to time.

### 4. Meetings

- a. The Vice Chancellor shall preside over the meetings of the committee. In his absence, the member-Secretary shall preside over the meeting.
- b. The Committee shall hold at least two ordinary meetings in an Academic Year, one in each semester.
- c. The Vice Chancellor may convene special meetings of the committee at his/her own initiative or at the suggestion of the Nodal Officer/Head of Department/ Member secretary or on a written request from at least one third of the members of the committee.

### 5. Quorum

The quorum for the meeting of the committee shall be one third of its total members.

**6. Notice**

Notice for any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting. The Vice Chancellor may convene emergency meeting of the Committee at short notice.

**23) Nomination of Nodal Officer**

The Nodal Officer shall be nominated by the Vice Chancellor from amongst the teachers of departments running a B.Voc. Programme. Nodal Officer shall be appointed for a term of one year and shall be eligible for re-appointment as may be decided upon by the Vice Chancellor.

**24) This shall be deemed to have come into force with effect from 2015**

In case, there is no provision mentioned against any of the issues pertaining emerging thereafter, the general provision of the Ordinances for other courses shall also be applicable to the B.Voc. programme.