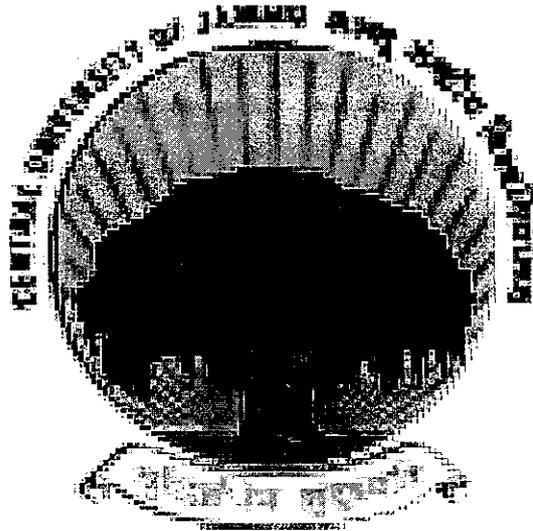


Central University of Jammu



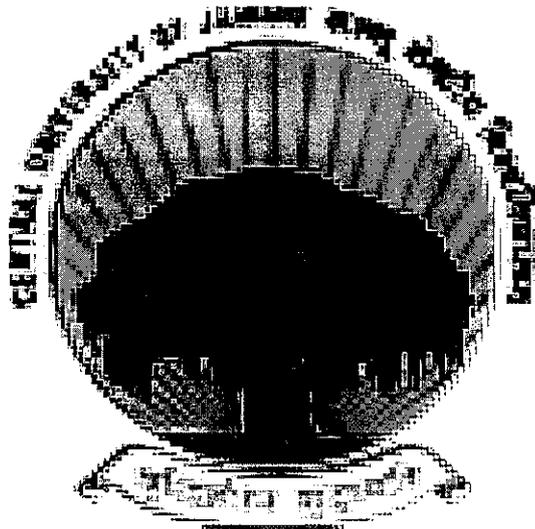
PART- A - ACTS AND STATUTES

PART- B - ORDINANCES

PART-C - REGULATIONS

Updated upto 21st of July, 2014

Central University of Jammu



PART- A

1. The Central Universities Act, 2009 and Statutes
2. The Central Universities (Amendment) Act, 2009
3. MHRD letter No. F. 42-26/2009- Desk(U) dated:
12.04.2010
4. MHRD letter No. 52-3/11-Desk (U) dated: 19.08.2011



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 1

PART II—Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, शुक्रवार, मार्च 20, 2009 / 29 फाल्गुन, 1930

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NEW DELHI, FRIDAY, MARCH 20, 2009 / 29 Phalguna, 1930

इस भाग में पिन पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE (Legislative Department)

New Delhi, the 20th March, 2009/Phalguna 29, 1930 (Saka)

The following Act of Parliament received the assent of the President on the 20th March, 2009, and is hereby published for general information:—

THE CENTRAL UNIVERSITIES ACT, 2009

No. 25 OF 2009

[20th March, 2009.]

An Act to establish and incorporate universities for teaching and research in the various States and to provide for matters connected therewith or incidental thereto.

BE it enacted by Parliament in the Sixtieth Year of the Republic of India as follows:—

- (1) This Act may be called the Central Universities Act, 2009.
- (2) It shall be deemed to have come into force on the 15th day of January, 2009.

Short title
and
commencement.

2. In this Act, and in all Statutes made hereunder, unless the context otherwise requires,—

Definitions.

- “Academic Council” means the Academic Council of the University;
- “academic staff” means such categories of staff as are designated as academic staff by the Ordinances;
- “Board of Studies” means the Board of Studies of a Department of the University;
- “College” means a college maintained by the University;

(e) "Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" mean, respectively, the Chancellor, Vice-Chancellor and Pro-Vice-Chancellor of the University;

(f) "Court" means the Court of the University;

(g) "Department" means a Department of Studies and includes a Centre of Studies;

(h) "distance education system" means the system of imparting education through any means of communication, such as broadcasting, telecasting, internet, correspondence courses, seminars, contact programmes or the combination of any two or more such means;

(i) "employee" means any person appointed by the University and includes teachers and other staff of the University;

(j) "Executive Council" means the Executive Council of the University;

(k) "Hall" means a unit of residence or of corporate life for the students of the University, or of a College or an Institution, maintained by the University;

(l) "Institution" means an academic institution, not being a College, maintained by the University;

(m) "Principal" means the Head of a College or an Institution maintained by the University and includes, where there is no Principal, the person for the time being duly appointed to act as Principal, and in the absence of the Principal, or the acting Principal, a Vice-Principal duly appointed as such;

(n) "Regulations" means the Regulations made by any authority of the University under this Act for the time being in force;

(o) "School" means a School of Studies of the University;

(p) "Statutes" and "Ordinances" mean, respectively, the Statutes and the Ordinances of the University for the time being in force;

(q) "teachers of the University" means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances; and

(r) "University" means a University established and incorporated as a University under this Act.

Establishment
of
Universities.

3. (1) The Guru Ghasidas Vishwavidyalaya in the State of Chhattisgarh and Doctor Harisingh Gour Vishwavidyalaya in the State of Madhya Pradesh, established under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, and Hemvati Nandan Bahuguna Garhwal University in the State of Uttarakhand, established under the Uttar Pradesh State Universities Act, 1973, shall be established as bodies corporate under this Act by the same names of "Guru Ghasidas Vishwavidyalaya", "Doctor Harisingh Gour Vishwavidyalaya" and "Hemvati Nandan Bahuguna Garhwal University", respectively.

Madhya
Pradesh Act
22 of 1973.
President's Act
10 of 1973.

(2) The headquarters of Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University shall be at Bilaspur, Sagar and Srinagar, respectively.

(3) The jurisdiction of Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, shall extend to the Bilaspur, Raigarh and Surguja districts of the State of Chhattisgarh, the Sagar, Tikamgarh, Chhatarpur, Panna, Chhindwara and Damoh districts of the State of Madhya Pradesh, and the Chamoli, Dehradun, Garhwal, Hardwar, Rudraprayag, Tehri Garhwal and Uttarkashi districts of the State of Uttarakhand, respectively.

(4) There shall be established, the Universities in the various States as bodies corporate, by such names and territorial jurisdiction, as specified in the First Schedule to this Act.

(5) The headquarters of each of the Universities, referred to in sub-section (4), shall be such as may be specified by the Central Government by notification in the Official Gazette.

(6) The first Chancellor, the first Vice-Chancellor and the first members of the Court, the Executive Council and the Academic Council of each University, and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, are hereby constituted a body corporate by the name of the University.

(7) The University shall have perpetual succession and a common seal, and shall sue and be sued by the said name.

4. On and from the date of commencement of this Act,—

(a) any reference to Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya or Hemvati Nandan Bahuguna Garhwal University, in any contract or other instrument shall be deemed as a reference to Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya, and Hemvati Nandan Bahuguna Garhwal University, respectively, established under this Act;

(b) all properties, movable and immovable, of or belonging to Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, shall vest in Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya or Hemvati Nandan Bahuguna Garhwal University, as the case may be, established under this Act;

(c) all rights and liabilities of Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, shall be transferred to, and be the rights and liabilities of, Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, respectively, established under this Act;

(d) every person employed by Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, immediately before the commencement of this Act shall hold his office or service in Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, respectively, established under this Act by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he would have held the same if this Act had not been enacted and shall continue to do so unless and until his employment is terminated or until such tenure, remuneration and terms and conditions are duly altered by the Statutes:

Provided that if the alteration so made is not acceptable to such employee, his employment may be terminated by the University in accordance with the terms of the contract with the employee or, if no provision is made therein in this behalf, on payment, to him by the University, of compensation equivalent to three months' remuneration in case of permanent employees and one month's remuneration in the case of other employees:

Provided further that every person employed before the commencement of this Act, pending the execution of a contract under section 33, shall be deemed to have been appointed in accordance with the provisions of a contract consistent with the provisions of this Act and the Statutes:

Provided also that any reference, by whatever form of words, to the Vice-Chancellor and Pro-Vice-Chancellor of Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya or Hemvati Nandan Bahuguna Garhwal University, in any law for the time being in force, or in any instrument or other document, shall be

Effect of
establishment
of
Universities.

construed as a reference to the Vice-Chancellor and the Pro-Vice-Chancellor of Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya or Hemvati Nandan Bahuguna Garhwal University, as the case may be, established under this Act;

(e) the Vice-Chancellors of Guru Ghasidas Vishwavidyalaya and Doctor Harisingh Gour Vishwavidyalaya, appointed under the provisions of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, and the Vice-Chancellor of Hemvati Nandan Bahuguna Garhwal University, appointed under the provisions of the Uttar Pradesh State Universities Act, 1973, shall be deemed to have been appointed as the Vice-Chancellors under this Act, and shall hold office for a period of three months or till such time the first Vice-Chancellor is appointed under section 44 of the Act, whichever is earlier; and

(f) all Colleges, Institutions, Schools or Faculties, and Departments affiliated to, or admitted to the privileges of, or maintained by, Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University shall stand affiliated to, or admitted to the privileges of, or maintained by, Guru Ghasidas Vishwavidyalaya, Doctor Harisingh Gour Vishwavidyalaya and Hemvati Nandan Bahuguna Garhwal University, respectively, established under this Act.

Madhya Pradesh Act 22 of 1973. President's Act 10 of 1973.

Objects of University.

5. The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit; to make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes; to take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research; to educate and train manpower for the development of the country; to establish linkages with industries for the promotion of science and technology; and to pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

Powers of University.

6. (1) The University shall have the following powers, namely:—

(i) to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;

(ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

(iii) to organise and to undertake extramural studies, training and extension services;

(iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;

(v) to provide facilities through the distance education system to such persons as it may determine;

(vi) to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;

(vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;

(viii) to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;

(ix) to create administrative, ministerial and other posts and to make appointments thereto;

(x) to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;

(xi) to establish such centres and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;

(xii) to institute and award fellowships, scholarships, studentships, medals and prizes;

(xiii) to establish and maintain Colleges, Institutions and Halls;

(xiv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;

(xv) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;

(xvi) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;

(xvii) to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;

(xviii) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;

(xix) to demand and receive payment of fees and other charges;

(xx) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;

(xxi) to lay down conditions of service of all categories of employees, including their code of conduct;

(xxii) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;

(xxiii) to make arrangements for promoting the health and general welfare of the employees;

(xxiv) to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;

(xxv) to borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and

(xxvi) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

(2) In exercising its powers referred to in sub-section (1), it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research,

and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—

(i) admission of students and recruitment of faculty shall be made on all-India basis;

(ii) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;

(iii) inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;

(iv) semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;

(v) innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;

(vi) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;

(vii) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and

(viii) e-governance shall be introduced with an effective management information system.

University
open to all
castes, creed,
race or class.

7. The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens:

Provided further that no such special provision shall be made on the ground of domicile.

Visitor of
University.

8. (1) The President of India shall be the Visitor of the University.

(2) The Visitor may, from time to time, appoint one or more persons to review the work and progress of the University, including Colleges and Institutions maintained by it, and to submit a report thereon; and upon receipt of that report, the Visitor may, after obtaining the views of the Executive Council thereon through the Vice-Chancellor, take such action and issue such directions, as he considers necessary, in respect of any of the matters dealt with in the report and the University shall abide by such action and be bound to comply with such directions.

(3) The Visitor shall have the right to cause an inspection to be made by such person or persons, as he may direct, of the University, its buildings, libraries, laboratories and equipment, and of any College or Institution maintained by the University; and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the University, Colleges or Institutions.

(4) The Visitor shall, in every matter referred to in sub-section (3), give notice of his intention to cause an inspection or inquiry to be made, to the University, and the University shall have the right to make such representations to the Visitor, as it may consider necessary.

(5) After considering the representations, if any, made by the University, the Visitor may cause to be made such inspection or inquiry as is referred to in sub-section (3).

(6) Where any inspection or inquiry has been caused to be made by the Visitor, the University shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry.

(7) The Visitor may, if the inspection or inquiry is made in respect of the University or any College or Institution maintained by it, address the Vice-Chancellor with reference to the result of such inspection or inquiry together with such views and advice with regard to the action to be taken thereon, as the Visitor may be pleased to offer, and on receipt of address made by the Visitor, the Vice-Chancellor shall communicate, to the Executive Council, the views of the Visitor with such advice as the Visitor may offer upon the action to be taken thereon.

(8) The Executive Council shall communicate through the Vice-Chancellor to the Visitor such action, if any, as it proposes to take or has been taken upon the result of such inspection or inquiry.

(9) Where, the Executive Council does not, within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council, issue such directions, as he may think fit, and the Executive Council shall comply with such directions.

(10) Without prejudice to the foregoing provisions of this section, the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with this Act, the Statutes or the Ordinances:

Provided that before making any such order, he shall call upon the Registrar to show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

(11) The Visitor shall have such other powers as may be prescribed by the Statutes.

9. The following shall be the officers of the University, namely:—

Officers of
University.

(1) the Chancellor;

(2) the Vice-Chancellor;

(3) the Pro-Vice-Chancellor;

(4) the Deans of Schools;

(5) the Registrar;

(6) the Finance Officer;

(7) the Controller of Examinations;

(8) the Librarian; and

(9) such other officers as may be declared by the Statutes to be the officers of the University.

10. (1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. Chancellor.

(2) The Chancellor shall, by virtue of his office, be the head of the University and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court.

Vice-Chancellor.

11. (1) The Vice-Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(3) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

(5) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

Pro-Vice-Chancellor.

12. The Pro-Vice-Chancellor shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Deans of Schools.

13. Every Dean of School shall be appointed in such manner, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Registrar.

14. (1) The Registrar shall be appointed in such manner, and on such terms and conditions of service, as may be prescribed by the Statutes.

(2) The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Finance Officer.

15. The Finance Officer shall be appointed in such manner, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Controller of Examinations.

16. The Controller of Examinations shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Librarian.

17. The Librarian shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Other officers.

18. The manner of appointment and powers and duties of other officers of the University shall be prescribed by the Statutes.

Authorities of University.

19. The following shall be the authorities of the University, namely:—

(1) the Court;

(2) the Executive Council;

(3) the Academic Council;

(4) the Board of Studies;

(5) the Finance Committee; and

(6) such other authorities as may be declared by the Statutes to be the authorities of the University.

20. (1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes: The Court.

Provided that such number of members, as may be prescribed by the Statutes, shall be elected from among the teachers, employees and students of the University.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:—

(a) to review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of the University;

(b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;

(c) to advise the Visitor in respect of any matter which may be referred to it for advice; and

(d) to perform such other functions as may be prescribed by the Statutes.

21. (1) The Executive Council shall be the principal executive body of the University. Executive Council.

(2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.

22. (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, co-ordinate and exercise general supervision over the academic policies of the University. Academic Council.

(2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.

23. The constitution, powers and functions of the Boards of Studies shall be prescribed by the Statutes. Boards of Studies.

24. The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes. Finance Committee.

25. The constitution, powers and functions of other authorities, as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes. Other authorities of University.

26. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:— Powers to make Statutes.

(a) the constitution, powers and functions of authorities and other bodies of the University, as may be constituted from time to time;

(b) the appointment and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members, and all other matters

relating to those authorities and other bodies for which it may be necessary or desirable to provide;

(c) the appointment, powers and duties of the officers of the University and their emoluments;

(d) the appointment of teachers, academic staff and other employees of the University, their emoluments and conditions of service;

(e) the appointment of teachers and academic staff working in any other University or organisation for a specific period for undertaking a joint project;

(f) the conditions of service of employees including provisions for pension, insurance, provident fund, the manner of termination of service and disciplinary action;

(g) the principles governing the seniority of service of the employees of the University;

(h) the procedure for arbitration in cases of dispute between employees or students and the University;

(i) the procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University;

(j) the conferment of autonomous status on a College or an Institution or a Department;

(k) the establishment and abolition of Schools, Departments, Centres, Halls, Colleges and Institutions;

(l) the conferment of honorary degrees;

(m) the withdrawal of degrees, diplomas, certificates and other academic distinctions;

(n) the management of Colleges and Institutions established by the University;

(o) the delegation of powers vested in the authorities or officers of the University;

(p) the maintenance of discipline among the employees and students; and

(q) all other matters which by this Act are to be, or may be, provided for by the Statutes.

Statutes, how
to be made.

27. (1) The first Statutes are those set out in the Second Schedule to this Act.

(2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1):

Provided that the Executive Council shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

(3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Executive Council for re-consideration.

(4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

(5) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1) during the period of three years immediately after the commencement of this Act:

Provided that the Visitor may, on the expiry of the said period of three years, make, within one year from the date of such expiry, such detailed Statutes as he may consider necessary and such detailed Statutes shall be laid before both Houses of Parliament.

(6) Notwithstanding anything contained in this section, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

28. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

Power to
make
Ordinances.

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to examinations, degrees and diplomas of the University;
- (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (h) the conditions of residence of the students of the University;
- (i) the special arrangements, if any, which may be made for the residence and teaching of women students and the prescribing of special courses of studies for them;
- (j) the establishment of Centres of Studies, Boards of Studies, Specialised Laboratories and other Committees;
- (k) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;
- (l) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- (m) the institution of fellowships, scholarships, studentships, medals and prizes;
- (n) the setting up of a machinery for redressal of grievances of employees and students; and
- (o) all other matters which by this Act, or, the Statutes, are to be, or, may be, provided for by the Ordinances.

(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Executive Council and the Ordinances so made may also be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes:

Provided that in the case of Guru Ghasidas Vishwavidyalaya and Doctor Harisingh Gour Vishwavidyalaya, and Hemvati Nandan Bahuguna Garhwal University, till such time as the first Ordinances are not so made, in respect of the matters that are to be provided for by the Ordinances under this Act and the Statutes, the relevant provisions of the Statutes and the Ordinances made immediately before the commencement of this Act under the provisions of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, and the Uttar Pradesh State Universities Act, 1973, respectively, shall be applicable in so far as they are not inconsistent with the provisions of this Act and the Statutes.

- Regulations.** 29. The authorities of the University may make Regulations, consistent with this Act, the Statutes and the Ordinances, for the conduct of their own business and that of the Committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances, in the manner prescribed by the Statutes.
- Annual report.** 30. (1) The annual report of the University shall be prepared under the direction of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Court on or before such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting.
- (2) The Court shall submit the annual report to the Visitor along with its comments, if any.
- (3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
- Annual accounts.** 31. (1) The annual accounts and balance-sheet of the University shall be prepared under the direction of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India or by such persons as he may authorise in this behalf.
- (2) A copy of the annual accounts together with the audit report thereon shall be submitted to the Court and the Visitor along with the observations of the Executive Council.
- (3) Any observations made by the Visitor on the annual accounts shall be brought to the notice of the Court and the observations of the Court, if any, shall, after being considered by the Executive Council, be submitted to the Visitor.
- (4) A copy of the annual accounts together with the audit report, as submitted to the Visitor, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.
- (5) The audited annual accounts after having been laid before both Houses of Parliament shall be published in the Gazette of India.
- Returns and information.** 32. The University shall furnish to the Central Government such returns or other information with respect to its property or activities as the Central Government may, from time to time, require, within such period as may be specified by the Central Government.
- Conditions of service of employees, etc.** 33. (1) Every employee of the University shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned.
- (2) Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor.
- (3) The decision of the Tribunal shall be final and no suit shall lie in any civil court in respect of the matters decided by the Tribunal:
- Provided that nothing in this sub-section shall preclude the employee from availing of the judicial remedies available under articles 32 and 226 of the Constitution.
- (4) Every request made by the employee under sub-section (2) shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996.
- (5) The procedure for regulating the work of the Tribunal shall be prescribed by the Statutes.

34. (1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him, appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be.

Procedure of appeal and arbitration in disciplinary cases against students.

(2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of sub-sections (2), (3), (4) and (5) of section 33 shall, as far as may be, apply to a reference made under this sub-section.

35. Every employee or student of the University or of a College or Institution maintained by the University shall, notwithstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes, to the Executive Council against the decision of any officer or authority of the University, or, the Principal or the management of any College or an Institution, as the case may be, and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

Right to appeal.

36. (1) The University shall constitute for the benefit of its employees such provident or pension fund or provide such insurance schemes as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.

Provident and pension funds.

19 of 1925.

(2) Where such provident fund or pension fund has been so constituted, the Central Government may declare that the provisions of the Provident Funds Act, 1925, shall apply to such fund, as if it were a Government provident fund.

37. If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Visitor whose decision thereon shall be final.

Disputes as to constitution of authorities and bodies.

38. All casual vacancies among the members (other than *ex officio* members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who appoints, elects or co-opts the member whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

Filling of casual vacancies.

39. No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

Proceedings of authorities or bodies not invalidated by vacancies.

40. No suit or other legal proceedings shall lie against any officer or other employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or the Ordinances.

Protection of action taken in good faith.

1 of 1872.

41. Notwithstanding anything contained in the Indian Evidence Act, 1872 or in any other law for the time being in force, a copy of any receipt, application, notice, order, proceeding or resolution of any authority or other body of the University, or any other document in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as *prima facie* evidence of such receipt, application, notice, order, proceeding, resolution or document or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced, have been admissible in evidence.

Mode of proof of University record.

42. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not

Power to remove difficulties.

inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of three years from the commencement of this Act.

(2) Every order made under sub-section (1) shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the order or both Houses agree that the order should not be made, the order shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that order.

Statutes,
Ordinances
and
Regulations to
be published
in the Official
Gazette and to
be laid before
Parliament.

43. (1) Every Statute, Ordinances or Regulation made under this Act shall be published in the Official Gazette.

(2) Every Statute, Ordinances or Regulation made under this Act, shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute, Ordinances or Regulation or both Houses agree that the Statute, Ordinances or Regulation should not be made, the Statute, Ordinances or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinances or Regulation.

(3) The power to make Statutes, Ordinances or Regulations shall include the power to give retrospective effect, from a date not earlier than the date of commencement of this Act, to the Statutes, Ordinances or Regulations or any of them but no retrospective effect shall be given to any Statutes, Ordinances or Regulations so as to prejudicially affect the interests of any person to whom such Statutes, Ordinances or Regulations may be applicable.

Transitional
provisions.

44. Notwithstanding anything contained in this Act and the Statutes,—

(a) the first Chancellor and the first Vice-Chancellor shall be appointed by the Visitor in such manner and on such conditions as may be deemed fit and each of the said officers shall hold office for such term, not exceeding five years, as may be specified by the Visitor;

(b) the first Registrar and the first Finance Officer shall be appointed by the Visitor and each of the said officers shall hold office for a term of three years;

(c) the first Court and the first Executive Council shall consist of not more than thirty-one members and eleven members, respectively, who shall be nominated by the Central Government and shall hold office for a term of three years; and

(d) the first Academic Council shall consist of not more than twenty-one members, who shall be nominated by the Central Government and shall hold office for a term of three years:

Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment by the Visitor or nomination by the Central Government, as the case may be, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

45. (1) In the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, in the Second Schedule, the entries relating to Guru Ghasidas Vishwavidyalaya and Doctor Harisingh Gour Vishwavidyalaya shall be omitted.

Amendment
of Madhya
Pradesh Act
22 of 1973.

(2) Notwithstanding such omission,—

(a) all appointments made, orders issued, degrees and other academic distinctions conferred, diplomas and certificates awarded, privileges granted, or other things done under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, shall be deemed to have been respectively made, issued, conferred, awarded, granted or done under the corresponding provisions of this Act and, except as otherwise provided by this Act or the Statutes, continue in force unless and until they are superseded by any order made under this Act or the Statutes; and

(b) all proceedings of Selection Committees for the appointment or promotion of teachers that took place before the commencement of this Act and all actions of the Executive Council in respect of the recommendations of such Selection Committees where no orders of appointment on the basis thereof were passed before the commencement of this Act shall, notwithstanding that the procedure for selection has been modified by this Act, be deemed to have been valid but further proceeding in connection with such pending selections shall be taken in accordance with the provisions of this Act and be continued from the stage where they stood immediately before such commencement, except if the concerned authorities take, with the approval of the Visitor, a decision to the contrary.

46. (1) In the Uttar Pradesh State Universities Act, 1973,—

(a) in sub-section (1) of section 4, the words, figures and brackets “and a University of Garhwal which shall from April 25, 1989 be called the Hemvati Nandan Bahuguna Garhwal University at Srinagar (District Garhwal)” shall be omitted;

(b) in clause (a) of sub-section (1) of section 20, the words “the Hemvati Nandan Bahuguna Garhwal University” shall be omitted;

(c) in sub-section (2) of section 52, for the words “the Universities of Kumaun and Garhwal” the words “the University of Kumaun” shall be substituted;

(d) section 72B shall be omitted;

(e) in the Schedule, Serial No. 8 and the entries relating thereto shall be omitted.

(2) Notwithstanding the omission and substitution referred to in sub-section (1),—

(a) all appointments made, orders issued, degrees and other academic distinctions conferred, diplomas and certificates awarded, privileges granted, or other things done under the Uttar Pradesh State Universities Act, 1973, shall be deemed to have been respectively made, issued, conferred, awarded, granted or done under the corresponding provisions of this Act and, except as otherwise provided by this Act or the Statutes, continue in force unless and until they are superseded by any order made under this Act or the Statutes; and

(b) all proceedings of Selection Committees for the appointment or promotion of teachers that took place before the commencement of this Act and all actions of the Executive Council in respect of the recommendations of such Selection Committees where no orders of appointment on the basis thereof were passed before the commencement of this Act shall, notwithstanding that the procedure for selection has been modified by this Act, be deemed to have been valid but further proceeding in connection with such pending selections shall be taken in accordance with the provisions of this Act and be continued from the stage where they stood immediately before such commencement, except if the concerned authorities take, with the approval of the Visitor, a decision to the contrary.

Madhya
Pradesh Act
22 of 1973.

Amendment
of President's
Act 10 of
1973.

President's
Act 10 of
1973.

Repeal and
savings.

47. (1) The Central Universities Ordinance, 2009 is hereby repealed.

Ord.3 of
2009.

(2) Notwithstanding such repeal, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act, and—

(a) all appointments made, orders issued, degrees and other academic distinctions conferred, diplomas and certificates awarded, privileges granted, or other things done under the Central Universities Ordinance, 2009, shall be deemed to have been respectively made, issued, conferred, awarded, granted or done under the corresponding provisions of this Act and, except as otherwise provided by, or under this Act or the Statutes, continue in force unless and until they are superseded by any order made under this Act or the Statutes; and

Ord.3 of
2009.

(b) all proceedings of Selection Committees for the appointment or promotion of teachers that took place before the commencement of this Act and all actions of the Executive Council in respect of the recommendations of such Selection Committees where no orders of appointment on the basis thereof were passed before the commencement of this Act shall, notwithstanding that the procedure for selection has been modified by this Act, be deemed to have been valid but further proceeding in connection with such pending selections shall be taken in accordance with the provisions of this Act and be continued from the stage where they stood immediately before such commencement, except if the concerned authorities take, with the approval of the Visitor, a decision to the contrary.

THE FIRST SCHEDULE

[See section 3(4)]

Serial No.	Name of the State	Name of the University	Territorial jurisdiction
1.	Bihar	Central University of Bihar	Whole of the State of Bihar
2.	Gujarat	Central University of Gujarat	Whole of the State of Gujarat
3.	Haryana	Central University of Haryana	Whole of the State of Haryana
4.	Himachal Pradesh	Central University of Himachal Pradesh	Whole of the State of Himachal Pradesh
5.	Jammu and Kashmir	Central University of Jammu and Kashmir	Whole of the State of Jammu and Kashmir
6.	Jharkhand	Central University of Jharkhand	Whole of the State of Jharkhand
7.	Karnataka	Central University of Karnataka	Whole of the State of Karnataka
8.	Kerala	Central University of Kerala	Whole of the State of Kerala
9.	Orissa	Central University of Orissa	Whole of the State of Orissa
10.	Punjab	Central University of Punjab	Whole of the State of Punjab
11.	Rajasthan	Central University of Rajasthan	Whole of the State of Rajasthan
12.	Tamil Nadu	Central University of Tamil Nadu	Whole of the State of Tamil Nadu

THE SECOND SCHEDULE

(See section 27)

The Statutes of the University

Chancellor.

1. (1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country:

Provided that if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations from the Executive Council.

(2) The Chancellor shall hold office for a term of five years and shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.

Vice-Chancellor.

2. (1) The Vice-Chancellor shall be appointed by the Visitor from out of a panel recommended by a Committee as constituted under clause (2):

Provided that if the Visitor does not approve any of the persons included in the panel, he may call for an extended fresh panel.

(2) The Committee referred to in clause (1) shall consist of five persons, out of whom three shall be nominated by the Executive Council and two by the Visitor, and one of the nominees of the Visitor shall be the convener of the Committee:

Provided that none of the members of the Committee shall be an employee of the University or a College or an Institution maintained by the University or a member of any authority of the University.

(3) The Vice-Chancellor shall be a whole-time salaried officer of the University.

(4) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office, or until he attains the age of seventy years, whichever is earlier, and he shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office:

Provided further that the Visitor may direct any Vice-Chancellor after his term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him.

(5) Notwithstanding anything contained in clause (4), the Visitor may, at any time after the Vice-Chancellor has entered upon his office, by order in writing, remove the Vice-Chancellor from office on grounds of incapacity, misconduct or violation of statutory provisions:

Provided that no such order shall be made by the Visitor unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided further that the Visitor shall consult the Chancellor also before making such order:

Provided also that the Visitor may, at any time before making such order, place the Vice-Chancellor under suspension, pending enquiry.

(6) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:—

(i) The Vice-Chancellor shall be paid a monthly salary and allowances, other than house rent allowance, at the rates fixed by the Central Government from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.

(ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Central Government from time to time:

Provided that where an employee of the University, or a College or an Institution maintained by the University, or of any other University or any College or Institution maintained by or admitted to the privileges of, such other University, is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he 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 appointment as the Vice-Chancellor:

Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

(iii) The Vice-Chancellor shall be entitled to travelling allowance at such rates as may be fixed by the Executive Council.

(iv) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalments of fifteen days each on the first day of January and July every year:

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

(v) In addition to the leave referred to in sub-clause (iv), the Vice-Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service, and half-pay leave may also be availed of as commuted leave on full pay on medical certificate:

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.

(7) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill-health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior-most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his office, as the case may be.

3. (1) The Vice-Chancellor shall be *ex officio* Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.

Powers and duties of Vice-Chancellor.

(2) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

(3) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.

(4) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.

(5) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.

Pro-Vice-Chancellor.

4. (1) The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of the Pro-Vice-Chancellor in addition to his own duties as a Professor.

(2) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment:

Provided further that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of seventy years:

Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (7) of Statute 2, continue in office, notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.

(3) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.

(4) 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 by the Vice-Chancellor.

Deans of Schools.

5. (1) Every Dean of School shall be appointed by the Vice-Chancellor from amongst the Professors in the School by rotation in the order of seniority for a period of three years:

Provided that in case there is only one Professor or no Professor in a School, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the School by rotation in the order of seniority:

Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.

(2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the School.

(3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.

(4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

6. (1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University. Registrar.

(2) He shall be appointed for a term of five years and shall be eligible for re-appointment.

(3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Registrar shall retire on attaining the age of sixty-two years.

(4) When the office of the Registrar is vacant or when the Registrar 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.

(5) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(6) The Registrar shall be *ex officio* Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be *ex officio* Member-Secretary of the Court.

(7) It shall be the duty of the Registrar—

(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;

(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;

(c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;

(d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;

(e) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

(f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

(g) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

Finance Officer.

7. (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

(4) When the office of the Finance Officer is vacant or when the Finance Officer 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.

(5) The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

(6) The Finance Officer shall—

(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and

(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

(7) Subject to the control of the Executive Council, the Finance Officer shall—

(a) hold and manage the property and investments of the University including trust and endowed property;

(b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;

(d) keep a constant watch on the state of the cash and bank balances and on the state of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialised Laboratories;

(g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and

(h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

(8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Controller of Examinations.

8. (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment.

(3) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.

(4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations 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.

(5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.

9. (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University. Librarian.

(2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

10. (1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year. Meetings of Court.

(2) At an annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance-sheet as audited, and the financial estimates for the next year shall be presented.

(3) A copy of the statement of receipts and expenditure, the balance-sheet and the financial estimates referred to in clause (2) shall be sent to every member of the Court at least seven days before the date of the annual meeting.

(4) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, the Pro-Vice-Chancellor or if there is no Pro-Vice-Chancellor, by the Registrar.

(5) Eleven members of the Court shall form a quorum for a meeting of the Court.

11. Seven members of the Executive Council shall form a quorum for a meeting of the Executive Council. Quorum for meeting of Executive Council.

12. (1) The Executive Council shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University not otherwise provided for. Powers and functions of Executive Council.

(2) Subject to the provisions of this Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—

(i) to create teaching and other academic posts including Chairs, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff:

Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council;

(ii) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff including Chairs, as may be necessary, on the recommendation of

the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;

(iii) to promote inter-facial research by making joint appointments of teaching staff in different Schools, Departments and Centres;

(iv) to create administrative, ministerial and other necessary posts and to define their duties and conditions of their service and to make appointments thereto in the manner prescribed by the Ordinances;

(v) to grant leave of absence to any officer of the University other than the Chancellor and the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;

(vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;

(vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;

(viii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;

(ix) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time, as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;

(x) to transfer or accept transfers of any movable or immovable property on behalf of the University;

(xi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;

(xii) to enter into, vary, carry out and cancel contracts on behalf of the University;

(xiii) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;

(xiv) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;

(xv) to select a common seal for the University and provide for the use of such seal;

(xvi) to make such special arrangements as may be necessary for the residence of women students;

(xvii) to institute fellowships, scholarships, studentships, medals and prizes;

(xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;

(xix) to enter into partnership with industry and non-governmental agencies for the advancement of knowledge and establish a corpus of funds out of the profits of such partnership; and

(xx) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes.

13. Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council.

Quorum of meeting of Academic Council.

14. Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:—

Powers and functions of Academic Council.

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards;

(b) to bring about and promote inter-School co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;

(c) to consider matters of general academic interest either on its own initiative, or on a reference by a School or the Executive Council, and to take appropriate action thereon; and

(d) to frame such Regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

15. (1) The University shall have such Schools of Studies as may be specified in the Statutes.

Schools of Studies and Departments.

(2) Every School shall have a School Board and the members of the first School Board shall be nominated by the Executive Council for a period of three years.

(3) The composition, powers and functions of a School Board shall be prescribed by the Ordinances.

(4) The conduct of the meetings of a School Board and the quorum required for such meetings shall be prescribed by the Ordinances.

(5) (a) Every School shall consist of such Departments as may be assigned to it by the Ordinances:

Provided that the Executive Council may, on the recommendation of the Academic Council, establish Centres of Studies to which may be assigned such teachers of the University as the Executive Council may consider necessary.

(b) Each Department shall consist of the following members, namely:—

(i) teachers of the Department;

(ii) persons conducting research in the Department;

(iii) Dean of the School;

(iv) Honorary Professors, if any, attached to the Department; and

(v) such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

16. (1) Each Department shall have a Board of Studies.

Board of Studies

(2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

(3) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances—

(a) courses of studies and appointment of examiners for courses, but excluding research degrees;

(b) appointment of supervisors for research; and

(c) measures for the improvement of the standard of teaching and research:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.

Finance
Committee.

17. (1) The Finance Committee shall consist of the following members, namely:—

(i) the Vice-Chancellor;

(ii) the Pro-Vice-Chancellor;

(iii) one person to be nominated by the Court;

(iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and

(v) three persons to be nominated by the Visitor.

(2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

(3) All the members of the Finance Committee, other than *ex officio* members, shall hold office for a term of three years.

(4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

(5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.

(6) All proposals relating to creation of posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

(7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.

(8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

Selection
Committees.

18. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principals of Colleges and Institutions maintained by the University.

(2) The Selection Committee for appointment to the posts specified in Column 1 of the Table below shall consist of the Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in Column 2 of the said Table:

TABLE

1	2
Professor	<p>(i) The Dean of the School.</p> <p>(ii) The Head of the Department, if he is a Professor.</p> <p>(iii) Three persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor will be concerned.</p>
Associate Professor/ Assistant Professor	<p>(i) The Head of the Department.</p> <p>(ii) One Professor nominated by the Vice-Chancellor.</p> <p>(iii) Two persons not in the service of the University, nominated by the Executive Council, out of a panel of names recommended by the Academic Council for their special knowledge of, or interest in, the subject with which the Associate Professor or Assistant Professor will be concerned.</p>
Registrar/Finance Officer/ Controller of Examinations	<p>(i) Two members of the Executive Council nominated by it.</p> <p>(ii) One person not in the service of the University nominated by the Executive Council.</p>
Librarian	<p>(i) Two persons not in the service of the University who have special knowledge of the subject of the Library Science or Library Administration nominated by the Executive Council.</p> <p>(ii) One person not in the service of the University nominated by the Executive Council.</p>
Principal of College or Institution maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of, or interest in, a subject in which instruction is being provided by the College or Institution.

Note 1. — Where the appointment is being made for an inter-disciplinary project, the head of the project shall be deemed to be the Head of the Department concerned.

Note 2. — The Professor to be nominated by the Vice-Chancellor shall be a Professor concerned with the speciality for which the selection is being made and the Vice-Chancellor shall consult the Head of the Department and the Dean of School before nominating the Professor.

(3) The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, shall convene and preside at the meeting of the Selection Committee:

Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council:

Provided further that the proceedings of the Selection Committee shall not be valid unless,—

(a) where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and

(b) where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.

(4) The procedure to be followed by the Selection Committee shall be laid down in the Ordinances.

(5) If the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.

(6) Appointments to temporary posts shall be made in the manner indicated below:—

(i) If the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

(ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor.

Provided further that in the case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

(iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment, unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

Special mode of appointment.

19. (1) Notwithstanding anything contained in Statute 18, the Executive Council may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post:

Provided that the Executive Council may also create supernumerary posts for a specified period for appointment of such persons:

Provided further that the number of supernumerary posts so created should not exceed five per cent. of the total posts in the University.

(2) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.

20. The Executive Council may appoint a person selected in accordance with the procedure laid down in Statute 18 for a fixed tenure on such terms and conditions as it deems fit.

Appointment for fixed tenure.

21. (1) An authority of the University may appoint as many standing or special Committees as it may deem fit, and may appoint to such Committees persons who are not members of such authority.

Committees.

(2) A Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

22. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Terms and conditions of service and code of conduct of teachers, etc.

(2) The emoluments of members of the academic staff shall be such as may be prescribed by the Ordinances.

(3) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.

(4) A copy of every contract referred to in clause (3) shall be deposited with the Registrar.

23. (1) All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

Terms and conditions of service and code of conduct of other employees.

(2) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be prescribed by the Ordinances.

24. (1) Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principles as the Executive Council may, from time to time, prescribe.

Seniority list.

(2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).

(3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

25. (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or a member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Removal of employees of University.

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

(2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority in respect of other employees, shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on grounds of misconduct.

(3) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.

(4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

(6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign—

(a) if he is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three months' salary in lieu thereof;

(b) if he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be.

Honorary
degrees.

26. (1) The Executive Council may, on the recommendation of the Academic Council and by a 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 motion, make such proposals.

(2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

Withdrawal of
degrees, etc.

27. The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice as to why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

Maintenance
of discipline
amongst
students of
University.

28. (1) All powers relating to the maintenance of discipline and disciplinary action in relation to the students of the University shall vest in the Vice-Chancellor.

(2) There shall be a Proctor of the University to assist the Vice-Chancellor in the exercise of the powers referred to in clause (1), who shall be appointed by the Executive

Council from amongst the Professors and Associate Professors in the manner prescribed by the Ordinances.

(3) The Vice-Chancellor may delegate all or any of the powers referred to in clause (1), as he deems proper, to the Proctor and to such other officers as he may specify in this behalf.

(4) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of such powers, by order, direct that any student or students be expelled or rusticated, for a specified period, or be not admitted to a course or courses of study in a College, Institution or Department or a School of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be withheld or cancelled.

(5) The Principals of Colleges, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Schools and teaching Departments in the University, as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching Departments.

(6) Without prejudice to the powers of the Vice-Chancellor and the Principals and other persons specified in clause (5), detailed rules of discipline and proper conduct shall be made by the University and the Principals of Colleges, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make such supplementary rules as they deem necessary for the purposes stated therein.

(7) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

29. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances. Convocations.

30. Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting. Acting Chairman of meetings.

31. Any member, other than an *ex officio* member of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar. Resignation.

32. (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or for being appointed as, and for being, an officer, of the University if— Disqualification.

(i) he is of unsound mind; or

(ii) he is an undischarged insolvent; or

(iii) he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

Residence
condition for
membership
and office

33. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

Membership of
authorities by
virtue of
membership of
other bodies.

34. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni
Association.

35. (1) There shall be an Alumni Association for the University.

(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.

(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students
Council.

36. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of—

(i) the Dean of Students' Welfare who shall be the Chairman of the Students' Council;

(ii) twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extra-curricular activities; and

(iii) twenty students to be elected by the students as their representatives:

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

(2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

(3) The Students' Council shall meet at least twice in every academic year and the first meeting of the Council be held in the beginning of the academic session.

Ordinances,
how to be
made.

37. (1) The first Ordinances made under sub-section (2) of section 28 may be amended, repealed or added to at any time by the Executive Council in the manner specified in the following sub-clauses.

(2) No Ordinances in respect of the matters enumerated in sub-section (1) of section 28 of this Act shall be made by the Executive Council unless a draft of such Ordinances has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinances proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinances proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic

Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinances made by the Executive Council shall come into effect immediately.

(6) Every Ordinances made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption.

(7) The Visitor shall have the power to direct the University to suspend the operation of any Ordinances.

(8) The Visitor shall inform the Executive Council about his objection to the Ordinances referred to in clause (7) and may, after receiving the comments of the University, either withdraw the order suspending the Ordinances or disallow the Ordinances, and his decision shall be final.

38. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances for the following matters, namely:— Regulations.

(i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

(ii) providing for all matters which are required by this Act, the Statutes or the Ordinances to be prescribed by Regulations; and

(iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

39. Subject to the provisions of this Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers. Delegation of Powers.

V. K. BHASIN,
Additional Secretary to the Govt. of India.

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳು ಮತ್ತು ಶಾಸನ ರಚನೆ ಸಚಿವಾಲಯ

ಅಧಿಸೂಚನೆ

(ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ ದಿನಾಂಕ: ಫೆಬ್ರವರಿ 11, 2010 ಭಾಗ-4 ಪುಟಸಂಖ್ಯೆ:9-10)

ಸಂಖ್ಯೆ ಸಂವ್ಯಾಜ 2 ಕೇಶಾಪ್ರ 2010, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 22ನೇ ಜನವರಿ, 2010

2009ನೇ ಸಾಲಿನ ಡಿಸೆಂಬರ್ 23ನೇ ದಿನಾಂಕದ ಭಾರತ ಸರ್ಕಾರದ ಗೆಜೆಟಿನ ವಿಶೇಷ ಸಂಚಿಕೆಯ ಭಾಗ-II ಸೆಕ್ಷನ್ (i)ರಲ್ಲಿ ಪ್ರಕಟವಾದ ಈ ಕೆಳಕಂಡ The Central Universities (Amendment) Act, 2009 (Act No. 38 of 2009) ಅನ್ನು ಸಾರ್ವಜನಿಕರ ಮಾಹಿತಿಗಾಗಿ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರದಲ್ಲಿ ಮರು ಪ್ರಕಟಿಸಲಾಗಿದೆ.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd December, 2009/Pausa 2, 1931 (Saka)

The following Act of Parliament received the assent of the President on the 22nd December, 2009, and is hereby published for general information:-

THE CENTRAL UNIVERSITIES (AMENDMENT), ACT, 2009

No. 38 OF 2009

[22nd December, 2009]

An Act to amend the Central Universities Act, 2009

BE it enacted by Parliament in the Sixtieth Year of the Republic of India as follows:

1. **Short title and commencement:** (1) This Act may be called the Central Universities (Amendment) Act, 2009.

(2) It shall be deemed to have come into force on the 20th day of October, 2009

2. **Insertion of section 3A:** After section 3 of the Central Universities Act, 2009 (25 of 2009) (hereinafter referred to as the principal Act), the following section shall be inserted, namely:

“3A. **Special provision with respect to the State of Jammu and Kashmir:** (1) The Central University of Jammu and Kashmir established under sub-section (4) of section 3 shall be known as the Central University of Kashmir and its territorial jurisdiction shall be limited to the Kashmir Division of the State of Jammu and Kashmir

(2) There shall be established a university, which shall be a body corporate, to be known as the Central University of Jammu having its territorial jurisdiction extending to the Jammu Division of the State of Jammu and Kashmir.

(3) All assets and liabilities of the Central University of Jammu and Kashmir in respect of the territory of Jammu Division of the State of Jammu and Kashmir shall stand transferred to be the assets and liabilities of the Central University of Jammu

(4) Anything done or any action taken by the University of Jammu and Kashmir in respect of the territory of Jammu Division of the State of Jammu and Kashmir shall be deemed to have been done or taken by the Central University of Jammu.

(5) Any suit or legal proceedings instituted or continued by or against the Central University of Jammu and Kashmir in respect of the territory of Jammu Division of the State of Jammu and

Kashmir shall be deemed to have been instituted or continued by or against the Central University of Jammu",

3. **Amendment of the First Schedule to the principal Act:** In the First Schedule to the principal Act, for serial number 5 and the corresponding entries against, it, the following serial numbers and entries shall be substituted, namely:

5.	Jammu and Kashmir	Central University of Kashmir Division of the State of Kashmir
5A	Jammu and Kashmir	Central University of Jammu Division of the State of Jammu and Kashmir"

4. **Repeal and saving:** (1) The Central Universities (Amendment) Ordinance, 2009, (Ord 8 of 2009) is hereby repealed.

(2) Notwithstanding the repeal of the Central Universities (Amendment) Ordinance, 2009 (Ord 8 of 2009) anything done or any action taken under the principal Act, as amended by the said Ordinance, shall be deemed to have been done or taken under the principal Act, as amended by this Act.

V.K. BHASIN,

Secy to the Govt. of India

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ ಮತ್ತು ಅವರ
ಹೆಸರಿನಲ್ಲಿ,

ಆರ್. ಆಂಜಿನಿ

ಪಿ.ಆರ್. 4

ಸಹಾಯಕ ಪ್ರಾರೂಪಕಾರ ಮತ್ತು ಪದನಿಮಿತ್ತ

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,

ಸಂಸದೀಯ ವ್ಯವಹಾರಗಳು ಮತ್ತು ಶಾಸನ ರಚನೆ ಇಲಾಖೆ.

Seen & filed

(06)

No.F.42-26/2009-Desk (U)
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 12th April, 2010.

To

The Vice-Chancellor,
Central University of Karnataka,
2nd Floor, Karya Saudha,
Gulbarga University,
Gulbarga - 585 106.

Subject: New Central Universities – Amendment to Statute 11 relating to the quorum for the meeting of the Executive Council.

Sir,

I am directed to refer to your letter No.CUK/VCPS/2009-10/373 dated 5.10.2009 on the above subject and to say that with a view to making it applicable to all Central Universities established under the Central Universities Act, 2009, the President, in her capacity as the Visitor of Central Universities, in exercise of the powers vested in her under section 27(5) of the said Act, has been pleased to amend Statute 11 of the Statutes of the said Universities to add the following proviso thereunder:

"Provided that for a meeting of the first Executive Council constituted under the transitional provision of section 44 of the Act, five members shall form a quorum."

2. It is requested that the amendment may be published in the Official Gazette and 100 copies of the relevant Gazette notification be sent to this Ministry at the earliest for laying before the two Houses of Parliament in terms of the provisions of section 43 of the Central Universities Act, 2009.

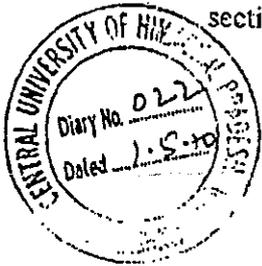
Yours faithfully,

S.S. Mahlawat

(S.S. Mahlawat)

Under Secretary to the Government of India

Copy to the Vice-Chancellors of all other Central Universities established under the Central Universities Act, 2009. (List attached).



M. S. Mahlawat

(S.S. Mahlawat)

Under Secretary to the Government of India

KIND ATTN: PROF. RAJ KAN

No.F.52-3/11-Desk (U)
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 19th August, 2011

To,
The Vice-Chancellors of all 16 New Central Universities

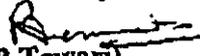
Subject: - Composition of the Selection Committee for appointment in various positions -Amendment to the Statutes 18 (2) -reg

Sir,

I am directed to refer to the above subject and to say that the President, in her capacity as the Visitor of Central Universities, in exercise of the powers vested in her under section 27(5) of the Central Universities Act, 2009, has been pleased to assent to the amendment/additions to Statute 18(2) of the Statutes of the Universities established under the said Act as under:

"The Selection Committee for the post of Professor, Associate and Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principal of College or Institution maintained by the University shall be constituted as per the extant UGC regulations on the subject".

Yours faithfully,


(R.P. Tewari)

Under Secretary to the Government of India

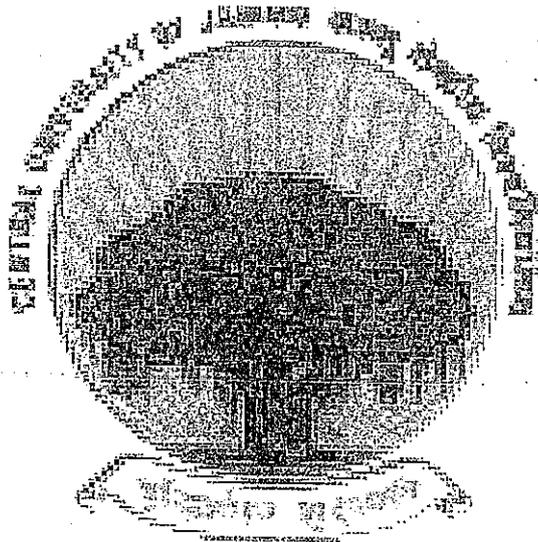
Copy for information to :

- (1) All other Vice-Chancellors Central Universities (except 16 New Central Universities).
- (2) Joint Secretary (CU), UGC, New Delhi


(R.P. Tewari)

Under Secretary to the Government of India

Central University of Jammu



PART- B

ORDINANCES GOVERNING ACADEMIC AND ADMINISTRATIVE MATTERS

(AS ADOPTED BY THE EXECUTIVE COUNCIL)

CENTRAL UNIVERSITY OF JAMMU

ORDINANCES

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ORDINANCE No. 1

governing

Departments of Studies

(The Central Universities Act, 2009: Section 26(k) and Statute 15(5)(a))

1. The Central University of Jammu shall have the Departments of Studies and Colleges in the respective Schools, as listed in Schedule I of this Ordinance.
2. The Executive Council, on the recommendation of the Academic Council, may add such Department(s) to the list in Schedule I as it may deem proper, from time to time.
3. Such Departments as decided by the Executive Council, on the recommendation of the Academic Council, may be established in a phased manner.
4. This shall be deemed to have come into force with effect from 27th August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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(See Clause 1 of Ordinance No. 1)

SCHEDULE-I

1. ✓ **School of Business Studies**
 - Department of Business and Financial Studies
 - ✓ Department of Human Resource Management & Organizational Behaviour
 - Department of Production & Operational Management
 - Department of Management Studies
 - Department of Marketing and Supply Chain Management
 - ✓ Department of Tourism & Travel Management
 - Department of Hotel & Hospitality Management
 - Department of Event, Trade & Exhibition Management

2. **School of Knowledge Management, Information and Media Studies**
 - Department of Library & Information Science
 - Department of Mass communication & New Media
 - Department of Communication Management & Advertising

3. ✓ **School of Basic and Applied Sciences**
 - Department of Geology
 - Department Geography
 - Department of Atmospheric & Planetary Sciences
 - Department of Physics & Astronomical Sciences
 - Department of Chemistry & Chemical Sciences
 - ✓ Department of Nano Sciences & Materials
 - Department of Mathematics
 - Department of Statistics
 - Department of Computer Sciences and Information Technology

4. ✓ **School of Education**
 - ✓ Department of Educational Studies
 - Department of Special Education
 - Department of Physical Education

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5. ✓ **School of Humanities and Social Sciences** ✓

- Department of Philosophy
- Department of Comparative Religions & Civilizations
- Department of History, Culture & Archaeology
- Department of Museology
- Department of Economics ✓
- Department of Political Science
- Department of Public Policy and Public Administration ✓
- Department of Sociology and Social Work
- Department of Psychology & Behavioural Sciences
- Department of International Relations

6. ✓ **School of Languages**

- Department of English ✓
- Department of Foreign Languages
- Department of Hindi & Other Indian Languages
- Department of Sanskrit
- Department of Dogri and other Native Languages

7. **School of Law**

- Department of Law

8. **School of Visual and Performing Arts**

- Department of Fine Arts
- Department of Performing Art
- Department of Indian Theatre
- Department of Music and Musicology

9.  **School of Medical & Allied Sciences**

- College of Medical Sciences
- College of Dental Science
- College of AYUSH Studies
- College of Nursing
- College of Physiotherapy
- College of Pharmaceutical Sciences
- College of Institutional Management and Dietics
- College for Radiation Biology

10. **School of Engineering Sciences & Technology**
- Department of Civil & Environmental Engineering
 - Department of Electrical Engineering
 - Department of Energy Technology
 - Department of Electronics & Communication Engineering
 - Department of Mechanical Engineering
 - Department of Aerospace Engineering
 - Department of Chemical Engineering & Chemical Technology
 - Department of Computer Engineering & Robotics
 - Department of Metallurgy & Mining Engineering
 - Department of Pharmaceutical Technology
 - Department of Production Engineering
 - Department of Architecture
 - Department of Food Processing and Food Technology
11. ✓ **School of Life Sciences** ✓
- Department of Animal Sciences and Wild Life
 - Department of Plant Sciences
 - Department of Microbiology
 - Department of Biochemistry & Molecular Biology
 - Department of Structural Biology
 - Department of Environmental Sciences ✓
 - Department of Aquaculture and Fisheries
 - Department of Bio-technology & Genomics
12. ✓ **School of National Security Studies**
- Department of Internal Security ✓
 - Department of South Asian Studies
 - Department of National Security Studies
 - Department of Western Himalayan Region
13. **School of Vocational Studies**
- Department of Apparel Production & Management
 - Department of Fashion Retail Management & Production
 - Department of Textile Designing
 - Department of Pharmaceutical Sales Management
 - Department of Security Operations & Disaster Management

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CENTRAL UNIVERSITY OF JAMMU

ORDINANCE No. 2 governing

ADMISSION OF STUDENTS TO THE MASTER'S DEGREE PROGRAMMES (The Central Universities Act, 2009 : Section 28(i)(a))

1. General Rules

- a) Nobody shall be denied admission to a programme of study in the University on the basis of sex, caste, creed, race, class, religious belief 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, and marks obtained by a candidate in the qualifying examination as provided in this Ordinance.

Provided that for the academic session 2011-12, admission to the programmes of study shall be made on a composite score of the aggregate marks obtained by a candidate at the qualifying examination and the marks obtained in the concerned subject in Part I, II & III examinations.

In case of a tie, the admission shall be made on the basis of marks obtained by the candidates in the concerned subject in their Part I, II & III examinations taken together at the qualifying examination.

- 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.

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- f) No student pursuing a full time programme of study 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 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.

- (g) Unless otherwise provided, no student pursuing a full time 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 discovered 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 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 programmes of study at Master's Degree level.
- 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.

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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 on the website through advertisements 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 inter alia, 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.	Scheduled Tribe (ST) Category	7.5%
iii.	Other Backward Classes (OBC) Category	27.0%
iv.	Differently Abled Persons	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.

- 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 liable to be rejected.

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 pattern) of a recognized University with 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, Scheduled Tribe and Persons with Disabilities.

7. Criteria for Selection

- a) The admission shall be made strictly on the bases of merit of the Composite Score of the selection criteria in accordance with the preference of the candidate.
- b) The composite score shall be determined as under

Components of the Composite Score	Weightage
Scores obtained in the Admission Entrance Test	70%
Marks in the qualifying degree examination	30%

Tie, if any, shall be resolved on the basis of the score obtained by the candidates in the admission entrance test. If the tie 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 Admission Entrance Test

The components, weightage and 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 components, weightage and syllabus of the test shall be prescribed by the University entrusted with the responsibility of conducting the test in the respective year.

- d) Notwithstanding the above provisions, the University may also admit students, in case of a programme of study where the number of intake is small, on the basis of marks obtained in the qualifying examination. It would be done on the

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recommendation of the Dean of the School concerned, approved by the Vice-Chancellor. In such cases the weightage of different components of selection criteria shall be adjusted accordingly.

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

- a) In a course of study, 15% seats may be filled as supernumerary seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) 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 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 the 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.

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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 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 Controller of Examinations and 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. 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 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.

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- 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 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.

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 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 merit of the composite score;
 - viii) notify the merit list, of the selected candidates, based on composite 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 School comprising (a) the Dean of the School concerned as Chairman, (b) Head of each Department in the School and (c) two nominees of the Vice-Chancellor.

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- (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.

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:

- (a) Vice-Chancellor or his nominee
- (b) Dean of the concerned school
- (c) Head of the Department concerned
- (d) The person appointed by the Vice-Chancellor for conducting the Admission Entrance Test

12. Appellate Committee shall decide the appeal on merit.

13. This shall be deemed to have come into force with effect from 27th August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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Central University of Jammu

Ordinance No. 3

governing

Master's Degree Programmes:

Curriculum and Conditions for Award of Degree

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

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 rote 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. Assessment and evaluation of students shall be based on Total Student Efforts (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the:
 - a. Contact Hours/Organized Classroom Activities;
 - b. Practicals/ Lab Work/ Tutorials/ Teacher-led Activities;
 - c. Individual/ Group Work;
 - d. Obligatory/ Optional Work Placement;
 - e. Literature Survey / Library Work;
 - f. Data Collection / Field Work/ Project Work;
 - g. Papers/ Projects/ Dissertation/ Thesis/ Seminars;
 - h. Assignments/ Quizzes/ Mid-Semester Examinations and
 - i. End-Semester Examination.

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Semester System

4. All programmes of study offered by the University shall be based on the Semester-System. Each Semester shall have a minimum of 90 working days.

Choice Based Credit System (CBCS)

5. All programmes of study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS). For successful completion of a programme of study, a student shall be required to accumulate a total of 80 credits as under:

Course Type	Credits	Contact Hours	Field Work/ Lab work/ Practicals/ Tutorials (hours)	Other work load (hours)	TSE work load (hours)
Department Wide Core Courses	48	480	240	720	1440
Department Wide Electives	16	160	80	240	480
University Wide Electives	16	160	80	240	480
Total	80	800	400	1200	2400

Note: 80 credits shall be equally spread over the four semesters

- ¹ Provided that for a programme of study of three years duration there shall be an increase of 50% in all the components mentioned in the above cited table. In such case, a student shall have to accumulate a total of 120 credits, equally spread over six semesters.
6. In order to enable students to decide their pathways and exercise choice for different courses in each semester, they will be assisted by Faculty Advisor, nominated by the Department, who will guide them in exercising their choice.
7. The School Boards shall specify broad framework, set standards and benchmarks be pre-specifying educational components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

Course Catalogue

8. The nomenclature/ title, educational components, course-requirements including pre-requisites and credits shall be reviewed, regularly updated and specified by the Board of Studies within the broad framework specified by the School Board.

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1. Proviso inserted by clause 1 of (amendment) Ordinance No. 54 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 18.

9. All courses as specified shall be approved by the Academic Council and listed with brief outline in the Course Catalogue.

Course Registration

10. 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.
11. A student may be permitted to change the course(s) wherever feasible, within 7 days from the date of course registration.

Detailed Course Outline

12. 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.
13. 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

14. Credit assigned to a particular course will be decided with due regard to Specified Learning Outcomes, Educational Components and Workload requirements.
15. As a general rule, a course of one credit shall require a work load of thirty hours comprising:
 - i. 10 Hours of Lectures/Organized Classroom Activities/ Contact Hours.
 - ii. 05 Hours of Laboratory Work/Practicals/Field Work/Tutorials/Teacher-led activities.
 - iii. 15 Hours of other workloads such as independent individual/group work; obligatory/optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/ dissertation/ thesis; seminars etc.

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16. ² Individual School/Department may, with the approval of the Vice Chancellor, modify the specified credits, depending upon the specific needs and requirements of a course subject to the condition that a student shall accumulate a minimum of 80 credits in case of a programme of study of two years duration and 120 credits in case of a programme of study of three years duration. One credit course would entail a minimum total student effort/ workload of thirty hours.

Programmes of Study

17. All programmes of study shall be in general adherence 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

18. 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

19. ³A 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 credits or six semesters with minimum 120 credits, as the case may be, and additional credits specified for the purpose by the individual School/ Department.
20. This shall be deemed to have come into force with effect from 27th August, 2011

2. Substituted by clause 2 of (amendment) Ordinance No. 54 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 18.

3. Substituted by clause 3 of (amendment) Ordinance No. 54 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 18.

CENTRAL UNIVERSITY OF JAMMU

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))

Medium of Instruction & Examination

1. The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments of Studies shall be English, except in cases of studies in Languages other than English.
2. Question Papers of all examinations shall be set and answered in English language, 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 Programmes of Studies shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Internal Assessment (CCIA).
5. As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components:
 - 5.1 Continuous Internal Assessment.....25%
 - 5.2 Mid Semester Examination.....25%
 - 5.3 End Semester Examination.....50%
6. 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%.

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7. Detailed distribution and break-up of the Continuous Internal Assessment shall be specified by the teacher concerned in the Detailed Course Outlines for each course taught by him/her during a semester.
8. The question papers for the Mid-Semester Examination shall be as follows:-
- A. In four credit course, the paper shall be of 2 (two) hours duration and shall comprise the following sections:
- 8.1 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);
- 8.2 Section B shall have 5 (Five) Short Answer Questions (SAQ) of 6 (Six) Marks each, out of which the examinees shall be required to attempt any three.(Total 18 Marks);
- 8.3 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 of 1½ hours duration and shall comprise the following:-
- 8.4 Section A shall have 5(Five) objective type questions of one mark each. All questions in this section shall be compulsory (Total 5 marks.)
- 8.5 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)
- 8.6 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)
9. The question papers for the End-Semester Examination shall be as follows:-
- A. In four credit course, the paper shall be of 3 (three) hours duration and shall comprise the following sections:

- 9.1 Section A shall have 10 (Ten) objective type questions (Multiple Choice) of 1 (one) Mark each. All questions in this Section shall be compulsory. (Total 10 Marks)
- 9.2 Section B: shall have 8 (Eight) Short Answer Questions (SAQs) of 6(Six) Marks each, out of which the examinees shall be required to attempt any five questions; (Total 30 Marks)
- 9.3 Section C shall have 5 (Five) Essay/Long Answer Questions (one from each unit with internal choice) of 12 (Twelve) Marks each (Total 60 Marks); Alternatively, if the course so requires, this section may comprise a Case Study of 24 Marks and three questions with internal choice of 12 Marks;
- B. In two credit course, the paper shall be of 2 hours duration and shall comprise the following:-
- 9.4 Section A 10(Ten) objective type questions of one mark each (Total 10 Marks)
- 9.5 Section B shall have 6(Six) short answer questions of 4(Four) marks each out of which examinees shall be required to attempt any 4(Four) (Total 16 marks)
- 9.6 Section C shall have 3(Three) Essay/Long Answer questions (LAQ) (at least one question from each unit) with internal choice of 8(Eight) marks. (Total 24 Marks)

Paper Setting & Evaluation

10. The overall framework of the Comprehensive Continuous Internal Assessment (CCIA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the School Board.
11. Within the overall framework of examination and evaluation as decided by the School Board, the content, format, duration of various components of the CCIA shall be decided by the concerned faculty members and notified to students along with the detailed course outline provided at the commencement of each course.

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12. 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 Examinations, the paper shall be set by an External Examiner to be appointed by the Dean out of the panel, of at least five experts, submitted by the concerned Board of Studies through the Dean, and approved by the Vice-Chancellor.
13. In case of examinations 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.
14. Project work/Project Report/Dissertation/Field Work Report/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 the panel, of at least five experts, submitted by the concerned Board of Studies through the 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.

Guidelines for Paper Setting

15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
17. The question papers for the Mid-Semester and End-Semester Examinations shall be set such as to encompass total course contents covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
18. 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 of the Department at least ten days prior to the commencement of the Mid-Semester Examination.

19. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her;
20. For Mid-Semester Examination the Head of the Department 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 him/her for conduct of examination.
21. 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;
22. 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.
23. 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 and (iii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice-Chancellor for appropriate action in the matter.

Guidelines for Evaluation

24. 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.

- 25. The examiner appointed by the Head of the Department shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examination. The evaluated answer scripts along with the award list shall be returned to the Head of the Department.
- 26. Head of the Department concerned, shall forward to the Controller of Examinations, a consolidated award list of marks/grades 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.
- 27. 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 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.

Declaration of Result

- 28. 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

29. 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 institution/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

30. 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:
- 30.1 Course Credits Registered
 - 30.2 Course Credits Earned.
 - 30.3 Grade.
 - 30.4 Grade Point Average (GPA)
 - 30.5 Cumulative Grade Point Average

Provisional Certificate

31. 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

32. 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.
33. Certificates of all the candidates, who have passed Certificate and Diploma Courses Examinations, shall be signed by the Controller of Examinations.

Duplicate Degree

34. 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

35. Transcripts of marks sheets and other relevant document 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

36. The University shall have a Grading System on a Seven-Point Scale of Evaluation viz. O, A+, A, B+, 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 a course of study. For the 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.

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+	9	Excellent
65 - 69	A	8	Very Good
60 - 64	B+	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

= $\frac{\text{Sum of Grade Point average of the semesters of Master Degree Programme}}{\text{Total Number of Semesters in the Master Degree Programme}}$

For the successful completion of the Master Degree Programme in a Course of Study, a student must secure a CGPA of at least 5.0 point.

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

Attendance

38. 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.

39. 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.
40. 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.
41. 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.
42. 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.
43. Students deputed by the University to take part in the extra 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 & Progression

44. A student shall be required to participate in all the components of Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outlines, failing which he/she shall be deemed to have NOT COMPLETED the course.
45. A student who falls short of attendance or has not completed the course(s), as per Clause 42 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 Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.
46. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "F" Grade.
47. A student who has successfully completed a course with CGPA less than six 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.

48. If a student has been awarded "F" Grade, he/she shall be required to repeat only 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.
49. 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 arrears 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.
50. 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).
51. There shall be no system of compartmental/supplementary examination.
52. 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. 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

53. Unless otherwise required, the University shall dispose of the evaluated answer books by auction after two years of the respective examination is completed. However, the award rolls shall be destroyed three years after the declaration of the results of the respective examinations to which the award rolls pertain.
54. This shall be deemed to have come into force with effect from 27th August, 2011.
(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 5

governing

M. Phil. Programme

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

1. There shall be M. Phil. Programmes in the University viz. Schools, Departments and Centres as determined by the Academic Council of the University. For the Academic session 2011-12, the University shall have M. Phil. Programme only in the Department of English in the School of Humanities and Languages.
2. The objectives of M. Phil. Programme shall be to provide advanced specialized knowledge in a particular area of study and initiation to research. Its components shall be course work including research methodology as well as research work. The course would aim at providing advanced training in inter-disciplinary studies as well as opportunity for undertaking research.
3. The number of seats in M. Phil. Programme in each Department or Centre shall be determined by the Board of Research Studies on the recommendation of Head of the concerned Department/Centre routed through the Dean of the concerned School. For the Academic Session 2011-12, the number of seats in the M. Phil. Programme in English shall be five.

Eligibility Criteria

5. No person with less than 55% marks or equivalent grade points at the Master Degree in the subject concerned shall be eligible for admission to the M. Phil. Programme in the University. Provided that 5% relaxation in the qualifying marks shall be given to Scheduled Caste, Scheduled Tribe candidates and Persons with Disabilities.

Course Credit

6. M. Phil. Programme shall be a 2-semester programme carrying 40 credits. First Semester shall comprise four courses including a course on Research Methodology. The dissertation shall be taken up in the Second Semester. For completion of the M. Phil. Programme leading to the award of the M. Phil. degree, a student shall be required to accumulate a total of 40 credits as under:

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- Course work = 20 Credits
- Dissertation = 20 Credits

7. A student admitted to M. Phil. Programme shall be required to take up four courses of study in the First Semester and dissertation in the Second Semester. Each course of study shall carry 100 marks and the dissertation shall carry 400 marks out of which 100 marks shall be reserved for Viva-Voce examination.

Provided that in the subjects included in the Schools of Science, there shall be only two courses of study in the First Semester and dissertation (including practical work) spread over First and Second Semesters. Each course of study shall carry 100 marks and dissertation 600 marks out of which 100 marks be reserved for its Viva-Voce.

8. Admission to the M. Phil. Programmes shall be on the basis of an **All India Entrance Test** conducted by the University separately or combined with any other University or Universities.

Selection Criteria for Admissions

9. Admission to M. Phil. Programmes shall be on the basis of score obtained in Admission Entrance Test (AET), qualifying examination and interview as mentioned below:

Sr. No.	Components of the Composite Score	Weightage
1)	Scores obtained in Admission Entrance Test (AET)	50%
2)	Percentage of Marks in PG degree	40%
3)	Interview	10%
	Total	100%

8.1 The JRF/NET/SLET/SET qualified candidates shall be exempted from AET for admission to M. Phil. Programmes. For the purpose of calculating composite score, the 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.

8.2 Subject to the fulfillment of the minimum eligibility conditions for admission to M. Phil. Programmes, 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.

- 8.3 Subject to the minimum of cut off marks as prescribed by the School Board from time to time, candidates equivalent to three times the number of seats shall be called for personal interview (PI) strictly on the basis of merit of Admission Entrance Test. The Admission Committee shall conduct personal interview of the candidates for admission to M. Phil. Programme.

Components of Admission Entrance Test

10. The components of Admission Entrance Test shall be prescribed by the Board of Research Studies from time to time. However, for admission to M. Phil. Programme in English for the academic session 2011-12, the test components shall be as under:

Broadly, aptitude based test comprising 180 Multiple- Choice Questions (MCQs) of 3 Hours duration, shall have the following components:

- 9.1 **Verbal Ability:** This section Intends to test the candidates' understanding of the basic rules of grammar and English usage and will cover Pronouns, Misplaced Modifiers, Subject-Verb agreement, Parallel Construction, Verbs, Quantifiers, Comparatives and Idiomatic Expression, Vocabulary, Synonyms and Antonyms and Sentence completion.
- 9.2 **Critical Reasoning:** This Section Intends to assess aspirants' ability to analyse arguments, find underlying assumptions, discern flaws in arguments and ascertain their validity and also to assess aspirants' ability to critically evaluate statements and situations. The questions in this part shall be based on short passages.
- 9.3 **Reading Comprehension:** Intended to assess candidates' ability to understand and analyze information presented in text and also to assess aspirants' ability to apply concepts and information presented in a passage to parallel situations, in this part, candidates shall be provided one or more passages accompanied by sets of questions.
- 9.4 **Quantitative Aptitude and Numerical Ability:** This section is intended to assess the quantitative aptitudes of the applicants to evaluate their understanding and ability to apply the knowledge of basic mathematical concepts. This section shall have questions pertaining to functions, algebra, coordinate system, inequalities, time, speed, distance, ratios and proportions, sets, profit and loss,

simple and compound interest and elementary statistics central tendency, dispersion, probability etc.

9.5 **Data Analysis and Data Sufficiency:** Intended to measure candidates' ability to analyze a situation and make decisions based on available data, this section shall have questions based on data given either in a tabular form or in the form of diagrams of different types, this section shall comprise questions based on graphs, tables, bar charts etc.

9.6 **Reasoning and General Intelligence:** Intended to assess aspirants' ability and capacity to draw inferences from various given situations and their ability to use logic and general intelligence, this section will have questions that will require aspirants to use logic to draw inferences and make effective decisions.

Note: There shall be no negative marking in the AET for M. Phil. Programmes.

Admission

11. Admission to M. Phil. Programmes in different Departments/Centres concerned shall be made by the Admission Committee comprising the following:-

- | | |
|---|----------|
| 1. Head of the Department/ Centre concerned | Chairman |
| 2. Nominee of the Vice-Chancellor | Member |
| 3. Nominee of the Dean of School | Member |
| 4. Two teachers of the Department
nominated by the Head of the
Department on rotation basis | Members |
- Majority shall form the quorum**

Reservation

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

- | | |
|--|-------|
| i. Scheduled Caste (SC) Category | 15.0% |
| ii. Scheduled Tribe (ST) Category | 7.5% |
| iii. Other Backward Classes (OBC) Category | 27.0% |
| iv. Persons with Disabilities (PWD) | 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.

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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.

- 11.1 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- 11.2 Application Form of a candidate for the reserved category must be submitted along with the Caste/Tribe/Non-creamy layer certificate issued by the competent authority as per the prescribed proforma.
- 11.3 Application Form received without the required certificate(s) shall be rejected.
- 11.4 If a candidate in the 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.

12. Admission to M. Phil. Programmes shall be approved by the Dean of the School concerned.

After completion of admission the Head of the Department/Centre 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. Admission to the M. Phil. Programme shall be followed by an interview to be organized by the Department/Centre concerned. At the time of interview, the candidates are expected to discuss their areas of research.
 14. Admission of the candidates to the M. Phil. Programme shall be subject to their conduct having been certified to be satisfactory during their studies in the Master Degree Programme and in case of more than six months have elapsed from the termination of the Master Degree Programme, from a Gazetted Officer or Magistrate First Class.
- School Board**
15. The M. Phil. Programme in a Department/Centre of Study 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 Programme on the recommendations of the Board of Studies:

- a) Draw up details of the courses;
 - b) Appoint Supervisor to guide and supervise dissertation work of a student;
 - c) Approve topics for dissertation;
 - d) Appoint examiners for the evaluation of dissertations and Conduct of Viva-voce examinations;
 - e) Recommend the award or otherwise of M. Phil. 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 the student remains absent without permission of the Head of the Department/Centre for a period of thirty days continuously.

Minimum Attendance

18. 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.
19. 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 following the prescribed procedure.

Examination

20. 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 the assessment and maintenance of record shall be determined by the Board of studies.
21. The question paper for the examination in each course shall be drawn by the faculty member who conducted the course. The evaluation will be done by the internal examiner to be appointed by the School Board. The evaluation of the answer script/s has to be completed within fifteen days of the termination of the examination and awards be forwarded to the Controller of Examinations for declaration of the result.
22. 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 paper(s)/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 terms failing which his/her candidature to M. Phil Programme/examination shall stand cancelled.

23. 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 M. Phil Programme.

Assigning the Supervisor

24. After completion of the course work, the School Board concerned, on the recommendations of the Board of Studies, shall appoint a member of the Faculty of the Department/Centre as a supervisor to guide and supervise the work of the student. Provided that in case of School of Science, the supervisor may be appointed simultaneously with the course work of First Semester. If a situation so warrants, the School Board may appoint Co-Supervisor/s in any particular case from within or outside the University.

25. The School Board may authorize apart from Professor and Associate Professor, an Assistant Professor of this University who has Ph. D degree and at least two year's research/PG teaching experience, to guide and supervise M. Phil. Dissertation work.

Provided that in case a supervisor, under whose guidance and supervision dissertation 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.

26. A supervisor shall not have more than five M. Phil. students working under his/her supervision at any given time.

Submission of Dissertation

27. M. Phil dissertation shall be submitted in the Department for onward transmission to the Controller of Examinations only when the Supervisor is satisfied that the dissertation is worthy of consideration in partial fulfillment of the requirements for the award of M. Phil. Degree. The student may incorporate in his dissertation the contents of any work which may have been published by him on the subject and will inform the examiner having done so.

28. A student shall submit his/her dissertation within thirty days from the date of end of the second semester of the M. Phil. Programme. The Board of Studies may in exceptional cases extend this period by fifteen days; failing which he/she shall not be allowed to submit his/her dissertation unless he/she re-registers himself/herself

in the second semester of the next following session after payment of a fee of Rs. 1000/-. This concession may be available only once and thereafter, his/her candidature to M. Phil. Programme shall stand cancelled.

29. The dissertation must be accompanied by a certificate from the supervisor as to the following:-
- I. That the dissertation 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 seminars/group discussions in the Department/Centre concerned.
30. Prior to submission of the dissertation, 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 dissertation under the advice of the supervisor.
31. The student shall submit two type-written or printed copies of the dissertation on a paper of 28 cms x 21 cms within 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 author, the supervisor and title on the cover page.
- The Examiner's views and recommended changes, if any, be incorporated and the final hard-bound two copies should be handed over to the Head of the Department/Centre to be forwarded to the Controller of Examinations along with the Viva-voce report.
32. The dissertation shall be submitted in English provided that in case of the subject of the Indian Classical or Modern Indian Languages, the dissertation may be written either in English or in the Classical Language concerned or Modern Indian Language.
33. The dissertation shall be evaluated by an external examiner to be appointed by the Dean out of the panel submitted by the Board of Studies on the recommendation of the supervisor concerned. The supervisor shall be the internal examiner
34. The examiner shall evaluate the dissertation in terms of marks and place him/her in the appropriate letter grade.
35. Viva-voce examination shall be compulsory component of M. Phil. Programme and shall be conducted by a committee consisting of the following:
1. Head of the Department concerned

2. The External Examiner who examined the thesis. In case of his/her non-availability any other examiner to be appointed by the Dean of the School, and
 3. The supervisor.
36. The School Board after consideration of evaluation of course work, dissertation and performance of the candidate in viva-voce examination shall recommend, to the Academic Council, the award of M. Phil degree.
37. Subject to the provision of these Ordinances, the Controller of Examinations shall publish the results on receipt of the decision of the School Board concerned 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 these Ordinances.
38. 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.
39. 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.
- 40. Grading System**
The University shall have a **Grading System** on a **Seven-Point Scale of Evaluation viz. O, A⁺, A, B⁺, 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 semesters of M. Phil Programme **Cummulative 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 ⁺	9	Excellent
65 - 69	A	8	Very Good
60 - 64	B ⁺	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:-

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

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 \times Grade Point in the paper/course

CGPA = Cumulative Grade Point Average

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

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

41. 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.
42. Following the successful completion of the evaluation and announcement of the award of M. Phil, 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.

43. This shall be deemed to have come into force with effect from 27th August, 2011.

FEE STRUCTURE

44. Fees as prescribed from time to time by the Ordinances shall be charged from a student admitted to M. Phil Programme. Provided that for the academic session 2011-12, following fees is prescribed:-

1.	Admission Fee	1000.00
2.	Registration Fee	200.00
3.	Tuition Fee	2000.00
4.	Examination Fee	1500.00
5.	Computer & Internet Fee	1000.00
6.	Sports Fee	100.00
7.	Students Welfare Fee	100.00
8.	Medical & Healthcare	100.00
9.	Library Security Deposit (Refundable)	5000.00
10.	Library Fee	500.00
11.	IQAC	100.00
12.	Alumni Membership	100.00
13.	Campus Development	1000.00
14.	Identity Card	50.00
15.	Cultural Activities	100.00
16.	Magazine Fee	100.00
17.	Local Picnic	200.00
18.	Dissertation Work	1000.00
19.	Examination Fee for Re-appear in one paper/course	1000.00
20.	Examination Fee for Re-appear in more than one paper/course	1500.00

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

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. programmes 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. programmes 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 recommendation 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 at the Master's 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, Scheduled Tribe and persons with Disabilities candidates.

¹ 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.

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1. Proviso inserted by clause 1 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

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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. ² 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 the Composite Score	Weightage
1)	Score obtained in Admission Entrance Test (AET)	60%
2)	Percentage of marks in the PG degree	30%
3)	Interview	10%
	Total	100%

- 7.1 ² 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.

2. Substituted by clause 2 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

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 Programmes for SC, ST, OBC and persons with Disabilities in the following manner:
- | | |
|--|-------|
| I. Scheduled Caste (SC) Category | 15.0% |
| II. Scheduled Tribe (ST) Category | 7.5% |
| III. Other Backward Classes (OBC) Category | 27.0% |
| IV. 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 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/Centers 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 admissions 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. programmes. 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 ³ (i) Subject to the minimum cut off marks candidates equivalent to three times the number of seats shall be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.

(ii) Interview shall be organized by the Department/Centre concerned and conducted by AC 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.

3. Substituted by clause 3 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

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 script/s has to be completed within fifteen days of the

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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 student(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.

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- 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 will inform the examiner having done so.
- 29 A student shall submit his/her M. Phil. thesis within the stipulated period (before the end of the 3rd semester). The Board of Studies may in exceptional cases extend this period by one month failing which he/she shall not be allowed to submit his/her thesis unless he/she re-registers himself/herself in the second semester of the next following session after payment of the prescribed fee. 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 discussions 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.

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- 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 recommendation 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

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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⁺, A, B⁺, 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 **Cummulative 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 ⁺	9	Excellent
65-69	A	8	Very Good
60-64	B ⁺	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

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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 = Cummulative Grade Point Average

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$$\frac{\text{Sum of Grade Point average of the semesters of M.Phil Programme}}{\text{Total Number of Semesters in the M. Phil Programme}}$$

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 recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration. 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;

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- 45 . After grant of registration, the 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 may be paper 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 Language/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.

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- 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 it 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.

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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.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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Central University of Jammu

Ordinance No. 6 A*

governing

Part-time Ph.D. Programme for in-service Academic and Administrative Personnel.

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

1. There shall be a part-time Ph.D. programme leading to the Ph.D. degree for in-service academic and administrative personnel in the programmes of studies as determined by the Academic Council on the recommendations of the concerned School Board.
2. The object of the programme shall be to encourage in service personnel (academic and administrative) to undertake research and enrich the subjects of their concerns through inputs of their academic attainments and professional experiences.

Eligibility

3. Candidates seeking admission to a part-time Ph.D. programme shall fulfill the eligibility conditions laid down under Clause 5 of Ordinance No. 6 of the Central University of Jammu, with the proviso that it will not be necessary for the person seeking admission to the part-time Ph.D. Programme to pass the All India Admission Entrance Test as given in Clause 6 of Ordinance No. 6, nevertheless qualifying in the entrance test conducted by the concerned School shall be a pre-condition for admission to the course. The School Board shall prescribe the mechanism and procedure for the test with the approval of the Vice Chancellor [.....]¹.
4. Candidates seeking admission to part-time Ph.D. programme shall have minimum experience of 10 years in the service of Central or State Government, or Defence/Paramilitary forces or Central/State Universities.

Provided that for Candidates employed as teachers in Higher Education institutions, a minimum of 2 years of regular service is essential.

* Resolution No17, Executive Council Meeting dated 02-12-2013.

1. Omitted by (Amendment) Ordinance No 56, clause 1, approved vide resolution No. 6, Executive Council Meeting dated 03.05.2014.

5. The scholars shall ordinarily pursue Ph.D. in the discipline in which one has obtained one's Master's Degree with the proviso that in case of other disciplines considered to be inter-disciplinary, the eligibility criteria shall be post-graduation in any discipline subject to the approval by the School Board.

Admission

6. Admission to the Part-time Ph.D. Programme shall be made by the School Board concerned.
7. Admission of a scholar shall be subject to satisfactory progress as evidenced by half-yearly progress reports to be submitted to the Head of the Department through the Research Supervisor. In case of unsatisfactory performance the Head of the Department shall submit progress report through Doctoral Committee² to the School Board. The School Board may deregister a scholar after giving him/her an opportunity of being heard.
8. Over the entire tenure of his/her Ph.D. Programme, a scholar shall spend a minimum of six months in the University Campus interacting with one's supervisor and other faculty of the School to which he/she has been admitted. This period may be covered over eight semesters with each stay being of at least two weeks including field work, if necessary, with the approval of Doctoral Committee³.

Supervisor and Topics of Research

9. A scholar shall be allotted normally a Research Supervisor of his/her choice willing to accept such scholar, provided that there are vacancies with such Supervisor. In case of no such choice available, the School Board on the recommendations of the Board of Studies concern shall allot a supervisor/co-supervisor⁴ from among the eligible members of the Department or allied sister Department within the School after due consultation.

2. Substituted by clause 4 ibid.

3. Added by clause 2 ibid.

4. Substituted by clause 3 ibid.

10. The number of scholars which an individual supervisor shall supervise shall be in accordance with clause 27 of Ordinance No. 6 of the University.

11. The topic of research chosen by the scholar with the due consent of the Research Supervisor shall be approved by the School Board on the recommendation of the Board of Studies.

Course Work Evaluation Test

12. After completion of one year work, the scholar shall be required to take a test. The pattern, components and mode of evaluation shall be internal and to be decided by the Doctoral Committee. The result, after evaluation, shall be submitted to the Dean of School through Head of the Department⁵.

A scholar who scores a CGPA of at least 5 points shall be deemed to have completed the course work successfully.

Period of Study

13. In case of a scholar admitted for Part-time Ph.D. Programme, the minimum period of requirement for submission of the thesis shall be three and half years.

Provided that a scholar with M.Phil Degree recognized by the University may be allowed to submit his/her thesis after completion of two and half years.

Provided further that the Vice Chancellor on recommendations of Doctoral Committee, in his/her discretion, grant six months relaxation in submission of thesis to a scholar who has published at least two research papers, related to the subject/topic of the doctoral research, in refereed National/ International journals with impact factor⁶.

14. A scholar shall have to submit his or her thesis within five years of admission including half yearly extensions, granted by School Board on recommendations of Doctoral Committee. Failure of submission of thesis within 5 years shall lead to cancellation of admission. However, the scholar will have option to re-register for part-time Ph.D Programme⁷.

5. Substituted by clause 5 ibid.

6. Substituted by clause 7 ibid.

7. Substituted by clause 8 ibid.

Doctoral Committee

15. Doctoral Committee shall comprise the following:-

1. Head of the Department concerned. (Chairperson).
2. One Professor of the Department by rotation in order of seniority.
3. One Associate Professor of the Department by rotation in order of seniority.
4. One Assistant Professor of the Department by rotation in order of seniority.
5. An external expert may be co-opted by Head of the Department, if required.

Term of office of members at ser No 2, 3 and 4 above shall be three⁸ years.

16. The rules relating to submission of thesis, evaluation and matters not covered in this Ordinance will be in accordance with Clauses 48 to 71 of Ordinance No. 6 of the University.

8. Inserted by clause 9 ibid.

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 7

governing

Unfair Means / Misconduct in Examinations

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

1. In this Ordinance, unless the context otherwise requires:
 - a) **Examination** means an examination held by the University and includes Admission Entrance Test.
 - b) **Candidate** means a person appearing, claiming to appear or having appeared in an examination.
 - c) **Examination Discipline Committee** means a committee constituted under the provisions of this Ordinance for scrutiny and disposal of unfair means/misconduct cases in an examination.
 - d) **Examination Hall** means the premises specified by the Controller of Examinations/Dean of a School/Head of a Department for holding an examination.
 - e) **Officer in charge Examination** means the officer in charge of an Examination Hall whether designated as Superintendent or Practical Examiner or otherwise.
 - f) **Year** means an academic year spread over two semesters.
 - g) **Disqualification** means disqualification from appearing or being declared successful in all/any of the examinations of the University.
 - h) **Flying squad** means a flying squad appointed by the University for inspection of an examination.
 - i) **Supervisory staff** means invigilator(s) appointed for the smooth conduct of examination in the Examination Hall.
2. The Officer Incharge Examination or supervisory staff or a member of the flying squad or of any Committee constituted for the purpose may make a search of a candidate's person suspected of having in his/her possession copying material or a lethal weapon or electronic gadget or any other incriminating material and seize it, at any time during the course of examination or even at the entrance of the Examination Hall before the commencement of examination.
3. a) The Officer Incharge Examination shall report to the Controller of Examinations without delay and on the day of occurrence each case where use of unfair means/misconduct in the examination is detected, with full details of

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evidence along with explanation of the candidate concerned, if given by him, on the prescribed form supplied by the Controller of Examinations for the purpose.

b) In case the candidate refuses to give a statement, he/she is not to be forced to do so, only the fact of his/her refusal shall be recorded by the Officer Incharge Examination and attested by two witnesses, out of which at least one should be a member of the supervisory staff on duty at the time of occurrence, on the prescribed form. However, if there are only two members in the supervisory staff, including the Superintendent, then the Assistant Superintendent may be the second witness.

d) A candidate alleged to be guilty of unfair means/misconduct in the examination shall be permitted to answer the remaining part of the question paper on a separate answer book. The answer book in which the unfair means is detected shall be seized by the Officer Incharge Examination, who shall send both the answer scripts to the Controller of Examinations with his report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the Officer Incharge Examination and attested by two other members of the Supervisory Staff on duty. However, if there are only two members in the supervisory staff including Superintendent, then Assistant Superintendent may be the second witness. It shall be conclusive proof of the fact that the candidate was resorting to unfair means.

e) Whenever an unfair means case is suspected or detected by a Coding Officer/ Head/Sub/Single/Practical Examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary inquiry and in case he is satisfied that a *prima facie* case is made out against the candidate, he shall seek his/her explanation and place both the reports and the explanation received, if any, before the Examination Discipline Committee for appropriate action under this Ordinance.

f) In case of general disturbance of the nature of strike/boycott/walkout, etc., by the candidates, Officer Incharge/Overall Incharge/Flying Squad/Inspector/ any other authority or committee appointed for fair conduct of examination, shall make a detailed report concerning the incident to the Controller of Examinations, who, after preliminary inquiry, shall place the matter

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before the Examination Discipline Committee for appropriate action under this Ordinance.

4. **Unfair Means/Misconduct**

A candidate commits unfair means/misconduct in respect of an examination, if he/she:

- a) Occupies a seat not allotted to him/her without prior permission of the Officer Incharge Examination, or changes his/her seat with any other candidate; or
- b) Refuses to obey the orders of the Officer Incharge Examination or anyone concerned with conduct of examination in the examination hall; or
- c) Possesses or keeps accessible in the Examination Hall any paper, book, notes, electronic gadget, or any other incriminating material concerned with or related to the subject of the examination in which he/she is appearing.
Explanation: Incriminating material shall include any mark(s) or impression (s) recorded on any part of the body or apparel of the candidate, or any other thing in possession of the candidate, which can be used as an aid in the subject of examination; or
- d) Gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the Examination Hall in respect of any matter connected with or related to the subject of the examination in which he/she is appearing; or
- e) Copies, or attempts to copy or has copied in the Examination Hall from any paper, book, notes, electronic gadget or any other incriminating material, relevant to the subject of the examination in which he/she is appearing or has appeared as the case may be; or
- f) Makes distinctive mark(s) in the answer book with an intent to disclose his/her identity; or
- g) Appeals to or approaches the Examiner or the Controller of Examinations or any official concerned with the examination, in any manner, himself/herself or through any other person for obtaining any concession or favour in respect of the examination in which he/she is to appear or appearing or has appeared; or makes an appeal to the Examiner in his answer-book or continuation sheet(s); or
- h) During the course of an examination, writes either on any piece of paper/material a question set in the question paper or anything connected with or relating to a question set in the question paper or solution thereof; or
- i) Possesses a solution to a question set in the paper in connivance with any member of the supervisory or menial staff or an outside agency or otherwise; or

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- j) Approaches or influences, directly or indirectly, a member of the Examination Discipline Committee or any University Official regarding his/her unfair means case; or
- k) Misbehaves or creates disturbance of any kind in or around the Examination Hall or organizes a walkout or instigates others to walkout; or
- l) Abets impersonation or attempts to impersonate or impersonates any other candidate in connection with the examination; or
- m) Smuggles in an answer-book or continuation sheet(s), takes out or arranges to send out the question paper, an answer book, or continuation sheet(s) during the course of examination; or replaces the answer book, its inner sheet(s) during or after the examination; or
- n) Uses abusive or indecent marks, caricatures or language in the answer-book or continuation sheet(s); or
- o) Obtains or attempts to obtain admission to an examination on false representation made on his/her admission form or permission slip or forges another person's signature on his/her admission form or permission slip; or
- p) Leaves the examination hall without delivering the answer-book and takes away the same with him/her or intentionally tears off answer script or any part thereof or continuation sheet or part thereof inside or outside the examination hall; or
- q) (i) Threatens, the Officer Incharge Examination or any person on duty in or outside the Examination Hall by words, written or spoken or by signs or visible representations or to cause any injury to him/her or to any of his/her relations with a view to prevent him/her to perform his/her duty or to seek any concession;
- (ii) Assaults the Officer Incharge Examination or any person on duty in or outside the Examination Hall or any of his relations, with a view to coerce the Officer incharge in order to prevent him/her to perform his/her duty; or
- (iii) Indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the Examination Hall or of the University or of any other person connected with the examination; or
- r) Forces or attempts to force his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination; or
- s) Possesses any lethal weapon/fire arm or comes in inebriated condition to the examination hall; or

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- t) Engages in any other act or omission which, in the opinion of the Examination Discipline Committee, tantamounts to the use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
5. All cases of alleged unfair means/misconduct by the candidate shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
6. The following procedure shall be adopted in such cases:-
- a) On receipt of the report, an officer of the University authorised by the Controller of Examinations shall, within a period of 07 days after the termination of that examination, serve upon the candidate alleged to have committed unfair means/misconduct, a notice indicating gist of the report requiring him/her to appear before the Examination Discipline Committee, submit a written explanation and defend himself/herself on the date fixed for hearing.
- b) The process of disposing of the cases of unfair means/misconduct by the Examination Discipline Committee shall, in the normal course, be completed within a period of 30 days.
- c) Papers connected with the case, including the report of the supervisory staff and written explanation of the candidate, if any, shall be placed before the Examination Discipline Committee by the Officer authorised for the purpose by the Controller of Examinations.
- d) The Examination Discipline Committee shall provide a reasonable opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with the Ordinance.
- e) On consideration of the record of the case, if the Examination Discipline Committee is satisfied that the candidate has committed unfair means/misconduct, it may impose punishment as prescribed in Column B for unfair means/misconduct of the nature described in Column A below:

	A	B
S. No.	Nature of unfair means / misconduct	Punishment
1.	Clause-4 (a), (b), (c), (d), (e), (f),	Cancellation of paper/course in theory of

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	(g), (h), (i) (j)	the examination in which unfair means is used/misconduct is resorted to.
2.	Clause-4 (l), (m), (n), (o), (p), (t)	Cancellation of all papers/courses of the concerned semester examination and disqualification from appearing or passing that University examination for a period of one year. The period shall be counted from the session in which the candidate had appeared in the said examination.
3.	Clause-4 (k), (q), (r), and (s)	Disqualification from passing that examination and debarring him/her from appearing and from passing all examinations of the University for a period upto three years which shall be counted from the session in which the candidate had appeared in the said examination.

Provided that in case the unfair means/misconduct of the nature mentioned in column A of serial number 1 above is repeated in the same semester examination or in subsequent examination(s), the Examination Discipline Committee may impose the punishment described in column B at serial no. 2.

Provided further that in case of unfair means/misconduct of the nature mentioned in column A of serial number 2, is repeated in the same semester examination or in subsequent examination(s) taken by a candidate in the University, the Examination Discipline Committee may impose the punishment prescribed in column B at Serial No. 3.

Provided also that in case the unfair means/misconduct of the nature mentioned in column A at serial number 3 above, is repeated, the Examination Discipline Committee may, with the approval of the Vice-Chancellor, disqualify the candidate from passing that examination and expel him/her from the University. In that case the candidate shall not be eligible to seek admission to the same course or to any other course offered by the University.

(e) The notice relating to the date of hearing shall invariably be sent through registered post at the permanent home address of the candidate. If the service of the notice is not affected owing to candidate's fault, the Examination Discipline Committee shall proceed

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ex parte. In cases where delay has been caused in the service of the notice for no fault of the candidate, the Examination Discipline Committee may fix another date for the hearing of the case.

7. (a) Where the Officer Incharge Examination is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or to prevent other candidates from taking the examination, he may expel the candidate from examination for that day only and report the matter to the Controller of Examinations forthwith.

(b) In case the candidate commits misconduct again on the next or a subsequent day of the examination and the Officer Incharge Examinations is satisfied that his/her presence would disrupt the examination, the officer may, for reasons to be recorded in writing, expel the candidate for the entire period of examination and send a detailed report to the Controller of Examinations, who shall place it before the Examination Discipline Committee for action under this Ordinance.

8. If the Vice-Chancellor is satisfied on the report of the Officer Incharge Examination or otherwise, that the integrity of a University examination has been violated at an examination centre as a consequence of unfair means/misconduct by all or a majority of the candidates appearing at the centre, he/she may order cancellation of the examination held at the centre without prejudice to any other action under the provisions of this Ordinance which may be taken by the Examination Discipline Committee.

9. **Continuation of the Examination by the Candidate**

Where during the course of an examination any allegation of unfair means / misconduct against a candidate is made, the candidate shall not, unless otherwise directed by the Examination Discipline Committee or provided for in the Ordinances, be debarred or prevented from appearing at the Examination in that subject(s) or any other subjects related to the examination.

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

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10. **Commencement of Disqualification**
The period of disqualification of a candidate shall, unless otherwise specified, commence from the date of pronouncement of decision of the Examination Discipline Committee.
11. **Action Under Other Laws**
The punishment imposed under this Ordinance shall not exempt a candidate from any other criminal or civil liability under any law for the time being in force.
12. A person committing an act or acts which would have amounted to unfair means/misconduct under this Ordinance but is not a candidate for any University examination, shall be dealt with as under:
- a) The Proctor may report the case to the police to be dealt with under the provisions of any law.
 - b) A teacher or a person connected with the University abetting the commission of unfair means/misconduct, shall be liable to the disciplinary action under the University Service Rules.
13. **Examination Discipline Committee**
- a) The Committee shall be appointed by the Vice-Chancellor and shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.
 - b) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
 - c) Three members present shall constitute the quorum.
 - d) All decisions shall be taken by the Committee by simple majority. In case of tie, the Chairman will have a casting vote.
 - e) Decisions taken by the Examination Discipline Committee imposing punishment described in column B at serial number 3 of Clause 6(e) of this Ordinance will be placed before the Vice-Chancellor for approval.
14. **Appeal**
A candidate, within ten days of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the

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Examination Discipline Committee for reconsideration, or decide the case on merit.

15. This shall be deemed to have come into force with effect from 27th August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 8

governing

Student Discipline in the University

(The Central Universities Act 2009: Section 11(5) & Statute 28)

1. Discipline includes observance of good conduct and orderly behaviour by the students of the University.
2. Subject to clause 1 above, the students of the University shall strictly observe the following and such other rules framed by the University from time to time:
 - 2.1 Every student shall maintain discipline and behave decently at all places within the University Campus.
 - 2.2 No student shall visit any place or area declared as "out of bounds" for the students
 - 2.3 Every student shall always carry with him/her the identity card issued by the competent authority of the University and produce the same when required.
 - 2.4 Loss of identity card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University.
 - 2.5 Every student shall obey the instructions of teachers and the authorities of the University.
 - 2.6 No student shall cause disturbance in a class or the office, or the library or the auditorium or the play grounds or hostels/halls of residence or any other place in the University Campus.
3. Violation of any of the above rules shall be an act of indiscipline and the student may, on the first occasion, be let off with a written warning; and on the subsequent violation(s) with a fine not exceeding Rs. 1000/- per violation by the competent authority.

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3.1 The following shall be competent authorities within the meaning of clause 3 above:

- a. Head of the Department/Centre in case the act of indiscipline takes place in the Department/Centre;
- b. Librarian in case the act of indiscipline takes place in the Central Library;
- c. Director Sports in case the act of indiscipline takes place in the play ground(s);
- d. Warden in case the act takes place in a hostel/hall of residence;
- e. In all other cases the Proctor of the University.

3.2 The proceedings in such cases shall be the summary proceedings.

3.3 The competent authority shall inform the Proctor of any action taken against any student with complete details. The Proctor shall maintain complete record of such cases.

3.4 In case of action taken by the competent authority other than the Head of the Department, the Head of the Department concerned shall be informed.

4. Acts of serious indiscipline:-

- 4.1 An assault, an attempt to assault or using criminal force within the University Campus;
- 4.2 Causing damage to, or an attempt to cause damage to ; or spoiling or disfiguring, the University property or equipment;
- 4.3 Any act or form of sexual harassment, or any act inciting communal hatred;

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- 4.4 Engaging in unlawful activities and being member of a banned organization;
 - 4.5 Mischief or nuisance committed by the residents of hostels/halls;
 - 4.6 Inciting any student for the acts or activities mentioned herein above; and
 - 4.7 Any other conduct unbecoming of a student as may be decided by the Discipline Committee;
5. A student found guilty of any or more act(s) of serious indiscipline shall be liable to any of the below mentioned punishments:-

- i. Fine to the extent of Rs. 5000/-.
- ii. Rustication up to a period of three years;
- iii. Expulsion.

Provided that no such punishment shall be imposed on the erring student without conducting an enquiry by a Committee constituted by the Vice-Chancellor in which the student shall be given an opportunity to defend himself/herself.

Provided further that the Vice-Chancellor shall be competent to suspend the erring student from attending classes, participating in games/sports, cultural activities and such like other activities during the pendency of the disciplinary proceedings against him/her. The Vice-Chancellor may, in appropriate cases, ban the entry of an erring student to the University Campus.

6. **Ragging:** Ragging in any form whatsoever is prohibited. Any student indulging in ragging shall be dealt with under the provisions of the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" as amended from time to time.
7. Without prejudice to the provisions of section 11(5) and statute 28(1) of the Central Universities Act 2009, there shall be a Discipline Committee comprising the following members:-

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- 1) Vice-Chancellor's nominee;
- 2) Dean Students' Welfare;
- 3) Two Dean of Schools, nominated by the Vice-Chancellor;
- 4) Head of the Department concerned;
- 5) Warden, who shall be invited, when the matter concerning his/her hostel/hall of residence is required to be placed before the Committee for consideration; and
- 6) Proctor (Member Secretary).

The Vice-Chancellor will appoint a Chairman from amongst the members.

- 7.1 The term of members other than ex-officio members shall be three years.
 - 7.2 One third of the members shall constitute the quorum for a meeting of the aforesaid Committee.
8. Subject to any power conferred by the Act, the Statutes and Ordinance on the Vice-chancellor, the Discipline Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the erring student as it deems appropriate.
- 8.1 The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor for his/her decision. The Vice-Chancellor, if he/she is of the opinion that the case merits review, may refer it back to the Discipline Committee for reconsideration.
 - 8.2 Appeal against the decision of the Vice-Chancellor will be dealt with as per the provisions of section 34 of the Central Universities Act 2009.
 - 8.3 The aforesaid Committee shall make such Rules as it deems fit and necessary for the performance of its functions and these Rules and other Orders under them shall be binding on the students of the University.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 9

governing

Conduct of Examination

(The Central Universities Act 2009: Section 28(g))

Applications for Admission to Examinations

1. A candidate eligible to appear in a university examination as per provisions of the Ordinances shall, on or before the date prescribed for the purpose, by the Controller of Examinations, submit his/her application on the prescribed form along with fee, if payable, to the Controller of Examinations through the Head of the Department concerned with his/her certificate that the applicant has been on the rolls of the Department and completed all the eligibility conditions including that of attendance.
2. A candidate appearing in a paper(s) of a semester examination in which he/she is not a regular student shall either download a prescribed application form from the University website or obtain the same from the Controller of Examinations' office on payment of prescribed fee. Complete application form duly attested by the concerned Head of the Department shall be submitted along with the prescribed fee to the Controller of Examinations not later than one month from the date of declaration of result

Withdrawal of application

3. The Head of the Department who had attested the admission form of a candidate shall be competent to withdraw, before commencement of the examination, the admission form of a candidate forwarded by him/her for an examination, for good and sufficient reasons to be recorded in writing, after providing an opportunity to be heard to the candidate. In that case fee paid by the candidate shall be refunded.

Admission Card

4. The Controller of Examinations shall, after satisfying himself/herself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear in the examination.

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5. The Controller of Examinations may, if satisfied that the admission card furnished to a candidate has been lost or destroyed, grant, on payment of prescribed fee, a duplicate admission card on receipt of an application on the prescribed form. The application must be endorsed by the Head of the Department concerned.

Withdrawal of permission

6. The Controller of examinations may withdraw, before or during the examination, the permission, granted to a candidate by mistake or omission, if he/she was not eligible for appearing at a university examination, after providing him/her opportunity of being heard.

Conduct of Examinations

7. Subject to overall control and supervision of the School Board and the Academic Council, conduct of examination in a department shall be the responsibility of the Head of the Department.
8. Head of the Department shall appoint superintendent, Assistant Superintendent, and invigilators and other supporting staff for smooth conduct of an examination of the students of the department.
9. The Dean of a School shall, in consultation with Heads of the Departments, finalize and notify the date sheet at least fifteen days before the commencement of an examination.
10. The Controller of Examinations shall supply to the Head of the Department concerned question papers as per list of the candidates appearing in a centre well in advance of the date of commencement of the examination. The Head of the Department shall hand over the question papers, on each day of the examination, to the Superintendent.
11. Superintendent and supervisory staff shall reach the examination centre half an hour before start of the examination. The Superintendent shall prepare and display at appropriate place outside the examination centre seating arrangement in respect of candidates appearing at the centre. Roll numbers of the candidates shall also be written on the seats allotted to them in the examination centre.

12. Candidates shall occupy the allotted seats at least fifteen minutes before start of the examination. Late comers may be allowed ordinarily up to fifteen minutes after start of the examination and in special cases up to half an hour. After half an hour, no candidate shall be permitted entry to the centre. Each candidate shall carry with him/her admission card issued by the Officer Incharge Examinations of the University and produce it as and when required.
13. Superintendent shall open the sealed packet containing question papers in the presence of at least one member of the invigilating staff ten minutes before the start of the examination. Deficiency in the number of question papers supplied may be intimated to the Controller of Examinations and deficiency may be made up by making photo copies of the question paper.
14. Answer books shall be distributed to the candidates five minutes before start of the examination and collected on expiry of the time specified in the question paper.
15. Superintendent shall stamp each answer book or put his/her signature at three places i.e. front page and two inner pages as also on objective type answer sheet.
16. No candidate shall be allowed to leave the examination centre before the expiry of half an hour from start of the examination. Provided that a candidate leaving the centre before expiry of half of the time, shall have to leave the question paper with a member of the invigilating staff that too after marking his/her attendance.
17. The candidates shall first answer and complete the objective type part of the question paper. The invigilating staff shall collect the objective type answer sheets after expiry of the specified time. Thereafter, the candidates shall answer the remaining part of the question paper.
18. Candidate shall fill in and sign his/her attendance sheet and other related paper(s) if any, supplied by the invigilating staff.
19. After completion of the examination the candidate shall hand over his/her answer script to the invigilating staff.

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20. Answer scripts collected from the candidates shall be counted by the Superintendent, serially arranged according to the roll numbers of the candidates, entered in the absentee memo supplied to him/her, packed, sealed in a cover and sent to the Head of the Department concerned for further action. Description of examination, subject and course number should be mentioned on the cover.
21. Superintendent shall maintain proper account of the answer books and question papers supplied to him/her and return unused stationery to the Controller of Examinations.

Inspection of Examination Centre

22. Each centre of examination shall be inspected by an Inspector/Inspectors appointed by the Dean of the School concerned. The Inspector shall advise the Superintendent of the centre in regard to any matter concerning conduct of examination and shall report to the Dean the result of his/her observations.
23. The Vice-Chancellor may appoint special team(s) of inspectors to pay surprise visits to a centre(s) of examination to ensure smooth conduct of the examination. Inspector(s) shall provide such guidance to the Superintendent of the examination centre as may be considered essential.
24. This shall be deemed to have come into force with effect from 27th August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 10

governing

Procedure/Norms for appointments to the posts of
Professor, Associate Professor and Assistant Professor
(The Central Universities Act 2009 : Section 26(d) and Statute 22(1) &(3))

1. Appointments to the posts of Professor, Associate Professor, Assistant Professor and other Academic Staff shall be made on All India Basis on the recommendations of the Selection Committee constituted vide Statute 18(2). The University will issue All-India advertisement for recruitment to such posts in leading national dailies giving at least 21 days time.
2. The prescribed application forms may be downloaded from the university website and submitted to the University along with application fee prescribed by the Executive Council from time to time. The application forms will also be available at the Administrative Office of the University.
3. Applicant already in the employment shall be required to route his/her application through proper channel. He/she shall, however, submit an advance copy of his/her application to the University. The application form duly forwarded by his/her employer must reach the University at least ten days prior to the date of interview, failing which he/she shall not be called for the interview.
4. Applicant shall be required to enclose with his/her application form self attested copies of all the relevant documents in support of his/her educational qualifications, date of birth, work experience, research and publications. Such documents shall be required to be produced in original at the time of interview.
5. The Chairman (Convener) shall intimate, to each member of the Selection Committee, a notice not less than ten days before the meeting stating the time and venue of the meeting.
6. The Chairman (Convener) shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.

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7. Minimum qualifications for appointment and other service conditions including scales of pay shall be as prescribed by the UGC Regulations on "Minimum Qualification for the Appointment of Teachers and other Academic Staff in the Universities and Colleges and measures for the Maintenance of Standards in Higher Education, 2010" (hereinafter referred to as UGC Regulations, 2010) as amended from time to time. Every order or clarification issued by the UGC and/or Government of India in this regard shall be deemed to be part of these Ordinances.
8. The prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview. The number of candidates to be called for interview shall be based on the recommendations of a Screening Committee constituted by the Vice-Chancellor for the purpose. The Screening Committee shall make recommendations to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and experience of the candidates or any other reasonable criteria as it may deem fit.
9. The University shall follow the Government of India Rules governing reservations in appointments of teachers and other academic staff. The candidates for Reserved Categories shall have to produce the relevant category certificate issued by a competent authority.
10. The Selection procedure shall be as laid down by the UGC Regulations, 2010 as amended from time to time.
11. In case of selection to fill up two or more posts in a cadre on the same date, the recommendations of the Selection Committee shall invariably be made in the order of merit of the selected candidates for the purpose of determining seniority in service.
12. No recommendations with a condition as to occurrence of future events shall be made by the Selection Committee.
13. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2)(ii).

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14. When a Selection Committee deems it fit to recommend a higher start of pay or advance increment(s) to be offered to a selected candidate, such higher pay or grant of advance increment(s) shall be as per the UGC Regulations, 2010.
15. The Statutory Provisions, if any, for relaxation of age, minimum qualification, experience etc. in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes or Persons with Disabilities shall be followed by the University.
16. No TA/DA and /or local conveyance shall be paid by the University to the candidates called for interview. However, outstation candidates belonging to Scheduled Caste, Scheduled Tribe categories called for interview shall be paid the return single second class railway fare subject to production of tickets/other proofs.
17. The Selection Committee's recommendations when approved by the Executive Council shall remain valid, for the posts advertised, for a period of one year from the date of approval.
18. Canvassing in any form on behalf of any candidate shall render him/her liable for disqualification.
19. In case of any dispute, suit or legal proceedings with the University, courts within whose local jurisdiction, Headquarter of the University is located shall have the jurisdiction.
20. The form of a written contract to be entered into by every teacher and other member of the academic staff with the University, in terms of Statute 22(3), is prescribed in Schedule I hereto. The contract shall be executed on non-judicial stamp paper of sufficient value and submitted to the University in original with two copies thereof at the time of joining the duty.
21. This shall be deemed to have come into force with effect from 27th August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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SCHEDULE-I

WRITTEN CONTRACT OF APPOINTMENT

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

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED this the _____ day of _____ Two Thousand and _____ between _____ S/O/D/O/W/O _____

aged _____ years, residing at _____

_____ of the first part (hereinafter called 'the party of the first part') and the Central University of Jammu of the second part.

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

Now these presents witness and the parties here to respectively agree as follows:

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

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4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay) and the grade pay of Rs. _____ in the Pay Band of Rs. _____. He/she shall also be eligible for the usual allowances admissible under rules of the University/Govt. of India in force.
5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her equal rank in the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary for the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University New Pension Scheme according to the rules applicable to him/her.
9. The party of the first part shall submit himself/herself for Self Appraisal, PABS methodology, as prescribed by the UGC and notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 and 313 of the Constitution of India, the provisions of any Act or Statute or Ordinance or Regulation or Rule made by the University in regard to the employees borne in the category of the Teacher/Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

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

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF

Witnesses

1) _____

2) _____

Signed by the party of the

second part in the presence of

Witnesses

1) _____

2) _____

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 11

governing

Conditions of Service of Teachers Appointed in the University
(The Central Universities Act, 2009 : Section 26(d) and Statute 22(1))

1. For the purpose of this Ordinance, teacher means a teacher of the University as defined in Section 2(q) of the Central Universities Act, 2009 but does not include honorary, visiting part- time or ad-hoc teacher.
2. No teacher of the University shall, without prior permission of the Executive Council, engage directly or indirectly in any business, trade, or private tuition or any work for which emoluments or honorarium is payable.

Provided that nothing contained in this clause shall apply to the work undertaken in connection with examinations of Universities or other Educational Institutions or Public Service Commissions or other bodies or to any literary work or publication or radio/T.V. talk or extension lecture. The teacher will have to take permission of the Vice-Chancellor for any other academic work.

Provided further that teachers shall be encouraged to actively engage in consultancy as per UGC Guidelines, University Statutes, Ordinances and Regulations with prior permission of the University.

Nature of Duties

3. Every teacher shall take part in such activities and perform duties in the University as may be required by and in accordance with the Act, the Statutes and the Ordinances, for the time being in force, whether the same relate to teaching, research, extension, examination of students, their discipline, welfare etc. and act under general directions of the Authorities of the University.

Period of Probation and Confirmation

4. Every teacher shall be appointed on probation for a period of 12 months which may be extended, by the Executive Council, by a further period of up to 12 months, subject to the condition that the total period of probation shall in no case exceeds twenty four months.

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Provided that case of a teacher on probation shall be placed before the Executive council by the Registrar before his/her probation period would end.

Provided further that confirmation at the end of twelve months, unless the probation is extended, shall be automatic.

Subject to the provisions of this Ordinance, Central Government Rules on probation and confirmation shall be applicable mutatis mutandis.

5. The Executive Council may either confirm a teacher or decide not to confirm him/her, or extend the period of probation.

In case the Executive Council decides not to confirm a teacher, whether before the end of twelve months' period of his/her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of that period. In that case, his/her services under the University shall be terminated without notice.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

Increment

6. Every teacher shall be entitled to annual increment in his/her pay band unless the same is withheld or postponed by the Executive Council and after the teacher has been given due opportunity to make his/her written representation.

Age of retirement

7. Subject to the provisions of statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time.

Provided that if the date of superannuation of a teacher falls at any time during the academic session, the Vice-Chancellor may, on the recommendation of the Head of the Department, re-employ the teacher with a view not to disturb the teaching work of the Department/Centre, for any period up to the end of the academic session or till a teacher is appointed in his place by regular selection process, whichever is earlier.

Provided further that in a special case, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in terms of UGC Regulations issued from time to time.

Variations in terms and conditions of service

8. No change in the terms and conditions of service of a teacher in regard to designation, scale of pay, increment, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her, made after his/her appointment, shall be applicable to him/her.

Code of Conduct

9. Every teacher shall be bound to act in conformity with Statutes, Ordinances, Regulations and Rules of the University as well as Code of Professional Ethics prescribed by the UGC.
10. (a) Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teachers:
- i) any lapse in performing his/her duties as assigned by the University from time to time, inciting students against other students, colleagues or Administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other such places where students are present) or any other such actions as are against the interest of the University;
 - ii) indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or gender.
 - iii) refusal to carry out the decisions of the appropriate administrative and academic bodies and/or functionaries of the University; and
 - iv) indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term.
- (b) Central Civil Services (Conduct) Rules, 1964 shall mutatis mutandis apply to the University teachers.

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Resignation

11. A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

Contract

12. A written contract between a teacher and the University as required to be entered into under section 33(1) of Central Universities Act, 2009 shall be in the form as prescribed by clause 20 of Ordinance 10.

Fixation of pay of re-employed pensioners

13. Pay of the superannuated teachers re-employed by the University shall be fixed as per the UGC/Government of India Rules, issued from time to time.

Teaching Days, Work Load and Leave Rules

14. The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and Government of India from time to time.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 12

governing

Norms/Regulations for Promotion

Through Career Advancement

of

Assistant Professors, Associate Professors and Professors

(The Central Universities Act 2009 : Section 26(d) and Statute 22(1))

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

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 13

governing

Constitution of the Board of Studies and Term of office of its Members

(The Central Universities Act 2009: Section 28 and Statute 16(2))

1. Each Department shall have a Board of Studies comprising the following members:
 - a. Head of the Department Chairman
 - b. All Professors of the Department (ex-officio members)
 - c. One Associate Professor of the Department
by rotation in the order of seniority to be
nominated by the Dean Member
 - d. One Assistant Professor of the Department
by rotation in the order of seniority to be
nominated by the Dean Member
 - e. One teacher nominated by the Vice-Chancellor
from amongst the faculty members belonging
to allied disciplines Member
 - f. One subject expert, not in the service of the
University, to be nominated by the Vice-Chancellor Member
 - g. Two experts to be invited by the Chairman in case
there is a need for their inputs for specialized area(s). Member

In all matters pertaining to a research scholar, the concerned supervisor shall be invited.

Term of office

2. The term of office of members other than a and b shall be three years.
3. A member specified in a, b, c, d and e above shall cease to be member if he/she ceases to be a teacher of the concerned Department.
4. Any casual vacancy may be filled for the un-expired period.

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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.

Provided that when Dean of School concerned on the recommendation of the Head of the Department is of the opinion that a particular issue needs urgent considerations and it is not expedient that a meeting of the Board of Studies be convened, the matter may be disposed off by circulation among members of Board of Studies and he/she may issue necessary instructions to that effect.
6. The quorum for the Board of Studies meeting shall be 50% of the members which shall include at least one outside expert.
7. Head of the Department shall convene and preside over the meetings of the Board of Studies.
8. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
9. 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.
10. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.

CENTRAL UNIVERSITY OF JAMMU

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 |
| 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 notified, in order of seniority, by the Dean | Member |
| e. One Assistant Professor from each department to be notified, 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 |
| h. One representative each of the Boards of the other Schools which have interdisciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned | Member |

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2. Term of Office

The term of office of members other than that of 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:-

- a. To prescribe the qualifications and procedures for admission of candidates to the various programmes of study in the Departments in the School;
- b. To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- c. To consider and approve subjects for research for various Degrees and other requirements of research degrees as recommended by the Board of Studies;
- d. 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 recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from Board of Studies;
- j. To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- k. To consider and act on any proposal regarding the welfare of the students of the School;
- l. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be

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referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and

- 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 least 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.

The Dean may convene emergency meeting of the Board at short notice.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 15

governing

Composition, Powers and Functions of the Board of Research Studies

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

1. The University shall have a Board of Research Studies with its members namely:
 - a) Vice-Chancellor Chairperson
 - b) Pro-Vice-Chancellor Member
 - c) Deans of Schools Member
 - d) Heads of the Departments
(not more than five by rotation, to be
nominated by the Vice-Chancellor) Member
 - e) Five Professors (other than Deans and
Heads of the Departments) by rotation
to be nominated by the Vice-Chancellor Member
 - f) Four Associate Professors representing
different disciplines in the University to
be nominated by the Vice-Chancellor Member
 - g) Four External Experts representing
different disciplines in the University to
be nominated by the Vice-Chancellor Member
 - h) Registrar Secretary
2. The term of office of members other than a, b, c and h shall be three years.
3. The Board of Research Studies under the overall guidance and supervision of the Academic Council shall perform following functions:-
 - i. determine the priority areas of research to be undertaken in various departments/centres in consonance with the role and responsibility of

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the University and also create facilities where ever necessary for core thrust areas of research in each department;

- ii. consider and recommend research proposals for funding by the UGC, DST, ICSSR or other national and international agencies;
 - iii. shall inquisitively examine and review the status and progress of research in each department from time to time;
 - iv. evolve norms for consultancy services to be provided by departments and also determine mechanism of sharing of revenue earned between the investigator(s) (Principal and Co-investigators) and the University, as and when needed; and
 - v. shall also perform such other functions as may be assigned to it by the Academic Council, from time to time.
4. Meeting: The Board of Research Studies shall ordinarily meet at least twice a year and may determine its own procedures for transacting its business. The meeting of the Board shall be convened by the Chairperson. In his absence, Pro-Vice-Chancellor shall preside over the meeting.
 5. Notice: Notice of any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.
 6. Quorum: The quorum for the Board of Research Studies meeting shall be one third of the total members.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 16

governing

Powers and Functions of the Deans of Schools

(The Central Universities Act 2009:Statute 5(3))

1. The Appointment and tenure of Dean of a School shall be governed by Statute 5(1).
2. The Dean of the School shall:
 - a) coordinate the teaching and research works amongst the departments in the School concerned and supervise overall functioning of the departments;
 - b) keep a record of the evaluation of continuous assessment and mid-semester examinations;
 - c) arrange and supervise the conduct of examinations in the departments of the school concerned subject to the overall directions of the Academic Council;
 - d) be responsible for observance of the provisions of the Act, Statutes, Ordinances and Regulations relating to the Departments and the School;
 - e) convene and preside over the meetings of the School Board and maintain records thereof and
 - f) perform such other academic functions and discharge duties as may be assigned to him/her by the Executive Council, Academic Council or Vice-Chancellor.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 17

governing

Constitution of the Deans' Committee

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

1. The University shall have a Deans' Committee with following as its members:

a) Vice-Chancellor	Chairperson
b) Pro-Vice-Chancellor	Member
c) Deans of Schools	Members
d) Registrar	Secretary

2. The functions of the Deans' Committee shall be:

- i. to consider general administrative matters relating to functioning of Schools and Departments;
- ii. to consider the matters related to conduct of examinations and review the standards of examinations;
- iii. to consider and recommend the deputation of teachers for international conferences; and
- iv. to consider such other matters as may be assigned to it by the Executive Council, the Academic Council or may be referred to it by the Vice-Chancellor.

3. Meeting: The meeting of the Deans' Committee shall be convened by the Chairperson. In his absence, Pro- Vice-Chancellor shall preside over the meeting.

4. Notice: Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting.

5. Quorum: The quorum of the Committee shall be one-third of the total members.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 18

governing

Powers and Functions of the

Heads of Departments of Studies

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

1. Each Department shall have a Head who shall be designated 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 1st of July or 1st of January, as the case may be. The period of 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 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;

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- 6) be responsible for the 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 incharge 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 the Vice-Chancellor.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 19

governing

University Library Committee

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

1. There shall be a University Library Committee consisting of the following members:

a) Vice-Chancellor	Chairperson
b) Pro-Vice-Chancellor	Member
c) Deans of the Schools	Member
d) One professor from each of the Schools to be nominated by Vice-Chancellor by rotation in order of seniority	Member
e) Registrar	Member
f) Finance Officer	Member
g) Librarian	Convener

2. The term of office of the Members of the Library Committee other than the ex-officio members, shall be one year.

3. Powers and Functions of the Committee shall be:
 - I. to lay down policies and issue directions for proper functioning, management and use of the University Central Library and all other Libraries of the University;
 - II. to allocate funds to various Departments, assess the requirements of the Libraries and frame budget to be submitted to the Authorities concerned;
 - III. to formulate and administer proposals concerning the development of libraries of the University;

The Library Committee may constitute one or more sub-committee(s) to look after any of its functions and responsibilities assigned to it.

4. The meeting shall be convened by the Convener with the approval of the Chairperson.

5. The Committee shall meet at least twice in a year or as and when necessary.

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6. Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting.
7. One-third of the total number of members shall form the quorum for a meeting of the Committee.
8. Each department shall a Departmental Library Committee.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

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:
 - a. Vice-Chancellor Chairperson
 - b. Pro-Vice-Chancellor Member
 - c. A Representative of the CPWD/PWD
not below the rank of Executive Engineer Member
 - d. A member of the University Planning
Board nominated by Vice-Chancellor Member
 - e. Finance Officer Member
 - f. Head of the User Department Member
 - g. Two teachers of the University
not below the rank of Professor
nominated by Vice-Chancellor Member
 - h. Principal of the Engineering College
in the University or from nearby
Government Engineering College Member
 - i. Registrar Member Secretary
2. The term of office of members referred to in Clauses (c), (d) and (g) of clause 1 shall be three years. Any of these members may be renominated for another term.
3. 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.;

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- 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; and
- d. perform such functions and exercise powers as may be delegated to it by the Executive Council from time to time.

The Building Committee may constitute one or more Sub Committee(s) to look after any of the functions and responsibilities assigned to it.

4. 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 presided over by the Pro-Vice-Chancellor.
5. Notice: Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting.
6. Quorum: One third members shall form the quorum.
7. The Building Committee shall be responsible for the completion of the building projects in accordance with the approved 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.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 21
governing
Functions and Duties of
Departments in a School
(Statute 15(5)(b)(v) of the Act)

1. The School Board may on the recommendations of the Department concerned, designate such other persons as members of the Department as it may deem fit.
2. Duties of the Department shall be:
 - (a) to admit students to various courses offered by the department and to suggest the procedure for such admissions;
 - (b) to suggest the pattern and the schedule of sessional evaluation and continuous internal assessment for each course offered by the Department;
 - (c) to make proposals, as and when required, to the Academic Council, through the School Board, regarding creation and abolition of teaching posts;
 - (d) to propose research projects to be taken up by the members of the Department individually and in groups;
 - (e) to propose course(s) of study and suggest curriculum with the supporting reading materials to the Board of Studies;
 - (f) to allocate teaching work to the teachers and frame time table in consonance with general time table of the School (s);
 - (g) to appoint, from amongst its members, advisors to students;
 - (h) to propose schemes for maintenance and improvement of the standards of teaching and research in the Department; and
 - (i) to perform such other functions as may be assigned to it by the concerned School Board or the Vice-Chancellor.
3. The Department may constitute committees, from amongst its members, to discharge duties and perform functions as may be assigned to them by it.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 22

governing

Visiting Professors

(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. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
3. A Visiting Professor may be appointed for a period not exceeding two years, provided that minimum period for which a Visiting Professor is appointed, shall not be less than three months.
4. No professor superannuated from this University shall be appointed as a Visiting Professor.
5. A superannuated person or a person from outside the University/country appointed as a Visiting Professor shall be paid honorarium as may be determined by the Executive Council in each case.
6. In case a person serving in an Indian University or an Institution in India is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of salary drawn by him/her plus 10% of the pay in the Pay Band and Grade Pay plus dearness allowance, and other allowances, if any, admissible (except conveyance allowance, if any) as per the rates of the parent University/Institution. The University shall also contribute towards pensionary benefits or CPF as per Rules.
7. It is expected that when a serving person is appointed as Visiting Professor, the parent University/Institution would give him/her duty leave without pay.

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8. If a person working abroad on a permanent basis is appointed as a Visiting Professor, the University may meet the cost of international air travel. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
9. Guest House accommodation will be provided free of charge by the University. Food charges, however, would be paid by the Visiting Professor.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 23

governing

Fees and Other Charges Payable by Students of the University

(Central Universities Act, 2009 : Section 28(1)(e))

1. Fee and other charges shall be as prescribed, from time to time, by Executive Council on the recommendations of the Academic Council.
2. Fees and other charges payable by the applicants and students admitted to different Programmes of Studies shall be as specified in the Admission Brochure/Prospectus issued by the University from time to time.
3. A student shall stand admitted to a Programme of Study only after he/she pays the fee as prescribed.

Due Date and Penalty for Delay & Default:

4. Fee and other charges, for a Semester Course shall be payable at the time of the commencement of the Semester or as required to be paid by students on or before the date fixed by the University. (If a candidate selected for admission to a course fails to deposit the requisite admission fees within the notified time schedule, his/her selection shall automatically stand cancelled and the seat shall be offered to a candidate next in merit)
5. All fees, as prescribed by the University, shall be payable in lump sum at the time of admission or as prescribed by the University and part payment shall not be allowed.
6. Condonation of delay/Relaxation in payment of fees:
 - i. The Vice-Chancellor may, in a special case, on the recommendations of the Dean of the School concerned condone delay in payment of fees provided that the student has applied for the same well in time.
 - ii. The Vice-Chancellor may, on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for his inability in payment of fees.

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7. A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University.

Provided that request for re-admission is received within the same semester subject to the candidate fulfilling the requirement of minimum attendance as prescribed by the University.

8. In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Dean of the School concerned through the Head of the Department intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester.
9. In case a student, after completing all admission formalities changes his/her Programme of Studies, if permitted by the University rules, he/she shall be required to pay the differential fees, if any, by the stipulated date.

Fees Chargeable from NRI/PIO/Foreign National Category:

10. Students admitted under this category shall pay the fee as prescribed from time to time.
11. Foreign students nominated/sponsored by Government of India under various Cultural Schemes would pay normal fee at par with Indian Students.

Fee Concessions:

12. In order to support the meritorious but needy students, the University may grant fee concession to certain percentage of its students, limited to the percentage as may be prescribed by the University Grants Commission (UGC) in this regard from time to time.
13. Award of fee concession shall mean and include exemption from the payment of all fees chargeable by the University on semester basis, as notified in the prospectus, and shall also include exemption from professional development fees chargeable by the University, if any.

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14. Such fee concession shall be granted by the Dean of the School concerned, on the recommendations of a Committee consisting of the following:
 - a. Dean of the School – Chairman
 - b. Heads of Departments of the concerned School
 - c. One student from each School nominated by the Vice-Chancellor on the recommendation of the Dean
15. In case the number of applicants seeking fee concessions exceeds the number of fee concessions available, the committee referred to above may recommend half fee concession to some of the applicants so that the total of fee concession does not exceed the prescribed percentage.
16. Applications for fee concession shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department within 30 days from the date of commencement of the Semester or by such other date as may be specified by the Dean.
17. While making recommendations on the applications of students for grant of fee concession/half fee concession, the following factors shall be taken into account:
 - a. Financial position of the student;
 - b. Academic record of the student;
 - c. Conduct, regularity and punctuality of the student;
 - d. Progress and performance of the student in studies;
 - e. Any other factor, which shall also be recorded.
18. The list of students selected for the grant of fee concession/half fee concession shall be notified by the Dean of the School concerned and fees paid, shall be refunded.
19. Fee concession/half fee concession granted during an academic year shall not be renewed automatically in the following year. The students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications, if any, received in the year.
20. A fee concession/half fee concession granted to a student may be cancelled at any time during the academic year if his/her conduct or progress in studies is found to be unsatisfactory.

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Fee Concession for Differently-abled students:

21. Visually challenged students shall be exempted from payment of Tuition Fees and Professional Development Fees chargeable by the University, if any.
22. Physically challenged students shall be exempted from the payment of Tuition Fees.
23. The differently-abled physically challenged students shall also be eligible to apply for fee concession.

Fees Concession for SC/ST Category:

24. Fees concession for SC/ST students and any other category as per Govt. of India directives shall be applicable.

Refund of Fees in case of cancellation/Withdrawal of Admission:

25. In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:
 - a. Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Dean of the School concerned;
 - b. In case a student submits application for withdrawal/cancellation of admission after the commencement of the academic session but prior to the closing date of admission, he/she shall be refunded fees after a deduction of Rs. 1000/- (Rupees One Thousand Only) being the processing fees.
 - c. In case a student submits application for withdrawal/cancellation of admission after the last date of admission is over and the seat consequently falling vacant could not be filled up by another candidate from the waiting list, he/she shall be refunded only the Security Deposits/Caution Money;

If a student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him/her along with outstanding Tuition Fee and fines, if any.

Refund of Security Deposit

26. Security Deposit/Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

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27. In case a student does not claim the refund of any amount lying to his/her credit within one calendar year or his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (*Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.*)

Examination Fees and Other Charges:

28. Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with examination form at the beginning of each semester.
29. No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues.
30. In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed and notified by the University from time to time in the Students Handbook.
31. Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities and paid fee in accordance with University rules. No change in the date of birth shall be made unless approved by the Competent Authority.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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Central University of Jammu

Ordinance No. 24

governing

Manner of Appointment of Employees other than Teachers and other Academic Staff, their Classification, Qualifications & Upper Age Limit
(The Central Universities Act, 2009 : Section 28(1)(O) and Statute 23(2))

1. The employees of the University, other than teachers and other academic staff, shall be grouped into Group A, B and C category and such other categories as classified by the Government of India from time to time.
2. The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the Cadre Recruitment Rules or as determined by the Executive Council from time to time.
3. The emoluments of these employees shall be as prescribed by the Government of India/UGC from time to time.
4. The following posts shall be in the pay band and grade pay as mentioned against each :-

(i) **Group 'A' Posts**

Sl. No.	Post	Pay Band + Grade Pay
1.	Registrar (Statutory position)	Rs. 37400-67000+10000
2.	Finance Officer (Statutory position)	Rs. 37400-67000+10000
3.	Controller of Examinations (Statutory position)	Rs. 37400-67000+10000
4.	Librarian (Statutory position)	Rs. 37400-67000+10000
5.	Deputy Librarian	Rs. 15600-39100+8000
6.	Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examinations and other equivalent posts	Rs. 15600-39100+7600
7.	Internal Audit Officer	Rs. 15600-39100+7600
8.	Assistant Librarian	Rs. 15600-39100+6000
9.	Assistant Registrar/Assistant Finance Officer/Assistant Controller of Examinations and other equivalent posts	Rs. 15600-39100+5400
10.	Public Relation Officer	Rs. 15600-39100+5400
11.	System Analyst	Rs. 15600-39100+5400
12.	Medical Officer	Rs. 15600-39100+5400

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... and such other identical posts which may be created from time to time.

(ii) Group 'B' Posts

Sl. No.	Post	Pay Band + Grade Pay
1.	Section Officer	Rs. 9300-34800+4600
2.	Private Secretary	Rs. 9300-34800+4600
3.	Security Officer	Rs. 9300-34800+4600
4.	Nurse	Rs. 9300-34800+4600
5.	Personal Assistant	Rs. 9300-34800+4200
6.	Professional Assistant	Rs. 9300-34800+4200
7.	Senior Technical Assistant	Rs. 9300-34800+4200
8.	Assistant	Rs. 9300-34800+4200
9.	Junior Engineer.	Rs. 9300-34800+4200

....and such other identical posts which may be created from time to time.

(iii) Group 'C' Posts

Sl. No.	Post	Pay Band + Grade Pay
1.	Semi Professional Assistant	Rs. 5200-20200+2800
2.	Technical Assistant	Rs. 5200-20200+2800
3.	Scientific Assistant	Rs. 5200-20200+2800
4.	Upper Division Clerk	Rs. 5200-20200+2400
5.	Library Assistant	Rs. 5200-20200+2000
6.	Stenographer	Rs. 5200-20200+2000
7.	Laboratory Assistant	Rs. 5200-20200+2000
8.	Lower Division Clerk	Rs. 5200-20200+1900
9.	Driver	Rs. 5200-20200+1900
10.	Cook	Rs. 5200-20200+1900
11.	Peon/Office Attendant	Rs. 5200-20200+1800
12.	Library Attendant	Rs. 5200-20200+1800
13.	Laboratory Attendant	Rs. 5200-20200+1800

and such other identical posts which may be created from time to time.

5. **SELECTION COMMITTEES**

- i. Selection Committees for the posts of Group A & B (other than Statutory positions) shall comprise the following:

1	Vice-Chancellor(Pro-Vice-Chancellor in the absence of the Vice-	:	Chairman
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	Chancellor) or nominee of the Vice-Chancellor not below the rank of a Professor		
2	Two members from amongst the members of the Executive Council to be nominated by the Executive Council	:	Member
3	Two experts not in service of this University to be nominated by the Vice-Chancellor	:	Member
4	One member who is a woman, a SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above categories)	:	Member
5	Head of the Department concerned	:	Member
6	Registrar	:	Member Secretary

ii) Selection Committee for the posts of Group C shall comprise the following:

1.	Dean of a School of Studies to be nominated by the Vice-Chancellor	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member
3.	Two members of the teaching staff of the University to be nominated by the Vice-Chancellor	:	Member
4.	One expert not in service of this University, to be nominated by the Vice-Chancellor		Member
5.	One member who is a woman, a SC/ST category and one minority member to be co-opted if he/she is not in the Selection Committee (in case the candidates appearing belong to any of the above categories)	:	Member
6.	Head of the Department Concerned	:	Member
7.	Registrar (Deputy Registrar in the absence of Registrar to be nominated by the Vice-Chancellor)	:	Member and Convenor

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- a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview or any other manner determined by it.
 - b) The University may conduct competitive written test/trade test/technical test for the selection of such posts as may be prescribed in the Cadre Recruitment Rules or as may be determined by the Executive Council.
 - c) The candidates will be short-listed for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up. In case the selection test is not held, screening will be done by a Committee appointed by the Vice-Chancellor which will formulate criteria to determine merit, for the purpose of short-listing, with the approval of the Vice-Chancellor.
 - d) The Chairman will be entitled to vote at the Selection Committee Meeting and shall have a casting vote in case of a tie.
6. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council.

Provided that if it would take time to fill a vacancy by regular selection process and the Vice-Chancellor is satisfied that in the interest of the work it is necessary to fill the same, the appointment may be made on purely temporary basis by the Vice-Chancellor on the advice of a Local Selection Committee constituted by him/her for the purpose. Such arrangement may be for a period of not more than one year.

7. The Vice-Chancellor shall make appointments on the basis of the recommendations of the Selection Committee to the posts of Group C.
8. The rules and procedures prescribed by the Government of India in respect of the reserved categories shall be followed as provided in Section 7 of the Central Universities Act, 2009 and as prescribed by the Government of India from time to time.
9. The rules of the Government of India in regard to pay and allowances, increment, leave, superannuation, pension and provident fund shall be followed subject to amendments, if any, from time to time.

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10. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
11. If two or more candidates are selected for a post, the recommendations shall be made in order of merit of the selected candidates.
12. No recommendations shall be made with a condition attached to it.
13. The University may relax any of the qualifications, experience, age, etc., in exceptionally deserving cases on the recommendations of the Screening, and Selection Committees.
14. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
15. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, Differently-abled candidates as per rules of the Government of India/UGC.
16. When the Selection Committee considers it fit to recommend a higher initial pay or advance increment(s) to be offered to a selected candidate, it may do so giving reasons therefor.
17. Prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other criteria, it may deem fit.
18. In-service candidates should apply through proper channel. The conditions as to age and experience may be relaxed for in-service candidates, on the recommendations of the Screening, and Selection Committees.
19. Outstation candidates belonging to SC/ST categories called for interview will be paid return single second class railway fare on production of proof.

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20. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance.
21. Canvassing in any form by or on behalf of any candidate will earn disqualification for the candidate.
22. The Selection Committee's recommendations, when approved, shall remain valid for a period of one year, from the date of such approval, for the advertised posts.
23. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST/Differently-Abled candidates shall be exempted from payment of registration fee.
24. (i) Every employee of the University shall be appointed under a written contract which shall be lodged with the University and a copy of which shall be furnished to the employee concerned. The format of agreement is given in Schedule-III.

(ii) Any dispute arising out of the contract between the University and any of its employees shall be resolved in accordance with the provisions of Section 33 of the Central Universities Act, 2009.

Promotion Policy

25. Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the Executive Council from time to time.

Cadre Recruitment Rules

26. The University shall have the following methods of recruitment for employees of the University, other than teachers and other academic staff:
 - I. Direct recruitment;
 - II. Promotions;
 - III. Deputation of employees whose services are borrowed from other organizations;
 - IV. Appointment of contract service; and
 - V. Re-employment of persons who retired from service

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27. Appointment to a post in any Grade Pay/Pay Band by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower Grade Pay/Pay Band in a service, subject to such conditions of eligibility as may be prescribed by the UGC/Executive Council.
28. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time. Constitution of the Departmental Promotion Committee has been provided in Schedule-II.
29. The scales of pay for the Posts/Pay Band/Grade Pay of various employees of the University, other than teachers and other academic staff in the University shall be as prescribed by the Government of India/UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the Government of India/UGC and specified in the appointment order.
- Provided that the pay scales may be revised from time to time by the Government of India/UGC and upon such revisions, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he/she shall draw his emoluments.
30. Details of qualifications, experience and age etc. required for statutory posts and non-teaching posts shall be as prescribed by the Government of India/UGC from time to time.
31. The qualifications/and or experience and upper age limit for Group 'A', 'B' and 'C' posts shall be as prescribed in Schedule-I. The qualifications, experience and upper age limit as prescribed in Schedule-I is subject to UGC/Government of India Rules/requirements from time to time.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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Schedule-I

- i. The qualifications and/or experience and upper age limit for Group 'A' post shall be as under:

S. No.	Post	Upper Age Limit*	Essential qualifications and/or experience*
1.	Registrar	Preferably below 55 years	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>iii. Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
2.	Finance Officer	Preferably below 55 years	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>iii. Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>

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			<p>Desirable: M.Com./MBA(Finance)/CA/ICWA/SAS and appropriate experience of Financial Management.</p>
3.	Controller of Examinations	Preferably below 55 years	<p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years' of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>iii. Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or :</p> <p>iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
4.	University Librarian	Preferably below 55 years	<p>i. Master's Degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian in a University Library or eighteen year's experience as a College Librarian.</p> <p>iii. Evidence of innovative library service and organisation of published work.</p> <p>Desirable: M. Phil./Ph. D Degree in Library Science/Information Science/Documentation/Archives and Manuscript-keeping.</p>
5.	Deputy Librarian	Preferably below 45 years	<p>i. Master's Degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade of B</p>

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			<p>in the UGC seven point scale and a consistently good academic record.</p> <p>ii. Five years experience as an Assistant University Librarian/College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p> <p>iv. Desirable: M. Phil./Ph.D. Degree in library Science/Information Science/Documentation/Archives and Manuscript-keeping/Computerization of Library.</p>
6.	Deputy Registrar	Preferably below 45 years	<p>i. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p>ii. Nine years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institution of higher education</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar/Assistant Controller of Examinations/Assistant Finance Officer or in any equivalent post.</p>
7.	Deputy Finance Officer	Preferably below 45 years	<p>i. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p>ii. Nine years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institution of higher education</p> <p style="text-align: center;">OR</p>

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			<p>Desirable:</p> <p>i) At least two years' experience in supervisory or equivalent cadre in a Group 'B' post in a Government Department/University/Educational or Research Institution/Teaching and/or Research experience.</p> <p>ii) Ph.D in any discipline</p>
11.	Assistant Finance Officer	Preferably below 35 years	<p>a) Good Academic record having Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p>Desirable:</p> <p>i. At least two years' experience in supervisory or equivalent cadre in a Group 'B' post in a Government Department/ University/ Educational or Research Institution /Teaching and /or Research experience.</p> <p>ii. Ph.D. in any discipline</p> <p>iii. M.Com./MBA (Finance/CA/ICWA/SAS)</p>
12.	Assistant Controller of Examinations and other equivalent posts	Preferably below 35 years	<p>a) Good Academic record having Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p>Desirable:</p> <p>i. At least two years' experience in supervisory or equivalent cadre in a Group 'B' post in a Government Department/ University/ Educational or Research Institution/Teaching and/or Research experience.</p> <p>ii. Ph.D. in any discipline.</p>
13.	Assistant Librarian	Preferably below 35 years	<p>i. A Masters' Degree in Library Science/Information Science/Documentation Science or an equivalent Professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iii. However, candidates, who are, or have been awarded Ph.D. degree in</p>

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			<p>Five years of administrative experience as Assistant Registrar/Assistant Controller of Examinations/Assistant Finance Officer or in any equivalent post.</p> <p>Desirable: M.Com./MBA(Finance)/ICWA/CA/SAS</p>
8.	Deputy Controller of Examinations and other equivalent posts	Preferably below 45 years	<p>i. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p> <p>ii. Nine years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institution of higher education</p> <p style="text-align: center;">OR</p> <p>Five years of administrative experience as Assistant Registrar/Assistant Controller of Examinations /Assistant Finance Officer or in any equivalent post.</p>
9.	Internal Audit Officer	Preferably below 45 years	<p>*Internal Audit Officer (On Deputation) Pay Scale: Rs. 15600-39100 (Grade Pay 7,600/-)</p> <p>a) All India/SAS Organised Audit and Accounts Services Officers holding analogous post in scale of 15600-39100 + G.P. 7600/-.</p> <p style="text-align: center;">OR</p> <p>b) Officer qualified in SAS or its equivalent Accounts Services examination of Central/State Government/holding post in the scale of 15600-39100 + 6600 G.P with three years experience</p> <p style="text-align: center;">OR</p> <p>c) Officer with atleast 9 years service in the pay scale of 15600-39100 + G.P. 5400 of Senior Audit Officer/Accounts Officer (Audit)/ Assistant Registrar with experience in Audit & Accounts and works department of various organisation /Universities etc.</p> <p>The selection will be made on the basis of panel received after Interviews of candidates.</p>
10.	Assistant Registrar	Preferably below 35 years	<p>a) Good Academic record having Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognized University.</p>

*Substituted vide Resolution No. 6, Executive Council Meeting held on 03.03.2014

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			accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports".
14.	Public Relations Officer	Preferably below 35 Years	<p>Essential</p> <p>Master's Degree in Public relations/Communication and Journalism with at least 55% marks or its equivalent from any recognized Indian University or corresponding degree from a foreign university</p> <p>OR</p> <p>Master's degree in any discipline with at least 55% marks or its equivalent and Post Graduate Diploma in Public Relations/Communication and Journalism.</p> <p>AND</p> <p>Five years of experience in the Editorial Department/Centre of any established newspaper, National News Agency, Radio or Television of Film media.</p> <p>Desirable: Knowledge of two or more Indian Languages</p>
15.	Medical Officer	Preferably below 35 years	<p>i. Medical Graduate (Allopathic), i.e., MBBS registered with the Medical Council of India (MCI)</p> <p>ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.</p> <p>Desirable: Candidates with post-graduate qualifications in Medicine/Surgery will be preferred.</p>
16.	System Analyst	Preferably below 35 years	<p>i. Bachelor's Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing.</p> <p>OR</p> <p>ii. M.Sc. with PGDCA with 7 years experience in computing.</p> <p>OR</p> <p>iii. M.C.A. with 5 years experience in computing.</p>

			<p>All Degrees/Diplomas shall be from recognized University/Institution with minimum 55% marks.</p> <p>Desirable: Adequate experience in Computer software and other comparable experience in office automation/e-governance/ERP/Networking</p>
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ii. The qualifications and/or experience and upper age limit for Group 'B' posts shall be as under:

S. No.	Post	Upper age limit	Essential qualifications and/or experience
1.	Section Officer	Preferably below 35 Years	<p>i) Graduate with at least 50% marks in any stream from a recognized University.</p> <p>ii) At least three years post qualification experience in handling Educational Administration/Purchase/Accounts & Finance in a University/Research Institution/Government Department/PSU.</p>
2.	Private Secretary	Preferably below 35 Years	<p>i) Graduation in any discipline with at least 50% marks from a recognized University.</p> <p>ii) Two years experience of Stenography with typing speed of 40 wpm</p> <p>iii) Knowledge of computers.</p> <p>iv) Good communication skills along with comprehension of drafting.</p>
3.	Security Officer	Preferably below 40 Years	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Graduate or an equivalent qualification from a recognized university 2. At least 10 years experience in Police/Para-Military Forces/Armed Forces with exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle.

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4.	Nurse	Preferably below 35 years	<p>i. 10+2 in Science Stream from a recognized Board</p> <p>ii. Bachelor's Degree in Nursing OR Three-year Diploma in Nursing/GNM from a recognized institution/Authority with a minimum of 2 years experience in Nursing in a reputed Hospital or Clinic.</p> <p>iii. Registration with Nursing Council of India/State.</p>
5.	Personal Assistant	Preferably below 35 Years	<p>1. Graduation in any discipline with at least 50% marks from a recognized university.</p> <p>2. Two years experience of Stenography with typing speed of 40 wpm.</p> <p>3. Knowledge of computers.</p> <p>4. Good communication skills along with comprehension of drafting.</p>
6.	Statistical Assistant	Preferably below 35 Years	<p>Master's Degree with at least 55% of marks in Statistics or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).</p> <p>Desirable:</p> <p>1. Experience in collection, compilation, analyzing and management of statistical data and research work.</p> <p>2. M. Phil./Ph. D in a relevant subject.</p>
7.	Professional Assistant	Preferably below 35 Years	<p>Master's in Library Science or PG with Bachelor's in Library and Info. Science with 3 years experience</p> <p>OR</p> <p>Bachelor's in Library Science with 5 years experience.</p>
8.	Assistant	Preferably below 35 Years	<p>i) Graduation in any discipline with at least 50% marks from a recognized University.</p> <p>ii) Two years experience of having worked in any organization.</p> <p>iii) Working knowledge of computers.</p> <p>iv) Good communication skills.</p>

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9.	Junior Engineer (Civil & Electrical)	Preferably below 35 Years	<p>i) Degree or Diploma in Civil/Electrical Engineering of a recognized University/Institute.</p> <p>ii) At least two years post qualification experience as Junior Engineer or Works Assistant in a University/Research Institute/PSU engaged in construction activities/private organization of repute.</p> <p>Desirable: Bachelor's Degree in Engineering</p>
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iii. The qualifications and/or experience and upper age limit for Group 'C' posts shall be as under:

1.	Junior Professional Assistant	Preferably below 30 Years	Graduation in Library Science/Library and Information Science with at least 50% marks from a recognized University
2.	Technical Assistant	Preferably below 30 Years	<p>Bachelor's Degree in Computer Science/IT with at least 50% marks from a recognized University/Institution.</p> <p>Desirable: At least one-year experience of working in a computer laboratory.</p>
3.	Upper Division Clerk	Preferably below 35 years	<p>i) A Graduate with at least 50% marks from a recognized University.</p> <p>ii) Two years experience as Junior Assistant/LDC in a University/Govt. Institution.</p> <p>Desirable: Working knowledge on computers.</p>
4.	Stenographer	Preferably below 35 Years	<p>i) A graduate in any discipline with at least 50% marks from a recognized University;</p> <p>ii) Shorthand speed of 80 words per minute and typing speed 40 words per minute.</p>
5.	Laboratory Assistant	Preferably below 35 years	i) Bachelor's Degree in Science with at least 50% marks from a recognized University/Institution.
6.	Lower Division Clerk	Preferably below 35 Years	<p>i) A graduate in any discipline with at least 50% marks from a recognized University.</p> <p>ii) Proficiency in typing/computer applications.</p>
7.	Despatch Rider	Preferably below 30 Years	<p>i) Matric from a recognized Board or University.</p> <p>ii) Possession of a valid driving license for Motor-Cycle/Auto-rickshaw driving.</p> <p>iii) Two years experience in Motor Cycle/Auto-rickshaw.</p> <p>iv) Knowledge of Motor Cycle/Auto-rickshaw</p>

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			mechanism (the candidate should be able to remove minor defects) of the motor vehicle. Desirable: Matriculation and/or valid driving license for LMV.
8.	Driver	Preferably below 35 Years	i). Matric from a recognized Board or University. ii). Possession of a valid Passenger Vehicle/MGV/HGV license. iii). Experience of driving a motor vehicle for at least 3 years.
9.	Electrician	Preferably below 35 Years	i) 10 th or equivalent with Industrial Training Certificate in Electrician Trade with at least 60 marks. ii) Two years experience as electrician in reputed company.
10.	Plumber	Preferably below 35 Years	At least Sr. Sec. School Pass Certificate or equivalent examination from a recognized Board /University. Possessing 3 years' experience of plumbing.
11.	Cook	Preferably below 35 Years	Candidate possessing at least VIII standard pass and having experience of at least 3 years in the Kitchen of Hostel/Canteen/Guest House.
12.	Peon/Office Attendant	Preferably below 25 years	Matriculation from a recognized Board of School of Education.
13.	Library Attendant	Preferably below 25 Years	Matriculation from a recognized Board of School Education.
14.	Laboratory Attendant	Preferably below 25 Years	Matriculation from a recognized Board of School Education.

- These shall be as prescribed by the Government of India/UGC from time to time.

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SCHEDULE-II

i. **Departmental Promotion Committee Group-'C'**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs. 2,800/- or below be as follows:

- a) Registrar Chairman
- b) Dean of School or Head of the Section concerned
- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- d) Deputy Registrar (Administration)

ii. **Departmental Promotion Committee Group – 'B'**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the grade pay of above Rs. 2800/- up to Rs. 4600/- (or the equivalent slab in the revised scale) be as follows:

- a) Pro Vice-Chancellor Chairman
(or senior most Dean in case Pro Vice-Chancellor is not available)
- b) Two members nominated by the Executive;
- c) Head of the Department/Section concerned;
- d) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members; and
- e) Registrar Member Secretary

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iii. **Departmental Promotion Committee Group-' A'**

The constitution of the Departmental Promotion committee for promotion to non-teaching posts exceeding the grade pay of Rs. 4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- a. Vice-Chancellor Chairman
(or Pro Vice-Chancellor in case Vice-Chancellor is not available)
- b. Two members nominated by the Executive Council
- c. Head of the Department/Section concerned
- d. Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- e. Registrar Member Secretary

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SCHEDULE- III

WRITTEN CONTRACT OF APPOINTMENT

Every employee of the university other than teacher and member of the academic staff shall be appointed on a written contract, the form of which is prescribed as under:

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED this the _____ day of _____ Two Thousand and _____ between _____ S/O/D/O/W/O _____

aged _____ years, residing at _____

_____ of the first part (hereinafter called 'the party of the first part') and the Central University of Jammu of the second part.

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

Now these presents witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all times obey the rules including the University Servants Conduct Rules prescribed for the time being and as amended from time to time, or the regulations of the branch of the University to which he/she may be attached and shall, whenever required, perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the employee of the University and his/her status shall be that of _____ (Designation) in _____ (Department/Branch/Centre) as on the date of appointment.

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4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay) and the grade pay of Rs. _____ in the Pay Band of Rs. _____. He/she shall also be eligible for the usual allowances admissible under rules of the University/Govt. of India in force.
5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her equal rank in the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary for the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University New Pension Scheme according to the rules applicable to him/her.
9. The party of the first part shall submit himself/herself for Self Appraisal, PABS methodology, as prescribed by the UGC as notified and amended from time to time, if applicable to him/her.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 and 313 of the Constitution of India, the provisions of any Act or Statute or Ordinance or Regulation or Rule made by the University in regard to the employees in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

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

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF

Witnesses

- 1) _____
- 2) _____

Signed by the party of the second part in the presence of

Witnesses

- 1) _____
- 2) _____

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Central University of Jammu

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(0), Statute 2(6)(iii)

Pay and Allowances

1. Pay: 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.

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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.

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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 Chairman 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/Ordinance.
11. The Vice Chancellor may delegate any of his powers for day-to-day work to the Pro-Vice Chancellor, Dean, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard.
12. He/she shall pass such orders and take such measures that are necessary to implement any of the above.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

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.

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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.

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- 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

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- 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.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No: 27

governing

Conditions of Halls of Residence for
Students of the University

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

1. The objectives of the Halls of Residence (Hostels) are as follows:
 - a. To provide to the students of the University a congenial place to live so that they can devote themselves to pursue higher learning;
 - b. To provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
 - c. To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
 - d. To provide opportunities for co-curricular activities for all round development of students' personality and for unfolding their artistic and creative talent, and
 - e. To develop in the students the capacity to manage and govern their own affairs.
2. Residence in Campus
 - a. The students residing in the Halls of Residence shall pay such fee as may be prescribed by the Executive Council from time to time.
 - b. The University shall maintain such Halls of Residence as may be necessary and feasible.
 - c. Every Hall of Residence shall have a name as the University may assign to it.
 - d. A Hall of Residence may accommodate reasonable number of students, not more than the designed capacity.
 - e. Each Hall of Residence shall be under the charge of a Warden.

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3. Supervision and Control – Central Committee on Halls of Residence

- a. The supervision and control of the Halls of Residence is vested in the Vice Chancellor. The Chief Warden will assist the Vice Chancellor in performing his functions with the help of a Central Committee on Residence.
- b. The Central Committee shall be appointed by the Vice Chancellor and shall comprise the following:
 - i. Dean, Students' Welfare;
 - ii. Chief Warden;
 - iii. Director Sports; and
 - iv. Wardens of Halls of Residence maintained by the University, not more than three, by rotation.
- c. The term of office of the Central Committee shall be two years.
- d. The functions of the Committee shall be as follows:
 - i. Management, selection and admission of students to the University Halls of Residence.
 - ii. Supervision of the Halls of Residence and advise the University on matters of policy, etc. relating to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one Hall to another; and
 - v. Such other functions as may be assigned by the Vice Chancellor.
- e. The Central Committee may admonish a student for misconduct or may impose a fine as fixed by the University on a student and or remove a student from the Hall of Residence.
- f. The Central Committee shall meet as often as necessary, at least twice in every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare and 1/3 of its members shall form the quorum.
- g. The Dean, Students' Welfare shall submit a copy of the decision(s) of the Central Committee to the Vice Chancellor for his consideration who will, wherever necessary, place it before the Executive Council for consideration and further action.

4. Warden, Prefect and Local Committee

- a. The management of each Hall of Residence and the Mess attached to it shall vest with the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee consisting of:
 - i. Warden – Chairperson;
 - ii. Prefect; and

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- iii. Three to five students of the Hall of Residence
- b. The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- c. One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he/she may deem proper for the smooth functioning of the Hall of Residence.
- d. The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

5. Eligibility and Procedure for Admissions to Halls of Residence

- a. All students registered for full time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he/she will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in Hall of Residence may apply on the prescribed form to the Head of the Department concerned after admission to the Course in the Department.
 - iii. The Heads of Departments shall forward all applications of students of their respective Departments to the Dean, Students' Welfare. The applications shall be scrutinized by the Central Committee which will allot accommodation in the Hall of Residence to the selected applicants.
 - iv. Students joining the University and hailing from distant places will be given preference for accommodation in the Hall of Residence.
 - v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications of such students should reach the office of Dean, Students' Welfare/Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hall/tuition dues, as also subject to good conduct and behavior during his/her earlier stay in the Hall of Residence.

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- b. Research personnel on projects sponsored by organizations like ICSSR, CSIR, UGC, ICAR, ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability of accommodation.

6. Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment.

- a. The Wardens of the Halls of Residence shall perform such duties as may be assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Chief Warden.
- b. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a register of students along with permanent addresses of their guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- c. In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties:
 - i. Oversee welfare of and maintain discipline amongst the residents in the Halls of Residence and to keep daily record of the resident students, such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - ii. Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed in this respect.
 - iii. Report to the Chief Warden all cases of misbehaviour, indiscipline and illness of students residing in his/her Hall of Residence.
 - iv. Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted to them and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
- d. The Wardens shall have the right to inspect rooms in their Halls of Residence.
- e. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
- f. The Wardens shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.

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- g. The Wardens shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under their charge.
- h. The Wardens shall allot and supervise rooms and guest rooms.
- i. The Wardens shall check the Resident Student's Register and the Guest Room Register.
- j. The Wardens shall take disciplinary action against resident student(s) for keeping any unauthorized guest(s).
- k. The Wardens shall order double-locking of rooms of resident students and their re-opening, when required.
- l. The Wardens shall take action for the eviction of resident students in consultation with the Chief Warden.
- m. The Wardens shall periodically verify the furniture and fittings of the rooms with the assistance of the Care taker and take action for their repairs/replacement for obtaining additional furniture.
- n. In case of misuse/damage of the property in the Hall of Residence by the students, the Wardens shall impose necessary fines including withholding of the hostel security.
- o. Unfurnished residential accommodation will be provided to Wardens on rent-free basis for the period of the Wardenship. They shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.
- p. On the expiry of his/her term or on the termination of his/her appointment, the Wardens shall be required to vacate his/her accommodation. A Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

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Central University of Jammu

Ordinance No. 28

governing

Courses of Study

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

1. There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the Competent Body from time to time.
2. The Ordinances/Regulations in respect of all such Courses shall be framed by the University. The Academic Council shall have the power to discontinue a programme of study on the recommendations of the concerned School Board.
3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/Institutions/Boards which have been recognized by the University.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 29

governing

Games and Sports Committee

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

1. a. There shall be a Games and Sports Committee consisting of the following members, namely:
 - i. Chairman, appointed by the Vice Chancellor
 - ii. Dean Students' Welfare
 - iii. Heads of various Games and Sports Clubs of the University
 - iv. One outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - v. Director of Physical Education, who shall be the Ex-Officio Secretary
- b. The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall:
 - i. Make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - ii. Frame the budget for games and sports;
 - iii. Allocate finances to the various Clubs;
 - iv. Maintain the play-grounds, gymnasia, swimming pools of the University;
 - v. Hold contests, competitions, tournaments, athletic meets etc.;
 - vi. Recommend to the Vice Chancellor the names of outstanding players and sportsmen to be nominated for admission;
 - vii. Perform such other functions, as may be assigned to it by the Academic Council and the Vice Chancellor from time to time; and
 - viii. Take measures to identify and encourage the sports talent available in the University.
3. The Committee shall hold its meetings at least once in two months.
4. One third of the total members shall form the quorum for a meeting of the Committee.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 30

governing

Emoluments, Terms and Conditions of Service,
Powers and Functions of the Registrar

The Central Universities Act, 2009: Section 28(0); Statute 6(3)

1. Emoluments, Terms and Conditions of Service

- a. i. The Registrar shall be a whole-time salaried 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.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

- ii. Where an employee of this University or any other Institution/Government and its Organizations is appointed as Registrar, 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 appointment as Registrar, till he/she continues to hold his/her lien on that post.

- b. The terms and conditions of service of the Registrar shall be such as prescribed for other non vocational employees of the University.
- c. When the office of the Registrar is vacant or when the Registrar 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.
- d. If the services of the Registrar 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.
- e. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

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- f. The Registrar shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee as also to free mobile phone and telephone (with STD and ISD) service at his/her residence.
- g. The Registrar 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-vacational staff.
- h. The Registrar shall be entitled to the facility of staff car between the office and his/her residence.

2. Responsibilities and Duties

- a.
 - i. The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
 - ii. In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice Chancellor along with his/her recommendations.
- b. The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he/she shall also be ex-officio Member-Secretary of the Court.
- c. It shall be the duty of the Registrar:
 - i. to be the custodian of the records, the common seal and such other properties of the University as the Executive Council shall commit to his/her charge;
 - ii. to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these Authorities;

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- iii. to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these Authorities;
 - iv. to conduct the official correspondence of the Court, the Executive Council and the Academic Council;
 - v. to supply to the Visitor, copies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of such meetings;
 - vi. to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - vii. to discharge such other duties and perform functions as may be specified in the Statutes, the Ordinances or the Regulations or as may be assigned from time to time by the Executive Council, the Academic Council or the Vice Chancellor.
- d. Appeals:
- i. An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in Clause 2(a) (i).
 - ii. An appeal shall lie to the Executive Council against an order of the Vice Chancellor imposing any penalty.

Central University of Jammu

Ordinance No. 31

governing

Emoluments, Terms and Conditions of Service
of the Finance Officer

The Central Universities Act 2009: Section 28(0); Statute 7(3)

1. Emoluments, Terms and Conditions of Service

- a. The Finance Officer shall be a whole-time salaried 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.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

- b. If the Finance Officer is appointed on deputation basis from any Organization/Accounts and Audit service/cadre, his/her salary shall be such as admissible to him/her according to the Rules of Deputation of service to which he/she belongs.
- c. Where an employee of this University or any other Institution/Government and its Organizations is appointed as Finance Officer, 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 to prior to his/her appointment as Finance Officer, till he/she continues to hold his/her lien on that post.
- d. If the services of the Finance Officer 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.
- e. When the office of the Finance officer is vacant or when the Finance Officer 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.
- f. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.

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- g. A Finance Officer on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
- h. The Finance Officer shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee as also free mobile phone and telephone (with STD and ISD) service at his/her residence.
- i. The Finance Officer 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-vacational staff.
- j. The Finance Officer shall be entitled to the facility of staff car between the office and his/her residence.

2. RESPONSIBILITIES AND DUTIES

- a. The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.
- b. The Finance Officer shall-
 - i. exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - ii. perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
- c. Subject to the control of the Executive Council, the Finance Officer shall-
 - i. hold and manage the property and investments of the University including trust and endowed property;
 - ii. ensure that the limits fixed by the Executive Council for recurring and non recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - iii. be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
 - iv. keep a constant watch on the state of the cash and bank balances and on the state of investments;

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- v. watch the progress of the collection of revenue and advise on the methods of collection employed;
 - vi. ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
 - vii. bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - viii. call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he/she may consider necessary for the performance of his/her duties.
- d. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Resolution No.8, Executive Council Meeting dated.14-01-2013

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Central University of Jammu

Ordinance No.32

governing

Purchase Committee

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

1. There shall be a Purchase Committee of the University for the purchase of goods 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. | Officer in charge of Purchase & Procurement | : Secretary |

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 hereunder:

The term "goods and services" includes all articles, material, commodities, live stock, furniture, fixtures, raw materials, spares, instruments, machineries, equipments, etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. purchased for a library.

3. The procedure to be followed in making procurement for the University School / Department /Centre /Division /Section should conform to the following yardsticks:

- The specifications in terms of quality, type as also quantity of goods and services to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/Department/Centre/Division/Section.
- The specifications so worked out should meet the basic needs of the concerned School/Department/Centre/Division/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.

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c) Care should also be taken to:

- i. avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
- ii. invite offers following a fair, transparent and prescribed procedure;
- iii. satisfy that the selected offer adequately meets the requirement in all respects; and
- iv. satisfy that the price of the selected offer is reasonable and consistent with the quality required.

(d) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

(e) School/Department/Centre/Division/Section may, with the approval of the Competent Authority(as per Schedule of Delegation of Financial Powers), procure the required goods from firms under DGS&D rates.

(f) The University may utilize the approved registered with University suppliers for procurement of goods and services through Limited Tender Enquiry. Head of Department may also register suppliers of goods and services which are specifically required by the Department or Office.

4. Purchase of goods without quotation

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

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

5. Purchase of goods by Purchase Committee

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the

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recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/Dean/Director. The committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract

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

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

7. Purchase of goods through bids

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

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

7.1 Advertised tender enquiry

- (a) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh only) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one National and local daily having wide circulation.

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- (b) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (c) The University should also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (d) Where the University feels that the goods and services of the required quality, specifications etc. may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the School/Department/Centre/Division/Section may send copies of the tender notice to the Indian Embassies abroad as well as to the Foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods and services in such countries.
- (e) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

7.2 Limited tender enquiry

- (a) This method may be adopted when estimated value of the goods and services to be procured is up to Rupees Twenty-five Lakhs only. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (b) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty five lakhs; in the following circumstances:
- (i) The Competent Authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record

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the nature of the urgency and reasons why the procurement could not be anticipated.

- (ii) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through Advertised Tender enquiry.
- (iii) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iv) Sufficient time should be allowed for submission of bids.

7.3 Single tender enquiry

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

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

Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from as single source under the provision of Para 7.3 (c) as applicable.

(a) The indented goods are manufactured by M/s _____

(b) No other make or model is acceptable for the following reasons:

(c) Concurrence of the Finance wing to the proposal vide: _____

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(d) Approval of the competent authority vide

(Signature with date and designation
of the procuring officer)

7.4 Two bid system

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

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

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

8. Late bids

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

9. Contents of bidding document

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

- a) Instruction to bidders.
- b) Conditions of contract.
- c) Schedule of requirements.
- d) Specifications and allied technical details.
- e) Price schedule (to be utilized by the bidders for quoting their prices)

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- f) Contract form.
- g) Other standard forms, if any, to be utilized by the purchaser and the bidders.
- h) Warranty and post warranty maintenance, and
- i) Commercial conditions.

10. Bid security

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

11. Advance payment to supplier

- (a) Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:
 - (i) Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipments, etc.
 - (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.
- (b) Such advance payments should not exceed the following limits:
 - (i) Thirty per cent of the contract value to private firms:

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(ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or

(iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

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

12. Part payment to suppliers

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

13. General instructions

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

- e. The Purchase Committee may appoint a Sub Committee consisting of at least three members for market survey and technical evaluation, as and when required.

14. Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

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

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

Central University of Jammu

Ordinance No. 33

governing

Award of Fellowships, Scholarships, Studentships,
Medals and Prizes

The Central Universities Act, 2009: Section 6(1)(xii) and Section 28(1)(f)

1. In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without much financial strain, the University shall strive to provide for adequate number of scholarships, fellowships; studentships and free-ships, for financial help, and also provide for award of medals and prizes.
2. The scholarships shall be instituted in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full free-ships of tuition fee in each School and Teaching Department as per norms of the UGC.
4. There shall also be a scheme of merit scholarships, subject to availability of funds, where the first and second rank holders in every subject (discipline) will be awarded scholarship, the quantum of which shall be decided by the University from time to time.
5. The fellowships shall be instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time.
6. All types of scholarships and free-ships shall be administered at the University level by a Committee to be constituted by the Vice Chancellor.
7. There shall be a scheme to award medals/prizes to the meritorious students of the University and Affiliated Colleges (wherever applicable) for their outstanding performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act, 2009.

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9. There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objects of the endowment.
 10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of fellowships, scholarships, studentships, free-ships, medals, prizes and other such endowments created by/in the University.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 34

governing

The Proctor

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

1. The Proctor shall be appointed by the Vice Chancellor from amongst the teachers of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice Chancellor.
2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have such powers as delegated to him/her by the Vice Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor may be assisted by Assistant Proctor(s) appointed by the Vice Chancellor for a term of three years.
7. The Assistant Proctor(s) shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
 - a. monitor and ensure the prevalence of disciplinary climate in the student community;
 - b. take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;

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- c. collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice Chancellor or the Discipline Committee for their decision; and
 - d. issue all orders relating to disciplinary proceedings against students.
10. The Proctor shall make arrangements for the maintenance of Cycle/Scooter Stands/Car Parks in the University.
11. The Proctor shall maintain liaison with the local administration in matters regarding the law and order situation in the University Campus.
12. The Proctor shall have the power:
- a. to suspend students or institute proceedings in cases of breach of discipline, referred to him/her by the Vice Chancellor or reported to him/her by any other person or noticed by himself/herself.
 - b. to suspend or rusticate a student up to a maximum period of two weeks; and
 - c. to impose a fine as prescribed from time to time.
13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
14. The Proctor shall be responsible to ensure:
- a. Foreign students welfare (visa etc.);
 - b. VIP's Security; and
 - c. Protection of University properties.
15. The Proctor shall perform such other functions as the Vice Chancellor may assign to him/her from time to time.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 35

governing

Appointment of Faculty against Sanctioned Posts
under Exigent Situations

The Central Universities Act, 2009: Section 28(1)(0)

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 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.
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.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 36

governing

Emoluments, Terms and Conditions
of Service of the Librarian

The Central Universities Act, 2009: Section 28(0)

1. The Librarian shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendation 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.

Provided that the Librarian shall retire on attaining the age of six two years.
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 was entitled prior to his 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.

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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- vacational staff.
10. The Librarian shall be entitled to the facility of staff car between the office and his/her residence.

RESPONSIBILITIES AND DUTIES

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

Central University of Jammu

Ordinance No. 37

governing

Rules For Medical Reimbursement

The Central Universities Act 2009: Section 6(I)(XXIII), 28(I)(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.

Resolution No.8, Executive Council Meeting dated 14-01-2013.

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Central University of Jammu

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) except for M.Ed. course which shall be a one year course spread over two semesters.
 - c. M. Phil., Ph. D Programmes and Integrated M. Phil - Ph. D Programme shall be governed as per UGC norms/regulations (2009) 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.

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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. **Conferment of 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.

Central University of Jammu

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 persons 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 three 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 to the Visiting Fellow in the University Guest House free of charge but food charges would be paid by the Visiting Fellow.
7. The same person may not be invited as Visiting Fellow more than once in a year, but the period of 3 months can be split up as desired by the University within the period of one year.

Resolution No.8, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Ordinance No. 40

governing

Employees and Students'

Grievances Redressal Committees

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

1. There shall be constituted a mechanism for the redressal of the grievances of employees and students of the University.
2. Student means any student who is admitted/registered for a Programme of study in any
 - a) School/Centre/Department/College or Campus maintained by the University.
 - b) Employee means any person appointed by the University and includes teachers and other staff of the University.
3. The Grievances Committee shall observe the following general principles:
 - a) The Campus Community should be made fully aware of the grievance redressal mechanism;
 - b) Every grievance from a student/staff member should be registered and acknowledged;
 - c) If a final decision is not feasible within a fortnight, an acknowledge should be sent to the applicant along with an indication as to when he/she can expect a final reply;
 - d) As a matter of general rule, all the grievances should be disposed off within a period of three months;
 - e) The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
 - f) He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

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4. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Students Grievances Redressal Committee shall comprise the following:

- | | |
|---|------------------|
| 1. The Pro-Vice Chancellor or such other person
to be nominated by the Vice Chancellor | Chairperson |
| 2. Representatives of Student's Council | Member |
| 3. Nominees of the Vice Chancellor | Member |
| 4. Deans of Students Welfare | Member Secretary |
| 5. Dean of the School concerned | Special Invitee |

5. POWERS AND FUNCTIONS

The Committee shall

- (i) entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (iii) recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

6. TEACHERS' GRIEVANCES COMMITTEE

The Committee shall be constituted by the Executive Council consisting of the following:

- | | |
|--|----------|
| a) Vice Chancellor or his/her representative | Chairman |
| b) Five representatives from the teachers' Community representing gender, minority, SC, ST, OBC. | Members |
| c) Vice Chancellor's nominee who shall be the Secretary to the Committee. | |

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7. POWERS AND FUNCTIONS

The Committee shall

- i. entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- ii. enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- iii. recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

8. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Committee shall comprise

- a) The Chairman- to be nominated by the Vice Chancellor.
- b) Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC.
- c) The Registrar or his nominee shall be the Member-Secretary of the Committee.

9. POWERS AND FUNCTIONS

The Committee shall

1. accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
2. enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
3. recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

Central University of Jammu

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

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6. 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.
7. 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.

Resolution No. 4, Executive Council Meeting dated 25.05.2013

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Central University of Jammu

Ordinance No. 42

governing

ADMISSION ON MIGRATION AND TRANSFER OF STUDENTS

The Central Universities Act, 2009: Section 28(1)(0)

1. No student shall be eligible for admission to any under-graduate or post-graduate course of study in this University on migration from any other Board or University unless he/she has passed an equivalent examination of the Board or University recognized equivalent to the examination of this University which qualifies him/ her for admission to the concerned course under the relevant ordinance(s).
2. The application of a student who has not completed his/her course of study and has not appeared at the examination, for which he/she was studying, in any other Board or University in India shall be considered for admission to a course of study in this University provided that the pattern and syllabus of the course in this University is similar to that of the course studied by him/her.

Provided further that the applicant is eligible for admission as per the ordinance governing Transfer of Credits.

3. The application for admission must be supported by:
 - (a) A migration/No Objection Certificate from the concerned Board / University ; and
 - (b) A certificate from the Principal of the College/ Head of the Department last attended by him/her testifying the record of attendance and conduct of the student.
4. The applicant shall have to pay the prescribed fee.

Resolution No. 4, Executive Council Meeting dated 25.05.2013

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Central University of Jammu

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.

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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.

Central University of Jammu

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-paras (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.

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- 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 Caste, Scheduled Tribe, 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 low vision; iii. Hearing impairment)	3.0%

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.

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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 1st 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.
- (c) 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.

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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.

Central University of Jammu

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(0); 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 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.

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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 credits 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.

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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 credits before his/her appointment as Pro Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro Vice Chancellor and in event of his/her rejoining his/her old post, he/she shall be entitled to carry back the leave at his/her credits 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.

Central University of Jammu

Ordinance No.46

governing

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

The Central Universities Act, 2009: Section 28(0); Statute 7(3)

1. Emoluments, Terms and Conditions of Service:

- a. i. The Controller of Examinations shall be a whole-time salaried 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/Govt. of India and adopted by the Executive Council from time to time.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

- ii. Where an employee of this university or any other Institution/ Government and its organizations is appointed as Controller of Examinations, 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 was entitled prior to his/her appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
- b. In case the Controller of Examinations is appointed on deputation basis from any organization, his/her salary shall be such as may be admissible to him/her according to the rules of deputation of service to which he/she belongs.
- c. The terms and conditions of service of the Controller of Examinations shall be such as prescribed to other non-vacational employees of the University.
- d. If the services of the Controller of Examinations 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.

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- e. When the office of the Controller of Examinations is vacant or when the Controller of Examinations 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.
- f. A Controller of Examinations on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
- g. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to free mobile phone and telephone (with STD and ISD) service at his/her residence.
- h. The Controller of Examinations 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-vacational staff.
- i. The Controller of Examinations shall be entitled to the facility of staff car between the office and his/her residence.

2. RESPONSIBILITIES AND DUTIES

Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice Chancellor.

Central University of Jammu

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.

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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 India 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.

Central University of Jammu

Ordinance No. 48

governing

COMMITTEE ON EQUIVALENCE AND RECOGNITION OF EXAMINATIONS/DEGREES

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

Composition

1. There shall be Committee on Equivalence and Recognition of Examinations/ Degrees consisting of the following members:-

- | | |
|--|---------------------|
| a. Pro Vice Chancellor or one of the Deans
to be nominee of Vice Chancellor | Chairperson |
| b. One person to be nominated by the Academic Council | Member |
| c. Deans of the Schools | Member |
| d. Registrar | Member |
| e. Controller of Examinations | Member
Secretary |

The Committee may invite a domain expert, wherever necessary, to assist in its functioning.

Functions

2. The functions of the Committee shall be

- i. to consider proposals in respect of recognition of courses/ examinations/ degrees of other Boards/ Universities /Institutions together with the report of the Dean of the School concerned, who has examined the courses of study and their standard ,and to recommend to the Academic Council the examinations/degrees of other Boards/ Universities/ Institutions to be recognized as equivalent to the corresponding examinations/degrees of the University; including those of foreign Universities;
- ii. to consider requests for recognition of examinations/ degrees received from other Universities and Institutions and submit its recommendations to the Academic Council;
- iii. to examine and recommend to the Academic Council the withholding, suspension or cancellation of recognition to any examination/degree for such reasons and such time as it may deem fit;

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- iv. to consider and recommend to the Academic Council proposal(s) submitted by the Dean(s) for recognition of courses from other University (ies)/ Institution (s), the number and extent of credits that may have been recommended for acceptance for the transfer of credits, on case to case basis, the request for which had been received by the concerned Dean from the student (s);
- v. to prepare a case for moving application for seeking recognition of Degrees, Diplomas and Certificates awarded by the University to be equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other Institutions within and outside the country; and
- vi. to report to the Academic Council on all matters including matters concerning credits transfer, which are referred to it.

Rules of Business

3. The Committee shall frame the Rules of Business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Committee on Equivalence and Recognition of Examinations/Degrees.

Quorum

4. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

Central University of Jammu

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)

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- 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 GPA of 2 or above/ 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.

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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'.

Central University of Jammu

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:

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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.

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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 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.
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.

NONDISCRIMINATION

15. The Universities entering into this MOU agree that no person shall on the grounds of race, colour, nationality, origin, gender, sexual orientation, or creed 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:

Central University of Jammu

Ordinance No. 50

governing

RECOGNITION BY THE UNIVERSITY
FOR CO-OPERATION /COLLABORATION
WITH OTHER
UNIVERSITY/AUTHORITY/INSTITUTION

The Central Universities Act, 2009: Section 6(1)(vii), (x) and 28(1)(k)

PREAMBLE

- a. Section 6(1) (vii) of the Central Universities Act, 2009 empowers the University to recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition.
- b. Section 6(1) (x) of the Central Universities Act, 2009 empowers the University "to co-operate or collaborate or associate with any University or Authority or Institution of higher learning, including those located outside the country in such manner and for such purposes as the University may determine."
- c. Section 28(1) (k) of the Act makes provision for framing of Ordinance to provide for "the manner of co-operation and collaboration with other Universities, Institutions and other Agencies including learned Bodies or Associations".
- d. In the context of the above, the Central University of Jammu will endeavour to recognize and collaborate with other Universities/Authorities/ Institutions of higher learning which have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its objectives.

ELIGIBILITY FOR RECOGNITION

1. Such Universities/Authorities/ Institutions which have a proven excellence and academic competence in instruction and research and are at least of ten years standing with a proven track record of competence will be eligible for the purpose of recognition for co-operation / collaboration with the University. Such University/Authority/ Institution may be located anywhere within or outside the country.

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5. (i) Half of the members of the Committee shall constitute quorum for meeting of the Committee.
(ii) All decisions shall be taken by the majority of not less than 3/4th of the members present.
6. The Committee shall ordinarily meet twice in a year.
7. The Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member Committee to carry out physical inspection and verification of the facts claimed by the University/ Authority/Institution.
8. The Physical Verification Committee shall visit the institution and carry out physical verification of the University/ Authority/Institution to assess its case for recognition on the lines of the parameters described at para 2(i-iii) above. It shall submit its report to the Committee which will make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the Executive Council with recommendations of the Academic Council for decision in the matter.
9. Recognition granted shall normally be for a period not exceeding five years and will be subject to a mid-term review, the manner and timing of which shall be decided by the University.
10. Recognition may be extended for subsequent term(s) of not exceeding five years each.

Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone.

Provided further that normally no new registration for research on initiation of an instructional semester shall be initiated by the University during the last six months of the period of recognition.

11. Request for re-recognition/renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
12. The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact damaging the credibility or conduct of the University/ Authority/Institution, in terms of academic credentials, comes to the light

MANNER OF CO-OPERATION /COLLABORATION AND OTHER DETAILS

13. The University may choose to collaborate with a University/ Authority /Institution for the purpose of either instruction or research or both.

Provided that in case of either of the above, the students shall be admitted and examined by the University as per extant rules, regulations, ordinances and guidelines.

14. Fees shall be prescribed and collected by the University which may be equally shared by this University and the other University /Authority/Institution, as the case may be as per mutual agreement.

15. Guides/research supervisors shall be appointed /recognized by the University as per its rules, ordinances and regulations as amended from time to time.

16. If a teacher of the University/ Authority /Institution retires in mid-term of the period of research or instruction, his/her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.

17. The timing of residence for a batch of students/research scholar(s) at the institution shall be decided by the Head of the Department concerned. However the maximum period of residence shall be regulated as follows:

For 5 years integrated courses and Ph. D Programmes	3 non-consecutive semesters
For 3 years under-graduate courses	2 non-consecutive semesters
For post-graduate courses	2 non-consecutive semesters
For M. Phil. courses	1 semester

18. Any matter not specifically covered by this ordinance shall be regulated as per the University rules, regulations and ordinances as amended from time to time.

19. All legal disputes shall be subject to the jurisdiction of the courts in whose jurisdiction the Head Quarter of the Central University of Jammu situates.

Central University of Jammu

Ordinance No. 51

governing

FLOATING POSTS

The Central University Act, 2009: Section 28(0)

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time, as approved by the Executive Council. The appointments against such posts shall be made by the Executive Council on the recommendations of the Vice Chancellor.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons eligible to be appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will be made ordinarily for one year and efforts continued for filling these posts in the normal course.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letter to a person appointed against a floating post shall be issued unless the appointee enters into a contract with the University as per the proforma prescribed for contract appointment.
6. Persons appointed against these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. guidelines in this regard.

Resolution No. 4, Executive Council Meeting dated 25.05.2013

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Central University of Jammu

Ordinance No. 52

governing

THE ALUMNI ASSOCIATION

The Central Universities Act, 2009: Statute 35(2)

1. There shall be an Alumni Association of the University named the Central University of Jammu Alumni Association (CUJAA).
2. The Association aims at promoting the objectives of the University and to maintain contacts as well as solidarity among the graduates of the University.
3. The membership of the Association shall be open to all degree holders of the University.
4. The membership fee for the Association shall be Rs. 600/- which shall be collected from each student at the time of admission.
5. The application for membership shall be in a form prescribed by the University.
6. There shall be an Executive Committee of the Association which shall consist of
(a) President; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and
(e) 10 other Members.
7. The Vice Chancellor shall be the Patron of the Association. The Executive Committee of the Association shall be elected for a term of three years.
8. No member of the Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years' standing.

Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.

9. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.
10. Elections of the Executive Committee of the Association and the procedure for conduct of its business and business of the Association shall be prescribed by Regulations.

Resolution No. 4, Executive Council Meeting dated 25.05.2013

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Central University of Jammu

Ordinance No. 53

governing

TRAVELLING AND HALTING ALLOWANCES

The Central Universities Act 2009: Section 28(o); Statute 2(iii) and 12(xx)

1. This Ordinance shall be called the Travelling and Halting Allowance Rules of the Central University of Jammu.
2. They shall apply to:
 - i. Members of the Authorities of the University and Members of the Committee(s) appointed by the Authorities or by the Vice Chancellor.
 - ii. Officers and employees (teaching and non-teaching) of the University.
 - iii. Students proceeding on approved excursions/field work, sports activities and any other academic activities.
3. Travelling and Halting Allowance shall be applicable to the following categories as mentioned in each case.

A. Members of Authorities, Members of Committees appointed by the Authorities or the Vice Chancellor.

a. i. Journey by Rail: AC first Class/AC II Tier each way fare for the members from the place of the residence of the members to the place of work and back.

ii. Journey by Air: As per rules of Government of India.

b. Rate of road mileage: As per rules of Government of India.

c. The rates of road mileage will be on the basis of prevailing rates in the metropolitan city of a particular State and, if no rates have been fixed, the rules of neighbouring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time:

- i. For journeys performed in own car/taxi Rs. 16/km
- ii. For journeys performed by auto rickshaw/
own scooter Rs. 8/km
- iii. Daily Allowance: (as prescribed)

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Provided that the Vice Chancellor may grant travelling and halting allowance at any other rate or rates in special cases, if necessary.

B. Members of the Authorities and Committees, other than the employees of the University, who reside at the Headquarters shall be entitled to travelling allowance for attending meetings of Authorities or Committees as in para 3 A(c) above.

C. Vice Chancellor

- i. Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
- ii. Journey by Air; Executive/Business Class
- iii. Rate of road mileage: Actual fare as per rules of Government of India.

D. Other Employees of the University.

For the purposes of travelling and daily allowance employees of the University shall be categorised into five groups as follows and shall be entitled to travel by air and train, and daily allowance as mentioned after the categorisation:

Categories

Category	Employees drawing grade pay of:
i	Rs.10,000/- and above and those in pay scale of HAG and above.
ii	Rs.7600 to Rs.9000/-
iii	Rs.5400 to 7000/-
iv	Rs.4200 to Rs.4800/-
v	Below Rs.4200/-

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Travelling and daily allowance

Category	Travel Entitlement		Daily Allowance
	By air	by train	
i	Business/Club Class	AC first Class	Reimbursement for hotel accommodation/ guest house of up to Rs.5000/- per day/reimbursement of AC taxi charges of up to 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs.500/- per day.
ii	Economy Class	AC first Class	Reimbursement for hotel accommodation/guest house of up to Rs.3000/- per day; reimbursement of non-AC taxi charges of up to 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs.300/- per day.
iii	Economy Class	AC II tier	Reimbursement for hotel accommodation/ guest house of up to Rs.1500/- per day; reimbursement of taxi charges of up to Rs.150/- for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.
iv	Not entitled	AC II tier	Reimbursement for hotel accommodation/ guest house of up to Rs.500/- per day; reimbursement of taxi charges of up to Rs.100/- per day for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.
v	Not entitled	First class/AC 3 tier/AC Chair car.	Reimbursement for hotel accommodation/ guest house of up to Rs.300/- per day; reimbursement of travel charges of up to Rs.50/- per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

Note 1: 'Pay' means, pay in the revised scales of pay, special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

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Note 2: In the case of re-employed person, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.

Note 3: Person getting Honorarium or part time workers shall be ranked in such grade as the Vice Chancellor may decide on a case to case basis.

E. Students proceeding on academic activities..

Travelling and daily allowance of students and scholars proceeding on approved excursions, field work, academic or sports activities shall be regulating by the norms laid down by the UGC from time to time

4. General

- i. A member of the staff will be paid travelling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc.) or when he has to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note: In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.

- ii. In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor.
- iii. When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of the tour, he will be entitled to travelling/halting allowance for onward journey only.
- iv. When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation, meetings called by the Registrar or other statutory bodies and of committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- v. A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the

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communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.

vi. a. A teacher attending conference/ seminar/ workshop etc. with the financial assistance under the scheme "Unassigned Grants" of University Grants Commission, the rules of unassigned grant shall be followed.

b. In respect of teachers nominated/ deputed to attend the conferences/ seminar/workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.

- i. A person who is nominated or elected as president or chairperson of the conference/meeting/section etc.
- ii. A person whose paper has been accepted for being presented at the conference/seminar.
- iii. The travelling allowance shall not exceed the actual travelling expenses and halting allowance that they may be paid in special case, to the participant shall be decided by the Vice Chancellor.
- iv. On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his/her entitlement.
- v. The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his travelling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
- vi. The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however, be refundable immediately. Unless permitted by the Vice Chancellor, the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- vii. Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- viii. The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- ix. It is the duty of a Controlling Officer before signing or countersigning a travelling allowance bill to

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- a. see that the halt has not been unnecessarily or unduly protracted;
 - b. satisfy himself/herself that travelling allowance for journey by rail has been claimed for the class of accommodation actually used; and
 - c. observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
- x. The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance as per Government of India rules as amended from time to time, in connection with a journey performed in the University's interest within a radius of 8 kms. from his headquarters when a staff/University conveyance is not made available and no travelling is admissible.

Note 1: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 2: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may authorise reimbursement of conveyance expenses in addition to the overtime allowance admissible to him.

Note 3: In the case of a person less in rank than of Assistant or equivalent, conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

Note 4: When a person travels by a class lower than that he/she is entitled to; he/she shall be entitled to the reimbursement of the fare class actually used.

5. Anything not contained in this Ordinance shall be dealt with as per Rules of the Government of India.

Central University of Jammu

(Amendment) Ordinance No. 54

(Amendment of Ordinance No. 3)

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

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

The following amendments shall be made to Ordinance No. 3 governing Master's Degree Programmes: Curriculum and Conditions for Award of Degree:

1. In Clause 5 following shall be added as proviso after the note below the table:

Provided that for a programme of study of three years duration there shall be an increase of 50% in all the components mentioned in the above cited table. In such case, a student shall have to accumulate a total of 120 credits, equally spread over six semesters.

After amendment Clause 5 shall read as under:

Choice Based Credit System (CBCS)

3. All programmes of study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS). For successful completion of a programme of study, a student shall be required to accumulate a total of 80 credits as under:

Course Type	Credits	Contact Hours	Field Work/ Lab work/ Practicals/ Tutorials (hours)	Other work load (hours)	TSE work load (hours)
Department Wide Core Courses	48	480	240	720	1440
Department Wide Electives	16	160	80	240	480
University Wide Electives	16	160	80	240	480
Total	80	800	400	1200	2400

Note: 80 credits shall be equally spread over the four semesters

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Provided that for a programme of study of three years duration there shall be an increase of 50% in all the components mentioned in the above cited table. In such case, a student shall have to accumulate a total of 120 credits, equally spread over six semesters.

2. Clause 16 shall be substituted as under:

Before amendment	After amendment
<p>16. Individual School/ Department may, with the approval of the Vice Chancellor, modify the specified credits, depending upon the specific needs and requirements of a course subject to the condition that a student shall accumulate a minimum of 80 credits and one credit course would entail a minimum total student effort/workload of thirty hours.</p>	<p>16. Individual School/Department may, with the approval of the Vice Chancellor, modify the specified credits, depending upon the specific needs and requirements of a course subject to the condition that a student shall accumulate a minimum of 80 credits in case of a programme of study of two years duration and 120 credits in case of a programme of study of three years duration. One credit course would entail a minimum total student effort/workload of thirty hours.</p>

3. Clause 19 shall be substituted as under:

Before amendment	After amendment
<p>19. 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 credits or additional credits specified for the purpose by the individual School/Department.</p>	<p>19. 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 credits or six semesters with minimum 120 credits, as the case may be, and additional credits specified for the purpose by the individual School/ Department.</p>

Resolution No. 18, Executive Council Meeting dated 02.12.2013

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Central University of Jammu

(Amendment) Ordinance No.55

Amendment to Ordinance No.6

Award of Integrated M.Phil- Ph.D Degree

(The Central University Act 2009: Section 28(1)(b) and 37 (1))

The following amendments shall be made to Ordinance No. 6 governing Integrated M. Phil Degree.

1. The following shall be added as provisos to clause 5:-
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.

Eligibility Criteria

5. No person with less than 55 % marks or equivalent grade at the Master's 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, Scheduled Tribe and persons with Disabilities candidates.

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.

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2. Clauses 7 and 7.1 shall be substituted as under:-

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 the Composite Score	Weightage
1)	Score obtained in Admission Entrance Test (AET)	60%
2)	Percentage of marks in the PG degree	30%
3)	Interview	10%
	Total	100%

- 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.

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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.

3. Clause 14 shall be substituted as under:-

14(i) Subject to the minimum cut off marks candidates equivalent to three times the number of seats shall be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.

14(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, candidate are expected to discuss their areas of research.

(Amendment) Ordinance No 56
amending Ordinance No 6A
governing

Part-time Ph.D Programme for In-service Academic and Administrative Personnel.
(The Central Universities Act 2009, Statute 37).

The Ordinance No 6A governing Part-time Ph.D Programme for In-service Academic and Administrative Personnel shall be amended as follows:-

1. In clause 3 the last sentence shall be omitted.
2. In clause 8 after removal of the full stop at the end of the last sentence the following shall be added;
"including field work, if necessary, with the approval of Doctoral Committee".
3. In clause 9 the word "supervisor" in the second sentence shall be substituted by the words "supervisor/co-supervisor".
4. In clause 7 the words "Dean of School" shall be substituted by the words "Doctoral Committee".
5. Clause 12 shall be recast as under:-
"12. After completion of one year work, the scholar shall be required to take a test. The pattern, components and mode of evaluation shall be internal and to be decided by the Doctoral Committee. The result, after evaluation, shall be submitted to the Dean of Schools by Head of the Department.

A scholar who scores a CGPA of atleast 5 points shall be deemed to have completed the course work successfully".
6. The words "candidate" and "student" , wherever occur, shall be substituted by the word "scholar".
7. Clause 13 shall be substituted as under :-

"13. In case of a scholar admitted for Part-time Ph.D. Programme, the minimum period of requirement for submission of the thesis shall be three and half years.

Provided that a scholar with M.Phil Degree recognized by the University may be allowed to submit his/her thesis after completion of two and half years.

Provided further that the Vice Chancellor on recommendations of Doctoral Committee, in his/her discretion, grant six months relaxation in submission of thesis to a scholar who has published at least two research papers, related to the subject/topic of the doctoral research, in refereed National/International journals with impact factor".

8 Clause 14 shall be substituted as under :-

"14. A scholar shall have to submit his or her thesis within five years of admission including half yearly extensions, granted by School Board on recommendations of Doctoral Committee. Failure of submission of thesis within 5 years shall lead to cancellation of admission. However, the scholar will have option to re-register for part-time Ph.D Programme".

9 The existing clause 15 shall be renumbered as clause 16. The following shall be inserted as clause 15.

Doctoral Committee

"15. Doctoral Committee shall comprise the following:-

1. Head of the Department concerned. (Chairperson).
2. One Professor of the Department by rotation in order of seniority.
3. One Associate Professor of the Department by rotation in order of seniority.
4. One Assistant Professor of the Department by rotation in order of seniority.
5. An external expert may be co-opted by Head of the Department, if required.

Term of office of members at ser No 2, 3 and 4, above shall be three years".

*Resolution no 6, Executive Council Meeting
dated 03.05.2014.*

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CENTRAL UNIVERSITY OF JAMMU

REGULATIONS

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Central University of Jammu

Regulation No. 1

governing

Standing Committee of the Academic Council

(The Central Universities Act, 2009 : Section 29, Statute 21 & 38)

1. The Academic Council may constitute a Standing Committee of the Academic Council and nominate such members as it may deem fit.
2. The nominated members of the Standing Committee shall hold office for a period of 3 years or so long as they continue as the members of the Academic Council whichever is earlier.
3. The standing Committee shall have the following functions and powers of the Academic Council:
 - I. To prescribe qualifications for admission to various programmes, to determine the intake of students in each programme and other matters relating to the admission of the students and their examinations;
 - II. To recognize examinations, degrees, diplomas of other Universities and educational bodies for the purpose of admission to various programmes of the University;
 - III. To consider the minutes of the School Boards (and to make suitable recommendations to the Academic Council);
 - IV. To consider any other matter referred to it by the Vice-Chancellor or the Academic Council.
 - V. To approve the Academic Calendar of the University.
4. The Standing Committee shall meet as and when required.
5. At least 3 days notice should be given for the meeting of the Standing Committee and the quorum for the meeting may be 1/3rd of the number of total members of the Standing Committee.
6. The Vice-Chancellor, when present, shall preside over the meeting of the Standing Committee and in his/her absence, the Pro-Vice-Chancellor or the senior most Dean/senior most Professor present shall act as the Chairman.
7. The Registrar shall be the non-member Secretary and he will communicate the proceedings of the Standing Committee to the Academic Council and other Officers/Authorities concerned.

(Resolution No. 9, Academic Council Meeting dated 25.04.2012)

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Central University of Jammu

Regulation No. 2

governing

PROCEDURE FOR SCRUTINY OF APPLICATIONS RECEIVED FOR TEACHING & VARIOUS OTHER ACADEMIC POSTS

The Central Universities Act 2009: Section 29 Statute 38(1) (iii)

1. Procedure of Scrutiny

The applications of all candidates for the post of Assistant Professor, Associate Professor, Professor or other such equivalent positions will be placed before the Screening Committee for deciding their eligibility. The Screening Committee shall comprise:-

- a. The Dean of the concerned School/a person nominated by the Vice Chancellor in case of non availability of the Dean as the Chairperson of the Screening Committee;
- b. The Head of the Department or a person nominated by the Vice Chancellor in case of non-availability of HOD; and
- c. Two subject experts in the concerned subject nominated by the Vice Chancellor.

The quorum for the above Committee shall be three.

2. The procedure for scrutiny of applications will be as follows:-

- a. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc., will be scrutinized and differently abled candidates will be separately listed. This will be followed by an appropriate decision by the Committee with regard to their eligibility.
- b. The applications of all the eligible candidates will be scrutinized with reference to the essential and desirable qualifications including API Scores. While screening the forms, guidelines issued by the UGC from time to time shall be followed.
- c. Ordinarily, the number of candidates recommended for interview for one post may not exceed ten and for two posts fifteen and five per post if the vacancies are more provided the number may be exceeded by the Committee for reasons to be recorded.
- d. The basic academic qualification will not be relaxable. In case, a candidate does not satisfy any one of the basic qualifications like experience etc, and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing of the qualifications will be recorded.

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3. Re-advertisement

If the number of candidates eligible for being called for interview is less than two in all, the post shall be re-advertised with a note that the eligible candidates who may have applied earlier need not apply again. In such cases, the Vice Chancellor shall also initiate personal contact. In case the number of eligible candidates is still less than two after the process of second advertisement and personal contact, the University will again re-advertise the position and in case the number of eligible candidates again turns out to be less than two, the University may proceed with the conduct of interview.

4. Information to Candidate

The candidates will be informed by e-mail as well as through registered post of the venue and date of the interview at least two weeks ahead of the due date of their interview.

5. Reserved Posts

In the case of reserved posts, the procedure mentioned at Clause 3 above must be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the Government of India/University Grants Commission rules as amended from time to time.

Central University of Jammu

Regulation No. 3

governing

MEETING OF THE ACADEMIC COUNCIL

(The Central Universities Act, 2009: Section 29

read with Statute 38)

In exercise of the powers vested in it by Section 29 read with Statute 38 of the Central Universities Act, 2009, the Academic Council hereby makes the following Regulations for the conduct of its business:

1. This regulation shall be called "Regulation for meeting of the Academic Council" and shall come into force on the date it is approved by the Academic Council.
2. The date for a meeting of the Academic Council shall be fixed by the Vice-Chancellor, who is the Chairperson of the Academic Council.
3. The notice for a meeting of the Council shall be issued by the Registrar.
4. Ordinarily, a notice of at least of 21 days in writing, shall be given for a meeting of the Academic Council.

Provided that the Vice-Chancellor in case of urgency may convene urgent meeting of the Academic Council by giving a shorter notice whenever he/she thinks it necessary.

5. The Registrar shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting.

Provided that it shall be open to the Chairperson, at his/her discretion, to bring up such items as may be, in his/her opinion, urgent and important in nature, for consideration at the meeting itself.

6. Where a meeting of the Academic Council has been duly convened and no quorum is present within half an hour of the time fixed for the meeting, the meeting will be adjourned to the same day and time in the next week, or to such other day and at such other time and place thereafter as the members of the Academic Council present may decide. A notice for the adjourned meeting shall be sent to all the members of the Academic Council.
7. A special meeting of the Academic Council may be arranged by the Registrar, if a request to this effect is received in writing from not less than 1/3rd of the total

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number of members of the Academic Council, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting and the special meeting shall consider only those items.

Provided that a special meeting shall not be held unless all the members who requisitioned such meetings are present.

Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

8. If, in the opinion of the Vice-Chancellor, a matter requires urgent consideration of the Academic Council and it is not expedient to hold meeting of the Academic Council, it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if majority of the members of the Academic Council convey their approval.
9. Nine (09) members of the Academic Council shall form a quorum for a meeting of the Academic Council.
10. The conduct of business at a meeting of the Council shall be regulated by the Chairperson.
11. The Ruling of the Chairperson of the meeting in regard to all questions shall be final.
12. The Academic Council may, for the purpose of consultation, invite any person, having special knowledge or practical experience of a matter, to the meeting when that matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.
13. Ordinarily, all decisions shall be by consensus. However, if circumstances so warrant, the Chairperson may put a resolution to vote and the decision shall be carried by a majority. In case of tie, the Chairperson shall have a casting vote as well.
14. The minutes of the meeting shall be prepared by the Registrar, ordinarily within a week's time after date of the meeting, who shall submit the same to the Chairperson for his/her approval. The minutes approved by the Chairperson shall

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be circulated to the members for their comments. Comments, if any, received from the members within ten days from the date of dispatch of the minutes, shall be considered at the following meeting before the minutes are confirmed.

15. The decisions taken at a meeting of the Academic Council shall be implemented by the University on the basis of the minutes approved by the Chairperson.
16. The power to amend, repeal or add to this Regulation shall vest with the Executive Council.

Resolution No. 4, Academic Council Meeting dated: 13.05.2013

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Central University of Jammu

Regulation No. 4

governing

MEETING OF THE EXECUTIVE COUNCIL

(The Central Universities Act, 2009: Section 29
read with Statute 38)

In exercise of the power vested in it by Section 29 read with Statute 38 of the Central Universities Act, 2009, the Executive Council hereby makes the following Regulation for the conduct of its business:

1. This regulation shall be called "Regulation for meeting of the Executive Council" and shall come into force from the date of its approval by the Executive Council.
2. The date of meeting of the Executive Council shall be fixed by the Vice-Chancellor.
3. The notice for the meeting of the Executive Council shall be issued by the Registrar.
4. Ordinarily, a notice of at least 21 days in writing, shall be given for a meeting of the Executive Council.

Provided that the Vice-Chancellor in case of emergency may convene emergent meeting of the Executive Council by giving a shorter notice whenever he/she thinks it necessary.

5. The Registrar shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting.

Provided that it shall be open to the Chairperson at his/her discretion to bring up such items which are urgent and important in nature for consideration at the meeting itself.

6. Where a meeting of the Executive Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Executive Council present may decide, and notice for the adjourned meeting shall be sent to all the members of the Executive Council.

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7. A special meeting of the Executive Council may be convened by the Registrar, if a request to this effect is received in writing from not less than 1/3rd of the total number of members of the Executive Council, on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s) which they propose to discuss at the meeting, and the special meeting will consider only those items.

Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present.

Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

8. If, in the opinion of the Vice-Chancellor, a matter requires urgent consideration and it is not expedient to hold a meeting of the Executive Council, it shall be open to the Chairperson (Vice-Chancellor) to obtain the approval of the members of the Executive Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if majority of the members of the Executive Council convey their approval.
9. Seven members of the Executive Council shall form a quorum for a meeting of the Executive Council.

Provided that for a meeting of the first Executive Council constituted under the transitional provision of Section 44 of the Act, five members shall form the quorum.

10. The conduct of business at a meeting of the Executive Council shall be regulated by the Chairperson.
11. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairperson may put a resolution to vote and the decision shall be carried by a majority. In case of tie, the Chairperson shall have a casting vote as well.
12. The minutes of the meeting shall be prepared by the Registrar, ordinarily within a week's time after the date of meeting, who shall submit the same to the Chairperson for his/her approval. The minutes approved by the Chairperson shall be circulated to the members for their comments. Comments, if any, received from the members shall be considered at the following meeting before the minutes are confirmed.

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13. The decision taken at a meeting of the Executive Council shall be implemented by the University on the basis of the minutes approved by the Chairperson.
14. The power to amend, repeal or add to this Regulation shall vest with the Executive Council.

Resolution No.7, Executive Council Meeting dated 14-01-2013

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Central University of Jammu

Regulation No. 5

governing

MEETING OF THE BOARD OF STUDIES

(The Central Universities Act, 2009: Section 29 Statute 38)

In exercise of the power vested in it by Section 29, read with Statute 38 of the Central Universities Act, 2009, the Academic Council hereby makes the following Regulations for the conduct of business of meeting of Board of Studies:

1. All Board of Studies shall ordinarily meet at least once a year and on such occasions as may be determined by the Vice-Chancellor.
2. Not less than fifty percent of the members in each Board of Studies, shall constitute the quorum of the meeting.
3. In absence of the Chairperson at any meeting of the Board of Studies, the senior most member present shall act as Chairperson for that meeting.
4. All questions before the Board of Studies shall be decided by a majority of persons present and voting. In case of equality of votes on any issue, the Chairperson shall have a casting vote as well.
5. If Dean of the School concerned 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 the Board of Studies be convened, the matter may be disposed of by circulation among members of the Board of Studies and he/she may issue instructions to that effect.

Resolution No. 4, Academic Council Meeting dated: 13.05.2013

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Central University of Jammu

Regulation No. 6

governing

MEETING OF THE FINANCE COMMITTEE

(The Central Universities Act, 2009: Section 29
read with Statute 38)

In exercise of the power vested in it by Section 29 read with Statute 38 of the Central Universities Act, 2009, the Finance Committee hereby makes the following Regulation for the conduct of its business:

1. The Regulation may be called "Regulation for the meeting of Finance Committee" and shall come into force from the date of its approval by the Finance Committee.
2. The date of meeting of the Finance Committee shall be fixed by the Vice-Chancellor.
3. The notice for the meeting of the Finance Committee shall be issued by the Finance Officer.
4. The meetings of the Finance Committee shall be held at least thrice every year to examine among other things, the accounts of the University and to scrutinize proposals for expenditure.

Provided that on a requisition signed by any five members of the Finance Committee to convene a special meeting of the Committee, the Vice-Chancellor shall convene a special meeting on a date fixed by him/her. At such meetings, only such matters as the signatories to the requisition have set forth in the requisition shall be brought forward and disposed of.

Provided that a special meeting shall not be held unless all the members who requisitioned such a meeting are present.

Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting

5. The Finance Officer shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and place of the meeting along with the agenda papers. In case of special meetings, the Finance Officer shall give such previous notice of the time and place of the meeting as the circumstances in each may permit.

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6. The Vice-Chancellor shall be the Chairperson of the Finance Committee. In his/her absence, the members present shall elect a member of the Committee to be the Chairperson.
7. The Finance Officer shall be ex-officio Secretary. In his/her absence, the person performing his/her duties shall act as Secretary.
8. Five members inclusive of the Chairperson shall form the quorum of the Finance Committee.
9. The conduct of business at a meeting of the Finance Committee shall be regulated by the Chairperson.
10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairperson may put a resolution to vote and the decision shall be carried by a majority. In case of a tie Chairperson shall have a casting vote as well.
11. Any emergent item of business for the Finance Committee may, at the discretion of the Vice-Chancellor be disposed of by circulation. Such item shall, however, be reported to the Finance Committee at its next meeting.
12. The proceedings of the meeting of the Finance committee shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures. The Finance Officer shall, within fifteen days after the meeting of the Finance Committee, send a copy of the proceedings to each member of the Finance committee.
13. The decision taken at a meeting of the Finance Committee shall be implemented by the University on the basis of the minutes/proceedings approved by the Chairperson and the same may not cast financial burden on University which is inconsistent with provision of the budget.
14. The power to amend, repeal or add to this Regulation shall vest with the Executive Council.

Resolution No.7, Executive Council Meeting dated 14-01-2013

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