THE JAMMU AND KASHMIR
BABA GHULAM SHAH BADSHAH UNIVERSITY ACT
Act No. XVI of 2002

(Received the assent of the Governor on 21st April, 2002 and published in Government Gazette dated: 23rd April, 2002)

An Act to provide for the establishment of a residential and technical University in the State of Jammu and Kashmir to offer scientific and technical education as also to usefully utilize the surplus finance of Baba Ghulam Shah Trust for matter connected therewith.

Be it enacted by the Jammu and Kashmir State Legislature in the Fifty-third Year of the Republic of India as follows:-

1. Short title and commencement -

(1) This Act may be called the Jammu and Kashmir Baba Ghulam Shah Badshah University Act, 2002.

(2) It shall come into force on such date as the Government may, by notification in the Government Gazette, appoint.

(3) Seat of the University shall be at Moradpur Rajouri or such other place as may be identified by the Government on the recommendations of State Wakaf Council.

2. Definitions - In this Act, unless the context otherwise requires -

(a) "College" means a college maintained by the University;

(b) "Council" means the State Wakaf Council established under section 7 of the Jammu and Kashmir Wakaf's Act, 2001;

(c) "Hall" means a unit of residence, by whatever name called, for students of the University provided, maintained or recognized by it;

(d) "prescribed" means prescribed by Statutes, Ordinances or Regulations;

(e) "recognised institution" means an institution of higher learning maintained by the University or started by Council or Trust and recognized by, or associated with the University;

(f) "State" means the State of Jammu and Kashmir;

(g) "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, Ordinances and Regulations of the University made under this Act;

(h) "Trust" means the Hazrat Baba Ghulam Shah Badshah Trust;

(i) "University" means Baba Ghulam Shah Badshah University.

3. **The University** - The First Chancellor and the first Vice-Chancellor of the University, the Executive Council and the Academic Council and all persons who may hereafter become such officers, so long as they continue to hold such offices are hereby constituted a body corporate by the name of "Baba Ghulam Shah Badshah University".

4. **Objects** - The objects of the University shall be to disseminate and advance knowledge, wisdom and understanding, and to offer scientific and technical education of the highest standards by teaching and research and by the example and influence of its corporate life.

5. **Powers of the University** - The University shall have the following powers, namely:-

(1) to provide for instruction including the method of correspondence courses in such branches of learning as the University may from time to time determine, and to make provision for research, for the advancement and dissemination of knowledge and for offering scientific and technical education of the highest standards;

(2) to confer honorary degrees or other academic distinctions in the manner laid down in the Statutes;

(3) to create such teaching, administrative and other posts as the University may deem necessary, from time to time and to make appointments thereto;

(4) to appoint or recognize persons as Professors, Readers or Lecturers or otherwise as teachers of the University;

(5) to institute an award, Fellowships, Scholarships, Exhibitions and prizes;

(6) to establish and maintain Colleges and Halls, to recognize guide, supervise and control Halls started by Council or Trust and to withdraw any such recognition;

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

(8) to make arrangements for promoting health and general welfare of students and employees of the University;

(9) to determine and provide for examinations for admission into the University;

(10) to recognize for any purpose, either in whole or in part any institution started and maintained by Council on terms and conditions as may, from time to time, be prescribed and to withdraw such recognition;

(11) to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those for the University for such purposes as may be agreed upon on such terms and conditions, as may, from time to time, be prescribed;

(6) There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

(7) There shall be such other officers as provided for in the Statutes.

9. **Authorities of the University** - The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

10. **Council -**

(1) The Council shall be the supreme authority of the University.

(2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

11. **Trust** - The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

12. **The Executive Council -**

(1) The Executive Council shall consist of the following members, namely:-

(i) the Vice-Chancellor of the University;

(ii) the Vice-Chancellor of the University of Jammu;

(iii) the Vice-Chancellor of the University of Kashmir;

(iv) the Dean of Students, ex-officio;

(v) not more than two Deans of Schools of Studies, by rotation according to seniority;

(vi) not more than two Principals of Colleges;

(vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.

(2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.

(3) The members referred to in item (vii) shall hold office for a term of three years.

(4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.

(5) Four members of the Executive Council shall form the quorum.

(6) The Executive Council shall be the executive body of the University, and its constitution

and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(7) It shall be incharge of the general management and administration (including the revenue and property) of the University.

13. The Academic Council -

(1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

14. The Academic Advisory Committee -

(1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

(2) The Committee shall consist of:-

(a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;

(b) the Vice-Chancellor;

(c) the Secretary to Government, Higher Education Department, ex-officio; and

(d) the Secretary to Government, Haj and Auqaf Affairs Department.

(3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

15. Statutes - Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

(a) the constitution, powers and duties of the authorities and other bodies of the University except Council and Trust, the qualifications and disqualifications for membership of such authorities and other bodies, appointment and removal of members thereof and other matters connected therewith;

(b) the appointment, powers and duties of the officers of the University;

(c) the appointment, powers and conditions of service and powers and duties of the employees of the University;

(d) the terms and conditions under which institutions may be associated with the University;

(e) the administration of the University, the establishment and abolition of the colleges, institutions and Halls, the grant and withdrawal of recognition to institutions, the institutions of Fellowships, Awards and the like, the conferment of degrees and other academic distinctions and the grant of diplomas and certificates;

(f) the giving of religious instruction;

(g) any other matter which is necessary for the proper and effective management and conduct of the affairs of the University and which by this Act is to be or may be provided by the Statutes.

16. Statutes how made -

(1) The first Statutes are those set out in the schedule.

(2) The Executive Council may, from time to time, make new or additional statutes or may amend or repeal the Statutes in the manner hereafter in this section:

Provided that Executive Council shall not make any Statute or any amendment of the Statute affecting the status, powers or constitution of any existing authority of the University until such authority has been given an opportunity of expressing an opinion on the proposal and any opinion so expressed shall be in writing and shall be considered by the Executive Council:

Provided further that no Statute shall be made by the Executive Council affecting the discipline of students and standards of instruction, education and examination except after consultation with the Academic Council.

17. Ordinances -

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

(a) the admission of the students, the course of study and the fees therefor, the qualifications pertaining to degrees, diplomas, certificates and other academic distinctions, the conditions for grant of Fellowships, Awards and the like;

(b) the conduct of examinations, including the terms of office and appointment of examiners and the conditions of residence of students and their general discipline;

(c) the management of colleges and institutions maintained by the University;

(d) any other matter which by this Act or the Statutes is to be or may be provided by the Ordinances.

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

18. Regulations - The authorities of the University may make the Regulations for the conduct of their own business and that of the Committees appointed by them and not provided for by this Act, the Statutes, or the Ordinances in the manner prescribed by the Statutes.

19. Colleges - The Colleges shall be such, as may, after the commencement of this Act, be started by the Council or Trust and recognized by the Executive Council in accordance with this Act.

20. Annual Report -

(1) The annual report of the University shall be prepared under the direction of the Executive Council and shall be submitted to Council on or before such date as may be prescribed by the Statutes and shall be considered by the Council at its budget meeting.

(2) The Council may communicate its comments thereon to the Executive Council.

21. General Fund - The University shall have a General Fund set up by Council in the name of the University and operated by the University to which shall be credited-

(i) rupees fifteen crore as a one time capital grant to be made by the Trust for meeting the non-recurring cost of the University;

(ii) rupees two crore to be annually contributed by Trust;

(iii) its income relating the fee and endowments;

(iv) contribution or grants which may be made by Government;

(v) contributions or grants which may be made by Council; and

(vi) other contributions or grants

22. Audit of Accounts -

(I) The Accounts of the University shall, once at least in every year and at intervals of not more than fifteen months be audited by the Chartered Accountants of the University.

(2) A copy of the accounts when audited together with the audit report shall be submitted by the Registrar, to the Chancellor, to the Trust and to the Council.

23. Disputes as to constitution of University Authorities and Bodies - If any question arises 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 Chancellor whose decision thereon shall be final.

24. Constitution of Committees - Where any authority, of the University is given power by this

Act or the Statutes to appoint Committees, such Committees shall, save as otherwise provided, consist of members of the authorities concerned and of such other persons (if any) as the authority in such case may think fit.

25. **Filling of Casual Vacancies** - 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 conveniently may be, by the person or body who appointed, elected or co-opted the member whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

26. **Proceedings of the University Authorities and Bodies not invalidated by vacancies** - No act or proceedings of any authority or other body of the University shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

27. **Removal of difficulties** - If any difficulty arises in giving effect to the provisions of this Act, Chancellor may, by order published in the Government Gazette, make such provisions not in consistent with the purposes of this Act, as appear to it to be necessary or expedient for removing the difficulty:

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

28. **Transitional provisions** - Notwithstanding anything contained in this Act and the Statutes, the first Executive Council and the Academic Council shall be nominated by the Council and shall hold office for a term of three years:

Provided that the Vice-Chancellors of the University of Kashmir and the University of Jammu shall be ex-officio members of the Executive Council so nominated.

Amendment of Section 28

For the words "the first Executive Council" the words "the first Vice-Chancellor, Executive Council" shall be substituted.

Governor was pleased to promulgate the ordinance which appeared in Govt. Gazette dated: 28th Sept. 2004

Chapter - II

SCHEDULE

THE STATUTES OF THE UNIVERSITY

The Statutes listed hereunder being a part of the Baba Ghulam Shah Badshah University, Act have been called the First Statutes of the University.

1. ***Definition*** -

(a) "Act" means, The Baba Ghulam Shah Badshah University Act, 2002.

(b) All words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

2. **Vice-Chancellor** -

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

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

(2) The Committee shall consist of -

(i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;

(ii) a member to be nominated by the University Grants Commission; and

(iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

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

(4) The Vice-Chancellor shall hold office for a minimum term of the three years extendible upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

(5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

(i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment 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 personally in respect of the maintenance of such residence.

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

5. Registrar -

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

(iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.

(iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.

(v) The Vice-Chancellor shall also be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under sub-clause (iv).

(vi) If the office of the Vice-Chancellor becomes vacant, the functions of office, shall, until some person is appointed under clause (i) to the vacant office, be performed by such person as is designated by the Chancellor.

3. **Powers and duties of Vice-Chancellor -**

(1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.

(3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.

(4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.

(5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

5. Registrar -

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

ordinarily within a month of the holding of the meetings;

(d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;

(e) 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

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

(g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff 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 concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

(iii) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit:

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

6. Finance Officer -

(1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for 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.

(3) The Fiance 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:

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

(4) Subject to the control of the Executive Council, the Finance Officer shall -

(a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;

(b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year 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 collection of revenue, and advise on the methods of collection employed;

(f) have the accounts of the University regularly audited by an internal audit party;

(g) see that the registers of buildings, land, furniture and equipment are maintained upto date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

(h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and

(i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.

(5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

7. Officers of the University -

(1) The following shall also be the officers of the University, namely:-

(a) Dean of Students,

(b) Chief Proctor,

(c) Librarian

(d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

(b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.

(c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for 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) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.

(3) (a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.

(b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

(4) (a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;

(b) The duties and powers of the Librarian shall be regulated by the Ordinances.

8. **Powers of the Executive Council** - Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-

(i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;

(ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff:

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

(iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;

(iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;

(v) to manage and regulate the finance, 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;

(vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and

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

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

(ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved:

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

(x) 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;

(xi) to select a common seal for the University and provide for the custody and use of the seal;

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

(xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

9. Academic Council -

(1) The Academic Council shall consist of the following members, namely:-

(i) The Vice-Chancellor;

(ii) The Deans of Schools of Studies;

(iii) The Dean of Students;

(iv) The Chief Proctor;

(v) The Librarian; and

(vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.

(2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.

(3) Ten members of the Academic Council shall form the quorum.

10. Powers and duties of the Academic Council - Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

(i) to report on any matter referred to it by the Chancellor or the Executive Council;

(ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories, Libraries and Museums;

(iii) to formulate, modify or revise schemes for the organisation of and assignment of subjects to Schools of Studies;

(iv) to consider proposals submitted by the Schools of Studies;

(v) to promote research within the University and to requisition from time to time reports on such research;

(vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;

(vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;

(viii) to appoint Committees for admission to the University;

(ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;

(x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;

(xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;

(xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;

(xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;

(xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;

(xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;

(xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

(xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;

(xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

11. The Academic Advisory Committee -

(1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

12. Schools of Studies -

(1) The University shall have such schools of studies as may be specified in the Ordinances.

(2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances;

(b) Such Department shall consist of the following members, namely -

(i) teachers of the Department;

(ii) persons appointed to conduct research in the Department;

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

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

(c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the Ordinances:

Provided that if there are more Professors or, as the case may be, Readers than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

(3) Every School shall have a Board consisting of the following members, namely:-

(i) The Dean of the School;

(ii) The Heads of the Departments in the School;

(iii) The Professors in the Departments in the School;

(iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School;

(v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;

(vi) Such other members, but not exceeding five, as may be specified in the Ordinance.

(4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.

(5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.

(6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

13. Finance Committee -

(1) The Finance Committee shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) three persons, nominated by the Chancellor;

(iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

(3) Three members of the Finance Committee shall form the quorum.

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

(5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.

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

(7) The annual accounts and 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 Chancellor through the Executive Council for approval with or without amendments.

14. Committees - The Executive Council or the Academic Council may appoint Boards or Committees consisting of members of the authority making such appointment and of such other persons (if any) as that authority in each case may think fit, and any such Board or Committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

15. Elected Chairman to preside where no provision is made in the Statutes - Where, by the Statutes or the Ordinances, no provision is made for a Chairman to preside over a meeting of any University Authority, Council, Trust or Committee, or when the Chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting.

16. Resignation -

(1) Any member other than an ex-officio member of the Executive Council, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as letter is received by the Registrar.

(2) Any officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Registrar:

Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

17. Disqualifications -

(1) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the University -

(a) if he is of unsound mind or is a deaf-mute;

(b) if he is an undischarged insolvent;

(c) if 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 sub-section (1), the question shall be referred for the decision of the Chancellor and his decision shall be final, and no suit or other proceeding shall lie in any court of Law against such decision.

18. Honorary degrees - Any proposal for the conferment of honorary degrees shall be made by the Academic Council to the Executive Council, and the proposal, if accepted by the Executive Council, shall require the assent of the Chancellor before confirmation.

19. Withdrawal of degrees etc. - The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any 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 why such 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 Academic Council.

20. University's Teachers -

(1) Teachers of the University shall be of two classes, namely -

(i) Appointed teachers of the University;

(ii) Recognised teachers of the University.

(2) Appointed teachers of the University shall be either -

(a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or

(b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.

(3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

(4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.

(5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.

(6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.

(7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

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 why such 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 Academic Council.

(8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.

(9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

21. Selection Committee -

(1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.

(2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor; (ii) Three persons not connected with the University, or any other University of the State 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.
Reader, Lecturer	(i) The Head of the Department concerned. (ii) Two persons not connected with the University, or any other University of the State 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 Reader or Lecturer will be concerned.
Registrar, Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other University of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

(3) The recommendations of the Selection Committee will be subject to the regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.

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

(5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.

(6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

22. Special Mode of Appointment etc. - Notwithstanding anything contained in Statute 23, the Executive Council may invite a person of high academic distinction and professional attainment to accept a post of Professor or Reader in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

23. Conditions of service of Officers etc. -

(1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

(2) Any dispute arising out of a contract between the University and those mentioned in clause (1) shall at the request of the teacher or officer or employee concerned, or at the instance of the University be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and an umpire appointed by the Chancellor, and the decision of the Tribunal shall be final.

24. Removal of Teachers -

(1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

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, revoke that order.

(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for a good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.

(4) No teacher shall be removed under clause (2) or under clause (3) until 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 shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher shall take effect from the date on which the order of removal is made:

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

(7) Notwithstanding anything contained in these Statutes, the teacher shall be entitled to resign by giving three months notice in writing to the Executive Council.

25. Removal of employees other than a teacher -

(1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the Authority which is competent to appoint the employee-

(a) if he is of unsound mind or is a deaf-mute;

(b) if he is an undischarged insolvent;

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

(d) if he is otherwise guilty of misconduct:

Provided that no officer of the University shall be removed from his office unless a resolution to that effect, is passed by the Executive Council by a majority of two-thirds of its members present and voting.

(2) No such employee shall be removed under clause (1) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(3) Where the removal of such employee is for a reason other than specified in sub-clause (c) or sub-clause (d) of clause(1), he shall be given three months' notice in writing or paid three months' salary in lieu of notice.

(4) Notwithstanding anything contained in these Statutes, an employee of the University, not being a teacher, shall be entitled to resign -

(i) in the case of permanent employee, only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof;

(ii) in any other case, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

26. Maintenance of discipline among students of the University -

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

(2) The Vice-Chancellor may delegate all or such of his powers as he deems proper to the Chief Proctor and to such other persons as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student or students be expelled from any college or institution maintained by the University, Department, Special Centre or Specialised Laboratory, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examinations for one or more years or that the results of student or students concerned in the examination or examinations in which he has or they have appeared be cancelled.

(4) The Principals or, as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Departments, Special Centres or Specialised Laboratories as may be necessary for the proper conduct of such Colleges, Institutions, Departments, Special Centres or Specialised Laboratories.

(5) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals, or as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories may frame such supplementary rules as they deem necessary for the aforesaid purpose. Every student shall provide himself with a copy of these rules.

27. **Membership of Students Organisation** - The membership of any Students Organisation shall be voluntary.

28. **Ordinances** - Subject to the provisions of the Act and these Statutes, the Ordinances may provide for all or any of the following matters, namely:-

(a) the fees to be charged for courses of study in the University and for admission to the examinations, Degrees and Diplomas of the University;

(b) the conditions of award of fellowships, scholarships, studentships, exhibitions, medals and prizes;

(c) the conduct of examination, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;

(d) the maintenance of discipline among the students of the University;

(e) the conditions of residence of students at the University;

(f) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing for them of special courses of study;

(g) the giving of moral instructions;

(h) the numbers, qualifications, emoluments and the terms and conditions of service of the teachers of the University;

(i) the management of Colleges, Institutions, Special Centres and Specialised Laboratories maintained by the University;

(j) Supervision and inspection of Colleges, Recognised Institutions, Special Centres and Specialised Laboratories;

(k) All other matters which by the Act or these Statutes are to be or may be provided for by the Ordinances.

29. Ordinances how made -

(1) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Chancellor.

(2) The said Ordinances may be amended, repealed or added to at any time by the Executive Council provided that -

(a) no Ordinance shall be made affecting the conditions of residence or discipline of students, except after consultation with the Academic Council;

(b) No Ordinance shall be made -

(i) affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the University examinations, or

(ii) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study, unless a draft of such Ordinance has been proposed by the Academic Council.

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

(4) Where the Executive Council has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may, within two months of the date of such rejection, appeal to Council and the Council may, by order, direct that the proposed Ordinance shall be laid before the next meeting of the Executive Council for its approval and that pending such approval, it shall have effect from such date as may be specified in the order.

(5) All Ordinances made by the Executive Council shall be submitted as soon as may be to the Council for approval.

30. Regulations -

(1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances-

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

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

(c) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these 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 meetings 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 this Statute or the annulment of any such Regulation.

OFFICERS OF THE UNIVERSITY

Chapter - III

The Chancellor

Act- Section 8:

(1) The Chief Minister of the State shall by virtue of his office be the Chancellor of the University.

(2) The Chancellor, shall, if present, preside at convocation of the University for conferring degrees.

Vice-Chancellor

Act- Section 8 (3)

There shall be a Vice-Chancellor appointed in the manner prescribed by the Statutes who shall be the Principal Executive and Academic Officer of the University and ex-officio Chairman, of the Executive Council, Academic Council and Finance Committee and he shall, in the absence of the Chancellor preside at any convocation for conferring degrees.

Statute -2 :

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

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

(2) The Committee shall consist of -

(i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;

(ii) a member to be nominated by the University Grants Commission; and

(iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

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

(4) The Vice-Chancellor shall hold office for a minimum term of the three years extendable upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

(5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

(i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment 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 personally in respect of the maintenance of such residence.

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

(iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.

(iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.

(v) The Vice-Chancellor shall be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under subclause (iv).

(vi) if the office of the Vice-Chancellor becomes vacant, the functions of office shall until some person is appointed under clause (i) to the vacant office, be perform ed by such person as is designated by the Chancellor.

3. Powers and duties of Vice-Chancellor -

(1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.

(3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.

(4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.

(5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

* *Ordinance:*

1. In addition to what is provided in the Act and Statutes, he Vice-chancellor shall also have the following powers:-

   (i) to make appointment of staff other than teachers and officers of the University,

   (ii) to grant promotions, increments, honoraria, overtime allowance etc., to the staff of the University,

   (iii) to sanction casual leave in favour of Deans of Schools and officers above the rank of Deputy Registrar in accordance with the prescribed Regulations,

   (iv) to sanction special casual leave in favour of the Deans of Schools, Heads of Departments and officers of the university,

   (v) to sanction leave of all kinds (except casual leave and special casual leave as mentioned at (S.No. (iii) and (iv) above) in favour of all eligible employees in accordance with the prescribed leave Regulations,

   (vi) to sanction crossing of efficiency bar,

   (vii) to sanction deputation of the University staff for University work,

   (viii) to sanction deputation of officers and teachers for attending meetings and conferences organised by different academic bodies,

   (ix) to enforce discipline among the teaching and administrative staff of the University in accordance with the Statutes and Ordinances,

   (x) to admit eligible students to degree in-absentia,

   (xi) to sanction late admission of students to various courses in the teaching Departments of the University on genuine grounds and in accordance with the relevant Statutes, Regulations/ Ordinances,

   (xii) to place under suspension an officer or a teacher, on grounds of misconduct, according to the procedure laid down in the Statutes/Regulations/Ordinances and report the matter to the Executive Council when it meets next,

   (xiii) to authorise temporary appointment of teachers for a period not exceeding six months and extending it till the end of the academic session in case regular appointment against the post could not be made,

   (xiv) to sign the certificates/degrees that the University awards,

   (xv) to sanction scholarships and fellowships to students in accordance with the prescribed regulations,

   (xvi) to write-off loss not exceeding Rs. 2000/- in any individual case subject to a maximum of Rs.10,000/- (book value) in a year,

   (xvii) to delegate any of his powers to any other officer/teacher of the University.

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* Statute 3(6) of the First Statutes of the University

Dean of School of Studies

Act-Section 8 (4)

There shall be a Dean for each School of Study who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute - 4

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

* *Ordinance:*

1. In addition to what is provided in the Act and Statutes, the Dean, School of Studies shall also have the following powers and duties:-

To,

i) ensure proper functioning, due observance of statutes and regulations/ordinances and maintenance of discipline in the School,

ii) ensure implementation of the decisions of the authorities of the University and the Vice-chancellor,

iii) coordinate teaching and research in the School in consultation with Heads of the Departments,

iv) arrange examinations of the students of the School in accordance with the statutes/ regulations/ordinances in consultation with the Heads of the Departments in the School,

v) ensure proper maintenance of record of attendance and sessional awards of students, and

vi) to perform such other duties as may be assigned to him by the Vice-chancellor.

* Statute 4 (2) of the First Statutes of the University

Registrar

Act-Section 8(5)

There shall be a Registrar who shall act as Secretary of the Executive Council and the Academic Council and he shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute-5

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;

(d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;

(e) 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

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

(g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff 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 concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

(iii) In a case where the inquiry discloses this a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit:

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

Finance Officer

Act-Section 8(6)

There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

Statute -6

(1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for 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.

(3) 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:

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

(4) Subject to the control of the Executive Council, the Finance Officer shall -

(a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;

(b) see that the limits fixed by the Finance Committee 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 for the next financial year 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 collection of revenue, and advise on the methods of collection employed;

(f) have the accounts of the University regularly audited by an internal audit party;

(g) see that the registers of buildings, land, furniture and equipment are maintained upto

date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

(h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and

(i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.

(5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

Statutory Officers of the University

Act- Section 8(7)

There shall be such other officers as provided for in the Statutes.

Statute 7

(1) The following shall also be the officers of the University, namely:-

(a) Dean of Students,

(b) Chief Proctor,

(c) Librarian

(d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

(b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.

(c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for 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) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.

Dean of Students

* *Ordinance*

1. The Dean of Students shall have the following powers and duties:-

   i) to coordinate the work of students' services and concerned agencies and motivate faculty participation in various Students' Welfare programmes,

   ii) to devise ways and means for promoting social and moral values of students and inculcating among them regard for great ideals like patriotism, devotion to duty, pursuit of truth, etc.,

   iii) to plan, organise and supervise the working of Halls, Hostels, Canteens, Cooperative Stores, Counselling/Placement Cell(s), Auditoria, Community Hall, etc.,

   iv) to plan, organise and conduct students' welfare programmes like cultural and literary activities, festivals and extension and special lectures.

   v) to ensure maintenance of discipline and deal with cases of students' indiscipline on the University Campus in accordance with the prescribed Regulations,

   vi) to provide Secretarial services to the Discipline Committee constituted in accordance with the relevant Regulations,

   vii) to prepare calender of Students' Welfare activities of the University every year in consultation with Heads of the teaching departments,

   viii) to prepare/review the reports of activities pursued during the year,

   ix) to recommend Railway and Airline concessions in favour of students going to, their homes during vacations, educational tours, participation in tournaments, debates etc,

   x) to exercise the powers of Chief Proctor in his absence,

   xi) to perform such other functions as the Vice-chancellor of the University may direct.

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* Statute 7 (2)(d) of the First Statutes of the University

Chief Proctor

Statute 7(3)

(a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.

(b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

Librarian

Statute 7(4)

(a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;

(b) The duties and powers of the Librarian shall be regulated by the Ordinances.

* *Ordinance:*

1. The Librarian shall have the following powers and duties:-

   i) to ensure maintenance of library facilities,

   ii) to control the functioning of library staff,

   iii) to conduct all official correspondence for the library,

   iv) to sanction casual leave to the staff of the library,

   v) to scrutinize lists of books recommended for purchase by the Departments of the University,

   vi) to place orders for purchase of books, journals and all other requirements within the limits of the sanctioned budget allocation and in accordance with the regulations,

   vii) to process and certify all bills after proper verification and attest accession and accounts registers maintained in the library,

   viii) to write off books lost or damaged in the library upto the value of Rs. 500/- at a time and Rs. 2000/- in a year,

   ix) to act as Member- Secretary of the Library Committee,

   x) to perform such other functions as may become necessary for efficient functioning of the library or as the Library Committee/Vice-chancellor may direct, and

   xi) to delegate any of his powers and duties to any other officer(s) of the library with the prior approval of the Vice-chancellor.

* Statute 7 (4)(b) of the First Statutes of the University

Controller of Examinations

Statute 7(1)

The following shall also be the officers of the University, namely:-

(d) Controller of Examinations.

The Controller of Examination shall perform such duties and discharge other responsibilities as are assigned to him by the Vice-chancellor.

Other Officers of the University

* *Statute*

1. In addition to the officers mentioned under Statute (7) of the First Statutes of the University, there shall be any of the following Officers, as may be decided by the Executive Council:-

   i). Deputy Registrars

   ii). Assistant Registrars

   iii). Private Secretary to the Vice-Chancellor

   iv). Deputy Librarian

   v). Assistant Librarian

   vi). Medical Officer

   vii). Director Physical Education

   viii). Executive Engineer

   ix). Environmentalist/Scientists Incharge Biodiversity Project

   x). Students' Counsellor/Placement Officer

   xi). Cultural Officer

   xii). Technical Officer

   xiii). Security Officer

   xiv). Public Relation Officer

2. The duties, powers and functions of the above Officers shall be prescribed by the Vice-chancellor in consultation with the Registrar/Finance Officer/ Controller of Examinations/ Librarian, etc.

3. The posts of Assistant Registrars shall be interchangeable with the Private Secretary to the Vice-Chancellor.

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* Section 15 (g) and 16 (2) of the Act

AUTHORITIES OF THE UNIVERSITY

Chapter IV

Authorities of the University

Act-Section 9:

The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

Council

Act Section 10:

(1) The Council shall be the supreme authority of the University.

(2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

Trust

Act Section 11:

The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

The Executive Council

Act Section 12:

(1) The Executive Council shall consist of the following members, namely:-

(i) the Vice-Chancellor of the University;

(ii) the Vice-Chancellor of the University of Jammu;

(iii) the Vice-Chancellor of the University of Kashmir;

(iv) the Dean of Students, ex-officio;

(v) not more than two Deans of Schools of Studies, by rotation according to seniority;

(vi) not more than two Principals of Colleges;

(vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.

(2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.

(3) The members referred to in item (vii) shall hold office for a term of three years.

(4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.

(5) Four members of the Executive Council shall form the quorum.

(6) The Executive Council shall be the executive body of the University, and its constitution and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(7) It shall be incharge of the general management and administration (including the revenue and property) of the University.

Statute 8. *Powers of the Executive Council* -

Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-

(i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;

(ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff;

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

(iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;

(iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;

(v) to manage and regulate the finance, 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;

(vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and

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

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

(ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved:

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

(x) 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;

(xi) to select a common seal for the University and provide for the custody and use of the seal;

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

(xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

Academic Council

Act-Section 13:

(1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

Statute 9:

(1) The Academic Council shall consist of the following members, namely:-

(i) The Vice-Chancellor;

(ii) The Deans of Schools of Studies;

(iii) The Dean of Students;

(iv) The Chief Proctor;

(v) The Librarian; and

(vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.

(2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.

(3) Ten members of the Academic Council shall form the quorum.

Statute 10. Powers and duties of the Academic Council -

Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

(i) to report on any matter referred to it by the Chancellor /or the Executive Council;

(ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories and Museums;

(iii) to formulate, modify or revise schemes for the organisations and assignment of subjects to Schools of Studies;

(iv) to consider proposals submitted by the Schools of Studies;

(v) to promote research within the University and to requisition from time to time reports on such research;

(vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;

(vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;

(viii) to appoint Committees for admission to the University;

(ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;

(x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;

(xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;

(xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;

(xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;

(xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;

(xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;

(xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

(xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;

(xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

The Academic Advisory Committee

Act - Section 14

(1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

(2) The Committee shall consist of:

(a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;

(b) the Vice-Chancellor;

(c) the Secretary to Government, Higher Education Department, ex-officio; and

(d) the Secretary to Government, Haj and Auqaf Affairs Department.

(3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

Statute 11:

(1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

Schools of Studies

Statute 12:

(1) The University shall have such schools of studies as may be specified in the Ordinances.

(2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances,

(b) Such Department shall consist of the following members, namely-

(i) teachers of the Department,

(ii) persons appointed to conduct research in the Department,

(iii) Honorary Professors, if any, attached to the Department,

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

* *Ordinance:*

1. The following Schools shall be established in the University -

i) School of Mathematical Sciences and Engineering

ii) School of Management Studies

iii) School of Bio-sciences and Bio-technology

iv) School of Healthcare and Pharmacy

v) School of Material Sciences and Nano-technology

vi) School of Islamic Studies and

such other Schools as may be approved by the Executive Council from time to time.

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* Statute 12(1) of the First Statutes of the University

Board of Studies

Statute 12

(3) Every School shall have a Board consisting of the following members, namely -

i) The Dean of the School,

ii) The Heads of the Departments in the School,

iii) The Professors in the Departments in the School,

iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School,

v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge,

vi) Such other members, but not exceeding five, as may be specified in the Ordinance.

(4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.

(5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.

(6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

* *Ordinance:*

1. Five persons having special knowledge of the subject taught in the Department, other than employees of the University, may be nominated by the Academic Council as members of the Board of Studies.

Provided that a person who is involved in publication of cheap notes, guides or help books by himself or by any person or body of persons for his benefits or on his account or he has any share or interest in a firm engaged in printing, publishing or selling books for the use of the University or for students of any of its courses, shall not be eligible to be a member of the Board of Studies.

2. Powers of the Board

i). to frame the syllabi and courses of study,

ii). to recommend introduction of new programmes,

iii). to recommend combination of elective courses for various programmes,

iv). to prepare panels of paper setters and examiners,

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* Statute 12 (5) of the First Statutes of the University

v). to recommend text and reference books for study,

vi). to frame general instructions for assignment and evaluation of sessional work,

vii). to discharge such other functions as may be assigned to it by the University authorities and the Vice-chancellor, and

viii). to delegate to the Convener or any other member of the Board such powers, as it may decide.

* *Ordinance*

1. Conduct of meetings of the Board

The Board shall meet at least once a year.

2. Notice of the Meetings

The Registrar shall, in consultation with the concerned Convener of the Board of Studies, fix the meeting and issue notice to the members regarding time, date and venue of the meeting along with agenda papers at least ten days in advance.

3. Chairman

The Head of the concerned Department and in his absence senior most teacher in the subject shall act as Chairman and Convener of the Board.

4. Secretary

The Registrar of the University or the person performing his duties shall be the Secretary of the Board who shall record the proceedings of the meetings and submit the same to the Chairman for approval. He shall also maintain the record of the approved proceedings.

5. Quorum

Majority of the members of the Board shall form the quorum.

* Statute 12(6) of the First Statutes of the University

Finance Committee

Statute 13

(1) The Finance Committee shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) three persons, nominated by the Chancellor;

(iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

(3) Three members of the Finance Committee shall form the quorum.

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

(5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.

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

(7) The annual accounts and 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 Chancellor through the Executive Council for approval with or without amendments.

Selection Committee

Statute 21:-

(1) There shall be Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.

(2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor;
	(ii) Three persons not connected with the University, or any other University of the State 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.
Reader, Lecturer	(i) The Head of the Department concerned.
	(ii) Two persons not connected with the University, or any other University of the State 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 Reader or Lecturer will be concerned.
Registrar/ Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other university of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

(3) The recommendations of the Selection Committee will be subject to the Regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.

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

(5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.

(6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

* *Regulation:*

1. **Meeting:**

i) The members of the Selection Committee nominated under Statute 21 shall hold office for a period of three years.

ii) The meeting of the Selection Committee shall be held at such time as the Vice-chancellor may desire.

2. **Notice of the meeting:**

i) The Registrar shall, at least 10 days before the meeting of the Committee, issue to each member a notice indicating the time, date and place of the meeting.

3. **Secretary:**

i) The Registrar or the person performing his duties shall act as Secretary of the Selection Committee.

ii) The proceedings shall be recorded in writing by the Secretary and submitted to the Chairman and other members of the Committee present at the meeting, for approval and signatures.

iii) The proceedings shall remain confidential and in the personal custody of the Secretary.

4. **Quorum:**

i) For selection of Professor the quorum shall be four, at least two of whom should be outside subject experts.

ii) For selection of Reader/Lecturer/Librarian the quorum shall be three at least one of whom should be outside subject expert.

iii) For selection of Registrar, Controller of Examination, Finance Officer and officers above the rank of Deputy Registrar majority of the members shall form the quorum.

5. **Selection of Officers below the status of Registrar, Controller of Examination and Finance Officer**

i) For selection of officers below the rank of Registrar, Controller of Examination and Finance Officer, the Selection Committee shall comprise of the following:

i) Vice-chancellor;

ii) Three persons to be selected by the Vice-chancellor out of the panel approved by the Executive Council;

iii) Registrar, Member Secretary.

Majority of the members shall form the quorum.

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* Statute 30(2) of the First Statutes of the University

Other Bodies

Planning and Monitoring Board

* *Statute*

1. **Constitution**

The Planning and Monitoring Board shall consist of the following:

i) Vice-chancellor,
ii) Deans of Schools,
iii) A nominee of the Council,
iv) A nominee of the Trust,
v) Two nominees of the Executive Council,
vi) Finance Officer
vii) Registrar

Besides the members, the Vice-chancellor may co-opt two experts who he feels can help the Board.

2. **Powers and Functions**

The Board shall -

i) formulate and priorities, perspective academic and development plans of the University in consonance with its objectives,

ii) have powers for coordination, screening and monitoring the development proposals of various departments and units of the University for consideration of the Executive Council,

iii) regularly monitor implementation of schemes approved by the UGC and other agencies and suggest methods for proper implementation, and

iv) determine the areas of excellence of the University and identify the thrust areas for research.

3. **Meetings:**

The Board shall meet whenever the Vice-chancellor desires.

4. **Chairman:**

The Vice-chancellor shall preside over the meetings of the Board.

5. **Quorum**

Majority of the members shall form the quorum. All matters shall be decided by a majority of votes. In the event of equality of votes, the Chairman shall have the casting vote.

6. **Secretary:**

The Registrar shall be the ex-officio Secretary of the Board who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

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* Section 15(g) of the Act

University Works Committee

* *Statute*

1. Constitution

The Works Committee shall consists of the following:

i) Vice-chancellor (Chairman)

ii) Three persons to be nominated by the Vice-chancellor who should hold expertise in engineering, architecture, landscaping or horticulture.

iii) Registrar

iv) Finance Officer, and

v) University Engineer

2. Powers and Functions

The Committee shall-

i) formulate draft plans for development of the Campus for consideration of the Executive Council,

ii) select agencies for execution/supervision of works and rendering advice in technical matters relating to construction works,

iii) recommend proposals for administrative approval and financial sanctions,

iv) undertake technical scrutiny of all proposals,

v) undertake scrutiny, processing and approval of rates,

vi) consider and approve any additional work which becomes necessary at the rates considered reasonable,

vii) ensure maintenance and upkeep of the University buildings, and

viii) exercise all such powers and perform functions as may be assigned to it by the Executive Council.

3. Meetings

The Committee will meet whenever the Vice-chancellor desires.

4. Quorum

i) Majority of members shall form the quorum.

ii) In the event of equality of votes, the Chairman will have the casting vote.

5. The University Engineer shall be the Secretary of the Committee who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

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* Section 15(g) of the Act

Library Committee

* Statute

1. Constitution

There shall be a Library Committee for effective control over the functioning of the library. The Committee shall consist of the following:

i) Vice-chancellor;

ii) Deans of Schools;

iii) Registrar;

iv) Dean of Students;

v) one member each from amongst Professors, Readers and Lecturers of the university nominated by the Vice-chancellor from the faculty of the University;

vi) two members other than employees of the University nominated by the Executive Council;

vii) the Librarian (Member Secretary)

Nominated members of the Committee shall hold office for a period of two years.

2. Meetings

The Committee shall meet at least twice in a year or such other times as may be directed by the Chairman.

3. Chairman

The Vice-chancellor shall be the Chairman of the Committee

4. Secretary

The Librarian shall be the ex-officio Secretary. He shall record in writing the minutes of all the meetings of the Library Committee and shall submit the same to the Chairman of the Committee for approval. The Secretary shall issue to all members of the library a notice about the meeting along with the agenda at least 10 days before the meeting.

5. Quorum

One third of the total number of members shall form the quorum.

6. Powers and functions of the Library Committee

To,

i) recommend and draft the annual budget proposal for the Library and forward the same for

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* Section 15(g) of the Act

ii) recommend/dispose off/write off such books which in its opinion have become, unserviceable provided the value of such books does not exceed Rs. 1000/- in a year;

iii) recommend write off of books lost in the library on the recommendation of the Librarian, save as otherwise provided, the amount of loss shall not exceed Rs. 1,000/- in a year;

iv) recommend to the appropriate authority all matters relating to the library which are not otherwise provided for in the Regulations; and

v) delegate any of its powers to the Librarian.

Board of Sports and Youth Welfare

* *Ordinance*

1. There shall be a Board of Sports and Youth Welfare in the University consisting of the following:

   i) Vice-chancellor

   ii) Registrar

   iii) Dean of Students

   iv) Director Physical Education

   v) Deans of Schools

   vi) Two persons to be nominated by the Executive Council, at least one of whom shall be a woman interested in sports and youth welfare activities not connected with the University.

   vii) Two nominees of the Council of Students Affairs at least one of whom shall be a girl student.

2. The Vice-chancellor shall be Chairman of the Board. In the absence of the Vice-chancellor the members present shall elect Chairman from among themselves.

3. Dean of Students shall be the Secretary and the Director Physical Education shall be the Joint Secretary of the Board.

4. The Board shall meet at least once in every six months or on such dates as may be necessary.

5. Majority of members shall form the quorum.

6. Aims and Objectives of the Board shall be-

   To

   i) promote true spirit of Sportsmanship among the students,

   ii) promote and regulate Inter-University Competitions, festivals and cultural and literary activities,

   iii) promote co-curricular activities among students,

   iv) conduct annual tournaments in various games and sports and other Youth Welfare activities for the students of the University.

7. The Board shall perform following functions:

   To

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* Statute 28(k) of the First Statutes of the University

i) organise, manage and supervise inter-departmental tournaments, festivals and activities relating to students welfare,

ii) promote Inter-University fellowship by organising or participating in Inter-University contests,

iii) frame rules for the organization, conduct and control of university sports tournaments,

iv) undertake and implement National Schemes sponsored by the UGC and other national agencies such as National Service Scheme (NSS), National Integration Samiti (NIS) etc,

v) select University teams and to appoint instructors of various games and officials to accompany the University teams,

vi) prepare annual budget for sports and welfare activities and recommend the allocation for incorporation in the University budget,

vii) interpret and enforce rules and give decisions and rulings on any point not covered by these rules,

viii) frame by-laws to meet any emergency,

ix) appoint Committees/Sub-Committees as and when necessary, and fix their terms and reference,

x) prepare reviews and reports of the activities pursued during the year,

xi) consider and adopt annual report and annual audited statements of accounts of the Sports and Student Welfare activities, and

xii) To perform such other functions as the Executive Council or the Vice-chancellor may direct or as may be deemed necessary to promote Sports and Youth Welfare Programmes.

Chapter V

* University Crest and Seal

1. **University Motto**

   The University Motto shall be "Steady onward march for Human Development through Science and Technology on one hand and our national ethos on the other"

2. **University Crest**

   The University Crest shall be -



3. **University Seal**

   i. The Seal of the University shall always remain in the custody of the Registrar.

   ii. The seal shall be affixed to-

      a) certificates issued in respect of Degree/Diploma or any other award conferred by the University

      b) any document which the Executive Council and/or Vice-Chancellor directs,

4. **Colours of Faculties**

   The colours of the various faculties shall be such as may be determined by the Academic Council.

5. **University Flag**

   The colour and design of the University flag shall be selected by the Academic Council/Executive Council and if required got approved by the Association of Indian Universities.

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* Statute 8(xi) of the First Statutes of the University

Chapter VI

*University Terms, Vacations and Holidays

1. The University shall have the following calendar of academic activities:

i) Commencement of admission process	-	July, first week
ii) Finalisation of admission	-	August, first week
iii) Commencement of odd Semester Class work	-	August, second week
iv) End of odd Semester class work	-	December 14th
v) Winter break/Preparatory holidays	-	December 15 - 31
vi) Odd Semester Examinations	-	January first week
vii) Commencement of even Semester Class work	-	January 3rd week
viii) End of even Semester class work	-	May 31st
ix) Summer vacation/preparatory holidays	-	June 1 to July 30
x) Even Semester examinations	-	July, third week
Assessment tests/ assignments	-	The Dean School of Studies may fix these dates in consultation with the concerned Heads of the Departments.

2. The University shall observe such holidays as may be approved by the Executive Council.
3. The teaching work shall be arranged in such a way that the students remain engaged for at least 90 days in a Semester excluding holidays, examinations and all other activities.
4. As far as possible, the timings for holding the meetings of the Departments and Committees shall be such that the teaching work does not suffer.
5. The progress of academic work shall be reviewed periodically by Deans of School/Vice-chancellor.

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* Section 15(g) of the Act of the University

Chapter VII

*Library

1. Borrowing of Books

i) The Library books shall be issued to the students, staff of the University, Research Scholars and any other person who may be authorised by the Librarian.

ii). Reference books, volumes of periodicals, encyclopedias, dictionaries, theses and other rare books shall not be issued from the Library.

iii) Not more than 2 books shall be issued at a time to a student and 5 books at a time to a staff member.

iv) No book shall be kept by a student for more than 14 days and by the staff of the University for more than 30 days. Borrowers who keep books beyond the time prescribed shall be fined @ Rs. 5/- per day per book provided that in no case shall the overdue charges exceed the cost of the book/s plus 10%.

v) The Librarian shall have the right to recall any book from any member at any time without assigning any reason thereof.

2. Purchase of books

i) The indent for purchase of text books, reference books, research journals and books of general nature shall be prepared by the Heads of the different Departments in order of priority and books selected for purchase shall be recommended by a Committee consisting of the Librarian, Registrar and Finance Officer for approval of the Vice-chancellor.

ii) The Librarian shall obtain rates, terms and conditions for supply of books, journals and other reading materials from various booksellers and publishers in the country and abroad. He shall prepare a comparative statement of the rates and terms offered and get these approved by the Vice-chancellor for use during the financial year.

iii) As soon as the books are received, these shall immediately be accessioned and accession number recorded on each title.

iv) Immediate steps shall also be taken to classify and catalogue the books.

v) Before the bills are sent to the Accounts Section for pass and payment, a certificate shall be recorded under the signature of the Librarian that the books billed for have been received and accessioned at S.No _____ to _____ and the prices verified.

3. Identity Card

i) Each borrower shall be issued an identity card. Such cards shall be nontransferable and will

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* Section 15(g) of the Act

be presented by the borrower at the Library counter on each occasion when he borrows books.

ii) A member who has lost his identity card must bring this fact in writing to the notice of Librarian and indicate the circumstances under which it was lost.

iii) In case the card is not traced within one month, the member shall give an idemnity bond on the prescribed form for duplicate card.

iv) After the receipt of the idemnity bond, duplicate card shall be issued on payment of a fee as prescribed from time to time.

4. Departmental Libraries

i) The Library Committee may decide to have Departmental Libraries and prescribe rules and Regulations for the same.

ii) Journals and periodicals of purely technical nature shall be maintained in the Departmental libraries.

iii) Proper record of issue and return of books shall be maintained in each Departmental library.

iv) Books shall not ordinarily be transferred to the Departmental library until they are properly classified and catalogued.

v) Stock taking of books shall be done once a year preferably during vacations before which, all books issued must be returned to the library. The stock verification report shall be submitted to the concerned authority.

5. General Rules

i) The users shall not be allowed to take their own books and other printed reading material inside the University library. They should leave their belongings at the counter before entering the library.

ii) Readers desirous of using the library shall enter their names and addresses in a register maintained for the purpose.

iii) Any reader who damages a book or defaces it or loses it shall replace the same. If any other property belonging to the library is damaged by a reader he shall pay the value thereof.

iv) Silence shall be strictly observed in the library.

v) Spiting and smoking inside the library are strictly prohibited.

vi) Periodicals, publications and newspapers shall not be removed from the reading room.

vii) Librarian has the right to withdraw library facilities from any member who violates the rules and regulations of the library.

Chapter VIII

University Teachers

Statute 20

(1) Teachers of the University shall be of two classes, namely -

(i) Appointed teachers of the University;

(ii) Recognised teachers of the University.

(2) Appointed teachers of the University shall be either -

(a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or

(b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.

(3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

(4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.

(5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.

(6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.

(7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

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 why such 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 Academic Council.

(8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.

(9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

Qualification and Conditions of Service

*Ordinance

1. There shall be following categories of teachers in the University:-

   i) Professor
   ii) Reader
   iii) Lecturer

2. Qualifications

i) The qualifications, pay scale and promotion policies of teachers appointed by the University shall be such as may be prescribed by the competent authority including U.G.C from time to time:

Provided that whenever there is a change in the nature of appointment or emoluments of the teacher, particulars of the change shall be recorded by a separate order and the terms and conditions embodied in the Statutes/regulations/ordinances shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post.

3. A teacher shall be entitled to the following:-
   i) Leave as may be prescribed by the Ordinance/Regulations
   ii) Pension-cum-Gratuity/C.P Fund-cum-Gratuity as may be prescribed in the Ordinance/ Regulations.

4. The duties of teachers shall be to teach and to engage in conducting and guiding research and to perform such other duties in accordance with the Act, Statutes, Regulations/Ordinances and directions of the Vice-chancellor.

5. Age of superannuation

Age of superannuation for teaching staff shall be 62 years, provided the teachers who have contributed substantially and are in good health may be given extension by the Executive Council on the recommendation of the Vice-chancellor for a period not exceeding three years.

6. Selection Procedure

i) Every vacant post shall be advertised and applications invited before the same is filled.

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* Statute 28(h) of the First Statutes of the University

Provided that the Vice-chancellor shall have the power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisement but such persons shall not be amongst those already in the service of the University.

ii) All applications received in response to the advertisement shall be screened on the University office and the Vice-chancellor shall finally select candidates for interview by the Selection Committee.

iii) Candidates selected for interview shall be entitled to second class return railway fare from candidate's nearest rail head to Jammu and bus fare from Jammu to the place of interview. In exceptional cases the Vice-chancellor may authorise T.A according to the incumbent's entitlement;

Or

Bus fare from candidate's place of residence to the place of interview and back.

Note: No other allowance shall be admissible to the candidates

iv) After interviewing the candidates the Selection Committee shall submit its recommendations to the Executive Council.

v) A suitable higher start may be recommended by the Committee for candidates with higher qualification.

vi) The Selection Committee shall make categoric recommendation with regard to selected candidate(s). It shall indicate the order of preference, in case more than one candidate is recommended for appointment to a particular post.

vii) The panel recommended for appointment by the Selection Committee shall remain valid for a period of one year from the date the same is approved by the Executive Council.

viii) In order to attract talented faculty, the University may provide appropriate incentives such as Children's education allowance, free furnished accommodation, medical insurance, etc.

Notwithstanding anything contained in the Statutes, the Executive Council shall be competent to fill up any vacancy on the recommendation of an appropriate Committee of at least two experts that it may constitute for borrowing the services on deputation from other universities/institutions/organisations for such period as it may specify.

* Code of conduct for the University Teacher

7. Every teacher shall -

i) perform his academic duties of teaching, research assessment and invigilation conscientiously and with devotion,

ii) be impartial in the assessment of students,

iii) carry out decisions of the administrative authorities/bodies of the University,

iv) devote his whole time to the service of the university and not, without the prior approval of the Vice-chancellor, accept any work or engage in trade or business likely to interfere with the due performance of his duties:

Provided that he may undertake the work relating to University examinations/Public Service Commissions and other literary activities on his own or as may be required by the Regulations of the University,

v) not divulge any confidential information relating to the affairs of the University to any unauthorised person,

vi) refrain from misuse of official facilities and privileges,

vii) refrain from inciting students against students, colleagues or administration, and

viii) refrain from raising questions of religion, caste, creed, race, sex, region or language in his relationship with his colleagues and also refrain from using these for improvement of his prospects.

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* Statute 28(h) of the First Statutes of the University

Head of the Department

Statute 12(2)(c)

(c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the ordinances.

Provided that if there are more Professors or, as the case may be, Readers, than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

* *Ordinance:*

1. The Vice-chancellor may, in anticipation of the approval of the Executive Council, nominate a teacher of the Department of Studies to act as Head of the Department for such period as he may deem fit.

2 The Head of the Department shall-

i) assign to the teaching and non-teaching staff such duties as may be necessary for proper functioning of the Department,

ii) ensure maintenance of discipline under the overall control of the Dean of School and Vice-chancellor,

iii) coordinate teaching and research in the Department,

iv) function as the academic Head of the Department and convene and preside over the Departmental meetings,

v) ensure proper maintenance of records, equipment and other infrastructure of the Department, and

vi) exercise powers and perform such other functions as may be assigned to him by the Vice chancellor/Dean of the School.

3. For such Departments which do not have a formal Head, the Dean of the School shall also exercise the powers and perform the duties of the Head in addition to his duties.

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* Statute 12(2) (c) of the First Statutes of the University

* Honorary Professor

1 Any distinguished scholar who has been a Professor/Director/Head of a Section in a National/ State Laboratory or a person who has attained national/international recognition for his contribution in academics/research and whose association with the University would help in furtherance of academic activities of the University may be considered for appointment as Honorary Professor.

2 The Dean of School may propose to the Vice-chancellor the appointment of such a person as Honorary Professor and the Vice-chancellor after satisfying himself, may refer the matter to the Academic Council for consideration. Based on the recommendations of the Academic Council the Chancellor may take final decision in the matter.

3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.

4 The Honorary Professorship will carry with it no financial commitment of the University except travelling expenses and hospitality as may be determined by the Vice-chancellor.

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* Statute 20 (2) (b) of the First Statutes of the University

* Visiting Professor

1. The Executive Council, based on the recommendation of the Vice-chancellor may invite distinguished persons as visiting Professors or lecturers for such time and on such terms and conditions as indicated below:

   i) The Vice-chancellor with the approval of the Executive Council may invite distinguished person from within the country or abroad having expertise in a field of study pursued in the University, to function as visiting Professor or Lecturer, as the case may be, in the University.

   ii) Such visiting Professor or Lecturer will, according to arrangements entered into in each individual case, deliver a course of lectures or conduct seminars or participate in workshops in such manner as may be deemed appropriate in teaching and research programme of the University. In no case, however, shall a visiting Professor or Lecturer deliver less than a specified number of lectures/seminars.

   iii) Executive Council shall prescribe the duration of appointment, honorarium, travelling expenses, hospitality and other terms and conditions of a visiting Professor/Lecturer.

   iv) As far as possible, the University shall make arrangements for accommodating such visiting Professor/Lecturer within the Campus to provide for close interaction between him and teachers/students of the University.

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* Statute 28(h) of the First Statutes of the University

* Recognised Teachers

1. The qualifications of recognised teachers of the University shall be the same as prescribed for the regular teachers of the University.
2. All applications for recognition of teachers shall be forwarded by the Dean of the respective School, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
3. No person shall be recognised by the Executive Council as a teacher of the University except on the recommendation of the Selection Committee, constituted by the Executive Council for the purpose.
4. The meeting of the Selection Committee shall be convened by the Vice-chancellor as and when necessary.
5. The period of recognition of a person as Professor or Reader shall be such as may be prescribed by the Selection Committee, which may further be extended, after reviewing the academic work of the teacher.
6. The Selection Committee for the purpose of recognising the teachers shall be the same as prescribed for appointed teachers of the University with such modifications as the Executive Council may determine.

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* Statute 20(4) and 21(6) of the First Statutes of the University

Part time Teachers

1. Based on the recommendation of the Dean of the School and Head of the Department concerned, the Vice-chancellor may authorise appointment of a part time teacher to teach a particular course or part thereof whenever considered necessary.
2. The strength of part time teachers shall not exceed 25% of the total strength of whole time teaching staff of the Department.
3. A part time teacher may be appointed for a period not exceeding one year. He shall, however, be eligible for reappointment.
4. A part time teacher shall be required to work for at least nine hours a week.
5. The monthly salary of the part time teacher shall be decided by the Executive Council on the recommendation of the Vice-chancellor.
6. The part time teacher shall be governed by such other conditions of service as may be decided by the Vice-chancellor.

Leave Regulations for Teachers

1. General Conditions

1. Right to leave

i) Leave cannot be claimed as a matter of right. When exigencies of the University services so demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.

ii) The leave sanctioning authority shall be competent to change the date of commencement of leave to be availed by the teacher.

2. Application for leave:

i) Leave shall always be applied for and sanctioned before it is availed except for compelling reasons and in cases of emergency.

ii) Ordinarily, the application for leave (other than casual) shall be made in the prescribed form.

iii) Unless otherwise specified in these Regulations and except in the case of casual leave and leave on medical grounds, all applications for leave should be made atleast seven days before the date from which the leave applied for is to be availed. Normally, application in respect of long leave such as study leave, sabbatical leave, extraordinary leave etc. during the academic session, shall not be entertained.

iv) No leave, other than casual leave shall be granted to an employee until a report regarding its admissibility is obtained from the concerned Department/Section maintaining the leave record.

v) While proceeding on leave and on return from leave, an employee shall sign departure and joining report respectively which shall be sent to the concerned section for information and record on the basis of which entry shall be made in the leave account register under the signatures of the concerned officer.

vi) An employee's claim to leave shall be determined by the Regulations in force at the time the leave is applied for and granted.

3. Commencement and Termination of Leave:

i) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which the charge is resumed. Sundays and other recognised holidays may be prefixed and/or suffixed to leave.

ii) When the day, immediately preceding the day on which the leave begins or immediately following the day on which the leave expires, is a holiday or a series of holidays or vacation, the person proceeding on leave may hand over charge at the close of the day before or return to duty on the day following such holidays or series of holidays or the vacation, provided such earlier departure or delay in return does not involve the University in making any extra expenditure. When leave is prefixed and/or suffixed to holidays or vacations, the

consequential arrangements shall begin or end, as the case may be, from the date when the leave begins or expires.

4. Conversion of one kind of leave into another:

i) At the request of a teacher, the University may convert any kind of leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.

ii) If one kind of leave is converted into another, the leave salary and the allowances admissible shall be recalculated and the difference, if any, paid or the amount overdrawn recovered.

5. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

6. Leave admissible to contractual employees

A teacher appointed on contract basis shall be granted leave in accordance with the terms of contract.

7. Leave admissible to part-time teachers:

Part-time teachers shall not be entitled to any leave except casual leave of 15 days in a calendar year. Casual leave will be granted in proportion to the length of service of the teacher subject to the maximum of 15 days in a year.

8. Leave Account:

Leave account shall be maintained for each teacher by the Department/Section concerned in such proforma as may be prescribed for the purpose.

9. Rejoining duty:

i) Except with the permission of the authority granting leave, no person on leave shall return to duty before the expiry of the leave.

ii) A teacher returning to duty on the expiry of leave shall report to the Head of the Department who shall forward the report to the Registrar through the Dean. In the case of Head of the Department the report shall be sent by the Dean to the Registrar. The Dean of School will send his own joining report to the Registrar.

10. Leave on medical grounds:

i) A teacher applying for leave on medical grounds, shall support his application with a medical certificate from the University/Government doctor not below the rank of Medical Officer.

ii) The medical certificate shall not in itself confer upon the teacher concerned any right to leave.

iii) No University teacher who has been granted leave on Medical grounds will be allowed to

return to duty without his first producing a fitness certificate from the University/ Government Doctor on the prescribed proforma.

11. Employment during leave period:

While on leave no university teacher shall take up any service or accept any employment including setting up of private professional practice without obtaining prior sanction of the Vice-chancellor. In no case shall a teacher be allowed to draw emoluments from more than one source.

12. Overstay:

i) If a teacher fails to return to his duty on the expiry of leave, the Head of the Department concerned shall, after waiting for 3 days, inform the Registrar and communicate with the person concerned asking for an explanation which shall be reported to the competent authority. Unless the competent authority considers the explanation satisfactory, the teacher concerned shall be deemed to have vacated his post without notice from the date of absence without leave.

ii) A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall, if he is permitted to rejoin duty, be entitled to no leave allowance or salary for the period of such absence, and such period will be debited against his leave account as leave without pay unless his leave is sanctioned/extended by the competent authority as the case may be.

iii) No leave shall be granted beyond the date on which a teacher is due to retire or is permitted to retire, provided that a teacher who is re-employed in the interest of the University beyond the date of his retirement may be granted leave/cash equivalent to leave salary to the extent leave was due to him on the date of his retirement subject to a maximum of such number of days as are permitted under earned leave rules.

iv) If any teacher resigns, he shall not be granted any leave due to him after submission of his resignation letter. However, if the University finds justification it may consider granting terminal leave prior to his resignation which may extend beyond the date on which the resignation becomes effective.

v) In cases where the leave granted to a teacher extends beyond the date of his compulsory retirement, it will not be treated as extension of service.

vi) A teacher who has been granted extension of service will be deemed to be in continuous service of the University.

13. Following kinds of leave shall be admissible:-

i). Casual leave

ii). Special Casual leave

iii). Earned leave

iv). Half pay leave

v). Leave not due

vi). Maternity leave

vii). Extra-ordinary leave

viii). Commuted leave

ix). Study leave

x). Sabbatical leave

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

14. Authority Competent to Sanction Leave:

i) Casual leave in favour of a teacher shall be sanctioned by the Head of the Department. However, in case of Head of the Department casual leave shall be sanctioned by the concerned Dean of School and in the case of Dean of School, casual leave shall be sanctioned by the Vice-chancellor.

ii) Special casual leave in favour of teachers and Heads of the Departments shall be sanctioned by the concerned Dean of School. However, special casual leave in favour of Deans of Schools shall be sanctioned by the Vice-chancellor.

iii) All other kinds of leave mentioned at Regulation 13 (iii) to (x) in favour of all eligible teachers including Heads of Departments and Deans of Schools shall be sanctioned by the Vice-chancellor.

iv) Except as otherwise provided herein any kind of leave under these Regulations may be granted in continuation with or in continuation of any other kind of leave.

15. Casual Leave:

i) Casual leave granted to a teacher shall not exceed 15 days in one calendar year.

ii) Casual leave shall not be combined with any other kind of leave except special casual leave or vacation in emergent cases. It may, however, be combined with holidays including Sundays provided the total period of absence at one time shall not exceed 10 days. Holidays falling within the period of casual leave shall not be counted as leave.

iii) Casual leave not availed shall lapse at the close of calendar year.

16. Special Casual Leave:

i) Special casual leave not exceeding 20 days in a calendar year may be granted to a teacher to attend various academic activities such as participation in Seminars, Conferences, outstation examinations, Selection Committee meetings, delivering lectures, etc.

ii) In addition, special casual leave to the extent mentioned below may also be granted -

i) for undergoing vasectomy or salpingectomy under the Family Welfare Programme upto 6 days.

THE JAMMU AND KASHMIR
BABA GHULAM SHAH BADSHAH UNIVERSITY ACT
Act No. XVI of 2002

(Received the assent of the Governor on 21st April, 2002 and published in Government Gazette dated: 23rd April, 2002)

An Act to provide for the establishment of a residential and technical University in the State of Jammu and Kashmir to offer scientific and technical education as also to usefully utilize the surplus finance of Baba Ghulam Shah Trust for matter connected therewith.

Be it enacted by the Jammu and Kashmir State Legislature in the Fifty-third Year of the Republic of India as follows:-

1. Short title and commencement -

(1) This Act may be called the Jammu and Kashmir Baba Ghulam Shah Badshah University Act, 2002.

(2) It shall come into force on such date as the Government may, by notification in the Government Gazette, appoint.

(3) Seat of the University shall be at Moradpur Rajouri or such other place as may be identified by the Government on the recommendations of State Wakaf Council.

2. Definitions - In this Act, unless the context otherwise requires -

(a) "College" means a college maintained by the University;

(b) "Council" means the State Wakaf Council established under section 7 of the Jammu and Kashmir Wakaf's Act, 2001;

(c) "Hall" means a unit of residence, by whatever name called, for students of the University provided, maintained or recognized by it;

(d) "prescribed" means prescribed by Statutes, Ordinances or Regulations;

(e) "recognised institution" means an institution of higher learning maintained by the University or started by Council or Trust and recognized by, or associated with the University;

(f) "State" means the State of Jammu and Kashmir;

(g) "Statutes", "Ordinances" and "Regulations" means respectively, the Statutes, Ordinances and Regulations of the University made under this Act;

(h) "Trust" means the Hazrat Baba Ghulam Shah Badshah Trust;

(i) "University" means Baba Ghulam Shah Badshah University.

3. **The University** - The First Chancellor and the first Vice-Chancellor of the University, the Executive Council and the Academic Council and all persons who may hereafter become such officers, so long as they continue to hold such offices are hereby constituted a body corporate by the name of "Baba Ghulam Shah Badshah University".

4. **Objects** - The objects of the University shall be to disseminate and advance knowledge, wisdom and understanding, and to offer scientific and technical education of the highest standards by teaching and research and by the example and influence of its corporate life.

5. **Powers of the University** - The University shall have the following powers, namely:-

(1) to provide for instruction including the method of correspondence courses in such branches of learning as the University may from time to time determine, and to make provision for research, for the advancement and dissemination of knowledge and for offering scientific and technical education of the highest standards;

(2) to confer honorary degrees or other academic distinctions in the manner laid down in the Statutes;

(3) to create such teaching, administrative and other posts as the University may deem necessary, from time to time and to make appointments thereto;

(4) to appoint or recognize persons as Professors, Readers or Lecturers or otherwise as teachers of the University;

(5) to institute an award, Fellowships, Scholarships, Exhibitions and prizes;

(6) to establish and maintain Colleges and Halls, to recognize guide, supervise and control Halls started by Council or Trust and to withdraw any such recognition;

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

(8) to make arrangements for promoting health and general welfare of students and employees of the University;

(9) to determine and provide for examinations for admission into the University;

(10) to recognize for any purpose, either in whole or in part any institution started and maintained by Council on terms and conditions as may, from time to time, be prescribed and to withdraw such recognition;

(11) to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those for the University for such purposes as may be agreed upon on such terms and conditions, as may, from time to time, be prescribed;

(6) There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

(7) There shall be such other officers as provided for in the Statutes.

9. **Authorities of the University** - The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

10. **Council -**

(1) The Council shall be the supreme authority of the University.

(2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

11. **Trust** - The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

12. **The Executive Council -**

(1) The Executive Council shall consist of the following members, namely:-

(i) the Vice-Chancellor of the University;

(ii) the Vice-Chancellor of the University of Jammu;

(iii) the Vice-Chancellor of the University of Kashmir;

(iv) the Dean of Students, ex-officio;

(v) not more than two Deans of Schools of Studies, by rotation according to seniority;

(vi) not more than two Principals of Colleges;

(vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.

(2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.

(3) The members referred to in item (vii) shall hold office for a term of three years.

(4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.

(5) Four members of the Executive Council shall form the quorum.

(6) The Executive Council shall be the executive body of the University, and its constitution

and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(7) It shall be incharge of the general management and administration (including the revenue and property) of the University.

13. The Academic Council -

(1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

14. The Academic Advisory Committee -

(1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

(2) The Committee shall consist of:-

(a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;

(b) the Vice-Chancellor;

(c) the Secretary to Government, Higher Education Department, ex-officio; and

(d) the Secretary to Government, Haj and Auqaf Affairs Department.

(3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

15. Statutes - Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

(a) the constitution, powers and duties of the authorities and other bodies of the University except Council and Trust, the qualifications and disqualifications for membership of such authorities and other bodies, appointment and removal of members thereof and other matters connected therewith;

(b) the appointment, powers and duties of the officers of the University;

(c) the appointment, powers and conditions of service and powers and duties of the employees of the University;

(d) the terms and conditions under which institutions may be associated with the University;

(e) the administration of the University, the establishment and abolition of the colleges, institutions and Halls, the grant and withdrawal of recognition to institutions, the institutions of Fellowships, Awards and the like, the conferment of degrees and other academic distinctions and the grant of diplomas and certificates;

(f) the giving of religious instruction;

(g) any other matter which is necessary for the proper and effective management and conduct of the affairs of the University and which by this Act is to be or may be provided by the Statutes.

16. Statutes how made -

(1) The first Statutes are those set out in the schedule.

(2) The Executive Council may, from time to time, make new or additional statutes or may amend or repeal the Statutes in the manner hereafter in this section:

Provided that Executive Council shall not make any Statute or any amendment of the Statute affecting the status, powers or constitution of any existing authority of the University until such authority has been given an opportunity of expressing an opinion on the proposal and any opinion so expressed shall be in writing and shall be considered by the Executive Council:

Provided further that no Statute shall be made by the Executive Council affecting the discipline of students and standards of instruction, education and examination except after consultation with the Academic Council.

17. Ordinances -

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

(a) the admission of the students, the course of study and the fees therefor, the qualifications pertaining to degrees, diplomas, certificates and other academic distinctions, the conditions for grant of Fellowships, Awards and the like;

(b) the conduct of examinations, including the terms of office and appointment of examiners and the conditions of residence of students and their general discipline;

(c) the management of colleges and institutions maintained by the University;

(d) any other matter which by this Act or the Statutes is to be or may be provided by the Ordinances.

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

18. Regulations - The authorities of the University may make the Regulations for the conduct of their own business and that of the Committees appointed by them and not provided for by this Act, the Statutes, or the Ordinances in the manner prescribed by the Statutes.

19. Colleges - The Colleges shall be such, as may, after the commencement of this Act, be started by the Council or Trust and recognized by the Executive Council in accordance with this Act.

20. Annual Report -

(1) The annual report of the University shall be prepared under the direction of the Executive Council and shall be submitted to Council on or before such date as may be prescribed by the Statutes and shall be considered by the Council at its budget meeting.

(2) The Council may communicate its comments thereon to the Executive Council.

21. General Fund - The University shall have a General Fund set up by Council in the name of the University and operated by the University to which shall be credited-

(i) rupees fifteen crore as a one time capital grant to be made by the Trust for meeting the non-recurring cost of the University;

(ii) rupees two crore to be annually contributed by Trust;

(iii) its income relating the fee and endowments;

(iv) contribution or grants which may be made by Government;

(v) contributions or grants which may be made by Council; and

(vi) other contributions or grants

22. Audit of Accounts -

(I) The Accounts of the University shall, once at least in every year and at intervals of not more than fifteen months be audited by the Chartered Accountants of the University.

(2) A copy of the accounts when audited together with the audit report shall be submitted by the Registrar, to the Chancellor, to the Trust and to the Council.

23. Disputes as to constitution of University Authorities and Bodies - If any question arises 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 Chancellor whose decision thereon shall be final.

24. Constitution of Committees - Where any authority, of the University is given power by this

Act or the Statutes to appoint Committees, such Committees shall, save as otherwise provided, consist of members of the authorities concerned and of such other persons (if any) as the authority in such case may think fit.

25. **Filling of Casual Vacancies** - 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 conveniently may be, by the person or body who appointed, elected or co-opted the member whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

26. **Proceedings of the University Authorities and Bodies not invalidated by vacancies** - No act or proceedings of any authority or other body of the University shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

27. **Removal of difficulties** - If any difficulty arises in giving effect to the provisions of this Act, Chancellor may, by order published in the Government Gazette, make such provisions not in consistent with the purposes of this Act, as appear to it to be necessary or expedient for removing the difficulty:

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

28. **Transitional provisions** - Notwithstanding anything contained in this Act and the Statutes, the first Executive Council and the Academic Council shall be nominated by the Council and shall hold office for a term of three years:

Provided that the Vice-Chancellors of the University of Kashmir and the University of Jammu shall be ex-officio members of the Executive Council so nominated.

Amendment of Section 28

For the words "the first Executive Council" the words "the first Vice-Chancellor, Executive Council" shall be substituted.

Governor was pleased to promulgate the ordinance which appeared in Govt. Gazette dated: 28th Sept. 2004

Chapter - II

SCHEDULE

THE STATUTES OF THE UNIVERSITY

The Statutes listed hereunder being a part of the Baba Ghulam Shah Badshah University, Act have been called the First Statutes of the University.

1. ***Definition*** -

(a) "Act" means, The Baba Ghulam Shah Badshah University Act, 2002.

(b) All words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

2. **Vice-Chancellor** -

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

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

(2) The Committee shall consist of -

(i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;

(ii) a member to be nominated by the University Grants Commission; and

(iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

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

(4) The Vice-Chancellor shall hold office for a minimum term of the three years extendible upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

(5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

(i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment 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 personally in respect of the maintenance of such residence.

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

5. Registrar -

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

(iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.

(iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.

(v) The Vice-Chancellor shall also be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under sub-clause (iv).

(vi) If the office of the Vice-Chancellor becomes vacant, the functions of office, shall, until some person is appointed under clause (i) to the vacant office, be performed by such person as is designated by the Chancellor.

3. **Powers and duties of Vice-Chancellor -**

(1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.

(3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.

(4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.

(5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

4. Dean of School of Studies -

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

5. Registrar -

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities

ordinarily within a month of the holding of the meetings;

(d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;

(e) 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

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

(g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff 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 concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

(iii) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit:

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

6. Finance Officer -

(1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for 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.

(3) The Fiance 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:

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

(4) Subject to the control of the Executive Council, the Finance Officer shall -

(a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;

(b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year 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 collection of revenue, and advise on the methods of collection employed;

(f) have the accounts of the University regularly audited by an internal audit party;

(g) see that the registers of buildings, land, furniture and equipment are maintained upto date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

(h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and

(i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.

(5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

7. Officers of the University -

(1) The following shall also be the officers of the University, namely:-

(a) Dean of Students,

(b) Chief Proctor,

(c) Librarian

(d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

(b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.

(c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for 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) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.

(3) (a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.

(b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

(4) (a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;

(b) The duties and powers of the Librarian shall be regulated by the Ordinances.

8. **Powers of the Executive Council** - Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-

(i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;

(ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff:

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

(iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;

(iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;

(v) to manage and regulate the finance, 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;

(vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and

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

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

(ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved:

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

(x) 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;

(xi) to select a common seal for the University and provide for the custody and use of the seal;

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

(xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

9. Academic Council -

(1) The Academic Council shall consist of the following members, namely:-

(i) The Vice-Chancellor;

(ii) The Deans of Schools of Studies;

(iii) The Dean of Students;

(iv) The Chief Proctor;

(v) The Librarian; and

(vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.

(2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.

(3) Ten members of the Academic Council shall form the quorum.

10. Powers and duties of the Academic Council - Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

(i) to report on any matter referred to it by the Chancellor or the Executive Council;

(ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories, Libraries and Museums;

(iii) to formulate, modify or revise schemes for the organisation of and assignment of subjects to Schools of Studies;

(iv) to consider proposals submitted by the Schools of Studies;

(v) to promote research within the University and to requisition from time to time reports on such research;

(vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;

(vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;

(viii) to appoint Committees for admission to the University;

(ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;

(x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;

(xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;

(xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;

(xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;

(xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;

(xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;

(xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

(xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;

(xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

11. The Academic Advisory Committee -

(1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

12. Schools of Studies -

(1) The University shall have such schools of studies as may be specified in the Ordinances.

(2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances;

(b) Such Department shall consist of the following members, namely -

(i) teachers of the Department;

(ii) persons appointed to conduct research in the Department;

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

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

(c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the Ordinances:

Provided that if there are more Professors or, as the case may be, Readers than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

(3) Every School shall have a Board consisting of the following members, namely:-

(i) The Dean of the School;

(ii) The Heads of the Departments in the School;

(iii) The Professors in the Departments in the School;

(iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School;

(v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;

(vi) Such other members, but not exceeding five, as may be specified in the Ordinance.

(4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.

(5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.

(6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

13. Finance Committee -

(1) The Finance Committee shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) three persons, nominated by the Chancellor;

(iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

(3) Three members of the Finance Committee shall form the quorum.

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

(5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.

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

(7) The annual accounts and 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 Chancellor through the Executive Council for approval with or without amendments.

14. Committees - The Executive Council or the Academic Council may appoint Boards or Committees consisting of members of the authority making such appointment and of such other persons (if any) as that authority in each case may think fit, and any such Board or Committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

15. Elected Chairman to preside where no provision is made in the Statutes - Where, by the Statutes or the Ordinances, no provision is made for a Chairman to preside over a meeting of any University Authority, Council, Trust or Committee, or when the Chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting.

16. Resignation -

(1) Any member other than an ex-officio member of the Executive Council, the Academic Council or any other authority of the University or Committee may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as letter is received by the Registrar.

(2) Any officer of the University (whether salaried or otherwise) may resign his office by a letter addressed to the Registrar:

Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.

17. Disqualifications -

(1) A person shall be disqualified for being chosen as and for being a member of any of the authorities of the University -

(a) if he is of unsound mind or is a deaf-mute;

(b) if he is an undischarged insolvent;

(c) if 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 sub-section (1), the question shall be referred for the decision of the Chancellor and his decision shall be final, and no suit or other proceeding shall lie in any court of Law against such decision.

18. Honorary degrees - Any proposal for the conferment of honorary degrees shall be made by the Academic Council to the Executive Council, and the proposal, if accepted by the Executive Council, shall require the assent of the Chancellor before confirmation.

19. Withdrawal of degrees etc. - The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any 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 why such 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 Academic Council.

20. University's Teachers -

(1) Teachers of the University shall be of two classes, namely -

(i) Appointed teachers of the University;

(ii) Recognised teachers of the University.

(2) Appointed teachers of the University shall be either -

(a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or

(b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.

(3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

(4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.

(5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.

(6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.

(7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

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 why such 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 Academic Council.

(8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.

(9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

21. Selection Committee -

(1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.

(2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor; (ii) Three persons not connected with the University, or any other University of the State 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.
Reader, Lecturer	(i) The Head of the Department concerned. (ii) Two persons not connected with the University, or any other University of the State 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 Reader or Lecturer will be concerned.
Registrar, Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other University of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

(3) The recommendations of the Selection Committee will be subject to the regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.

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

(5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.

(6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

22. Special Mode of Appointment etc. - Notwithstanding anything contained in Statute 23, the Executive Council may invite a person of high academic distinction and professional attainment to accept a post of Professor or Reader in the University, as the case may be, on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him to the post.

23. Conditions of service of Officers etc. -

(1) Every teacher and salaried officer and such other employees as are mentioned in the Statutes shall be appointed under a written contract which shall be lodged with the University, and a copy thereof shall be furnished to the officer or teacher or employee concerned.

(2) Any dispute arising out of a contract between the University and those mentioned in clause (1) shall at the request of the teacher or officer or employee concerned, or at the instance of the University be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and an umpire appointed by the Chancellor, and the decision of the Tribunal shall be final.

24. Removal of Teachers -

(1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

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, revoke that order.

(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for a good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.

(4) No teacher shall be removed under clause (2) or under clause (3) until 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 shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher shall take effect from the date on which the order of removal is made:

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

(7) Notwithstanding anything contained in these Statutes, the teacher shall be entitled to resign by giving three months notice in writing to the Executive Council.

25. Removal of employees other than a teacher -

(1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the Authority which is competent to appoint the employee-

(a) if he is of unsound mind or is a deaf-mute;

(b) if he is an undischarged insolvent;

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

(d) if he is otherwise guilty of misconduct:

Provided that no officer of the University shall be removed from his office unless a resolution to that effect, is passed by the Executive Council by a majority of two-thirds of its members present and voting.

(2) No such employee shall be removed under clause (1) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(3) Where the removal of such employee is for a reason other than specified in sub-clause (c) or sub-clause (d) of clause(1), he shall be given three months' notice in writing or paid three months' salary in lieu of notice.

(4) Notwithstanding anything contained in these Statutes, an employee of the University, not being a teacher, shall be entitled to resign -

(i) in the case of permanent employee, only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof;

(ii) in any other case, only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

26. Maintenance of discipline among students of the University -

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

(2) The Vice-Chancellor may delegate all or such of his powers as he deems proper to the Chief Proctor and to such other persons as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student or students be expelled from any college or institution maintained by the University, Department, Special Centre or Specialised Laboratory, or be fined a sum of rupees (that may be specified), or be debarred from taking an examination or examinations for one or more years or that the results of student or students concerned in the examination or examinations in which he has or they have appeared be cancelled.

(4) The Principals or, as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Departments, Special Centres or Specialised Laboratories as may be necessary for the proper conduct of such Colleges, Institutions, Departments, Special Centres or Specialised Laboratories.

(5) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals, or as the case may be, the Heads of the Colleges, Institutions, Departments, Special Centres or Specialised Laboratories may frame such supplementary rules as they deem necessary for the aforesaid purpose. Every student shall provide himself with a copy of these rules.

27. **Membership of Students Organisation** - The membership of any Students Organisation shall be voluntary.

28. **Ordinances** - Subject to the provisions of the Act and these Statutes, the Ordinances may provide for all or any of the following matters, namely:-

(a) the fees to be charged for courses of study in the University and for admission to the examinations, Degrees and Diplomas of the University;

(b) the conditions of award of fellowships, scholarships, studentships, exhibitions, medals and prizes;

(c) the conduct of examination, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;

(d) the maintenance of discipline among the students of the University;

(e) the conditions of residence of students at the University;

(f) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and the prescribing for them of special courses of study;

(g) the giving of moral instructions;

(h) the numbers, qualifications, emoluments and the terms and conditions of service of the teachers of the University;

(i) the management of Colleges, Institutions, Special Centres and Specialised Laboratories maintained by the University;

(j) Supervision and inspection of Colleges, Recognised Institutions, Special Centres and Specialised Laboratories;

(k) All other matters which by the Act or these Statutes are to be or may be provided for by the Ordinances.

29. Ordinances how made -

(1) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Chancellor.

(2) The said Ordinances may be amended, repealed or added to at any time by the Executive Council provided that -

(a) no Ordinance shall be made affecting the conditions of residence or discipline of students, except after consultation with the Academic Council;

(b) No Ordinance shall be made -

(i) affecting the admission or enrolment of students or prescribing examinations to be recognised as equivalent to the University examinations, or

(ii) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study, unless a draft of such Ordinance has been proposed by the Academic Council.

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

(4) Where the Executive Council has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may, within two months of the date of such rejection, appeal to Council and the Council may, by order, direct that the proposed Ordinance shall be laid before the next meeting of the Executive Council for its approval and that pending such approval, it shall have effect from such date as may be specified in the order.

(5) All Ordinances made by the Executive Council shall be submitted as soon as may be to the Council for approval.

30. Regulations -

(1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances-

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

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

(c) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, these 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 meetings 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 this Statute or the annulment of any such Regulation.

OFFICERS OF THE UNIVERSITY

Chapter - III

The Chancellor

Act- Section 8:

(1) The Chief Minister of the State shall by virtue of his office be the Chancellor of the University.

(2) The Chancellor, shall, if present, preside at convocation of the University for conferring degrees.

Vice-Chancellor

Act- Section 8 (3)

There shall be a Vice-Chancellor appointed in the manner prescribed by the Statutes who shall be the Principal Executive and Academic Officer of the University and ex-officio Chairman, of the Executive Council, Academic Council and Finance Committee and he shall, in the absence of the Chancellor preside at any convocation for conferring degrees.

Statute -2 :

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members:

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

(2) The Committee shall consist of -

(i) a member to be nominated by the Chancellor who shall be the Chairman of the Committee;

(ii) a member to be nominated by the University Grants Commission; and

(iii) two members, not being connected with the University or any institution recognised by, or associated with the University, to be nominated by the Executive Council.

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

(4) The Vice-Chancellor shall hold office for a minimum term of the three years extendable upto five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office:

Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

(5) The emoluments and terms and conditions of service of the Vice-Chancellor shall be as follows:-

(i) There shall be paid to the Vice-Chancellor such salary as is determined by the Chancellor at the time of his appointment 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 personally in respect of the maintenance of such residence.

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University, Provident Fund or to any other allowance:

Provided that, where any employee of the University is appointed as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

(iii) The Vice-Chancellor shall be entitled to Dearness Allowance and Travelling Allowance at such rates as may be fixed by the Chancellor.

(iv) The Vice-Chancellor shall be entitled to leave on full pay for one eleventh of the period spent by him on active service.

(v) The Vice-Chancellor shall be entitled, on medical grounds or otherwise than on medical grounds to leave without pay for a period not exceeding three months during the term of this office:

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under subclause (iv).

(vi) if the office of the Vice-Chancellor becomes vacant, the functions of office shall until some person is appointed under clause (i) to the vacant office, be perform ed by such person as is designated by the Chancellor.

3. Powers and duties of Vice-Chancellor -

(1) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.

(3) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.

(4) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote thereat being deemed to be its Chairman by virtue of his office.

(5) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action by the Vice-Chancellor is not approved by the Authority concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.

(6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.

* *Ordinance:*

1. In addition to what is provided in the Act and Statutes, he Vice-chancellor shall also have the following powers:-

   (i) to make appointment of staff other than teachers and officers of the University,

   (ii) to grant promotions, increments, honoraria, overtime allowance etc., to the staff of the University,

   (iii) to sanction casual leave in favour of Deans of Schools and officers above the rank of Deputy Registrar in accordance with the prescribed Regulations,

   (iv) to sanction special casual leave in favour of the Deans of Schools, Heads of Departments and officers of the university,

   (v) to sanction leave of all kinds (except casual leave and special casual leave as mentioned at (S.No. (iii) and (iv) above) in favour of all eligible employees in accordance with the prescribed leave Regulations,

   (vi) to sanction crossing of efficiency bar,

   (vii) to sanction deputation of the University staff for University work,

   (viii) to sanction deputation of officers and teachers for attending meetings and conferences organised by different academic bodies,

   (ix) to enforce discipline among the teaching and administrative staff of the University in accordance with the Statutes and Ordinances,

   (x) to admit eligible students to degree in-absentia,

   (xi) to sanction late admission of students to various courses in the teaching Departments of the University on genuine grounds and in accordance with the relevant Statutes, Regulations/ Ordinances,

   (xii) to place under suspension an officer or a teacher, on grounds of misconduct, according to the procedure laid down in the Statutes/Regulations/Ordinances and report the matter to the Executive Council when it meets next,

   (xiii) to authorise temporary appointment of teachers for a period not exceeding six months and extending it till the end of the academic session in case regular appointment against the post could not be made,

   (xiv) to sign the certificates/degrees that the University awards,

   (xv) to sanction scholarships and fellowships to students in accordance with the prescribed regulations,

   (xvi) to write-off loss not exceeding Rs. 2000/- in any individual case subject to a maximum of Rs.10,000/- (book value) in a year,

   (xvii) to delegate any of his powers to any other officer/teacher of the University.

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* Statute 3(6) of the First Statutes of the University

Dean of School of Studies

Act-Section 8 (4)

There shall be a Dean for each School of Study who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute - 4

(1) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor for a period of three years and he shall be eligible for reappointment:

Provided that, when the office of the Dean of a School of Studies is vacant or when the Dean is, by reasons of illness or absence or for 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.

(2) The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and standard of teaching and research in the School. He shall have such other functions as may be prescribed by the Ordinances.

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

* *Ordinance:*

1. In addition to what is provided in the Act and Statutes, the Dean, School of Studies shall also have the following powers and duties:-

To,

i) ensure proper functioning, due observance of statutes and regulations/ordinances and maintenance of discipline in the School,

ii) ensure implementation of the decisions of the authorities of the University and the Vice-chancellor,

iii) coordinate teaching and research in the School in consultation with Heads of the Departments,

iv) arrange examinations of the students of the School in accordance with the statutes/ regulations/ordinances in consultation with the Heads of the Departments in the School,

v) ensure proper maintenance of record of attendance and sessional awards of students, and

vi) to perform such other duties as may be assigned to him by the Vice-chancellor.

* Statute 4 (2) of the First Statutes of the University

Registrar

Act-Section 8(5)

There shall be a Registrar who shall act as Secretary of the Executive Council and the Academic Council and he shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.

Statute-5

(1) The Registrar shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.

(3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.

(4) The Registrar shall-

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

(b) conduct the official correspondence of the Executive Council and the Academic Council;

(c) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;

(d) in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University;

(e) 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

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

(g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff 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 concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

(iii) In a case where the inquiry discloses this a punishment beyond the powers of the Registrar, is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor alongwith his recommendations for such action as the Vice-Chancellor may deem fit:

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

Finance Officer

Act-Section 8(6)

There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.

Statute -6

(1) The Finance Officer shall be appointed by the Executive Council and shall be a whole-time salaried officer of the University.

(2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or for 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.

(3) 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:

Provided that the Finance Officer shall not incur any expenditure or make any investment, exceeding Rs. 25,000/- without the previous approval of the Vice-Chancellor.

(4) Subject to the control of the Executive Council, the Finance Officer shall -

(a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University;

(b) see that the limits fixed by the Finance Committee 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 for the next financial year 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 collection of revenue, and advise on the methods of collection employed;

(f) have the accounts of the University regularly audited by an internal audit party;

(g) see that the registers of buildings, land, furniture and equipment are maintained upto

date and that the stock checking is conducted of equipment and other consumable materials in all offices, special centres, specialised laboratories, colleges and institutions maintained by the University;

(h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault; and

(i) call for from any office or college or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.

(5) The receipt of the Finance Officer or of the person/persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

Statutory Officers of the University

Act- Section 8(7)

There shall be such other officers as provided for in the Statutes.

Statute 7

(1) The following shall also be the officers of the University, namely:-

(a) Dean of Students,

(b) Chief Proctor,

(c) Librarian

(d) Controller of Examinations.

(2) (a) The Dean of Students shall be appointed from amongst employees of the University, who are or who have been teachers of the University, not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a whole time employee of the University, who shall hold office for a term of three years and shall be eligible for re-appointment.

(b) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post.

(c) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence or for 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) The duties and powers of the Dean of Students shall be prescribed by the Ordinances.

Dean of Students

* *Ordinance*

1. The Dean of Students shall have the following powers and duties:-

   i) to coordinate the work of students' services and concerned agencies and motivate faculty participation in various Students' Welfare programmes,

   ii) to devise ways and means for promoting social and moral values of students and inculcating among them regard for great ideals like patriotism, devotion to duty, pursuit of truth, etc.,

   iii) to plan, organise and supervise the working of Halls, Hostels, Canteens, Cooperative Stores, Counselling/Placement Cell(s), Auditoria, Community Hall, etc.,

   iv) to plan, organise and conduct students' welfare programmes like cultural and literary activities, festivals and extension and special lectures.

   v) to ensure maintenance of discipline and deal with cases of students' indiscipline on the University Campus in accordance with the prescribed Regulations,

   vi) to provide Secretarial services to the Discipline Committee constituted in accordance with the relevant Regulations,

   vii) to prepare calender of Students' Welfare activities of the University every year in consultation with Heads of the teaching departments,

   viii) to prepare/review the reports of activities pursued during the year,

   ix) to recommend Railway and Airline concessions in favour of students going to, their homes during vacations, educational tours, participation in tournaments, debates etc,

   x) to exercise the powers of Chief Proctor in his absence,

   xi) to perform such other functions as the Vice-chancellor of the University may direct.

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* Statute 7 (2)(d) of the First Statutes of the University

Chief Proctor

Statute 7(3)

(a) The Chief Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among the students as may be assigned to him by the Vice-Chancellor.

(b) The Chief Proctor shall hold office for a term of two years and shall be eligible for re-appointment.

Librarian

Statute 7(4)

(a) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University;

(b) The duties and powers of the Librarian shall be regulated by the Ordinances.

* *Ordinance:*

1. The Librarian shall have the following powers and duties:-

   i) to ensure maintenance of library facilities,

   ii) to control the functioning of library staff,

   iii) to conduct all official correspondence for the library,

   iv) to sanction casual leave to the staff of the library,

   v) to scrutinize lists of books recommended for purchase by the Departments of the University,

   vi) to place orders for purchase of books, journals and all other requirements within the limits of the sanctioned budget allocation and in accordance with the regulations,

   vii) to process and certify all bills after proper verification and attest accession and accounts registers maintained in the library,

   viii) to write off books lost or damaged in the library upto the value of Rs. 500/- at a time and Rs. 2000/- in a year,

   ix) to act as Member- Secretary of the Library Committee,

   x) to perform such other functions as may become necessary for efficient functioning of the library or as the Library Committee/Vice-chancellor may direct, and

   xi) to delegate any of his powers and duties to any other officer(s) of the library with the prior approval of the Vice-chancellor.

* Statute 7 (4)(b) of the First Statutes of the University

Controller of Examinations

Statute 7(1)

The following shall also be the officers of the University, namely:-

(d) Controller of Examinations.

The Controller of Examination shall perform such duties and discharge other responsibilities as are assigned to him by the Vice-chancellor.

Other Officers of the University

* *Statute*

1. In addition to the officers mentioned under Statute (7) of the First Statutes of the University, there shall be any of the following Officers, as may be decided by the Executive Council:-

   i). Deputy Registrars

   ii). Assistant Registrars

   iii). Private Secretary to the Vice-Chancellor

   iv). Deputy Librarian

   v). Assistant Librarian

   vi). Medical Officer

   vii). Director Physical Education

   viii). Executive Engineer

   ix). Environmentalist/Scientists Incharge Biodiversity Project

   x). Students' Counsellor/Placement Officer

   xi). Cultural Officer

   xii). Technical Officer

   xiii). Security Officer

   xiv). Public Relation Officer

2. The duties, powers and functions of the above Officers shall be prescribed by the Vice-chancellor in consultation with the Registrar/Finance Officer/ Controller of Examinations/ Librarian, etc.

3. The posts of Assistant Registrars shall be interchangeable with the Private Secretary to the Vice-Chancellor.

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* Section 15 (g) and 16 (2) of the Act

AUTHORITIES OF THE UNIVERSITY

Chapter IV

Authorities of the University

Act-Section 9:

The authorities of the University shall be the Council, Trust, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

Council

Act Section 10:

(1) The Council shall be the supreme authority of the University.

(2) The Council shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

Trust

Act Section 11:

The Trust shall, subject to direction, control and superintendence of the Council have the powers of the Council for purposes of carrying the objects of this Act.

The Executive Council

Act Section 12:

(1) The Executive Council shall consist of the following members, namely:-

(i) the Vice-Chancellor of the University;

(ii) the Vice-Chancellor of the University of Jammu;

(iii) the Vice-Chancellor of the University of Kashmir;

(iv) the Dean of Students, ex-officio;

(v) not more than two Deans of Schools of Studies, by rotation according to seniority;

(vi) not more than two Principals of Colleges;

(vii) three persons, none of whom shall be an employee of the University or an institution recognized by, or associated with, the University, nominated by Chancellor.

(2) The members of the Executive Council referred to in items (v) and (vi) shall hold office for a term of three years.

(3) The members referred to in item (vii) shall hold office for a term of three years.

(4) The term of office of the members of the Executive Council shall commence from the date of election, nomination or appointment, as the case may be.

(5) Four members of the Executive Council shall form the quorum.

(6) The Executive Council shall be the executive body of the University, and its constitution and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(7) It shall be incharge of the general management and administration (including the revenue and property) of the University.

Statute 8. *Powers of the Executive Council* -

Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-

(i) to appoint such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose, and to provide for filling temporary vacancies therein, provided that no appointment of the rank of Reader and above shall be made without the prior approval of the Chancellor;

(ii) to fix the emoluments and define the duties and conditions of service of Professors, Readers, Lecturers and other members of the teaching staff;

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

(iii) to create administrative, ministerial and other necessary posts and to make appointment thereto;

(iv) to regulate and enforce discipline among the members of the teaching, administrative and ministerial staff of the University in accordance with these Statutes and the Ordinances;

(v) to manage and regulate the finance, 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;

(vi) to accept on behalf of the University and trust, bequest, donation or transfer of any movable or immovable property to the University; and

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

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

(ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers, the teaching staff and other employees of the University who may for any reasons feel aggrieved:

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council;

(x) 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;

(xi) to select a common seal for the University and provide for the custody and use of the seal;

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

(xiii) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer of the University or to a Committee appointed by it as it may deem fit.

Academic Council

Act-Section 13:

(1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

(2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

Statute 9:

(1) The Academic Council shall consist of the following members, namely:-

(i) The Vice-Chancellor;

(ii) The Deans of Schools of Studies;

(iii) The Dean of Students;

(iv) The Chief Proctor;

(v) The Librarian; and

(vi) Such number of other persons as may be nominated by the Executive Council out of the institutions recognised by or connected with the University.

(2) All members of the Academic Council, other than ex-officio members shall hold office for a term of two years.

(3) Ten members of the Academic Council shall form the quorum.

Statute 10. Powers and duties of the Academic Council -

Subject to the provisions of the Act and these Statutes, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely -

(i) to report on any matter referred to it by the Chancellor /or the Executive Council;

(ii) to make proposals to the Executive Council for the establishment of Departments, Colleges, Institutions of higher learning, Special Centres, Specialised Laboratories and Museums;

(iii) to formulate, modify or revise schemes for the organisations and assignment of subjects to Schools of Studies;

(iv) to consider proposals submitted by the Schools of Studies;

(v) to promote research within the University and to requisition from time to time reports on such research;

(vi) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts and emoluments and duties attached thereto;

(vii) to recognise diplomas and degrees of other Universities, institutions and to determine their equivalent diplomas and degrees of Baba Ghulam Shah Badshah University;

(viii) to appoint Committees for admission to the University;

(ix) to publish lists of prescribed or recommended text books and to publish the syllabi of prescribed courses of study;

(x) to make such arrangements for the instruction and examination of persons, not being members of the University as may be necessary;

(xi) to recommend to the Executive Council draft Ordinances regarding examinations of the University and the conditions on which students should be admitted to such examinations;

(xii) to make recommendations to the Executive Council in regard to the appointment of examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;

(xiii) to make arrangements for the conduct of examinations and to fix dates for holding them;

(xiv) to declare the results of various University Examinations, or to appoint committees or officers to do so;

(xv) to make recommendations for the conferment of honorary degrees and to confer or grant degrees, academic distinctions, honours, diplomas, licences, title and marks of honour;

(xvi) to make proposals to the Executive Council for the institution of fellowships, scholarships, studentships, medals and prizes and to award the same;

(xvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances;

(xviii) to promote the health and welfare of students and to constitute a Council of Students Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of students of the University.

The Academic Advisory Committee

Act - Section 14

(1) There shall be constituted an Academic Advisory Committee of the University which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

(2) The Committee shall consist of:

(a) not more than seven persons of high academic standing who shall be appointed in such manner as may be prescribed by the Statutes;

(b) the Vice-Chancellor;

(c) the Secretary to Government, Higher Education Department, ex-officio; and

(d) the Secretary to Government, Haj and Auqaf Affairs Department.

(3) The Chancellor may determine a date with effect from which the Academic Advisory Committee shall stand dissolved.

Statute 11:

(1) The members and the Chairman of the Academic Advisory Committee shall be appointed by the Chancellor and shall hold office for such period as he may determine.

(2) The Academic Advisory Committee, shall, in addition to all other powers vested in it by the Act have the right to advise the Executive Council and the Academic Council on any academic matter.

Schools of Studies

Statute 12:

(1) The University shall have such schools of studies as may be specified in the Ordinances.

(2) (a) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the Ordinances,

(b) Such Department shall consist of the following members, namely-

(i) teachers of the Department,

(ii) persons appointed to conduct research in the Department,

(iii) Honorary Professors, if any, attached to the Department,

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

* *Ordinance:*

1. The following Schools shall be established in the University -

i) School of Mathematical Sciences and Engineering

ii) School of Management Studies

iii) School of Bio-sciences and Bio-technology

iv) School of Healthcare and Pharmacy

v) School of Material Sciences and Nano-technology

vi) School of Islamic Studies and

such other Schools as may be approved by the Executive Council from time to time.

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* Statute 12(1) of the First Statutes of the University

Board of Studies

Statute 12

(3) Every School shall have a Board consisting of the following members, namely -

i) The Dean of the School,

ii) The Heads of the Departments in the School,

iii) The Professors in the Departments in the School,

iv) One Reader and one Lecturer, by rotation according to seniority, from each Department in the School,

v) Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge,

vi) Such other members, but not exceeding five, as may be specified in the Ordinance.

(4) All members of a Board other than ex-officio members shall hold office for a term of three years and shall be eligible for reappointment. The first term of members shall commence from such date as may be notified by the University.

(5) Every Board shall have such powers and shall perform such duties as may be prescribed by the University.

(6) The conduct of the meetings of a Board and the quorum required shall be prescribed by the Ordinances.

* *Ordinance:*

1. Five persons having special knowledge of the subject taught in the Department, other than employees of the University, may be nominated by the Academic Council as members of the Board of Studies.

Provided that a person who is involved in publication of cheap notes, guides or help books by himself or by any person or body of persons for his benefits or on his account or he has any share or interest in a firm engaged in printing, publishing or selling books for the use of the University or for students of any of its courses, shall not be eligible to be a member of the Board of Studies.

2. Powers of the Board

i). to frame the syllabi and courses of study,

ii). to recommend introduction of new programmes,

iii). to recommend combination of elective courses for various programmes,

iv). to prepare panels of paper setters and examiners,

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* Statute 12 (5) of the First Statutes of the University

v). to recommend text and reference books for study,

vi). to frame general instructions for assignment and evaluation of sessional work,

vii). to discharge such other functions as may be assigned to it by the University authorities and the Vice-chancellor, and

viii). to delegate to the Convener or any other member of the Board such powers, as it may decide.

* *Ordinance*

1. Conduct of meetings of the Board

The Board shall meet at least once a year.

2. Notice of the Meetings

The Registrar shall, in consultation with the concerned Convener of the Board of Studies, fix the meeting and issue notice to the members regarding time, date and venue of the meeting along with agenda papers at least ten days in advance.

3. Chairman

The Head of the concerned Department and in his absence senior most teacher in the subject shall act as Chairman and Convener of the Board.

4. Secretary

The Registrar of the University or the person performing his duties shall be the Secretary of the Board who shall record the proceedings of the meetings and submit the same to the Chairman for approval. He shall also maintain the record of the approved proceedings.

5. Quorum

Majority of the members of the Board shall form the quorum.

* Statute 12(6) of the First Statutes of the University

Finance Committee

Statute 13

(1) The Finance Committee shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) three persons, nominated by the Chancellor;

(iii) three persons, who are not employees of the University or of any recognised institution nominated by the Executive Council.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

(3) Three members of the Finance Committee shall form the quorum.

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

(5) The Vice-Chancellor shall preside at the meetings of the Finance Committee.

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

(7) The annual accounts and 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 Chancellor through the Executive Council for approval with or without amendments.

Selection Committee

Statute 21:-

(1) There shall be Selection Committee for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer and Librarian.

(2) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof, and a person nominated by the Chancellor and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in corresponding entry in column 2 of the said Table.

TABLE

1	2
Professor	(i) The Head of the Department concerned if he is a Professor;
	(ii) Three persons not connected with the University, or any other University of the State 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.
Reader, Lecturer	(i) The Head of the Department concerned.
	(ii) Two persons not connected with the University, or any other University of the State 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 Reader or Lecturer will be concerned.
Registrar/ Finance Officer	Three members of the Executive Council nominated by it.
Librarian	Three persons not connected with the University, or any other university of the State who have special knowledge of the subject of Library Science to be nominated by the Executive Council.

(3) The recommendations of the Selection Committee will be subject to the Regulations issued by the University Grants Commission from time to time with regard to appointment and promotion of Professors, Readers, Lecturers and Administrative posts of the University.

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

(5) If the Executive Council is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Executive Council shall record its reasons and submit the case to the Chancellor.

(6) The constitution of the Selection Committee for the purpose of recognising teachers shall be provided for by the Ordinances.

* *Regulation:*

1. **Meeting:**

i) The members of the Selection Committee nominated under Statute 21 shall hold office for a period of three years.

ii) The meeting of the Selection Committee shall be held at such time as the Vice-chancellor may desire.

2. **Notice of the meeting:**

i) The Registrar shall, at least 10 days before the meeting of the Committee, issue to each member a notice indicating the time, date and place of the meeting.

3. **Secretary:**

i) The Registrar or the person performing his duties shall act as Secretary of the Selection Committee.

ii) The proceedings shall be recorded in writing by the Secretary and submitted to the Chairman and other members of the Committee present at the meeting, for approval and signatures.

iii) The proceedings shall remain confidential and in the personal custody of the Secretary.

4. **Quorum:**

i) For selection of Professor the quorum shall be four, at least two of whom should be outside subject experts.

ii) For selection of Reader/Lecturer/Librarian the quorum shall be three at least one of whom should be outside subject expert.

iii) For selection of Registrar, Controller of Examination, Finance Officer and officers above the rank of Deputy Registrar majority of the members shall form the quorum.

5. **Selection of Officers below the status of Registrar, Controller of Examination and Finance Officer**

i) For selection of officers below the rank of Registrar, Controller of Examination and Finance Officer, the Selection Committee shall comprise of the following:

i) Vice-chancellor;

ii) Three persons to be selected by the Vice-chancellor out of the panel approved by the Executive Council;

iii) Registrar, Member Secretary.

Majority of the members shall form the quorum.

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* Statute 30(2) of the First Statutes of the University

Other Bodies

Planning and Monitoring Board

* *Statute*

1. **Constitution**

The Planning and Monitoring Board shall consist of the following:

i) Vice-chancellor,
ii) Deans of Schools,
iii) A nominee of the Council,
iv) A nominee of the Trust,
v) Two nominees of the Executive Council,
vi) Finance Officer
vii) Registrar

Besides the members, the Vice-chancellor may co-opt two experts who he feels can help the Board.

2. **Powers and Functions**

The Board shall -

i) formulate and priorities, perspective academic and development plans of the University in consonance with its objectives,

ii) have powers for coordination, screening and monitoring the development proposals of various departments and units of the University for consideration of the Executive Council,

iii) regularly monitor implementation of schemes approved by the UGC and other agencies and suggest methods for proper implementation, and

iv) determine the areas of excellence of the University and identify the thrust areas for research.

3. **Meetings:**

The Board shall meet whenever the Vice-chancellor desires.

4. **Chairman:**

The Vice-chancellor shall preside over the meetings of the Board.

5. **Quorum**

Majority of the members shall form the quorum. All matters shall be decided by a majority of votes. In the event of equality of votes, the Chairman shall have the casting vote.

6. **Secretary:**

The Registrar shall be the ex-officio Secretary of the Board who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

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* Section 15(g) of the Act

University Works Committee

* *Statute*

1. Constitution

The Works Committee shall consists of the following:

i) Vice-chancellor (Chairman)

ii) Three persons to be nominated by the Vice-chancellor who should hold expertise in engineering, architecture, landscaping or horticulture.

iii) Registrar

iv) Finance Officer, and

v) University Engineer

2. Powers and Functions

The Committee shall-

i) formulate draft plans for development of the Campus for consideration of the Executive Council,

ii) select agencies for execution/supervision of works and rendering advice in technical matters relating to construction works,

iii) recommend proposals for administrative approval and financial sanctions,

iv) undertake technical scrutiny of all proposals,

v) undertake scrutiny, processing and approval of rates,

vi) consider and approve any additional work which becomes necessary at the rates considered reasonable,

vii) ensure maintenance and upkeep of the University buildings, and

viii) exercise all such powers and perform functions as may be assigned to it by the Executive Council.

3. Meetings

The Committee will meet whenever the Vice-chancellor desires.

4. Quorum

i) Majority of members shall form the quorum.

ii) In the event of equality of votes, the Chairman will have the casting vote.

5. The University Engineer shall be the Secretary of the Committee who shall record the proceedings and submit the same to the Chairman for approval. He shall also maintain the record of approved proceedings.

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* Section 15(g) of the Act

Library Committee

* Statute

1. Constitution

There shall be a Library Committee for effective control over the functioning of the library. The Committee shall consist of the following:

i) Vice-chancellor;

ii) Deans of Schools;

iii) Registrar;

iv) Dean of Students;

v) one member each from amongst Professors, Readers and Lecturers of the university nominated by the Vice-chancellor from the faculty of the University;

vi) two members other than employees of the University nominated by the Executive Council;

vii) the Librarian (Member Secretary)

Nominated members of the Committee shall hold office for a period of two years.

2. Meetings

The Committee shall meet at least twice in a year or such other times as may be directed by the Chairman.

3. Chairman

The Vice-chancellor shall be the Chairman of the Committee

4. Secretary

The Librarian shall be the ex-officio Secretary. He shall record in writing the minutes of all the meetings of the Library Committee and shall submit the same to the Chairman of the Committee for approval. The Secretary shall issue to all members of the library a notice about the meeting along with the agenda at least 10 days before the meeting.

5. Quorum

One third of the total number of members shall form the quorum.

6. Powers and functions of the Library Committee

To,

i) recommend and draft the annual budget proposal for the Library and forward the same for

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* Section 15(g) of the Act

ii) recommend/dispose off/write off such books which in its opinion have become, unserviceable provided the value of such books does not exceed Rs. 1000/- in a year;

iii) recommend write off of books lost in the library on the recommendation of the Librarian, save as otherwise provided, the amount of loss shall not exceed Rs. 1,000/- in a year;

iv) recommend to the appropriate authority all matters relating to the library which are not otherwise provided for in the Regulations; and

v) delegate any of its powers to the Librarian.

Board of Sports and Youth Welfare

* *Ordinance*

1. There shall be a Board of Sports and Youth Welfare in the University consisting of the following:

   i) Vice-chancellor

   ii) Registrar

   iii) Dean of Students

   iv) Director Physical Education

   v) Deans of Schools

   vi) Two persons to be nominated by the Executive Council, at least one of whom shall be a woman interested in sports and youth welfare activities not connected with the University.

   vii) Two nominees of the Council of Students Affairs at least one of whom shall be a girl student.

2. The Vice-chancellor shall be Chairman of the Board. In the absence of the Vice-chancellor the members present shall elect Chairman from among themselves.

3. Dean of Students shall be the Secretary and the Director Physical Education shall be the Joint Secretary of the Board.

4. The Board shall meet at least once in every six months or on such dates as may be necessary.

5. Majority of members shall form the quorum.

6. Aims and Objectives of the Board shall be-

   To

   i) promote true spirit of Sportsmanship among the students,

   ii) promote and regulate Inter-University Competitions, festivals and cultural and literary activities,

   iii) promote co-curricular activities among students,

   iv) conduct annual tournaments in various games and sports and other Youth Welfare activities for the students of the University.

7. The Board shall perform following functions:

   To

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* Statute 28(k) of the First Statutes of the University

i) organise, manage and supervise inter-departmental tournaments, festivals and activities relating to students welfare,

ii) promote Inter-University fellowship by organising or participating in Inter-University contests,

iii) frame rules for the organization, conduct and control of university sports tournaments,

iv) undertake and implement National Schemes sponsored by the UGC and other national agencies such as National Service Scheme (NSS), National Integration Samiti (NIS) etc,

v) select University teams and to appoint instructors of various games and officials to accompany the University teams,

vi) prepare annual budget for sports and welfare activities and recommend the allocation for incorporation in the University budget,

vii) interpret and enforce rules and give decisions and rulings on any point not covered by these rules,

viii) frame by-laws to meet any emergency,

ix) appoint Committees/Sub-Committees as and when necessary, and fix their terms and reference,

x) prepare reviews and reports of the activities pursued during the year,

xi) consider and adopt annual report and annual audited statements of accounts of the Sports and Student Welfare activities, and

xii) To perform such other functions as the Executive Council or the Vice-chancellor may direct or as may be deemed necessary to promote Sports and Youth Welfare Programmes.

Chapter V

* University Crest and Seal

1. **University Motto**

   The University Motto shall be "Steady onward march for Human Development through Science and Technology on one hand and our national ethos on the other"

2. **University Crest**

   The University Crest shall be -



3. **University Seal**

   i. The Seal of the University shall always remain in the custody of the Registrar.

   ii. The seal shall be affixed to-

      a) certificates issued in respect of Degree/Diploma or any other award conferred by the University

      b) any document which the Executive Council and/or Vice-Chancellor directs,

4. **Colours of Faculties**

   The colours of the various faculties shall be such as may be determined by the Academic Council.

5. **University Flag**

   The colour and design of the University flag shall be selected by the Academic Council/Executive Council and if required got approved by the Association of Indian Universities.

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* Statute 8(xi) of the First Statutes of the University

Chapter VI

*University Terms, Vacations and Holidays

1. The University shall have the following calendar of academic activities:

i) Commencement of admission process	-	July, first week
ii) Finalisation of admission	-	August, first week
iii) Commencement of odd Semester Class work	-	August, second week
iv) End of odd Semester class work	-	December 14th
v) Winter break/Preparatory holidays	-	December 15 - 31
vi) Odd Semester Examinations	-	January first week
vii) Commencement of even Semester Class work	-	January 3rd week
viii) End of even Semester class work	-	May 31st
ix) Summer vacation/preparatory holidays	-	June 1 to July 30
x) Even Semester examinations	-	July, third week
Assessment tests/ assignments	-	The Dean School of Studies may fix these dates in consultation with the concerned Heads of the Departments.

2. The University shall observe such holidays as may be approved by the Executive Council.
3. The teaching work shall be arranged in such a way that the students remain engaged for at least 90 days in a Semester excluding holidays, examinations and all other activities.
4. As far as possible, the timings for holding the meetings of the Departments and Committees shall be such that the teaching work does not suffer.
5. The progress of academic work shall be reviewed periodically by Deans of School/Vice-chancellor.

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* Section 15(g) of the Act of the University

Chapter VII

*Library

1. Borrowing of Books

i) The Library books shall be issued to the students, staff of the University, Research Scholars and any other person who may be authorised by the Librarian.

ii). Reference books, volumes of periodicals, encyclopedias, dictionaries, theses and other rare books shall not be issued from the Library.

iii) Not more than 2 books shall be issued at a time to a student and 5 books at a time to a staff member.

iv) No book shall be kept by a student for more than 14 days and by the staff of the University for more than 30 days. Borrowers who keep books beyond the time prescribed shall be fined @ Rs. 5/- per day per book provided that in no case shall the overdue charges exceed the cost of the book/s plus 10%.

v) The Librarian shall have the right to recall any book from any member at any time without assigning any reason thereof.

2. Purchase of books

i) The indent for purchase of text books, reference books, research journals and books of general nature shall be prepared by the Heads of the different Departments in order of priority and books selected for purchase shall be recommended by a Committee consisting of the Librarian, Registrar and Finance Officer for approval of the Vice-chancellor.

ii) The Librarian shall obtain rates, terms and conditions for supply of books, journals and other reading materials from various booksellers and publishers in the country and abroad. He shall prepare a comparative statement of the rates and terms offered and get these approved by the Vice-chancellor for use during the financial year.

iii) As soon as the books are received, these shall immediately be accessioned and accession number recorded on each title.

iv) Immediate steps shall also be taken to classify and catalogue the books.

v) Before the bills are sent to the Accounts Section for pass and payment, a certificate shall be recorded under the signature of the Librarian that the books billed for have been received and accessioned at S.No _____ to _____ and the prices verified.

3. Identity Card

i) Each borrower shall be issued an identity card. Such cards shall be nontransferable and will

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* Section 15(g) of the Act

be presented by the borrower at the Library counter on each occasion when he borrows books.

ii) A member who has lost his identity card must bring this fact in writing to the notice of Librarian and indicate the circumstances under which it was lost.

iii) In case the card is not traced within one month, the member shall give an idemnity bond on the prescribed form for duplicate card.

iv) After the receipt of the idemnity bond, duplicate card shall be issued on payment of a fee as prescribed from time to time.

4. Departmental Libraries

i) The Library Committee may decide to have Departmental Libraries and prescribe rules and Regulations for the same.

ii) Journals and periodicals of purely technical nature shall be maintained in the Departmental libraries.

iii) Proper record of issue and return of books shall be maintained in each Departmental library.

iv) Books shall not ordinarily be transferred to the Departmental library until they are properly classified and catalogued.

v) Stock taking of books shall be done once a year preferably during vacations before which, all books issued must be returned to the library. The stock verification report shall be submitted to the concerned authority.

5. General Rules

i) The users shall not be allowed to take their own books and other printed reading material inside the University library. They should leave their belongings at the counter before entering the library.

ii) Readers desirous of using the library shall enter their names and addresses in a register maintained for the purpose.

iii) Any reader who damages a book or defaces it or loses it shall replace the same. If any other property belonging to the library is damaged by a reader he shall pay the value thereof.

iv) Silence shall be strictly observed in the library.

v) Spiting and smoking inside the library are strictly prohibited.

vi) Periodicals, publications and newspapers shall not be removed from the reading room.

vii) Librarian has the right to withdraw library facilities from any member who violates the rules and regulations of the library.

Chapter VIII

University Teachers

Statute 20

(1) Teachers of the University shall be of two classes, namely -

(i) Appointed teachers of the University;

(ii) Recognised teachers of the University.

(2) Appointed teachers of the University shall be either -

(a) employees of the University as Professors, Readers and Lecturers or otherwise of the University; or

(b) persons appointed by the Chancellor as Honorary Professors, Emeritus Professors, Readers or Lecturers or otherwise as teachers of the University.

(3) Recognised teachers of the University shall be the members of the staff of a recognised institution other than an institution maintained by the University:

Provided that no such member of the staff shall be deemed to be a recognised teacher unless he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University.

(4) The qualifications of recognised teachers of the University shall be such as may be prescribed by the Ordinances.

(5) All applications for the recognition of the teachers of the University shall be made in such a manner as may be laid down by the Regulations made by the Executive Council in that behalf.

(6) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a recognised institution other than an institution maintained by the University, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the institution.

(7) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from teacher:

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 why such 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 Academic Council.

(8) A person aggrieved by an order of withdrawal under clause (7) may, within three months from the communication to him of such order, appeal to the Executive Council who may pass such orders thereon as it thinks fit.

(9) No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

Qualification and Conditions of Service

*Ordinance

1. There shall be following categories of teachers in the University:-

   i) Professor
   ii) Reader
   iii) Lecturer

2. Qualifications

i) The qualifications, pay scale and promotion policies of teachers appointed by the University shall be such as may be prescribed by the competent authority including U.G.C from time to time:

Provided that whenever there is a change in the nature of appointment or emoluments of the teacher, particulars of the change shall be recorded by a separate order and the terms and conditions embodied in the Statutes/regulations/ordinances shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post.

3. A teacher shall be entitled to the following:-
   i) Leave as may be prescribed by the Ordinance/Regulations
   ii) Pension-cum-Gratuity/C.P Fund-cum-Gratuity as may be prescribed in the Ordinance/ Regulations.

4. The duties of teachers shall be to teach and to engage in conducting and guiding research and to perform such other duties in accordance with the Act, Statutes, Regulations/Ordinances and directions of the Vice-chancellor.

5. Age of superannuation

Age of superannuation for teaching staff shall be 62 years, provided the teachers who have contributed substantially and are in good health may be given extension by the Executive Council on the recommendation of the Vice-chancellor for a period not exceeding three years.

6. Selection Procedure

i) Every vacant post shall be advertised and applications invited before the same is filled.

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* Statute 28(h) of the First Statutes of the University

Provided that the Vice-chancellor shall have the power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisement but such persons shall not be amongst those already in the service of the University.

ii) All applications received in response to the advertisement shall be screened on the University office and the Vice-chancellor shall finally select candidates for interview by the Selection Committee.

iii) Candidates selected for interview shall be entitled to second class return railway fare from candidate's nearest rail head to Jammu and bus fare from Jammu to the place of interview. In exceptional cases the Vice-chancellor may authorise T.A according to the incumbent's entitlement;

Or

Bus fare from candidate's place of residence to the place of interview and back.

Note: No other allowance shall be admissible to the candidates

iv) After interviewing the candidates the Selection Committee shall submit its recommendations to the Executive Council.

v) A suitable higher start may be recommended by the Committee for candidates with higher qualification.

vi) The Selection Committee shall make categoric recommendation with regard to selected candidate(s). It shall indicate the order of preference, in case more than one candidate is recommended for appointment to a particular post.

vii) The panel recommended for appointment by the Selection Committee shall remain valid for a period of one year from the date the same is approved by the Executive Council.

viii) In order to attract talented faculty, the University may provide appropriate incentives such as Children's education allowance, free furnished accommodation, medical insurance, etc.

Notwithstanding anything contained in the Statutes, the Executive Council shall be competent to fill up any vacancy on the recommendation of an appropriate Committee of at least two experts that it may constitute for borrowing the services on deputation from other universities/institutions/organisations for such period as it may specify.

* Code of conduct for the University Teacher

7. Every teacher shall -

i) perform his academic duties of teaching, research assessment and invigilation conscientiously and with devotion,

ii) be impartial in the assessment of students,

iii) carry out decisions of the administrative authorities/bodies of the University,

iv) devote his whole time to the service of the university and not, without the prior approval of the Vice-chancellor, accept any work or engage in trade or business likely to interfere with the due performance of his duties:

Provided that he may undertake the work relating to University examinations/Public Service Commissions and other literary activities on his own or as may be required by the Regulations of the University,

v) not divulge any confidential information relating to the affairs of the University to any unauthorised person,

vi) refrain from misuse of official facilities and privileges,

vii) refrain from inciting students against students, colleagues or administration, and

viii) refrain from raising questions of religion, caste, creed, race, sex, region or language in his relationship with his colleagues and also refrain from using these for improvement of his prospects.

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* Statute 28(h) of the First Statutes of the University

Head of the Department

Statute 12(2)(c)

(c) Each Department shall have a Head who may be a Professor or, if there is no Professor, a Reader and whose duties and functions shall be prescribed by the ordinances.

Provided that if there are more Professors or, as the case may be, Readers, than one in any Department, the Executive Council shall appoint one of them as the Head of the Department.

* *Ordinance:*

1. The Vice-chancellor may, in anticipation of the approval of the Executive Council, nominate a teacher of the Department of Studies to act as Head of the Department for such period as he may deem fit.

2 The Head of the Department shall-

i) assign to the teaching and non-teaching staff such duties as may be necessary for proper functioning of the Department,

ii) ensure maintenance of discipline under the overall control of the Dean of School and Vice-chancellor,

iii) coordinate teaching and research in the Department,

iv) function as the academic Head of the Department and convene and preside over the Departmental meetings,

v) ensure proper maintenance of records, equipment and other infrastructure of the Department, and

vi) exercise powers and perform such other functions as may be assigned to him by the Vice chancellor/Dean of the School.

3. For such Departments which do not have a formal Head, the Dean of the School shall also exercise the powers and perform the duties of the Head in addition to his duties.

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* Statute 12(2) (c) of the First Statutes of the University

* Honorary Professor

1 Any distinguished scholar who has been a Professor/Director/Head of a Section in a National/ State Laboratory or a person who has attained national/international recognition for his contribution in academics/research and whose association with the University would help in furtherance of academic activities of the University may be considered for appointment as Honorary Professor.

2 The Dean of School may propose to the Vice-chancellor the appointment of such a person as Honorary Professor and the Vice-chancellor after satisfying himself, may refer the matter to the Academic Council for consideration. Based on the recommendations of the Academic Council the Chancellor may take final decision in the matter.

3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.

4 The Honorary Professorship will carry with it no financial commitment of the University except travelling expenses and hospitality as may be determined by the Vice-chancellor.

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* Statute 20 (2) (b) of the First Statutes of the University

* Visiting Professor

1. The Executive Council, based on the recommendation of the Vice-chancellor may invite distinguished persons as visiting Professors or lecturers for such time and on such terms and conditions as indicated below:

   i) The Vice-chancellor with the approval of the Executive Council may invite distinguished person from within the country or abroad having expertise in a field of study pursued in the University, to function as visiting Professor or Lecturer, as the case may be, in the University.

   ii) Such visiting Professor or Lecturer will, according to arrangements entered into in each individual case, deliver a course of lectures or conduct seminars or participate in workshops in such manner as may be deemed appropriate in teaching and research programme of the University. In no case, however, shall a visiting Professor or Lecturer deliver less than a specified number of lectures/seminars.

   iii) Executive Council shall prescribe the duration of appointment, honorarium, travelling expenses, hospitality and other terms and conditions of a visiting Professor/Lecturer.

   iv) As far as possible, the University shall make arrangements for accommodating such visiting Professor/Lecturer within the Campus to provide for close interaction between him and teachers/students of the University.

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* Statute 28(h) of the First Statutes of the University

* Recognised Teachers

1. The qualifications of recognised teachers of the University shall be the same as prescribed for the regular teachers of the University.
2. All applications for recognition of teachers shall be forwarded by the Dean of the respective School, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
3. No person shall be recognised by the Executive Council as a teacher of the University except on the recommendation of the Selection Committee, constituted by the Executive Council for the purpose.
4. The meeting of the Selection Committee shall be convened by the Vice-chancellor as and when necessary.
5. The period of recognition of a person as Professor or Reader shall be such as may be prescribed by the Selection Committee, which may further be extended, after reviewing the academic work of the teacher.
6. The Selection Committee for the purpose of recognising the teachers shall be the same as prescribed for appointed teachers of the University with such modifications as the Executive Council may determine.

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* Statute 20(4) and 21(6) of the First Statutes of the University

Part time Teachers

1. Based on the recommendation of the Dean of the School and Head of the Department concerned, the Vice-chancellor may authorise appointment of a part time teacher to teach a particular course or part thereof whenever considered necessary.
2. The strength of part time teachers shall not exceed 25% of the total strength of whole time teaching staff of the Department.
3. A part time teacher may be appointed for a period not exceeding one year. He shall, however, be eligible for reappointment.
4. A part time teacher shall be required to work for at least nine hours a week.
5. The monthly salary of the part time teacher shall be decided by the Executive Council on the recommendation of the Vice-chancellor.
6. The part time teacher shall be governed by such other conditions of service as may be decided by the Vice-chancellor.

Leave Regulations for Teachers

1. General Conditions

1. Right to leave

i) Leave cannot be claimed as a matter of right. When exigencies of the University services so demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.

ii) The leave sanctioning authority shall be competent to change the date of commencement of leave to be availed by the teacher.

2. Application for leave:

i) Leave shall always be applied for and sanctioned before it is availed except for compelling reasons and in cases of emergency.

ii) Ordinarily, the application for leave (other than casual) shall be made in the prescribed form.

iii) Unless otherwise specified in these Regulations and except in the case of casual leave and leave on medical grounds, all applications for leave should be made atleast seven days before the date from which the leave applied for is to be availed. Normally, application in respect of long leave such as study leave, sabbatical leave, extraordinary leave etc. during the academic session, shall not be entertained.

iv) No leave, other than casual leave shall be granted to an employee until a report regarding its admissibility is obtained from the concerned Department/Section maintaining the leave record.

v) While proceeding on leave and on return from leave, an employee shall sign departure and joining report respectively which shall be sent to the concerned section for information and record on the basis of which entry shall be made in the leave account register under the signatures of the concerned officer.

vi) An employee's claim to leave shall be determined by the Regulations in force at the time the leave is applied for and granted.

3. Commencement and Termination of Leave:

i) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which the charge is resumed. Sundays and other recognised holidays may be prefixed and/or suffixed to leave.

ii) When the day, immediately preceding the day on which the leave begins or immediately following the day on which the leave expires, is a holiday or a series of holidays or vacation, the person proceeding on leave may hand over charge at the close of the day before or return to duty on the day following such holidays or series of holidays or the vacation, provided such earlier departure or delay in return does not involve the University in making any extra expenditure. When leave is prefixed and/or suffixed to holidays or vacations, the

consequential arrangements shall begin or end, as the case may be, from the date when the leave begins or expires.

4. Conversion of one kind of leave into another:

i) At the request of a teacher, the University may convert any kind of leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken, but he cannot claim such conversion as a matter of right.

ii) If one kind of leave is converted into another, the leave salary and the allowances admissible shall be recalculated and the difference, if any, paid or the amount overdrawn recovered.

5. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

6. Leave admissible to contractual employees

A teacher appointed on contract basis shall be granted leave in accordance with the terms of contract.

7. Leave admissible to part-time teachers:

Part-time teachers shall not be entitled to any leave except casual leave of 15 days in a calendar year. Casual leave will be granted in proportion to the length of service of the teacher subject to the maximum of 15 days in a year.

8. Leave Account:

Leave account shall be maintained for each teacher by the Department/Section concerned in such proforma as may be prescribed for the purpose.

9. Rejoining duty:

i) Except with the permission of the authority granting leave, no person on leave shall return to duty before the expiry of the leave.

ii) A teacher returning to duty on the expiry of leave shall report to the Head of the Department who shall forward the report to the Registrar through the Dean. In the case of Head of the Department the report shall be sent by the Dean to the Registrar. The Dean of School will send his own joining report to the Registrar.

10. Leave on medical grounds:

i) A teacher applying for leave on medical grounds, shall support his application with a medical certificate from the University/Government doctor not below the rank of Medical Officer.

ii) The medical certificate shall not in itself confer upon the teacher concerned any right to leave.

iii) No University teacher who has been granted leave on Medical grounds will be allowed to

return to duty without his first producing a fitness certificate from the University/ Government Doctor on the prescribed proforma.

11. Employment during leave period:

While on leave no university teacher shall take up any service or accept any employment including setting up of private professional practice without obtaining prior sanction of the Vice-chancellor. In no case shall a teacher be allowed to draw emoluments from more than one source.

12. Overstay:

i) If a teacher fails to return to his duty on the expiry of leave, the Head of the Department concerned shall, after waiting for 3 days, inform the Registrar and communicate with the person concerned asking for an explanation which shall be reported to the competent authority. Unless the competent authority considers the explanation satisfactory, the teacher concerned shall be deemed to have vacated his post without notice from the date of absence without leave.

ii) A teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall, if he is permitted to rejoin duty, be entitled to no leave allowance or salary for the period of such absence, and such period will be debited against his leave account as leave without pay unless his leave is sanctioned/extended by the competent authority as the case may be.

iii) No leave shall be granted beyond the date on which a teacher is due to retire or is permitted to retire, provided that a teacher who is re-employed in the interest of the University beyond the date of his retirement may be granted leave/cash equivalent to leave salary to the extent leave was due to him on the date of his retirement subject to a maximum of such number of days as are permitted under earned leave rules.

iv) If any teacher resigns, he shall not be granted any leave due to him after submission of his resignation letter. However, if the University finds justification it may consider granting terminal leave prior to his resignation which may extend beyond the date on which the resignation becomes effective.

v) In cases where the leave granted to a teacher extends beyond the date of his compulsory retirement, it will not be treated as extension of service.

vi) A teacher who has been granted extension of service will be deemed to be in continuous service of the University.

13. Following kinds of leave shall be admissible:-

i). Casual leave

ii). Special Casual leave

iii). Earned leave

iv). Half pay leave

v). Leave not due

vi). Maternity leave

vii). Extra-ordinary leave

viii). Commuted leave

ix). Study leave

x). Sabbatical leave

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

14. Authority Competent to Sanction Leave:

i) Casual leave in favour of a teacher shall be sanctioned by the Head of the Department. However, in case of Head of the Department casual leave shall be sanctioned by the concerned Dean of School and in the case of Dean of School, casual leave shall be sanctioned by the Vice-chancellor.

ii) Special casual leave in favour of teachers and Heads of the Departments shall be sanctioned by the concerned Dean of School. However, special casual leave in favour of Deans of Schools shall be sanctioned by the Vice-chancellor.

iii) All other kinds of leave mentioned at Regulation 13 (iii) to (x) in favour of all eligible teachers including Heads of Departments and Deans of Schools shall be sanctioned by the Vice-chancellor.

iv) Except as otherwise provided herein any kind of leave under these Regulations may be granted in continuation with or in continuation of any other kind of leave.

15. Casual Leave:

i) Casual leave granted to a teacher shall not exceed 15 days in one calendar year.

ii) Casual leave shall not be combined with any other kind of leave except special casual leave or vacation in emergent cases. It may, however, be combined with holidays including Sundays provided the total period of absence at one time shall not exceed 10 days. Holidays falling within the period of casual leave shall not be counted as leave.

iii) Casual leave not availed shall lapse at the close of calendar year.

16. Special Casual Leave:

i) Special casual leave not exceeding 20 days in a calendar year may be granted to a teacher to attend various academic activities such as participation in Seminars, Conferences, outstation examinations, Selection Committee meetings, delivering lectures, etc.

ii) In addition, special casual leave to the extent mentioned below may also be granted -

i) for undergoing vasectomy or salpingectomy under the Family Welfare Programme upto 6 days.

Chapter - XXIII

Examinations General

This has reference to Chapter XVI 'Examinations' page 119, University Calendar, 2005

1. Disciplines for Master's Degree

Candidates may seek admission to programmes of studies leading to Master's Degree in any of the following disciplines:-

i) Management Studies

ii) Information Technology

iii) Applied Mathematics

iv) Computer Applications

v) MBA-Financial Management

vi) Biotechnology & Bioresources

vii) Arabic

and later in such other disciplines as may be introduced by the University on the recommendations of the Competent Bodies.

2. Applications for Admission to Examinations

Examinations in various programmes of studies leading to Master's Degree in the disciplines as indicated above shall be conducted by the university on the dates as indicated in the Statutes.

Provided that the Vice-Chancellor shall be competent to alter the statutory dates of commencement of various examinations, in exceptional circumstances, in consultation with the Dean of the School/Head of the Department. Notice of any such change shall be issued by the Controller of Examinations through a notification atleast ten days before the dates fixed for the commencement of these examinations under the Statutes.

3. Date of receipt of Examination Admission Form

The last date for receipt of examination admission forms and fees in the university office shall be as follows:-

i) I, III and V Semesters	October 15
ii) II, IV and VI Semesters	March 15

However, the Vice Chancellor shall be competent to alter the dates as the situation may demand.

4. **Scrutiny of Admission Forms**

All applications for admission to the university examinations shall be scrutinized with reference to Register of Students. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished, or may require him to submit complete particulars and documents within a specified time limit.

5. **Examination Fee**

Each candidate shall pay the following fee or the fees as may be prescribed by the university from time to time, alongwith his application for admission to examination:-

a) Permission fee (For private candidates only) — Rs. 20/-

b) Marks Card fee — Rs. 30/-

c) Semester Examination fee — Rs. 1200/-

d) Re-appear — Rs. 500/- per paper

e) Registration fee (in case the candidate is not already registered with the university) — Rs. 100/-

f) Eligibility fee (in case the candidate has migrated from another University) — Rs. 200/-

Provided that blind and physically handicapped candidates as defined in the Statutes shall be exempted from payment of all the fees including charges for supervision and amanuensis.

Provided also that if a candidate applies for admission to the examination after the last date prescribed for the purpose he will be required to deposit late fee as under:

i) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both — Rs.100/-

ii) for another count of 15 days delay after the expiry of last date with late fee of Rs.100/- — Rs.150/-

iii) an additional late fee after the expiry of last date with late fee of Rs.150/- — Rs.25/-per day upto 10 days before the commencement of examination.

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission

of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

6. **Withdrawal of Application**

The Dean of the School/Head of the Department shall be competent to withdraw the permission form of a candidate forwarded by him before the commencement of examination, for good and sufficient reasons to be recorded in writing.

7. **Admission Card**

i) A candidate whose application has been accepted for admission to an examination shall be issued an Admission Card, bearing his name, Roll No. and name of the examination in which he is appearing, permitting the candidate to appear in the examination.

ii) Regular candidates shall be issued Admission Card through the Dean of the School/Head of the Department concerned, provided no dues of the university are against their names.

Private candidates shall be issued Admission Card from the office of the Controller of Examinations.

iii) No candidate shall be permitted to sit in the examination hall unless he produces before the Superintendent of the examination centre his Admission Card or satisfies the concerned that it shall be produced on the following day of the examination. In case of failure to do so, he shall not be allowed to continue and take examination the next day.

iv) The Controller of Examinations may issue a duplicate Admission Card on receipt of an application form complete in all respects and payment of fee of Rs.50/- after satisfying himself that the Admission Card issued to the student has been lost or destroyed.

8. **Withdrawal of Permission**

i) Permission granted to a candidate to appear in an examination may be withdrawn before or during the course of examination in case of his misconduct/ indiscipline, which in the opinion of the authorities justifies candidate's expulsion.

ii) The Controller of Examinations may withdraw, the permission granted to a candidate by mistake or omission, before or during the examination, if he was not eligible to appear at a university examination, even though an Admission Card has been issued to him and produced by him before the Superintendent of the Examination Centre.

9. **Supplementary Examination**

Supplementary Examination will be held only for 3rd & 4th Semester students of

Master's Degree Programme and 5th & 6th Semester students of MCA.

Supplementary Examination for 3rd & 5th Semesters shall immediately follow the regular examination for 2nd & 4th Semesters. Similarly supplementary examination for 4th & 6th Semesters shall immediately follow the regular examination for 1st & 3rd Semesters.

The following categories of students shall be eligible for admission to the Supplementary examination:-

i) re-appear cases;

ii) candidates who completed the prescribed course and fulfilled all the required eligibility criteria before the semester examination but could not appear therein; and

iii) failures.

10. Candidates not allowed permission to undertake examination already passed by them

A candidate who has passed an examination of this university or an equivalent examination of another university shall not be permitted to appear at the same examination except as specifically mentioned in the Statutes for the examination concerned.

11. Refund of Examination Fee

i) A candidate who fails to present himself at an examination shall not be entitled to refund of examination fee or to have it kept in deposit for a subsequent examination provided that if a candidate:-

   a) dies before he finishes his part of the examination, the fee may be refunded to his legal heirs;

   b) is declared ineligible to appear in the examination;

   c) has paid examination fee but has not submitted his examination form.

ii) Permission fee shall not be refunded.

iii) Marks card fee shall be refunded or adjusted wherever examination fee is refunded or adjusted.

iv) Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the Statutes may be refunded.

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

12. Appointment of amanuensis in University examinations

i) An amanuensis shall only be allowed in the case of :–

a) blind candidates; and

b) such other candidates who are permanently disabled from writing with their own hand, on production of a certificate from the Civil Surgeon.

ii) Controller of Examinations on receipt of an application from the candidate atleast ten days before commencement of examination shall arrange for the appointment of an amanuensis or authorize the Superintendent of the Examination Centre to arrange one under Rules.

iii) The amanuensis must be a student of lower grade of education than the candidate and must not be attached to the institute to which the candidate belongs.

iv) The Superintendent shall arrange for a suitable room for the disabled candidate and appoint a special Supervisor for him.

v) The amanuensis shall be paid @ Rs.80/- per day of examination or such amount as may be prescribed from time to time. The special Supervisor will be paid remuneration according to the prescribed rates.

vi) Blind candidates may be permitted to type their answers, if they so desire.

13. Medium of Examination

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

14. Constitution of Special Centre

Ordinarily the University examination shall be held in the centre constituted in University Campus. However, the Vice-Chancellor, under compelling circumstances may authorise constitution of special centre at places where deemed necessary.

15. Appointment of Supervisory staff

i) The Controller of Examinations shall request the Deans of the Schools/ Heads of the Departments well before commencement of each University examination to recommend panels of teaching and non-teaching staff for consideration for discharging duties of Superintendent, Deputy Superintendent, Assistant Superintendent and other supervisory staff in accordance with the strength of candidates appearing from different centres.

ii) The Committee for appointment of Supervisory staff shall make appointment from the panels submitted by the Deans of the Schools/Heads of the Departments. However, the Vice-Chancellor may appoint some persons outside the panel if the situation so demands.

iii) Ordinarily, a person shall be entrusted with examination duty only once in a year. Where, for some exceptional reasons, it becomes necessary to appoint the same person for more than one examination prior sanction of the Vice-Chancellor shall be obtained.

iv) No one shall be appointed Superintendent of any examination centre unless he has:-

a) teaching experience of atleast five years in a college or University department; and

b) worked as Deputy Superintendent atleast once.

v) No one shall be appointed as Deputy Superintendent unless he has worked as Supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents, Deputy Superintendents and Supervisors. Members of the ministerial and other subordinate staff shall be eligible for appointment as Assistant Superintendents.

Provided that the Vice-Chancellor may relax, in exceptional cases, owing to special circumstances, the above condition for appointment of Superintendent of the Examination Centre.

vi) The Dean of the School/Head of the Department shall appoint the lower staff required for the conduct of examination preferably from among the employees of the School/Department where the centre is located.

16. Remuneration to Supervisory Staff

i)	Inspection fee for Inspector	Rs. 100/- per Centre
ii)	Superintendent	Rs. 200/- per day
iii)	Deputy Superintendent	Rs. 150/- per day
iv)	Supervisor	Rs.100/- per day
v)	Assistant Superintendent	Rs. 50/- per day
vi)	Daftri/Waterman etc.	Rs. 30/- per day

The rates may be changed by the university from time to time.

17. Loss of candidate's Answer book

If a candidate's answer book is lost after having been received by the Superintendent of the examination centre or by a member of supervisory staff and if he passes in

all other papers of the examination he may be required to appear in the paper which is lost without payment of additional fee, on a date fixed for the purpose by the Controller of Examinations. If he obtains pass marks in this paper also, he shall be deemed to have passed the examination provided that other conditions for passing the examination, if any, are also fulfilled. In case of any dispute as to whether the answer book was duly received or not, the findings of the Controller of Examinations shall be final.

18. Stationery

The stationery and other articles required for the smooth conduct of the examination shall be collected by the Assistant Superintendent of the centre from the University and it is he who will be responsible for their safe custody. The centre Superintendent will ensure that the stationery is kept at a safe place and for this purpose he will also check issue and balance statements from time to time. The Assistant Superintendent shall make use of the stationery and other examination related articles under the overall supervision of the centre Superintendent.

19. Seating Arrangement

It is the duty of the Inspector-cum-overall Incharge to make adequate arrangements for accommodation for the examination centre(s) under his charge and such other items as furniture etc. He shall, however, take such assistance from the university office as may be necessary in this regard.

20. Inspection of Centre of Theory Examination

i) Each centre of examination shall be inspected by Inspectors appointed by the Vice- Chancellor. The Inspectors shall submit in writing a report about the result of their observations to the Vice-Chancellor. They shall also advise the Superintendent of the centre with regard to any matter concerning conduct of examination.

ii) The Heads of the University Departments/Deans of the Schools may be appointed as Overall Incharge of the examination centre constituted at the University Campus for holding examinations in the courses taught in the University Teaching Departments.

21. Powers and Functions of Inspector-cum-Overall Incharge of the Examination Centre

i) The Inspector-cum-overall Incharge will arrange centre Superintendents and supervisory and menial staff for the examination centres under his charge. In case he faces shortage of supervisory or other staff he shall make written request to the Controller of Examinations for providing the requisite staff ordinarily ten days before the date of commencement of examination.

ii) The Superintendent must inform the Inspector-cum-overall Incharge/Controller

of Examinations in case he is compelled to proceed on leave to enable him to make alternate arrangement in his place. In emergent situation the Inspector-cum-overall Incharge/Controller of Examinations shall detail a senior Professor to perform his duties and send a report about the alternate arrangement made to the Controller of Examinations.

iii) The Inspector-cum-overall Incharge will visit all the centres under his charge on all days of examination, as far as possible.

iv) In case the Inspector-cum-overall Incharge feels that the examination at a particular examination centre is not being conducted in accordance with the Statutes and Regulations made for the purpose he may take action, as he deems appropriate either on his own or in consultation with the Controller of Examinations.

v) In the event of walk-out or disruption of examination centre he will-

a) remain present in the centre/premises;

b) establish contact with University/law and order authorities for further necessary action; and

c) ensure with the help of the Law and order authorities that the candidates of the centre do not disturb other examination centres which are in close proximity of the centre in which walkout has taken place.

vi) The Inspector-cum-overall Incharge shall seek the report of the Superintendent of the centre on the same day on which the walkout/disruption occurred and forward the same to the University alongwith his observations and comments. The report of the Centre Superintendent shall contain particulars of the candidates who staged or instigated for staging a walkout.

vii) He will ensure that the seating arrangement is in conformity with the Rules and Regulations and suggest changes, if required, to the Superintendent.

viii) He will check that all the persons assigned to the centre are on duty.

ix) He will periodically check the stationery articles/balance question papers etc. to ensure maintenance of proper account.

x) If any printing error is detected and pointed out in the question paper by the candidates, the Superintendent will bring the same to the notice of the Inspector-cum-overall Incharge who shall be competent to make necessary change after verifying the same from the relevant syllabus and send a report of the same to the University for further necessary action.

xi) The Inspector-cum-Overall Incharge shall ensure that the university seal is retained by the Deputy Superintendent of the centre after the answer scripts are sealed. In case the Deputy Superintendent is out of station or is not on

duty, the seal shall be kept in the custody of the Inspector-cum-overall Incharge.

xii) The Inspector-cum-overall Incharge shall supervise the entire conduct of examination, which includes the receipt of question papers from the Controller of Examinations, daily issuance of relevant papers to the Superintendent, supervision of sealing and dispatch of answer books to the Controller of Examinations.

22. Complaints against Questions Papers

Complaints, if any, against individual question paper shall reach the Controller of Examinations by the fourth day of the examination in the particular paper. The Controller of Examinations shall immediately pass them on to the Convener of the Board of Studies concerned who will send his comments and suggestions within two days of the receipt of the complaint. If the Convener is of the opinion that the complaint deserves to be entertained the relevant extract from the complaint shall be forwarded to the examiner for his comments and suggestions. After the reply has been received from the examiner, the complaint and the concerned papers shall be placed before the Committee appointed for the purpose for appropriate action and recommendations, if necessary. If the examiner makes suggestion regarding modifications in the paper, the Committee may accept the suggestions and the examiner shall be informed accordingly. In case the Committee feels that the suggestions are not adequate to meet the requirement of the case, it may make such other recommendations as it deems necessary.

Each question paper, irrespective of whether there is a complaint against it or not, shall be sent to the Convener of the Board of Studies concerned for review, on the tenth day of the examination in that paper. If the Convener passes some adverse remarks against the paper, these shall be sent to the paper setter for his comments. If the Convener does not pass any such remarks no further action will be necessary.

23. Coding Officer

i) Before the answer-scripts are passed on to the examiners for evaluation these shall be coded by the Coding Officer to be appointed by the Vice-Chancellor.

ii) The Coding Officer shall undertake that none of his relatives has appeared in the examination for which he has been appointed and he will not leave the station before completion of the job assigned to him.

iii) The Coding Officer is required to prepare a key showing roll numbers and the Code numbers assigned against each Roll No. Whatever the formula adopted, the code numbers be mentioned in full and not in the form of a formula.

iv) The code numbers will be written on the main body of the scripts and the perforation slips. After comparing the code assigned, perforation slips will

be torn off, arranged serially and sealed in envelopes which will denote on their covers, examination, year, subject, paper and serial number of the slips contained.

v) The Coding Officer will not remove any paper or record in connection with the assigned code numbers to his residence. All the relevant record shall remain in his personal custody in the steel almirah in the room allotted to him for the work.

vi) The Coding Officer shall be paid remuneration @ Rs.3/- per candidate for candidates who actually appear in the examination.

vii) The Coding Officer shall be allowed the services of a Checking Assistant who will be appointed by him in consultation with the Controller of Examinations. The Checking Assistant before taking up the assignment shall have to submit a certificate that none of his relatives has appeared in the examination for which he has been appointed.

viii) The Checking Assistant shall be given the answer scripts for formal check after the perforation slips have been removed and will be required to remove any identification mark or entry of actual Roll No. from the answer-scripts.

ix) The Checking Assistant will be paid remuneration per candidate at the prescribed rates.

24. Tabulation of Result

i) The result of an examination shall be tabulated by two tabulators appointed by the Vice- Chancellor on the recommendation of the Controller of Examinations.

ii) Two tabulators shall tabulate the result independently from the award rolls supplied to them.

iii) The result compiled by two tabulators shall be collated at the University by a pair of collators to be appointed by the Controller of Examinations who will not be less than the status of Head Assistant of the University.

iv) The collators shall prepare a statement showing overall pass percentage and the subject-wise pass percentage for the year of examination and the preceding three years, for consideration of the Results Publishing Committee.

v) The remuneration payable to the tabulators shall be as under or as will be decided by the university from time to time:

i) Tabulator	Rs.3/per candidate
ii) Collator	Rs.1/per candidate

25. Publication of Result

i) The result of an examination alongwith the statement showing over all pass percentage of examination and subject-wise pass percentage for the year of examination and the preceding three years shall be placed before the Results Publishing Committee. The Committee shall consider the overall position of results in each examination and undertake some minimum amount of test checking of results.

In case the Committee feels on scrutiny that there has been distinct fall in pass percentage in the whole examination or in a particular subject/paper on the basis of genuine complaint against a question paper, it shall authorize moderation of results to such an extent, as it deems necessary. In case the result has been moderated necessary changes in the result register will be made by a person appointed for the purpose by the Vice-Chancellor/Controller of Examinations who will be paid Rs.2/- per candidate or the amount as may be fixed by the University from time to time. If the Committee is satisfied with the result it shall authorize its publication.

Provided that for the publication of results of supplementary examination the Vice-Chancellor shall exercise the powers of the Results Publishing Committee.

ii) Unless otherwise provided in the Statutes, the Controller of Examinations shall publish a result gazette for each examination, indicating the roll numbers and names of successful candidates with total number of marks and the division secured by them. The candidates who have been placed in re-appear category shall also be listed besides the candidates whose result has been withheld for various reasons or has not been determined. The Result Gazette shall be published at the University office and complementary copies supplied to the members of the Executive Council and such other offices/Institutions etc as the Vice-Chancellor may consider necessary.

iii) Save with the special permission of Vice-Chancellor, the result shall be declared not later than 6th week of the respective dates of termination of an examination.

26. Amendment of Result

In any case where it is found that the result of an examination has been effected by an error, malpractice, fraud, improper conduct or other matter of whatever nature, the Executive Council shall have powers at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship to amend the result in such a manner as shall be in accordance with the true position and to make such declaration as it may consider necessary in that behalf.

Provided that no result shall be amended after the expiry of six months from the date of declaration of result.

27. Communication of Confidential Result

If a candidate has sought admission to an Institution outside the State on the basis of an examination taken by him from this university, his result may be communicated by the Controller of Examinations confidentially to the Head of that Institution before the declaration of the said result on payment of a fee of Rs. 300/- or as may be prescribed by the university from time to time and detailed marks fee of Rs. 50/- or as may be prescribed from time to time (in case marks are also be communicated) plus postal and telegram charges (said fee payable separately for each Institution to which the result is to be communicated).

28. Re-checking of Result

i) Any candidate who has appeared at an examination conducted by the University may apply to the Controller of Examinations for scrutiny of his marks and rechecking of his result. Such application must be made on the prescribed form so as reach the Controller of Examinations within 15 days of the date of declaration of result and must be forwarded by the Dean of the School/ Head of the Department.

ii) All such applications must be accompanied by a fee of Rs.150/-per script or the amount as may be prescribed from time to time.

iii) A candidate shall not be entitled to refund of fee unless his overall result is affected by the scrutiny.

iv) The result of the scrutiny shall be communicated to the candidate and name of such candidates whose results are affected shall also be notified.

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

If on re-totaling and re-checking a mistake is detected in the result, the result of re-checking shall be notified. In case the mistake is by an omission on the part of the examiner, the answer-script shall first be sent to the examiner who had originally marked it. In all other cases the result of re-checking shall be communicated to the candidate as soon as possible.

29. Issue of Marks Sheet/Certificate and Degrees

The marks sheet will be issued to the candidates from the office of the concerned Dean of the School/Head of the Department and to the private candidates from the office of the Controller of Examinations, ordinarily four days after the declaration of results.

All the successful candidates having passed Post-graduate examinations from various faculties shall be awarded degrees signed by the Controller of

Examinations and Vice-Chancellor at the University Convocation in accordance with the provision of the Statutes relating to Convocation.

In case a student requires the Degree urgently, for sound reason to be recorded, he may be admitted to the relevant Degree by the Vice-Chancellor even before the University Convocation on payment of fee of Rs. 500/- or as may be prescribed by the university from time to time.

30. Provisional Certificate

A candidate may apply to the Controller of Examinations for a Provisional Certificate of having passed the examination of this University. Such an application shall be accompanied with fee of Rs.150/- or the amount as may be prescribed by the University from time to time. Provisional Certificate will be issued to the candidate within five days of depositing the requisite fee alongwith the application.

31. Appearance Certificate

Appearance Certificate to the effect that a candidate has appeared in a particular examination of this University but his result has not been be declared shall be issued on request and on payment of fee of Rs.150/- or the amount as may be prescribed by the university from time to time.

32. Duplicate Certificate

Duplicate Degree/Certificate can also be obtained by the candidate from the University on submitting an application alongwith the prescribed fee, stating that the applicant has a real need for a duplicate supported by an affidavit signed by the First Class Magistrate to the effect that the original Certificate has been lost or destroyed. The applicant shall submit sufficient evidence to show that efforts were made by him to trace the same through police, press, his own efforts etc. In case the same has been destroyed similar evidence in support of the genuineness of one's claim, according to the circumstances of the case, shall be required. Duplicate of a Certificate/Diploma, the original of which was signed by the Controller of Examinations shall be issued on payment of Rs.150/- and duplicate of a Certificate/Diploma the original of which was signed by the Vice-Chancellor on payment of Rs. 200/- or the amount as may be prescribed by the University from time to time.

Provided that duplicate of such certificate/diploma as is claimed to have been lost or destroyed/burnt shall be issued only after, in addition to the above conditions, cancellation of the certificate/diploma originally issued is advertised atleast in two leading daily national newspapers through a notification to be issued by the Controller by Examinations at the expenses of the applicant.

33. Disposal of Answer Books and Award Rolls

Marked answer-books shall be auctioned and award rolls destroyed three years

after the declaration of results relating to the respective examinations to which these pertain.

34. Appointment of Paper Setters and Examiners

i) All paper setters and examiners for various examinations shall be appointed by the Committee appointed for this purpose.

ii) Each Board of Studies shall prepare a panel of not less than five names of paper setters in each paper of the subject/specialization. The Convener Board of Studies/Head of the Department shall send the panel to the Controller of Examinations so as to reach him well before the commencement of examinations. The Controller of Examinations shall place the panel received from various Conveners/Heads of the Departments before the Committee for appointment of Paper Setters/Examiners together with list of the members of the teaching staff in order of seniority. The Controller of Examinations shall also submit a panel of names of suitable teachers from other Universities not recommended by the Board of Studies/Head of the Department.

iii) The Committee shall make the selection of Paper-Setters and Examiners out of the panels mentioned at S.No.(ii).

iv) Only such teachers shall be appointed as Paper-Setters who have atleast five years experience of teaching the subject at the postgraduate level.

v) Appointment of examiners from among the teaching staff of the University Department shall be made on the principle of rotation.

vi) A Paper-Setter will ordinarily act as examiner for evaluating the answer-books in which he has set the question paper.

vii) No Paper Setter/Examiner shall, as far as possible, continue for more than three consecutive years for a particular examination.

viii) No one shall be examiner for more than one paper for a particular examination. In two semesters taken together, one shall not examine more than two papers.

ix) If it is found that an examiner has been indifferent or erratic in marking, he may be disqualified for such an assignment.

Chapter XXIV

Conduct of Examinations

1. List of candidates before the commencement of Examination

The Superintendent shall be supplied with a list indicating names of the candidates allotted to his centre and the subjects offered by them and also a statement showing the number of candidates appearing in each subject of examination. The Superintendent shall not admit any candidate whose name does not exist in the list of candidates for that centre.

2. Seating plan of the Examination Hall

The Superintendent shall get a plan of the examination hall typed, indicating the Roll Numbers of the candidates in the order of seats allotted to them on the first day of examination and get it pasted outside the hall at a conspicuous place a day before the commencement of examination. On all subsequent days similar plans with appropriate changes made from time to time shall be pasted as arrangement of seats is required to be changed everyday. Copies of all the plans shall be sent to the Controller of Examinations on the termination of examination.

3. Admission Card

A candidate whose application has been accepted for admission to an examination shall be supplied by the university office with an Admission Card for admission to the examination centre. The candidates are to be admitted on production of the card which shall be collected from the candidate on the first day of the examination and returned to the University office alongwith other papers on termination of examination.

4. Late admission of students to the Examination Hall

If a candidate arrives late not more than fifteen minutes on a particular day of examination, after the time fixed for the commencement of examination, the Centre Superintendent may permit him to sit and appear in the examination.

The Superintendent shall not admit a candidate to the examination hall after fifteen minutes except under exceptional circumstances when he/she is satisfied that the candidate was delayed for reasons beyond his/her control. In such case the Superintendent may provisionally admit him/her provided that the candidate is not late by more than half an hour from the commencement of examination. No candidate shall be admitted to the examination hall for any reason whatsoever, after the expiry of half an hour, during which time no person including the inferior staff shall be allowed to leave the examination hall. The Superintendent shall send to the Controller of Examinations on the prescribed form, a detailed report giving reasons for late admission of candidate.

The answer-book of a candidate who arrives at the examination Centre late by more than fifteen minutes but within half an hour of the commencement of examination shall be sent as a stray answer-book. The candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she have no claim to have his/her script evaluated in case his/her admission to the examination is not approved.

5. Provisional Permission

i) Where a candidate has not been issued an Admission Card by the university office but he/she satisfies the Superintendent by production of original documents that he/she has duly submitted his admission form and fee to the university within the prescribed date, the Superintendent must collect two copies of the photograph of the candidate with his name, father's name and examination written on the back and attested by the Superintendent and forward a copy of the photograph on the same day to the Controller of Examinations alongwith a full report .

ii) The Superintendent of the Centre may admit a candidate provisionally entirely at risk and responsibility of the candidate under the circumstances even though his/her name may not appear in the list of candidates, provided that question papers in the subject offered by the candidate are available at the centre. All cases of such admission are subject to final orders of the authorities.

iii) In all cases of provisional admission, the Superintendent must obtain a written statement from the candidates explaining the circumstances under which provisional admission to the Centre has been sought. This statement must also be accompanied with a declaration, in the form given below, submitted to the Controller of Examinations and further instructions from him awaited. Answer-books of such candidates shall be treated as stray and sent separately to the Controller of Examinations by name, each day till further instructions. If no Roll Number has been allotted to such a candidate by the university, the Superintendent shall attach a separate slip to the answer-book mentioning the name of the candidate alongwith full particulars of the case.

Declaration

I _____S/o/D/o_____
being a candidate listed under Roll No._____ for the _____ Examination 201__, do hereby declare that, in the absence of any authority issued on behalf of Baba Ghulam Shah Badshah University, Rajouri by its Controller of Examinations, I have solicited the favour of appearing at the Centre name below at my risk and responsibility and that Baba Ghulam Shah Badshah University, Rajouri, or any member(s) of its supervisory or other staff incur no liability whatsoever by permitting me to take the examination

at the centre. I will abide by the orders of the university whose decision on my case shall be final and binding on me.

Signature of the candidate

Witness

Name of the Centre

Attested

_____

(Deputy Superintendent) Superintendent

6. **List of candidates not admitted to the Examination**

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

7. **Opening of Envelopes containing Question Papers**

i) The envelope containing question papers shall be opened in the examination centre by the Superintendent on the date and time fixed for the examination in that paper in the presence of the Deputy Superintendent and the Supervisor/ s or in the absence of Supervisor/s before a witness of known respectability after carefully examining the condition of the envelope. If the envelope alongwith the seal is found in proper condition, the Superintendent shall open it keeping the seal intact and sign the prescribed certificate alongwith atleast one witness including the Deputy Superintendent, if any.

ii) The question papers from the envelope shall be removed by cutting the flap side of the envelope with a knife or a pair of scissors. The flap side should in no case be torn open, the seals must be left intact for purpose of inspection. The empty envelopes shall be returned to the Controller of Examinations alongwith other documents after the completion of examination.

iii) If no candidate is present for a particular paper, the unopened envelope containing question papers shall be retuned to the Controller of Examinations on the day of examination itself in a sealed cover with forwarding letter.

iv) If a Superintendent through an oversight opens a sealed envelope containing question papers meant for different session, no remuneration shall be paid to him.

v) The Deputy Superintendent and the Supervisor (s) who have acted as witness for the opening of such envelope, shall also not be paid any remuneration. The matter shall be reported to the Vice-Chancellor for such action as he or the Committee for Appointment of Supervisory staff may consider necessary.

8. **Distribution of Question Papers**

On opening the sealed envelope containing papers, the Superintendent shall see,

before distributing the question papers, that the envelope contains the same question paper as is indicated on the envelope and the date sheet. In case of any discrepancy including number of question papers etc., the matter shall be reported to the Controller of Examinations forthwith.

All such reports of discrepancies shall be signed by the witnesses who signed the prescribed certificate. After distribution of question papers, the balance shall be kept in safe custody by the Superintendent. In no case shall the question papers lie open on the table.

Account of consumption of question papers shall be maintained on the prescribed form.

9. Misprints in the Question Papers

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

10. Insufficient number of copies of Question Papers

In case the number of copies of a question paper is less than the number of candidates taking the examination, the Superintendent shall dictate the paper to the candidates not supplied with the printed paper without disturbing other candidates and give extra time equal to that spent in dictation. A report to this effect must be made to the Controller of Examinations on the same day.

11. Attendance Sheets

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

In case the signature of the candidate recorded on each day of examination and already borne on the attendance sheet varies, the matter shall be forthwith reported to the Controller of Examinations alongwith the explanation of the candidate. The answer-book of such candidate shall be sent as a stray answer-book.

12. Illness of a candidate

In case a candidate falls sick in the examination hall, the Superintendent may arrange qualified Doctor for his treatment at the expenses of the candidate concerned.

13. Directions for the candidates appearing in Examination

i) The doors of the examination hall shall be opened an hour before commencement of the examination on the first day and quarter to an hour on the subsequent days of the examination.

ii) A candidate may not be admitted into the examination hall, if he fails to present to the Invigilator his Admission Card or fails to satisfy the Centre Superintendent that it will be produced within a reasonable time.

iii) All candidates shall come to the examination hall before the time fixed for commencement of examination. If a candidate arrives not later than 30 minutes after the time fixed for the commencement of examination, the Centre Superintendent may allow him to sit and appear in the examination. No candidate shall be allowed to enter the Hall and appear in the examination 30 minutes after the time fixed for commencement.

iv) Candidates shall strictly obey and follow the instructions given to them from time to time by the Centre Superintendent and Invigilators or any other official of the University connected with the examination.

v) Candidates shall maintain and observe strict discipline in and around the examination hall and shall not indulge in any act of misbehaviour/nuisance likely to cause obstruction, disturbance or disruption in the smooth conduct of examination.

vi) No candidate shall be allowed to leave the examination hall until an hour after the distribution of question paper.

vii) No candidate shall leave his seat or go out of the examination hall without the permission of the Invigilator unless he hands over the answer book to the concerned Invigilator.

viii) If a candidate desires to go out of the examination hall for a while, a person from the supervisory staff shall escort him to ensure that he does not communicate with any person or use unfairmeans for answering the question paper.

ix) As soon as the time prescribed for attempting the question paper expires, the candidates shall handover their answer books to the Invigilator concerned.

x) A candidate appearing in an examination shall give his specimen signature for purpose of identification, if he is asked to do so by the Centre Superintendent or the concerned invigilator.

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

14. Use of unfairmeans/misconduct

Immediately before the commencement of examination the Superintendent shall read out the following warning to the candidates present as well as to the late comers:

i) candidates shall search their pockets and deliver to the Superintendent all

material pertaining to the examination which they are in possession of;

ii) candidates shall not disclose their identity in their answer-books in any manner. They shall also not indicate their caste or religion;

iii) candidates shall not write their names, name of the centre or district;

iv) nothing except the roll number shall be written on the answer-book and on the question paper.

15. Wrong roll number on an Answer-Book

If any answer-book with a wrong roll number is discovered in the course of comparison or otherwise, it shall be treated as a stray answer-book.

Ten minutes before the expiry of examination, the Superintendent shall ask the candidates to check that they have written the correct roll number on their answer-books.

16. Fixation of signature stamp on the Answer-Scripts

Unless otherwise authorized by the Vice-Chancellor, the Deputy Superintendent shall affix the signature stamp of the Controller of Examinations supplied to the centre by the university office inside each answer-book on two different pages soon after the commencement of examination. Subsequently he shall also affix the stamp on each continuation sheet issued to the candidate.

17. Permission to leave the Examination Hall

i) No candidate shall be allowed to leave the examination hall until an hour after the distribution of question paper.

ii) Candidates leaving the examination hall before the expiry of half the time shall not be allowed to take their question papers with them.

18. Collection of Answer-Books

Ten minutes before the time allotted for each paper is due to end, all exits shall be closed by the Superintendent of the examination hall and during the period no student shall be allowed to leave the examination hall. As soon as time is over, the answer-books shall be collected from the students and then they shall be permitted to leave the examination hall.

The Superintendent shall ensure that the candidates do not leave their answer-books on the examination desks. They should handover these to the concerned Supervisors. The Supervisors shall serially arrange the answer-books and handover these to the Deputy Superintendent or Superintendent. Care should be taken to insert, in lieu of the answer-book of each absentee, a slip bearing his roll number at the appropriate place in the series. Supervisory staff shall ensure that no student leaves the hall/room without handing over his answer-book.

19. Dispatch of Answer-Books

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

i) name of the Examination;

ii) centre;

iii) subject and paper; &

iv) number of Answer-books

20. Supervisory Staff

i) The strength of the Supervisory staff at each centre of examination shall be as under:-

No. of candidates	Supervisor	Deputy Superintendent	Assistant Superintendent	Superintendent
1-9			1 (He shall also perform the duties of Supervisor)	1
10-30		1	1	1
31-45	1	1	1	1
46-60	2	1	1	1

NB. a) For increase of every 30 students or part thereof, one more Supervisor will be added.

b) i) The Vice-Chancellor may authorize appointment of additional staff in any examination centre, in special circumstances to be recorded in writing, on any day of examination.

ii) In case extra Supervisory staff is required for peculiar nature of accommodation or for other special reasons, previous sanction of the Controller of Examinations is necessary.

iii) Superintendent shall appoint other menial staff such as daftries, waterman etc for the conduct of examination in consultation with the Head of the Department/Overall Incharge of the examination centre.

iv) The Assistant Superintendent of an examination centre shall make all preparations for holding the examination, the day preceding the commencement of an examination and ensure that everything is ready for the conduct of examination.

21. Directions to Superintendents of Examination Centres

i) The Centre Superintendent shall visit the Centre a day before the commencement of examination for making proper seating arrangements. He shall allot seats to the candidates in a manner to render all communication among them impossible.

ii) The Superintendent of examination centre shall see that the doors of the examination hall open an hour before the time specified for distribution of the question paper on the first day, and quarter of an hour on subsequent days of examination.

iii) Well before the commencement of examination the Controller of Examinations will provide the Centre Superintendent with the list containing names of the candidates who will appear at his centre and a statement showing the number of candidates appearing in each subject including the optionals.

iv) The Superintendent of examination centre shall ordinarily not admit any candidate whose name does not exist in the list provided to him by the Controller of Examinations. He shall also not allow any candidate to take examination in an optional paper, other than that shown against his name.

Provided that in doubtful cases the Superintendent may allow a candidate to appear at the examination centre or appear in a paper other than that shown against his name in the lists provided by the Controller of Examinations and he shall immediately refer such cases to the Controller of Examinations.

v) The Centre Superintendent or an Invigilator may ask any candidate to show his Admit Card /Hall Ticket.

vi) The question paper(s) set for the examination shall be dispatched to the Centre Superintendent by the Controller of Examinations in a sealed cover which shall be opened by him in the Examination Hall on the day of examination in the presence of at least one Invigilator. The Superintendent and the Invigilator(s) shall certify that the sealed cover is in proper condition and that it was opened in the Examination Hall at the proper time. The certificate shall be forwarded to the Controller of Examinations on the same day or at the end of examination.

vii) Before commencement of examination, the Superintendent shall ensure that necessary arrangements are made for the smooth conduct of examination. The examinees must be seated well apart to prevent copying.

viii) Roll Number of each candidate shall be specified distinctly on each seat to enable candidates to locate their seats.

ix) Blank answer books, continuation sheets and other stationery items shall be supplied to the Superintendent by the office of the Controller of

Examinations. The Superintendent or concerned Invigilator shall ensure that the second answer book / continuation sheet is not issued to a candidate until the first is fully used. He shall also ensure that the Answer book and continuation sheet are at once stitched together.

x) The Superintendent and the Invigilators shall remain in the examination hall throughout the time allotted for the examination. They will, on no account speak or permit any one to speak to a candidate on any subject pertaining to the question paper during the hours of examination, except for the purpose of correcting misprints which might mislead the candidates. The Superintendent shall, without loss of time, draw the attention of the Controller of Examinations to any misprint or ambiguity, which may have come to his notice and shall require to be communicated to the Examiner.

xi) As soon as the time allotted for the examination is over the answer books shall be collected carefully from candidates, arranged in numerical order, packed in packets, sealed and delivered to the Controller of Examinations alongwith a report about names and /or roll numbers of absentees.

xii) Any attempt by the examinees to use unfairmeans to pass the examination or indulge in any violation of the Statutes shall be reported immediately by the Superintendent to the Controller of Examinations who shall place it before the Competent Authority for consideration and disposal.

xiii) The Superintendent shall ensure that no candidate is permitted to leave the Examination Hall during the course of examination without being escorted by an Invigilator to prevent his communication with outsiders.

22 Duties of Invigilators

i) Any person appointed as Invigilator of an Examination Centre should report himself on duty to the Superintendent of examination atleast half an hour before the commencement of examination.

ii) Invigilators shall have to remain in the examination hall during the time allotted for examination in each paper. They shall not leave the hall in between without the permission of the Centre Superintendent.

iii) Invigilators shall help the Superintendent of examination hall in the distribution of question papers, answer books etc to the candidates and in collecting them back from the candidates at the close of examination. They shall also help in arranging the answers books for dispatch.

iv) Invigilators shall help the Superintendent of examination centre in preparing list of candidates present at the examination and in verifying their identity by comparing their signatures/photographs with those on record.

v) During the course of examination the Invigilators are expected to move about

in the examination hall and not engage themselves in any kind of study or conversation.

vi) Invigilators shall be responsible for maintenance of general discipline in the examination hall. They shall exercise their discretion for the purpose. In case they feel a situation has arisen which is beyond their control they shall, without loss of time, report the matter to the Superintendent of examination centre for necessary action.

vii) If a candidate is found resorting to unfairmeans or creating disturbance/ nuisance or acting in any manner causing inconvenience to other candidates, the invigilator shall, without loss of time, report the matter to the Superintendent of examination centre.

viii) Invigilators shall also bring to the notice of the Superintendent of Examination Centre any complaint or difficulty pointed out by any candidate(s) regarding the question paper set for the examination.

ix) Invigilators are also expected to help the Superintendent of Examination Centre in any other matter connected with the conduct of examination.

x) In case any invigilator is unable to be present on duty on account of circumstances beyond his control he shall give at least 24 hours notice to the Controller of Examinations, through the Superintendent of Examination Centre.

23. Declaration by the Supervisory Staff

The Superintendent shall obtain a declaration from the Supervisory staff that no relation of their is appearing from the centre.

Note: The term 'Relation' means wife, husband, son, daughter, brother, sister, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

24. Admittance of Visitors to the Examination Hall.

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

Chapter XXV

Evaluation of Answer–Books and conduct of Practical Examination

1. Secrecy

i) The names of the examiners and the entire correspondence pertaining to their assignment shall be kept strictly confidential. The examiners too will be required to keep the correspondence with the university confidential and not disclose their identity as examiner of the university. under any circumstances.

ii) The examiners are required to make all communication with regard to examinations with the Controller of Examinations or any other officer authorized by him for the purpose, by name, in sealed covers and in no case through post card.

iii) When any examiner is required to visit the university office in connection with the work entrusted to him or for payment of remuneration, he will see no person other than the Controller of Examinations or any other officer authorized for the purpose.

iv) Examiners shall be responsible for the safe custody of Answer-books which they must keep under lock and key.

v) Examiners must keep the marks awarded by them to the candidates strictly confidential. They shall not make known to any person the nature of correspondence between them and the Controller of Examinations. In event of leakage the person concerned is liable to disqualification. In case any examiner is found getting assistance in the preparation of Awards or for marking of Answer –books, he shall be liable to disqualification.

2. Checking of Packets of Answer –Books

i) On receipt of the packet of Answer-books, the examiner shall first satisfy himself/herself that the seals affixed on the cover of the packet are intact. He /she shall then open the packet, count the answer-books received and check them with the memo contained inside the packet. The seals affixed on the cover shall be compared with the seal impression borne on the memo. Discrepancy, if any, in the number of Answer-books shown in the memo and actual number received by the examiner or in the seals shall at once be reported to the Controller of Examinations.

ii) If the cover or seals are found to have been tampered with, the contents shall be removed without breaking the seals and the empty cover returned immediately to the Controller of Examinations with a full report about the circumstances of the case.

iii) All examiners shall acknowledge, on the prescribed form, receipt of the packets of Answer-books on the day these are received by them, indicating the number of Answer-books received.

iv) If any Answer-book, or a packet of Answer books, not meant for him/her, is sent by mistake to an examiner, he/she shall immediately return it to the Controller of Examinations in a sealed cover under separate intimation.

v) If an examiner, finds in his/her lot an Answer-book written in a script or language with which he/she is unfamiliar, he/she shall return it to the Controller of Examinations immediately as it comes in his/her notice.

3. Evaluation

Before starting the evaluation the examiners shall arrange the Answer-books serially and mark them strictly in accordance with the instructions issued by the Paper-setter.

i) Before proceeding with the marking the examiners shall carefully examine and ensure the pass percentage prescribed for individual papers as supplied to them.

ii) The examiners should not award any grace marks while evaluating the answers written by the examinees.

iii) No fraction other than ½ shall be used by an examiner. Half mark shall be raised to next whole number e.g. 22½ to 23, only in the total number of marks awarded to a candidate in a particular paper.

iv) If a candidate attempts more than the required number of answers, the examiner will see that the answer/s which has/have secured least marks is/are ignored.

v) While examining the Answer-books, the examiner shall indicate in the margin and the title page of the Answer-book, in the column provided for the purpose, the number of marks awarded by him/her to each answer. The total number of marks shall be written distinctly in red ink in the examiner's own hand writing and under his/her signature in words and in figures.

vi) The examiners shall report to the Controller of Examinations Roll Numbers

of the candidates guilty of communicating or attempting to communicate with the examiner in order to influence him/her in the award of marks, or in disclosing his/her identity or in making peculiar marks in his/her Answer-book. The Answer-book or books of such a candidate(s) shall be forwarded to the Controller of Examinations under separate cover alongwith the report. An entry to this effect shall be made in the award roll against the Roll Number of such candidate.

4. Time Limit for evaluation

All examiners are required to ensure that the Answer-books received by them are marked within ten days of the date of receipt of the packet of Answer-books in case the total number of Answer-books is 60 or less. Thereafter, for every 6 Answer-books the Examiner will get one day. In case the awards are not received by the Controller of Examinations within the prescribed time, automatic deduction, under Rules is liable to be made from the remuneration of the examiner.

5. Filling The Award Rolls

i) The Award Roll is to be prepared in triplicate unless otherwise instructed.

ii) Examiners shall send by Registered/Speed Post the Award Rolls to the Controller of Examinations.

iii) The Award Rolls shall always be accompanied with the prescribed forwarding memo. No other papers should be sent with the Award Rolls. If the examiner runs short of Award Rolls, he/she should ask the Controller of Examinations for more. In no case should ordinary paper be used for writing awards.

iv) All entries in the Award Roll shall be made legibly in blue ink by the examiner in his/her own hand. Use of pencil is strictly prohibited.

v) Roll Numbers shall be entered serially and different half centurial series shall be kept apart, new half centurial series shall be entered on new sheet.

vi) Award of Roll Numbers belonging to the same half centurial series shall be entered on one Award sheet (not page) in serial order. A half-centurial series is a continuous series of numbers from one to fifty, 1-50, 51-100,101-150,151-200, and the like.

vii) In no case shall Roll Numbers belonging to different half centurial series be entered on the same Award sheet.

viii) Whenever there is break in the continuity of Roll Numbers belonging the

same half centurial series, the examiner, while writing Roll Numbers on the Award sheet, shall leave a couple of spaces to highlight the break.

ix) Roll Numbers of absentees shall invariably be mentioned on the relevant Award Roll.

x) Only one Roll Number shall be entered in one space.

xi) No entry in the Award Rolls shall be erased. Corrections shall be avoided. If a correction is unavoidable, it shall be made neatly by drawing a line across the wrong figure or word and noting the correct figure or word instead. No over-writing is permitted. Each correction must be initialed by the examiner, where there is one.

xii) The total number of marks secured by the candidate shall be shown against the correct Roll Numbers both in figures and words.

xiii) No fractional marks shall be entered in Award Roll.

xiv) The name and year of examination, the name of subject and paper, and the number of passes and failures, after reference to the schedule of minimum pass marks, shall be noted on each copy of the Award Roll.

xv) Each page of the Award Rolls should be signed legibly in full (not initialed) by the examiner and the Checking Assistant. Use of signature stamp is strictly prohibited.

6. **Report regarding performance of candidates**

Every examiner shall send to the Controller of Examinations, after completing the evaluation of Answer-scripts, a report on the prescribed form, on the general character of the Answer-scripts examined by him/her making suggestions, if any, for improvement in the standard of teaching. These reports shall be sent within one week of the despatch of awards.

7. **Payment of Bills**

i) The remuneration shall be paid only on receipt of the bill on the prescribed form.

ii) Revenue stamp of 2 rupees should be affixed on the bill for a claim of Rs. 50/- and above.

iii) Contingent expenses should be claimed on the prescribed form which should be appended to the bill alongwith necessary vouchers attested by the examiner. No payment shall be made without requisite voucher.

iv) Payment shall be made after the declaration of the results of examination for which a person has acted as examiner/Checking Assistant.

8. Entertainment of bill after the prescribed time

No claim for remuneration due from the university shall be entertained if the same is not received within a period of one year of the examination.

9. Contingent Expenses

Sanctioned scale of contingent expenses payable to examiners is as under:-

i) Actual registered/speed postage and telegram/telephone charges provided that receipts are attached with the bill.

ii) Actual freight (Railway or road), provided that receipts are attached with the bill.

iii) Amount incurred on ordinary correspondence provided vouchers in support of that are attached.

10. Automatic Deductions

The detail of the automatic deductions for mistakes and unauthorized delay committed by the examiners are as under:

a) Failure of the examiner to submit the documents within the prescribed time limit in the Regulations	Rs.10/- per day
b) For any omission, error, mistake, e.g.	Rs. 2/- each mistake or omission
i) Failure to sign each page of the Award Roll	
ii) Failure to initial the corrections made in the Award Rolls	
iii) Difference of marks in words and figures in the Award Rolls	
iv) Failure to fill in all the columns of each page of the Award Roll	
v) Erasing entries in the Award Rolls	
vi) Wrong transfer of marks from the Answer-books to the Award Rolls	

vii) Writing marks for more than one candidate in the space provided for each candidate

viii) For leaving any portion of the Answer-book unmarked

Tabulators

a)	Result affected cases e.g. fail to pass or reappear and vice –versa	Rs. 20/- per mistake	Subject to maximum of Rs.150/-
b)	Other mistakes	Rs. 5/- per mistake	

11. Practical Examinations

i) Examiners shall lay emphasis on the actual work done by the candidate in the laboratory.

ii) The examiner shall keep a complete record of the Answer-books and continuation sheets issued to a candidate.

iii) In such examinations where there is a Board of Examiners consisting of External and Internal examiners for the conduct of practical test and viva-voce, the candidate shall be examined jointly by them and the awards signed by each examiner.

iv) Every examiner shall send to the Controller of Examinations after completing the examination, a report on the general character of the work of the examinees and the observations recorded by him/her while conducting the examination. He/she will also make suggestions, if any, for improvement in the standard and the maintenance of laboratory equipment. The report shall be sent to the Controller of Examinations, by name, within one week of the despatch of Award Rolls.

v) The Award Rolls and Answer-books securely packed and sealed shall be sent to the Controller of Examinations in two separate covers, immediately after the examination is over.

12. Appointment of Internal Practical Examiner

The Internal examiner for practical examination shall be a teacher who has taught the candidate for the examination in that paper.

Chapter XXVI

Committees concerning Examinations

This is in continuation of Chapter IV(C) 'Other Statutory Bodies', page 56 University Calendar, 2005

Committee for Equivalence of Examinations

1. There shall be a Standing Committee consisting of the following members for deciding issues regarding equivalence of examinations:-

   i) Vice-Chancellor;

   ii) Dean Academic Affairs;

   iii) two Deans of the Schools/ Heads of the Departments, to be nominated by the Vice-Chancellor by rotation;

   iv) one person nominated by the Academic Council from amongst its members;

   v) Controller of Examinations; and

   vi) Registrar.
   with powers to co-opt.

   Not less than half the total number of members of the Committee shall constitute quorum for a meeting of the Committee.

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

3. Registrar shall be the Member-Secretary of the Committee. The proceedings of the meetings shall be recorded by the Member-Secretary and approved by the Vice-Chancellor.

4. The functions of the Committee shall be to:-

   i) consider the proposals in respect of recognition of new courses/examinations of other Universities/Boards/Institutions together with the report of the Convener of the concerned Board of Studies who has examined the courses of study in respect of their content and standard, and to recommend to the Academic Council such examinations of other Universities/Boards/Institutions as are equivalent to the corresponding examinations of the University;

   ii) report to the Academic Council on all matters which are referred to it ;

   iii) consider request for recognition of examinations received from other universities and institutions and submit its recommendation to the Academic Council; and

   iv) seek equivalence of Degree/Diploma awarded by this University with the corresponding Degrees/Diplomas of other Universities and institutions within and outside the country.

Committee for scrutiny of complaints regarding question papers

1. There shall be a Committee for scrutiny and disposal of complaints against question papers, for publication of results of the examinations conducted by the University and for scrutiny of marks and rechecking of results in accordance with the Statutes. The Committee shall comprise of the following:-

   i) Vice-Chancellor;

   ii) one member of the Academic Council nominated by the Academic Council;

   iii) Dean of the concerned School;

   iv) Head of the concerned Department;

   v) Controller of Examinations; and

   co-opted members as may be authorized by the Vice-Chancellor.

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

3. The Vice-Chancellor shall preside over at all the meetings of the Committee.

4. The Committee shall meet on date(s) that will be notified by the Controller of Examinations, after ascertaining the convenience of the Vice-Chancellor.

5. The Controller of Examinations shall be the Member-Secretary of the Committee. The proceedings of the meetings of the Committee shall be recorded by the Member-Secretary and approved by the Chairman

6. Majority of the members shall form the quorum of the Committee. All matters shall be decided by majority vote. In event of equality of votes, the Chairman shall have the casting vote.

Committee for appointment of Examination Supervisors

1. There shall be an Examinations Supervisory Committee to exercise general supervision for the conduct of University examinations and for the appointment of Inspectors, Superintendents, Deputy Superintendents and other supervisory staff for the conduct of theory examinations of the University.

2. It shall consist of the following:

   i) Vice-Chancellor;

   ii) Dean Academic Affairs;

   iii) two Deans of the Schools nominated by the Vice-Chancellor:

   iv) two members of the Academic Council nominated by the Academic Council; and

   v) Controller of Examinations
   with powers to co-opt.
   The nominated members shall hold office for a period of three years.

3. Subject to the general control of the Academic Council the duties of the Examinations Supervisory Committee shall be to-

   i) make appropriate arrangements for conduct of all examinations and to give directions for conducting the same;

   ii) appoint Inspectors, Superintendents, Deputy Superintendents and other Supervisory staff for the conduct of theory examinations;

   iii) submit to the Academic Council Annual Report on the working of the University examinations;

   iv) appoint such Committees as may be deemed necessary to facilitate its functioning; and

   v) perform such other duties as may be assigned to it by the Academic Council from time to time.

4. The Committee may delegate the power of appointing the supervisory staff to the Vice-Chancellor/Inspector-overall Incharge of Examination Centre.

5. The Committee shall meet whenever the Vice-Chancellor desires.

6. Controller of Examinations shall be the Member-Secretary of the Committee. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairman for his signatures and approval.

7. Majority of the members shall form the quorum. All matters shall be decided by the Committee by majority vote. In event of equality of votes the Chairman shall have the casting vote.

Committee for Misconduct and Unfairmeans

1. There shall be a Committee for scrutiny of Misconduct and Unfairmeans cases in examinations which will take decisions in accordance with the Statutes. It shall be called the 'Competent Authority' and will consist of the following:

   i) Vice - Chancellor;

   ii) Dean Academic Affairs;

   iii) three persons nominated by the Executive Council;

   iv) Legal Advisor of the University;

   v) Registrar; and

   vi) Controller of Examinations – Member Secretary

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

3. The Vice-Chancellor shall preside over the meetings of the Committee.

4. Majority of members shall form the quorum. All matters shall be decided by majority vote. In event of equality of votes the Chairman shall have a casting vote.

5. The Controller of Examinations shall be the Member-Secretary of the Committee. He shall maintain the proceedings of the Committee and get them approved and signed by the Chairman and the members who attended meeting.

6. The Competent Authority shall constitute Unfairmeans Committee and nominate its members as laid in the Statutes relating to Unfairmeans/Misconduct to deal with cases of unfairmeans.

Committee for Appointment of Paper- Setters/Examiners

1. There shall be a Committee to appoint paper- setters and examiners in accordance with the procedure laid down in the Statutes. The Committee shall consist of the following:-

   i) Vice-Chancellor;

   ii) two members of the Academic Council nominated by the Academic Council; and

   iii) Controller of Examinations.

2. Dean of the concerned School/Head of the Department shall be associated whenever appointment of Paper-setters and Examiners pertaining to the School/Department is made.

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

4. The Vice-Chancellor shall preside over the meetings of the Committee.

5. The Committee shall meet whenever the Vice-Chancellor directs.

6. The Controller of Examinations shall be the Member–Secretary of the Committee. He shall maintain the proceedings of the Committee and get the same approved by the Chairman.

Chapter XXVII

Statutes governing Master's Degree Programme in Business Administration (MBA)

1. Master's Degree Programme in Business Administration (MBA) shall be of the duration of two academic years. Each academic year shall comprise two semesters.

2. i) Candidates who have passed Bachelor's Degree examination of 10+2+3 pattern in any discipline or have passed any other examination recognized as equivalent thereto with atleast 50% marks (40% for candidates belonging to Scheduled Caste and Scheduled Tribe categories) or have passed the final examination of the Institute of Chartered Accountants, or Cost and Works Accountants, or Company Secretaries or A. M. I. E (Engineering) with atleast 50% marks (40% for Scheduled Caste/Scheduled Tribe candidates) are eligible for admission to MBA programme.

   Not withstanding anything contained in the Statutes, a candidate who has appeared or is appearing in the final year of the qualifying examination and is expecting to pass with the requisite percentage of marks in the said examination is also eligible to apply. However, if such a candidate is called for Interview and Group Discussion, he shall be permitted to appear in these only if he produces a certificate from Head of the Institution last attended, if he is a regular candidate or the Controller of Examinations if he is a private candidate, testifying that he has appeared in full atleast in the written part of the final year of the qualifying examination.

   ii) Selection for admission to the course shall be made through Management Aptitude Test/Common Aptitude Test or any other test as the university may approve, to be conducted at Rajouri/Jammu or such other places as may be approved by the Vice-Chancellor. Interview and Group Discussion will be conducted by the Department as per programme that will be notified each year.

   iii) The number of candidates that will be invited for Group Discussion and Interview shall be decided by the Admission Committee each year.

   iv) The weightage of different components of the selection process to the course shall be-

   (a) Marks secured by the candidate in MAT/CAT 80%

(b) Interview 10%

(c) Group Discussion 10%

3. The number of seats in the department shall be determined before initiating admission process every year by the Head of the Department/ Dean of the School with prior approval of the Dean Academic Affairs/Vice-Chancellor.

4. Of the total number of seats available, 51% shall be filled from the Open Merit Category and 49% from among the candidates belonging to reserved categories as per breakup given below:

i) Scheduled Castes 8%

ii) Scheduled Tribes 9%

iii) Children of Defence Service personnel including Ex-servicemen who are permanent residents of the State and have/had a satisfactory service record. 2%

iv) Permanent residents of Rajouri & Poonch districts 25%

v) Candidates belonging to other backward areas 5%

5. a) Admission to the course shall be made by the Admission Committee in accordance with the procedure laid down in the Statutes. The Admission Committee shall consist of-

i) Dean of the School of Business Administration/Head of the Department

ii) One Professor, one Associate Professor and one Assistant Professor of the Department by rotation, in order of seniority, nominated by the Dean Academic Affairs/Vice-Chancellor on the recommendation of the Head of the Department.

b) The Head of the Department shall look after admission arrangements including receipt of admission forms, conduct of MAT/CAT, Group Discussion and Interview, preparation of merit list, display of lists of selected candidates on the Notice Board of the Department, intimation to students etc.

Applications for admission to Master's Degree Programme in Business Administration (MBA) shall be invited through notification published in reputed newspapers as apporved by the Dean Academic Affairs/ Vice-Chancellor. Application forms shall be available for sale in the University office and any other places notified, during such period as may also be notified by the Head of the Department/ University office.

6. i) Candidates seeking admission to the course shall be required to pay such application fee (non- refundable) as may be determined by the University from time to time. All remittances shall be made through Demand Draft drawn in favour of the Registrar, Baba Ghulam Shah Badshah University payable at Rajouri.

ii) Application forms prescribed by the University, complete in all respects, and accompanied by the relevant documents and attested photostat copies of the requisite certificates, must reach the Head of the Department within the dates notified by the University for the purpose. The Admission Committee may, however, authorize entertainment of an application form for admission to the course upto a maximum of 5 days after the expiry of the last-date prescribed by the University on payment of such amount as may be prescribed for the purpose.

iii) An applicant who seeks admission under any of the reserved categories must attach with the application form an attested photocopy of the appropriate reservation certificate issued by the competent authority, failing which his candidature under the reserved category shall not be considered.

7. The certificate of being beneficiary under the categories reserved for Scheduled Castes, Scheduled Tribes, Defence Service Personnel/Ex-servicemen and resident of Backward area shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K Government. No certificate/document or its attested photocopy shall be accepted after expiry of the date prescribed for submission of application forms for admission to the course with late fee.

8. Names of the selected candidates shall be notified, from time to time, on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also intimate the selected candidates about their selection to the course under registered cover/speed post. The responsibility arising out of non-delivery/delay of such intimations shall rest with the applicants, who in their own interest, are required to keep in touch with the Department and comply with the instructions issued from time to time vide admission notices. In case of non-compliance of instructions issued vide such admission notices the selection may be cancelled and no complaint entertained on that account.

9. Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-Chancellor may grant late admission upto 7 days, on payment of such late fee as may be prescribed by the University provided a seat is available.

10. Admission fee and other charges to be paid by each candidate shall be as may be decided by the University from time to time.

11. A candidate admitted to the course shall not take up any employment or engage himself in any business or profession or attend any other course of instruction or appear in any other examination of this or any other university so long as he is on the rolls of MBA programme.

    Provided that a candidate, who has been placed under re-appear category in one course only, or was permitted to appear in the examination either as regular or private candidate before commencement of class work of the MBA first Semester shall be eligible to appear in that examination even after he has been admitted to the MBA Programme.

12. The Admission Committee, with the approval of the Dean Academic Affairs/Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who-

    i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department, suppresses/conceals any relevant information/provides information in his application which is found incorrect or produces a certificate which is not genuine; or

    ii) fails to pay fees and/or charges within the time prescribed by the Head of the Department; or

    iii) violates any provision of Statute 11.

13. Any person who is in employment or in self-employment or is engaged in a business or profession is not eligible for admission to the Course. Such a person may, however, be considered for admission, provided in the case of a person in employment, he produces a certificate from his employer that he (the employer) has no objection to the employee's pursuing a whole time course in the university and that the employee gets authorized leave for the purpose of studying in the university.

14. The students who take up employment or engage in business or profession after they have been admitted, shall be struck off the rolls of the teaching department.

15. The Head of the Department shall be competent to cancel admission of a student enrolled for the course of study in the department if he remains absent without permission of the Head of the Department/Dean of the School for a period of

one month continuously, after an opportunity has been given to him to explain why such an action be not taken against him.

16. There shall be two examinations in an academic year, one at the end of each semester.

17. The examination for the First and Third semesters shall ordinarily be held in the month of December/January and for the Second and Fourth semesters in the month of May/June or on such other dates as may be approved by the Vice-Chancellor.

18. The first semester examination of the Master's Degree programme in Business Administration shall be open to a regular student who has-

i) the necessary eligibility as laid in the Statute 2;

ii) been on the rolls of the Department for the requisite period, immediately preceding the examination;

iii) been a person of good conduct and has performed the work of the class satisfactorily;

iv) attended not less than 75%lectures, seminars, case studies, field trips, project work etc. in each course, conducted upto one week before the commencement of end of Semester examination, and

v) paid the prescribed fee.

19. The second, third and fourth semester examinations shall be open to a regular student who has-

i) been on the rolls of the Department during the semester preceding the respective semester examination;

ii) been a person of good conduct and has performed the class work satisfactorily;

iii) attended not less than 75% lectures, seminars, case studies, field trips, project work etc. for each course, conducted upto one week before the commencement of the examination;

iv) paid the prescribed fee; and

v) passed the first, second or third semester examination of the university, as the case may be, or is covered under Statutes relating to reappear category.

20. Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the

Vice-Chancellor. Whenever the examination form/fee or both of a candidate is/ are received in the University office after the last prescribed date, he shall have to pay late fee as under or as may be prescribed from time to time:

a)	for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs.100/-
b)	for another count of 15 days delay after the expiry of last date with late fee of Rs.100/-	Rs.150/-
c)	an additional late fee after the expiry of last date with late fee of Rs.150/-	Rs.25/-per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

21. If a candidate falls short of attendance the Dean of the School/ Head of the Department may condone shortage upto 3 lectures per course per semester for reasons to be recorded in writing.

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

i) State representation in the International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.

ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

iii) Participation in the N.C.C, N.S.S and National Integration Samiti activities as a member of the university contingent.

iv) Participation in the Coaching Camps/Rehearsal prior to participation as a

member of State or University team in the National/All India/Inter-University Competitions.

v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University Team.

23. A candidate who falls short of attendance in one or more but in less than half of the courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which he fulfills the attendance requirement.

24. A candidate who falls short of attendance in more than half the number of courses prescribed for the semester shall be required to earn fresh eligibility to appear in the examination.

A candidate who falls short of attendance in half or less than half of the total number of courses in any semester and is promoted to the next semester, after fulfilling other required conditions, shall have to repeat such courses in which he fell short of attendance alongwith the candidates of next academic session. However, a candidate who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third and fourth semesters may be permitted to rejoin the second, third and fourth semesters, as the case may be, during the next academic session but he will be required to repeat all the courses relating to that semester for earning eligibility to appear in relevant semester examinations.

25. The examinations shall be conducted in accordance with the syllabi approved by the Academic Council.

26. The medium of instruction and examination shall be English.

27. Internal Assessment shall be a constituent part of the semester examinations. The weightage in terms of marks for the semester examination and Internal Assessment components in a course, except seminar course, Directed Study/Project, Summer Training and viva-voce, shall be in the ratio of 70:30 or as the Academic Council of the University may decide.

28. Internal Assessment shall be based on periodical tests, assignments, case studies etc. The Head of the Department shall notify the detailed break-up of Internal Assessment at the beginning of each semester for information of the students.

29. The answer books of periodical tests and other written assignments shall be discussed with the students after evaluation.

30. The Head of the Department/Dean of the School shall forward Internal Assessment marks awarded by the concerned teacher to the Controller of Examinations within one week of the commencement of end- of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose. The Head of the Department/Dean of the School will preserve the detailed record of the Internal Assessment for inspection, upto six months, from the date of declaration of the result of the fourth semester examination of that batch by the University.

    Project reports shall be submitted to the Head of the Department atleast 10 days before the commencement of the examination. Reports received after the prescribed date shall ordinarily not be accepted.

31. The Internal Assessment awards of the candidates who fail in the examination shall be carried forward to the next examination.

32 The comprehensive viva-voce, if any, for first, second and third semesters shall be conducted jointly by the Internal and External Examiners. Internal Examiner shall be appointed by the Head of the Department/Dean of the School by rotation. The comprehensive viva-voce for IV semester shall be conducted jointly by a Committee comprising an External Examiner and 01 Professor, 01 Associate Professor and 01 Assistant Professor of the Department nominated by the Head of the Department/Dean of the School by rotation.

33. The title and outline of the Directed Study/Project work shall be approved by the Convener, Board of Studies/Head of the Department, and in absence of both by the next senior most teacher of the Department, in consultation with the teacher-supervisor of the Directed Study/Project. The candidate shall be required to submit three copies of his Directed Study/ Project and the soft copy. The External Examiner who reads the report shall evaluate it out of 100 marks. The remaining 100 marks shall be allotted to viva voce pertaining to the report to be conducted jointly by one Internal (teacher supervisor) and one External Examiner from Academia or Industry. Each examiner will evaluate out of 50 marks and send the awards jointly in triplicate to the Controller of Examinations.

34. Evaluation of Summer Training Report shall be undertaken in two parts:

    i) External Examiner out of 50 marks

    ii) Oral presentation carrying 50 marks to be assessed by a Committee of External and Internal Examiners of the Department to be appointed by the Head of the Department/Dean of the School by rotation.

35. A candidate who fails to secure 40% marks separately in the university examination and Internal Assessment in one or more courses of a semester examination shall be permitted to continue his studies provisionally in the next Semester. He shall be required to secure the requisite pass percentage in the course(s) in the next available chance. In case the student fails in the second chance also he can avail one more chance to clear the course(s) in which he has either not appeared or having appeared failed for want of requisite pass percentage. Such a candidate will be required to clear the course(s) within a period of four years commencing from the date he was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of the 3rd/4th semester examination may avail the first additional chance in the Supplementary examination.

Provided that the candidate who fail to clear the course within prescribed number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of statutory period.

If he still fails to secure 40% marks in the course(s) his provisional admission as well as result of all the examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus pertaining to the semester examination in which he could either not appear or having appeared failed.

(The provision of this Statute supercede Statutes11 (vii) &5(ii) given at pages 110&120 of University Calendar 2005.)

36. The minimum number of marks to pass each end of the Semester examination shall be-

i) 40% in the University examination and Internal Assessment separately,

ii) 40% each in seminars, Directed Study/Project, Summer Project Report and viva-voce,

iii) 50% in the aggregate of (i) and (ii) above

Provided that a candidate who appears in the examination and fails in one or more than one course and/ or aggregate by a deficiency of not more than 1% of the maximum marks of the course(s) in which he appeared shall be declared to have

passed the examination by adding in each semester the required number of marks in the course(s) and/or aggregate to his best advantage.

37. After a candidate has appeared in and passed all the courses offered by him in all the Semesters individually and has also secured the requisite percentage of the aggregate marks in the first, second, third and fourth semester examinations separately, he shall be declared successful in the Master's Degree Programme in Business Administration and shall be classified as under-

    i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the Semesters taken together;

    ii) First division, if he has obtained 60% or more of the aggregate marks but less than 75% marks;

    iii) Second division, if he has obtained 50% or more of the aggregate marks but less than 60% marks.

38. Notwithstanding anything contained in these Statutes, the Executive Council, shall have the powers to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.

39. All legal disputes shall be subject to the jurisdiction of Rajouri courts only.

Chapter XXVIII

Statutes governing Master's Degree Programme in Computer Applications (MCA)

1. Master's Degree Programme in Computer Applications shall be of the duration of three academic years. Each academic year shall comprise of two semesters.

2. Candidates who have passed the qualifying degree examination of 10+2+3 pattern in Science, Commerce, Arts or of 10+2+4 pattern in Engineering or Technology with atleast 50% marks (40% for Scheduled Caste/Scheduled Tribe candidates), shall be eligible for admission to the Master's Degree Programme in Computer Applications.

   Notwithstanding anything contained in the Statutes a candidate who has appeared or is appearing in the final year of the qualifying examination and is expecting to fulfill the statutory requirement of 50% marks is also eligible to apply and appear in the Written Entrance Test. Such a candidate shall, however, be considered for admission to MCA only if he produces documentary evidence of having passed the qualifying examination in full with the requisite percentage of marks before the date prescribed for the purpose by the concerned authority.

3. Selection for admission to the course shall be made in order of merit obtained in the Combined Entrance Test (CET) or any other test as the University may decide to be conducted at Rajouri/ Jammu and such other places as may be approved by the Vice Chancellor.

4. Of the total number of seats in the programme, 51% shall be filled from the open merit category and 49% from among the candidates belonging to reserved categories as indicated below:

i) Scheduled Castes	8%
ii) Scheduled Tribes	9%
iii) Children of Defence Service personnel including Ex-servicemen who are permanent residents of the State and have/had a satisfactory service record.	2%
iv) Permanent residents of Rajouri & Poonch districts	25%
v) Candidates belonging to other backward areas	5%

5. The number of seats in the programme shall be determined, every year, before the commencement of admission by the Dean School of Studies/Head of the Department with prior approval of Dean Academic Affairs/Vice-Chancellor. Admission to the course shall be made by the Admission Committee in accordance with the procedure laid down in the Statutes.

   The Admission Committee shall consist of-

   i) Dean School of Mathematical Sciences and Engineering;

   ii) Head Department of Computer Sciences;

   iii) three other teachers of the Department by rotation, in order of seniority, nominated by the Dean Academic Affairs/ Vice-Chancellor in consultation with the Dean of the School and Head of the Department.

6. The Head of the Department shall look after admission arrangements including receipt of admission forms, conduct of Combined Entrance Test, preparation of merit list, display of lists of selected candidates on the Notice Board of the Department etc.

7. Applications for admission to the Course shall be invited through notification published in atleast two prominent news papers, as approved by the Dean Academic Affairs/Vice-Chancellor. Application forms shall be available for sale in the office of the Department of Computer Sciences and such other places during such period as may be notified by the University.

8. Candidates seeking admission to the Course shall be required to pay such application fee (non-refundable) as may be fixed by the University from time to time. All remittances shall be made by the candidates through bank drafts drawn in favour of the Registrar, Baba Ghulam Shah Badshah University, payable at Rajouri.

9. Application forms prescribed by the University, complete in all respects, and accompanied by relevant documents and attested photocopies of the required certificates must reach the Head of the Department or such other person authorised by the University, within the dates notified by the University for the purpose. The Admission Committee may, however, authorize entertainment of an application form for admission to the course upto maximum of 5 days after the expiry of the last-date prescribed by the University on payment of such late fee as may be notified from time to time.

10. An applicant seeking admission under reserved category must attach with the application form an attested photocopy of the appropriate certificate issued by

the competent authority, failing which his candidature under the reserved category shall not be considered.

11. The certificate of being beneficiary under the categories reserved for Scheduled Castes, Scheduled Tribes, wards of Defence service personnel/ex-servicemen and resident of backward areas shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K Government. No certificate/ document or its attested photocopy shall be accepted after the expiry of the date prescribed for submission of application forms for admission to the course with late fee.

12. Names of the candidates selected for admission shall be notified, from time to time, on the Notice Board of the Department. However, as a matter of abundant care and caution the Department will also send intimation to selected candidates about their selection to the course under registered cover/speed post. The responsibility arising out of non-delivery/delay of such intimation shall not rest with the university. The candidates are required, in their own interest, to keep in touch with the Department and comply with the instructions, issued, from time to time, vide admission notices. In case of non compliance of instructions issued vide such admission notices the selection may be cancelled and no complaint entertained in this regard.

13. Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-Chancellor may grant late admission upto 7 days on payment of such late fee as may be prescribed by the University.

14. A candidate admitted to the course shall not take up any employment or engage himself in any business or profession or attend any other course of instruction or appear in any other examination of the University so long as he is on the rolls of MCA programme:

    Provided that a candidate, who has been placed under re-appear category in one course, or who was scheduled to appear in the examination either as a regular or private candidate before the commencement of the class work of the MCA Ist Semester shall be eligible to appear in that examination even after he has been admitted to the Programme.

15. The Admission Committee, with the approval of the Dean Academic Affairs/Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who:-

    i) either fails to produce any requisite certificate in original within the time

prescribed by the Head of the Department or suppresses/canceals any relevant information or provides information in his application which is found incorrect or produces a certificate which is not genuine; or

ii) fails to pay fees and/or charges within the time prescribed by the Head of the Department; or

iii) violates any provision of Statute 14.

16. Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to the Course. A person in employment may, however, be considered for admission, provided he produces a certificate from his employer that the employer has no objection to the employee's pursuing a whole time course in the university and that the employee is on authorized leave for the purpose of study in the university.

17. The Head of the Department shall be competent to cancel admission of a student enrolled for the course of study in the department if he remains absent without permission of the Head of the Department for a period of one month continuously, after an opportunity has been given to him to explain why such an action be not taken against him.

18. There shall be two examinations in an academic year, one at the end of each semester.

19. The examination for the First, Third and Fifth semesters shall ordinarily be held in the month of December/January and for the Second, Fourth and Sixth semesters in the month of June/July or on such other dates as may be approved by the Vice-Chancellor.

20. The examination shall be held in accordance with the syllabi approved by the Academic Council.

21. The medium of instruction and examination shall be English.

22. The first semester examination for the Master's Degree Programme in Computer Applications shall be open to a regular student who has:-

i) been on the rolls of the Department for prescribed period, immediately preceding the examination;

ii) been a person of good conduct and has performed the work of the class satisfactorily;

iii) attended not less than 75% lecturers in each course, seminars etc. conducted

upto one week before the commencement of the examination; and

iv) paid the prescribed fee.

23. The second, third, fourth, fifth and sixth semester examinations shall be open to a regular student who has:-

i) been on the rolls of the department during the semester preceding the end of respective semester;

ii) been a person of good conduct and has performed the class work satisfactorily;

iii) attended not less than 75% lecturers, seminars, project work etc. for each course, conducted upto one week before commencement of the examination;

iv) paid the prescribed fee; and

v) passed the first, second, third, fourth or fifth semester examinations of the programme as the case may be, or is covered under Statutes relating to reappear category.

24. Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the Vice Chancellor. Whenever the examination form/fee or both of a candidate is/ are received in the University office after the last date, he shall have to pay late fee as under-

a) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs.100/-
b) for another count of 15 days delay after the expiry of last date with late fee of Rs.100/-	Rs.150/-
c) additional late fee after the expiry of last date with late fee of Rs.150/-	Rs.25/-per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

25. If a candidate falls short of attendance, the Dean of the School/Head of the

Department may condone, for reasons to be recorded in writing, shortage of attendance upto three in each course including practicals/project work.

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

    i) State representation in the International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.

    ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

    iii) Participation in the N.C.C, N.S.S and National Integration Samiti activities as a member of the university contingent.

    iv) Participation in the Coaching Camps/Rehearsal prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.

    v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University Team.

27. A candidate who falls short of attendance in one or more but in less than half the courses prescribed for the Semester shall be permitted to take the Semester examination only in such courses in which he fulfills the attendance requirement.

28. A candidate who falls short of attendance in more than half the number of courses prescribed for the semester shall be required to earn fresh eligibility to appear in the examination.

    A candidate who falls short of attendance in half or less than half of the total number of courses in any semester and is promoted to the next semester, after fulfilling other required conditions, shall have to repeat such courses in which he fell short of attendance alongwith the candidates of next academic session. However, a student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the second, third, fourth, fifth and

sixth semesters may be permitted to rejoin the second, third, fourth, fifth and sixth semesters, as the case may be, during the next academic session but he will be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examination.

29. i) Internal Assessment shall be a constituent part of the semester examinations. 30% of the total marks in each theory paper and 50% of the total marks in each practical paper or any other share as may be fixed by the Academic Council shall be reserved for Internal Assessment.

ii) Internal Assessment shall be based on periodical tests, assignments, seminars etc. The Dean of the School/Head of the Department shall notify the detailed breakup of the components for Internal Assessment at the beginning of each semester for information of the students.

30. The Head of the Department/Dean of the School shall forward Internal Assessment marks awarded by the teachers of his Department/School duly signed by him and the concerned teacher to the Controller of Examinations atleast one week before the commencement of end-of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

The Head of the Department/Dean of the School will maintain and preserve the detailed record of the Internal Assessment for inspection upto six months from the date of declaration of the result of the sixth semester examination of that batch by the university.

Project reports shall be submitted to the Head of the Department atleast 15 days before commencement of the examination. Reports received after the prescribed date shall ordinarily not be accepted.

31. The Internal Assessment awards of the candidates who fail in the end of semester examination shall be carried forward to the subsequent examination.

32. The title and work plan of the project shall be approved by the Convener, Board of Studies/Head of the Department, and in absence of both, senior most teacher of the Department, in consultation with the teacher (supervisor) of the Project. The Project work will carry 250 marks or marks as may be decided by the Board of Studies. The candidate shall be required to submit three copies and the soft copy of his Project. The External Examiner shall evaluate the Report out of 150 marks or an equivalent percentage and the remaining 100 marks or an equivalent percentage shall be allotted to viva-voce to be conducted jointly by the Internal Examiner (teacher supervisor), External Examiner and the Head of the Department.

In case a student fails to submit his Project Report by the date fixed by the Head of the Department or his work is found unsatisfactory, he may be asked to revise the Project Work in such a manner as may be decided by the Dean of the School/ Head of the Department. Result of such student shall be announced separately.

33. The examination of each Laboratory course shall be conducted simultaneously by two examiners, one External (to be appointed from amongst teachers of the Universities, Technical Institutions, Engineering Colleges, persons from National Laboratories, Regional Computer Centres and renowned Public and Private Enterprises engaged in the work connected with computer) and one Internal from the Department.

    The External Examiner shall be incharge of the practical examination. He will decide the distribution of marks for various components of the examination in consultation with the Internal Examiner. In case of any controversy, the opinion of the Dean of the School/Head of the Department shall prevail.

34. The minimum number of marks required to pass-

    i) each theory paper and Laboratory Course, from I to V semesters, shall be 40% (separately in the Internal Assessment and the University examination);

    ii) Project Work in the VI semester examination shall be 50%;

    iii) (i) & (ii) together shall be 50%:

    Provided that a candidate who appears in the examination and fails in one or more than one course by a deficiency of not more than 1% of the maximum marks of the course(s) in which he appeared shall be declared to have passed the examination by adding in each Semester the required number of marks in the Course(s) and/or aggregate to his best advantage.

35. A candidate who fails to secure 40% marks in the university examination and Internal Assessment separately in one or more course(s) shall be permitted to continue his studies provisionally in the next Semester. He shall then be required to secure the requisite pass percentage in the course(s) of the Semester examination in the immediate next available chance.

    In case the student fails in the second chance also, he can avail one more chance to clear the course(s) in which he has either not appeared or having appeared failed for want of requisite pass percentage. Such a candidate will be required to clear the course(s) within a period of five years commencing from the date he

was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of 5th/6th semester examination may avail the first additional chance in the Supplementary examination.

Provided that the candidate who fails to clear the course within the prescribed number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of the statutory period.

If he still fails to secure 40% marks in the course(s) his provisional admission as well as result of all the examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus pertaining to the semester examination in which he could either not appear or having appeared failed.

(The provisions of this Statute supercede Statutes 11(vii) &5(ii) given at pages 110&120 of the University Calendar 2005.)

36. After a candidate has appeared and passed all the courses offered by him in all the Semesters individually, he shall be declared successful in the Master's Degree Programme in Computer Applications and shall be classified as under:

    a) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the Semesters taken together;

    b) First division, if he has obtained 60% or more of the aggregate marks but less than 75% marks;

    c) Second division, if he has obtained 50% or more of the aggregate marks but less than 60% marks.

37. Notwithstanding anything contained in these Statutes, the Executive Council of the University shall have the powers to exclude any student from appearing in any examination if it is satisfied, after issuing show cause notice to the candidate and holding an enquiry, that such a candidate is not a fit person to be admitted thereto.

38. All legal disputes shall be subject to the jurisdiction of Rajouri courts only.

Chapter XXIX

Statutes governing Master's Degree Programme (M.A/M.Sc.)

1. There shall be such Schools of Studies to offer Master's Degree Programme in the university, as may be approved by the Executive Council.

2. Master's Degree Programme shall extend over a period ranging from 2-5 years as laid in the syllabus of the concerned programme of study.

3. Semester system will be followed for instruction and examination unless otherwise specified in the syllabus of the concerned programme of study.

4. A candidate shall be eligible to seek admission to the Master's Degree Programme of 2 or 3 years duration in a School after having passed either B.A/B.Sc. (Hons.) or Bachelor's Degree examination of 10+2+3 pattern with the subject offered for the Master's Degree Programme as main or elective subject or after having passed any other examination recognized equivalent to B.A/B.Sc. by the university with atleast 50% marks (40% for the candidates belonging to Scheduled Caste/ Scheduled Tribe categories) or the percentage of marks as may be fixed by the Dean Academic Affairs/Vice-Chancellor before initiating the admission process every year.

   For Master's Degree five year integrated programme spread over a minimum of 10 semesters, a candidate shall be eligible for admission if he has passed the Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized by the university as its equivalent.

5. While applying for admission a candidate shall submit with his application a certificate of good conduct signed by the Head of the Institute last attended.

   A candidate who has not attended any institution as a regular student shall furnish a certificate of good conduct from a Magistrate Class First.

6. Every student seeking admission to the Master's Degree Programme shall be required to fill up the prescribed application form and pay the prescribed fees at the time of seeking admission to:-

   i) first semester for the first and second semester of the programme; and

   ii) third semester for the third and fourth semester and likewise:

   Provided that the student continues his studies without interruption from first semester to second semester and from third semester to fourth semester.

However, if there is a gap of one or more semester he will have to fill up the prescribed application form and pay the fee at the time of seeking admission to the second semester or the fourth semester, as the case may be. Registration Return in respect of students admitted to the course of study will be sent by the Head of the Department concerned/ Dean of the School to the Registrar annually in respect of admissions made to the first and third semesters respectively, within the time prescribed under Statutes.

Provided also that the Vice Chancellor may permit payment of fee, semester wise.

7. The number of seats in each department shall be determined every year before initiation of the admission process by the Head of the Department /Dean of the School with prior approval of the Dean Academic Affairs/Vice–Chancellor.

8. Of the total seats available 51% shall be filled from the Open Merit Category and 49% from amongst candidates belonging to reserved categories as per breakup given below:

i)	Scheduled Castes	8%
ii)	Scheduled Tribes	9%
iii)	Children of Defence Service personnel including Ex-servicemen who are permanent residents of the State and have/had a satisfactory service record	2%
iv)	Permanent residents of Poonch & Rajouri districts	25%
v)	Candidates belonging to other backward areas	5%

9. Candidates seeking admission to various programmes shall be required to pay such application fee (non-refundable) as may be determined by the university from time to time. All remittances shall be made through bank drafts drawn in favour of the Registrar, Baba Ghulam Shah Badshah University, payable at Rajouri.

10. Admission fee and other charges payable by each student shall be such as may be approved by the Vice-Chancellor from time to time.

11. Admission to each programme shall be made by the Admission Committee that will be constituted by the Vice-Chancellor for the respective department, on the basis of performance in the competitive examination and/or merit in the qualifying examination/interview, as the university may decide from time to time.

12. The Head of the Department shall look after admission arrangements including

receipt of admission forms, conduct of examination, if any, preparation of merit list, display of lists of selected candidates on the Notice Board of the Department, intimation to students etc. Applications for admission to various Master's Degree Programmes shall be invited through notification. Application forms shall be available for sale in the University office and any other place as may also be notified by the Head of the Department concerned/University Office.

13. Applications for admission in the prescribed form, complete in all respects, alongwith copies of the relevant certificates, shall be submitted to the department concerned within the stipulated period. No certificate/document shall ordinarily be accepted after deposition of the application form for admission in the office. The Admission Committee of the department may authorize late entertainment of an application upto a maximum of 5 days after the last date prescribed by the university on payment of such late fee as may be prescribed from time to time. An applicant seeking admission under any of the reserved categories must attach with the application form an attested copy of the appropriate Reservation Certificate issued by the Competent Authority, failing which his candidature under the reserved category shall not be considered.

14. The certificate of being beneficiary under the categories reserved for Scheduled Castes, Scheduled Tribes, Defence service personnel/ex-servicemen and resident of backward areas shall not be considered if it is not in conformity with the latest order issued for the purpose by the J&K Government. No certificate/document or its attested photocopy shall be accepted after the expiry of the date prescribed for submission of application forms for admission to the course with late fee.

15. Names of the candidates selected for admission shall be notified on the Notice Board of the Department from time to time. However, as a matter of abundant care and caution the Department will also send intimation to the selected candidates about their selection to the course under registered cover/speed post. The responsibility arising out of non-delivery/delay of such intimation shall rest with the candidates, who are required in their own interest to keep in touch with the concerned department and comply with the instructions issued from time to time. Failure to comply with the instructions as contained in admission notice(s) shall amount to cancellation of admission. No complaint in this behalf shall be entertained in the university.

16. Admission of students to a course shall start and end on the dates prescribed for the purpose. However, the Vice-Chancellor may grant late admission upto 7 days on payment of such late fee as may be prescribed by the University.

17. A candidate admitted to the Master's Degree programme shall not take up any employment or engage himself in any business or profession or attend any other course of instruction or appear in any other examination so long as he is on the rolls of the university.

Provided that a candidate, who was scheduled to appear in the examination either as a regular or private candidate before the commencement of the class work of first semester shall be eligible to appear in that examination.

18. The names of students, who take up an employment or engage in business or profession in violation of the undertaking, shall be struck off the rolls of the concerned teaching department.

19. The Admission Committee, with the approval of Dean Academic Affairs/Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate who-

i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the Department/Dean of the School or suppresses/ conceals any relevant information or provides information in his application which is found incorrect or produces a certificate which is not genuine; or

ii) fails to pay fee and/ or charges within the time prescribed by the Head of the Department/Dean of the school; or

iii) violates provision of Statute 17.

20. The Head of the Department/Dean of the School shall be competent to cancel admission of a student enrolled for the course of study in the department if he remains absent without permission of the Head of the Department/ Dean of the School for a period of one month continuously, after an opportunity has been given to him to explain why such an action be not taken against him.

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

22. A semester examination for the Master's Degree Programme shall be open to a candidate who has undergone course of study in a department of the University for the period specified for that course by having remained on the rolls of the Department immediately preceding the examination and has his name submitted

to the Controller of Examinations by the Head of the Department/ Dean of the School where he has pursued the course for the examination and has also fulfilled the following conditions to be certified by the concerned Head of the Department/ Dean of the School:

i) has been a person of good conduct;

ii) has attended not less than 75% of the lectures delivered including seminars, tutorials etc, in each course offered by him in that semester;

iii) has in the case of laboratory course/practicals attended not less than 75% of the practicals conducted; and

iv) has paid the prescribed fee.

23. Applications on the prescribed form for admission to the examination duly filled in and accompanied by the prescribed fees and certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the Vice-Chancellor. Whenever the examination form/fee or both of a candidate is/ are received in the University office after the last prescribed date, he shall have to pay late fee as under or as may be prescribed from time to time:

a)	for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs.100/-
b)	for another count of 15 days delay after the expiry of last date with late fee of Rs.100/-	Rs.150/-
c)	an additional late fee after the expiry of last date with late fee of Rs.150/-	Rs.25/-per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

24. If a candidate falls short of attendance, the Dean of the School/Head of the Department may condone, for reasons to be recorded, shortage upto 3 lectures/ practicals per course per semester.

25. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for

the purpose of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:-

i) State representation in the International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.

ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

iii) Participation in the N.C.C, N.S.S and National Integration Samiti activities as a member of the university contingent.

iv) Participation in the Coaching Camps/Rehearsal prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.

v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University Team.

26. A candidate who falls short of attendance in one or more courses prescribed for the semester shall be permitted to take the semester examination only in such courses in which he fulfills the attendance requirement. A candidate promoted to the next semester, after fulfilling other required conditions, shall have to repeat such courses in which he fell short of attendance alongwith the candidates of next academic session.

27. The nature, scope and content of courses, contact hours, number of credits, break up of marks for the semester examination, sessional work and duration of examination of each course for a programme of study shall be approved by the Academic Council on the recommendation of the Board of Studies of the School concerned.

28. The School, where the students seek admission, shall appoint Advisor (s) for each student from within the members of its faculty to advise them about, among other things, the course(s) they may select keeping in view the facilities available in the School and the statutory requirements.

29. i) In order to earn eligibility for award of Master's Degree a candidate will be required to accumulate at least:-

a) 96 credits for M.Sc. Degree of 2 years duration;

b) 64 credits for Master's Degree of 2 years in disciplines other than Sciences;

or the number of credits as may be approved by the Academic Council on the recommendation of the Board of Studies of the subject concerned.

ii) In case of programmes extending beyond 2 years, the concerned Board of Studies and School shall work out and recommend the credit requirement for consideration and approval by the Academic Council.

iii) A 4 credit non-laboratory course shall have 70 marks for semester examination and 30 marks for Internal Assessment or a breakup as may be decided by the Academic Council on the recommendation of Board of Studies. For laboratory courses the semester examination and Internal Assessment shall carry 50 marks each.

iv) A 2 credit non- laboratory course shall carry 40 marks for semester examination and 10 marks for Internal Assessment or the breakup as may be decided by the Academic Council. For 2 credit laboratory courses the semester examination and Internal Assessment shall carry 25 mark each.

30. The duration of examination in course, other than laboratory course, may be from two to three hours. The duration of a laboratory course may be determined by the Academic Council on the recommendations of the Board of Studies of the School.

31. Continuous sessional assessment, except in case of dissertation, shall be an essential part of the semester programme. The breakup of marks between semester examination and continuous sessional assessment in a course shall be 70:30 for the theory and 50:50 for laboratory course or as will be decided by the Academic Council.

The sessional assessment shall be awarded and record thereof maintained in the manner prescribed by the Academic Council.

The Head of the Department/Dean of the School shall forward Internal Assessment marks awarded by the teachers of his Department/School duly signed by him and the concerned teacher to the Controller of Examinations atleast one week before the commencement of end-of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

The Head of the Department/Dean of the School will maintain and preserve the detailed record of the Internal Assessment for inspection upto six months from the date of declaration of the result of the sixth semester examination of that batch by the university.

(This supercede Statute 4 (i) given at page 120 of the University Calendar, 2005)

32. Instruction in each course shall be in the form of lectures, tutorials, seminars, problem solving sessions, case studies, group discussion etc. to be determined by the Board of Studies concerned according to the needs of each course. In laboratory courses, instructions shall be in the form of practical work. Practical include laboratory work, field work, project work, workshop practice, survey, extension work, map work etc. as prescribed in the concerned syllabus.

33. Selection of courses shall be made by the student out of the approved courses ensuring fulfillment of the credit requirement prescribed for the programme.

34. There shall be an examination called the semester examination at the end of each semester. Examination in the first and third semesters will be held ordinarily in the month of December/January and examination of the second and fourth semesters will be held ordinarily in June/ July every year or on such dates as may be approved by the Vice-Chancellor.

35. Minimum marks required to pass the semester examination shall be 40% in the university examination and Internal Assessment separately in each course.

    Provided that a candidate who appears in the examination and fails in one or more than one course by a deficiency of not more than 1% of the maximum marks of the course(s) in which he appeared shall be declared to have passed the examination by adding in each Semester the required number of marks in the course(s) and/or aggregate to his best advantage.

36. A student who fails to secure 40% marks separately in the university examination and Internal Assessment in one or more course(s) of a semester examination, shall be permitted to continue his studies provisionally in the next semester. He shall then be required to secure the requisite pass percentage in the course(s) of the semester examination in the immediate next available chance, or reappear in the semester examination as a private candidate.

    In case the student fails in the second chance also he can avail one more chance to clear the course(s) in which he has either not appeared or having appeared failed for want of requisite pass percentage. Such a candidate will be required to

clear the course(s) within a period of four years commencing from the date he was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of the $3^{rd}/4^{th}$ semester examination may avail the first additional chance in the Supplementary examination.

Provided that the candidate who fail to clear the course within the prescribed number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of the statutory period.

In case he still fails to secure 40% marks in the course(s) his provisional admission as well as result of all examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus prescribed by the University for the semester examination in which he could either not appear or having appeared failed.

(The provision of this Statute supercede Statutes 11(vii) & 5(ii) given at pages 110 & 120 of University Calendar, 2005)

37. After a candidate has appeared and passed all the courses offered by him in all the semesters and has earned the minimum credits required to pass, he shall be declared successful in the programme and shall be classified as under:-

i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the semesters taken together;

ii) First division if he has obtained 60% or more of the aggregate marks but less than 75% marks;

iii) Second division if he has obtained 50% or more of the aggregate marks but less than 60% marks;

iv) Third division if he has obtained 40% or more of the aggregate marks but less than 50% marks;

38. Notwithstanding anything contained in these Statutes, the Executive Council shall have the powers to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.

39. All legal disputes shall be subject to the jurisdiction of Rajouri courts only.

Chapter XXX

Statutes governing M. Phil. Degree

1. There shall be a course leading to the award of Master of Philosophy (M. Phil.) degree in the disciplines approved by the Academic Council of the University from time to time, on the recommendation of the concerned Deans of Schools/ Heads of the Departments.

2. The objective of the M. Phil. Programme shall be to impart advanced knowledge in a particular area and initiation into research. Its components shall be either course work or course and research work.

3. For admission to M .Phil. Programme a candidate must hold atleast second class in Master's Degree in the concerned subject or in a cognate field, with atleast 55% marks or grade equivalent thereto, from a statutory university.

4. The minimum duration of M. Phil. course shall be one academic year consisting of two semesters.

5. Before issuing notification for Entrance Test for admission to M. Phil. Programme, the Dean Academic Affairs/ concerned Dean of the School will have consultation with the Deans of various Schools/Heads of the Departments regarding number of seats, specializations and Supervisors available in the Department and notify the same.

6. Admission to the M. Phil. Programme in the Schools of Studies shall be made on the basis of Entrance Test to be conducted by each Department followed by Interview to be conducted by the concerned Department. At the time of interview the candidates are expected to discuss areas in which they intend to pursue research.

7. In order to earn eligibility for enrolment to M. Phil. Course, a candidate shall be required to obtain atleast 50% marks in the Entrance Test. Merit for admission shall be determined on the basis of their score in the Entrance Test and the Interview.

8. At the beginning of the session the Dean Academic Affairs or the concerned Dean of the School/Head of the Department will issue notification inviting applications for admission to the M. Phil. Programme through Entrance Test. The admission to the programme shall be completed by the concerned School by the end of September every year without late fee. If seats are available, late admission shall be made with the permission of the Vice-Chancellor, on payment of late fee, as

may be prescribed from time to time. All admissions shall be completed upto 15th October:

Provided that, if result of the Master's Degree of a particular School/Department of the University is declared late, the admission may be completed within 15 days after the declaration of result without late fee.

9. Every student admitted to the M. Phil. Programme shall be required to offer and undertake course work or research work in the following manner:-

a) 8 courses of study (4 courses in each semester) each course carrying 100 marks.

OR

b) 4 courses of study in the first term and dissertation in the second term. Each course of study will carry 100 marks and dissertation 400 marks.

The course work shall be treated as Pre-M.Phil. preparation and shall include a Course on research methodology which may include quantitative methods and Computer Applications.

10. The M. Phil. Programme in the School of Studies/Department will be administered by an M. Phil. Committee under the supervision of the Board of Research Studies of the concerned School/Department.

11. The M. Phil. Committee will consist of-

i) Professors and Associate Professors of the School/Department, and

ii) such other teachers/Scientists as have been approved by the Board of Research Studies as supervisors to guide research.

The Dean of the School/ Head of the Department shall be the Chairman of the Committee.

12. Majority of the members shall form the quorum of the Committee. All matters shall be decided by majority of the members present.

13. In the event of equality of votes, the Chairman, shall have the casting vote. If a meeting is adjourned for want of quorum, no quorum shall be necessary for the subsequent meeting called to discuss the same agenda.

14. The M. Phil. Committee shall perform the following functions:

i) make selection on the basis of merit in the Entrance Test and in the Interview together, availability of seats subject to the approval of the Vice-Chancellor;

ii) decide whether a subject in which a candidate holds Master's degree is allied to the M.Phil. Programme to which he is seeking admission;

iii) make allocation of Supervisor for a selected student in a formal manner depending upon the number of students already allocated to a faculty member, specializations of the faculty and the research interest of the student.

iv) draw syllabus and other details of course work;

v) assign different courses to the concerned teachers of the School for teaching;

vi) organize lectures/seminars and arrange supervision of the dissertation;

vii) approve topics for research work;

viii) recommend names of examiners for theory and for dissertation work to the university;

viii) recommend award of degree or otherwise to the students on the basis of assessments;

ix) ensure that a Supervisor is not having, at any given point of time, more than 5 scholars

Provided that, in case of any difference of opinion in the M. Phil. Committee the matter shall be decided by the Board of Research Studies of the subject concerned.

15. The M. Phil. Committee shall be competent to cancel admission of a student if he:-

i) remains absent, without permission of the concerned Dean of the School/ Head of the Department, for a period of one month continuously;

ii) does not attend the Department for 50% or more of the total working days in a semester.

16. The minimum attendance required to earn eligibility to appear in the examination shall not be less than 75% of the total number of working days in each semester.

17. M. Phil. Programme is a whole-time course and a student admitted to the programme of study shall devote himself exclusively to the pursuit of study of this programme. There shall be atleast three contact hours per week for each course of study. Besides, every student shall also be required to participate in all seminars and group discussions arranged by the department during the course of the programme.

18. The duration of examination in each theory course will be three hours. The

examination in practical/research methodology/assignments shall be internal and the mode of assessment and maintenance of record shall be determined and scrutinized by the M Phil. Committee. Examination and evaluation in theory courses and dissertation will be external.

19. In order to pass the examination a candidate shall be required to obtain atleast grade "C" in each course separately and grade "B" in all courses taken together.

Provided that if a candidate after qualifying in each course separately fails to obtain grade "B" in the Courses taken together, he may be allowed to reappear in any Course(s) in which he has failed to obtain "B" grade.

The grades shall carry the following notation:

Notation	Grade Points	Equivalent numerical scores
O	4	80% & above
A	3	65% to 79%
B	2	50% to 64%
C	1	35% to 49%

The average grade point shall be calculated by dividing the total grade points secured by a student by the total number of papers comprising the course.

Provided that the fraction of less than 0.5 shall be ignored and fraction of 0.5 or more shall be raised to a whole for purpose of calculating the average grade point.

20. A candidate who has fulfilled all the requirements of eligibility to appear in first semester examination but either fails to appear in the examination or having appeared fails to qualify in all the courses of study prescribed for the first semester may be permitted to continue his studies in the second semester and appear in the course(s) of the first semester in which he has not qualified, alongwith the courses of the second semester. The admission form for the reappear-examination alongwith the prescribed fee should reach the Controller of Examinations within 15 days from the date of declaration of result/from the date of intimation regarding revision/rejection of dissertation.

21. A candidate shall be eligible for submitting his dissertation only if he has pursued regular course of study for the period prescribed and the supervisor concerned is satisfied that the dissertation is worthy of consideration in part fulfillment of the M. Phil. Degree.

The candidate may incorporate in his dissertation the contents of any work which may have been published by him on the subject and will inform the Controller of Examinations of having done so. He will, however, not include in his dissertation any work for which a degree has been conferred on him or anybody else by this or any other university.

22. Prior to submission of the thesis the student shall make a Pre-M. Phil. presentation in the Department that will be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated in the draft thesis under the advice of the Supervisor.

23. A candidate offering dissertation shall supply atleast one soft copy and two type-written or printed copies of the dissertation on paper of 28 cms X 21 cms size with margins of 5 cms on one side and atleast 1 cm on the other. It must be properly bound with name of the author and the title of the dissertation printed on the cover.

24. The dissertation shall be accompanied by certificate from the Supervisor stating that-

a) the dissertation embodies the work of the candidate himself;

b) the candidate worked under him for the period required under Statues; and

c) the candidate has put in the required attendance and attended seminars organized in his Department during that period.

25. The dissertation shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation may be written either in English or in the Classical language concerned or the Cognate Modern Indian language.

Provided further that dissertation in the subject of Urdu/Persian will be presented in the form of calligraphy.

26. The dissertation shall be evaluated by two Examiners-

a) External Examiner from outside the State to be appointed by the Vice-Chancellor from within the list prepared by the M. Phil. Committee; and

b) the supervisor concerned.

27. Each examiner shall state in his report-

a) whether the dissertation be

i) accepted;

ii) re-submitted after revision; or

iii) rejected.

b) whether the dissertation is fit for publication in the original form or in a revised form.

In case there is divergence of opinion between the two examiners in regard to the acceptance of the dissertation, the Vice-Chancellor may refer the dissertation to another examiner to be appointed by him, whose decision shall be final.

28. Viva-Voce shall be compulsory for all the candidates offering dissertation. It will be conducted by a board comprising-

i) Dean of the School/Head of the Department;

ii) External Examiner who examined the dissertation. In case concerned examiner is not available, another examiner shall be appointed by the Vice-Chancellor in his place; and

iii) Supervisor of the candidate.

29. In case a candidate is not able to submit his M. Phil. dissertation within the maximum period prescribed under Statutes, he may seek re-registration in the second semester and submit his dissertation not earlier than six months and not later than one year from the date of re-registration.

30. A candidate who is required to revise his dissertation shall re-submit it within a period of six months from the date the decision is intimated to him.

31. A candidate who has been on the rolls of a department for M. Phil. Programme for two semesters and has completed all requirements and earned eligibility to appear in the examination but has either failed to appear or qualify in all or any of the courses of study prescribed for the degree may be permitted to appear in the courses in which he could not appear or qualify in the following two semesters. In case he fails to do so his candidature to M. Phil. degree/examination shall stand cancelled.

32. A candidate may apply for permission to modify the topic of his dissertation within a period of one month from the date the approval of the topic by the M.Phil. Committee is communicated to him.

33. The courses and topics of dissertation approved by the M. Phil. Committee of a Department shall be reported to the Board of Research Studies concerned.

34. The dissertation shall be submitted to the Controller of Examinations alongwith prescribed fee, upon its approval by the Supervisor, through Dean of the School/ Head of the Department concerned provided the candidate has passed all written papers/practicals assigned to him.

35. Following successful completion of the evaluation process and announcement of the award of M. Phil., the Controller of Examinations shall submit a soft copy of the M.Phil. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

36. Alongwith the Degree, the University shall issue a provisional certificate certifying that the Degree has been awarded in accordance with the provisions of Regulations of the UGC.

37. Every candidate is allowed to publish his work after successfully completing the M.Phil. Programme without seeking permission of M. Phil. Committee/Board of Research Studies, as a research article.

38. Subject to the provision of these Statutes, the Controller of Examinations shall publish the result on receipt of decision of the M. Phil. Committee.

39. The fee structure shall be as under or as will be prescribed by the University from time to time:-

i)	Application Fee	Rs. 600/-
ii)	University Sports Fee	Rs. 500/-
iii)	Magazine Fee	Rs. 500/-
iv)	Library Fee	Rs. 1000/-
v)	University Development Fund	Rs. 1000/-
vi)	Library Deposit (refundable)	Rs. 2000/-
vii)	Science Breakage Fee	Rs. 2000/-
viii)	Laboratory deposit (refundable)	Rs.2000/-
ix)	Identity Card	Rs. 100/-
x)	Supervisory Fee	Rs. 2000/
xi)	Social Activities Fund	Rs. 200/-

Chapter XXXI

Statutes governing Degree of Doctor of Philosophy

1. The Degree of Doctor of Philosophy may be awarded in such programmes of the university as are recognized for the purpose.

2. For admission to the Doctor of Philosophy Programme a candidate must fulfill any of the following eligibility criteria-

   i) M.Phil Degree in the subject or a subject allied to the one that he wishes to pursue for obtaining Ph.D Degree with atleast B grade on a 4 point scale or 50% marks.

   ii) Master's Degree in the subject or an allied subject in which he desires to work for Ph.D.. with not less than 55% marks in aggregate.

   iii) Any other Degree with the requisite percentage of marks recognized as equivalent to (i) & (ii) above.

   The Board of Research Studies shall decide whether or not the proposed field of research is allied to the subject in which the candidate holds M.A/ M.Sc/M.Phil Degree.

   iv) A candidate who has obtained Master's Degree with less than 55% marks may also be registered for Ph.D. Degree by the Board of Research Studies on grounds of academic and intellectual attainments as reflected by his research papers and/or other published work.

3. The Dean Academic Affairs/Registrar will issue advertisement for Entrance Test for admission to Ph.D. Programme 15 days after the notification of M.A/M.Sc/ MBA/MCA results of the University or any other date with the permission of the Vice Chancellor. The Entrance Test shall be followed by Interview to be conducted by the concerned Department. The admission process will be completed within 45 days of the issue of Admission Notice.

4. Before issuing the Notification for Entrance Test for admission to Ph.D. Programme the Dean Academic Affairs/Registrar will have consultation with the Deans of various Schools/ Heads of the Departments regarding number of seats, specializations and supervisors available in the Department for guiding research and may notify the same.

5. Every candidate seeking admission to Ph.D. Programme, except those holding M.Phil Degree, and those who have qualified NET/SLET examination, will be required to undergo Entrance Test and appear in Interview. All candidates including

those holding M.Phil degree and those having passed NET/SLET examinations shall have to apply for enrolment as per Notification of the Department and shall have to complete other formalities for pursuing the said course.

In order to earn eligibility for enrolment to Ph.D. Programme a candidate shall be required to obtain atleast 50% marks in the Entrance Test. Merit for admission shall be determined on the basis of the total marks scored by candidates in the Entrance Test and Interview. At the time of Interview the candidates are expected to discuss the areas in which they intend to pursue research.

The syllabus and other details about the Entrance Test shall be evolved by the Departmental Research Committee in consultation with the Dean of the School/ Head of the Department/Director and notified well in advance.

6. There shall be a Departmental Research Committee for each subject which will consist of the Dean of the School/ Head of the Department, one Professor, one Associate Professor and one Assistant Professor (Professor, Associate Professor & Assistant Professor by rotation) and such other teacher(s), whose participation may be considered necessary by the Dean of the School / Head of the Department.

The meetings of the Departmental Research Committee will be convened and Chaired by the Dean of the School /Head of the Department. Majority of the members shall form the quorum.

7. If the Departmental Research Committee is satisfied that the subject offered is such as can be profitably pursued under the superintendence of the university and that necessary facilities are available for the purpose it may permit the candidate to undergo probationary training including offering two theory courses for not less than six months and assign a Supervisor to guide him. The course work shall be treated as Pre-Ph.D preparation and it may include a course on research methodology based on quantitative methods and Computer Applications. If necessary, course work may be carried out by Doctoral candidates in sister departments/institutes within or outside the university for which due credit will be given to them. After the expiry of the period of 6 months if the Departmental Research Committee is satisfied that the candidate possesses necessary aptitude and knowledge related to the topic which he wants to pursue for Doctorate degree, it may forward and recommend his application in the prescribed Application Form, for registration, to the Registrar, through the concerned Dean, for consideration by the Board of Research Studies. The candidate shall be required to deposit the prescribed registration fee before his application is processed for registration.

8. The Board of Research Studies will consider the recommendation of the Departmental Research Committee and accordingly grant the application, approve

the topic of research and confirm appointment of Supervisor(s) to guide the candidate.

9. If the situation so warrants, the Board of Research Studies may appoint Co-supervisor in any such case from within or outside the university.

10. A candidate enrolled for Ph.D. Programme shall pursue research as whole time student of the university. He will be required to submit the thesis, based on his findings, not earlier than two years but not later than five years from the date of registration.

    Provided that in exceptional cases, the Board of Research Studies may on the recommendations of the Supervisor and Departmental Research Committee, grant extension by a period of one more year. In rare cases, further extension of one more year may be granted on the report of the Supervisor and the Departmental Research Committee. If the scholar fails to submit the thesis within this period also, his registration shall stand cancelled. He will, however, be eligible to apply for re-registration on the same or on a new topic.

11. No candidate shall undertake any employment or appear in any other examination (except NET, SLET etc) or engage himself in any business/profession during the period of his study without the permission of the Board of Research Studies.

12. i) Notwithstanding anything to the contrary contained in Statute 11, the following categories of employees shall be eligible for registration for Ph.D. Programme of the University, as part-time scholars, on production of written permission of the employer and subject to fulfillment of other conditions of eligibility:

    a) teachers of the University and Centres affiliated to it;

    b) non-teaching employees of the University including Professional, Technical and Ministerial Staff;

    c) scientific staff of Research Institutes recognized by the Executive Council of the University as Centres of research leading to Ph.D. Degree

    ii) Registration of part time research scholar who is member of the scientific/ technical staff of a Research Institute or an industry shall be subject to the condition that the work of the scholar registered for Ph.D. Degree is outside the ambit of work assigned to him by his institution as part of his duty. The scholar will be required to submit a certificate, from his employer, to this effect before he is considered by the Departmental Research Committee for registration.

13. Candidates applying for registration for Ph.D. Degree under the provision of

Statute 12 shall be required to undergo and pass a Test conducted by the concerned Department at the completion of probationary period of six months. The pass percentage for such test will be 50%. Part time scholars shall not be permitted to supplicate for the Ph.D. Degree before the successful completion of a period of three years from the date of registration of which a minimum of 180 days will be spent in the concerned Department on the Campus of the University. The later condition may, however, be waved off by the Board of Research Studies in case the candidate is employed in an institution which is recognized by the Executive Council of the University as Centre of research leading to Ph.D. Degree. The maximum time limit for submission of thesis for part time scholars will be the same as prescribed for regular scholars.

14. i) A candidate may, on the recommendations of his Supervisor(s) modify his topic of research with the approval of Departmental Research Committee and the Board of Research Studies provided that the request for such modification is made not later than one year from the date of his registration.

    The Board may accord approval to such modification provided that the courses offered by the applicant during the probationary period of the Ph.D. Programme are relevant to the proposed modified topic of research.

    ii) Applications for precision of the title shall, ordinarily, be submitted by the candidate through the Supervisor(s) and the Departmental Research Committee concerned not less than six months before the proposed date of submission of thesis.

    iii) At the time of seeking modification /precision of the title the candidate shall submit the original plan of work approved by the Board of Research Studies and indicate clearly and unambiguously the nature and extent of modification/ precision sought.

15. The Board of Research Studies, on the recommendation of the Supervisor and Departmental Research Committee, may permit a research scholar to work in any other institution for a period not exceeding six months at a stretch on the ground that it is in the interest of his research work. Such Scholar will be required to submit on his return certificate of his attendance in the host institution.

16. Apart from Professors and Associate Professors, permanent Assistant Professors/ Scientists of the university, who either hold Doctorate Degree or have published research work of good standard and have three years experience of teaching Postgraduate classes or 3 years post doctoral research experience to their credit, shall also be eligible for appointment as Supervisors to guide research work leading to Ph.D. Degree. The decision regarding recognition of Assistant Professors not

holding Ph.D. Degree as Supervisor(s) will be taken by the Board of Research Studies on the recommendation of Departmental Research Committee. In case the situation demands association of a person with supervision of the thesis who is not on the faculty of the University, his case for recognisition as guide will be decided, on the basis of his qualifications and recommendation of the Departmental Research Committee, by the Board of Research Studies of the concerned School.

17. The maximum number of scholars that a supervisor will guide at one time shall be as under:

i)	Professor	6
ii)	Associate Professor	4
iii)	Assistant Professor	2

Provided that in exceptional cases, particularly in sponsored Research Projects undertaken by a University department where a group of scholars is involved in work, the Board of Research Studies may authorize suitable increase in the number of scholars assigned to the concerned Supervisor.

18. The Supervisor shall submit to the Board of Research Studies through the Departmental Research Committee a brief progress report of the work of each research scholar after every six months. The registration of a scholar for Ph.D. Degree shall be liable to cancellation, if the Supervisor and the Departmental Research Committee are satisfied that the Scholar is not making satisfactory progress.

19. A candidate shall not be permitted to submit his thesis for the Degree unless his Supervisor is satisfied that the thesis presented is worthy of consideration for the award of Ph.D. Degree and issues a certificate to this effect when the thesis is compiled.

Prior to submission of the thesis, the student shall present his/her findings of research before faculty members and research scholars of the department concerned in a Seminar for getting feedback and comments which may be suitably incorporated into the draft thesis under the advice of the Supervisor.

Ph.D candidates shall publish atleast one research paper in a referred journal before the submission of their thesis for adjudication and furnish evidence for the same in the form of Acceptance letter or the reprint.

20. Every Ph.D. scholar shall be governed by the Statutes and Regulations relating to discipline as prescribed by the university for all its students from time to time.

21. The Board of Research Studies may cancel registration of a scholar on grounds of

misconduct, on the basis of the recommendation of the Head of the Department/ Dean of the School or may remove a scholar from rolls on his unsatisfactory progress or unauthorized absence reported by the concerned Supervisor.

22. A candidate shall supply at least one Soft Copy and four (five in case a candidate is working under two Supervisors) printed/typed/photocopies but not published copies of the thesis which shall comply with the following:-

    i) shall be a piece of research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of already known facts or theories. In either case, it should evince the candidate's capacity for thorough observation, critical examination and sound interpretation. The candidate shall mention how far the thesis embodies the result of his own observations and in what respect his investigations appear to him to advance knowledge in the subject;

    ii) shall be satisfactory so far as literary and pictoral presentation are concerned and must be in a form suitable for publication;

    iii) the type written, printed or photocopied thesis must originally be typed or printed on paper 28cms X 22cms in size with margins of 5cms on one side and atleast 1 cm on the other. It must be properly bound with the name of the author and title of the thesis printed on the face of the cover.

23. The thesis shall be accompanied by a certificate from the Supervisor(s) endorsed by the Dean of the School/Head of the concerned Department stating that-

    i) the thesis embodies the work of the candidate;

    ii) the candidate worked as whole-time/part-time Scholar under him/them for the period required under Statutes; and

    iii) the candidate has put in the required attendance in the Department/School, the record of which is maintained in the departmental office.

24. The thesis shall be compiled in English provided that in case the thesis is connected with any of the Oriental Classical or Modern Indian Languages, it may be written either in English or any other language approved by the Departmental Research Committee.

    Provided further, that the thesis in the subject of Urdu/Arabic may be presented in the form of calligraphy.

25. The candidate may incorporate in his thesis the contents of any work which he may have published on the subject and shall mention in the thesis that he has done

so. However, he shall not include in his thesis such work for which any Degree has already been conferred by this or any other university.

26. On receipt of report from the Supervisor through the Head of the Department/ Dean of the School that a candidate's thesis is ready for submission, the Vice-Chancellor in consultation with the Dean of the School and the Head of the Department concerned shall appoint three external examiners, preferably from outside the State, from within the list prepared by the Supervisor and supplemented by the Head of the Department and the Dean of the School. The Supervisor(s) shall be the Internal examiner(s). Before appointing the examiners the Vice Chancellor shall have before him an abstract of the thesis including the title, list of contents, brief description of the findings and the conclusion(s).

27. The procedure for appointment of external examiners shall be as under:

    i) the Supervisor shall submit a panel of 5 or 6 experts in the area to which the thesis relates, none below the rank of University Professor, to the Head of the Department;

    ii) the Head of the Department may add to the panel one or two persons also not below the rank of University Professor and forward the same to the Dean of the concerned School;

    iii) the Dean of the School may also add one or two persons, not below the rank of University Professor, to the panel and then seek the approval of three names from the Vice Chancellor and forward the same to the Controller of Examinations alongwith Abstract of the thesis, copy of the approved synopsis and other relevant papers for further action.

    Note: In case Professors are not available in a particular specialization the panel may include Associate Professor and other Scholars of equivalent rank.

28. Before submission of the thesis a candidate shall be required to obtain "No outstanding certificate" from various concerned offices of the university and submit the same to the Dean of the School/Head of the Department. In the absence of this Certificate the Head of the Department/Dean of the School shall not forward the thesis to the Controller of Examinations.

29. The examiners to whom the thesis is referred shall satisfy themselves that the thesis is a piece of original research characterized by the discovery of new facts or by fresh interpretation of already known facts and that it evinces the candidate's capacity for critical examination and judgment and conforms to the synopsis approved by Board of Research Studies (a copy of which shall be sent to him alongwith the thesis).

Note: A copy of the approved synopsis shall be sent to each examiner alongwith the thesis.

30. After the examiners have read the thesis, they shall submit detailed report and make clear recommendation to the effect that –

a) the thesis be accepted, or

b) the thesis be rejected, or

c) the candidate be asked to resubmit his thesis in a revised form in accordance with the report of the examiner which shall be made available to him by the Controller of Examinations.

The candidate, who is required to re-submit his thesis in the revised form must do so not earlier than six months and not later than two years from the date the decision in this regard is communicated to him. The revised thesis shall be referred again to the original panel of three examiners.

Note: In case any one of them or they all is/are not available or not willing to act, substitute examiner(s) shall be appointed, preferably from within the panel prepared earlier.

31. If all examiners unanimously recommend acceptance of the thesis the Supervisor in consultation with Head of the Department/Dean of the School and External examiner shall arrange for the viva-voce test as early as possible.

32. The Degree shall be awarded only after the viva-voce test is conducted by:-

i) not less than two examiners, one external and one internal (Supervisor) if all the examiners who evaluated the thesis have recommended acceptance of the thesis; or

ii) not less than three examiners, two external and one internal (Supervisor) if any one of the three examiners has not recommended acceptance of the thesis.

In the later case the panel will include the examiner who has not recommended the thesis for acceptance.

In case any of the external examiners fails to send the evaluation report within six months from the date of dispatch of thesis, the Vice Chancellor may appoint a substitute examiner in his place from within the examiners approved in the panel.

Note: In case Internal examiner (Supervisor) is not available and is not likely to be available for conducting the viva-voce test, in the coming three months, after the receipt of the last report, the Vice-Chancellor in consultation with the Head of the Department/Dean of the School may appoint a substitute in his place.

33. The formal viva-voce will be followed by a seminar in which the candidate will present his findings to the examiners, teaching staff and research scholars of the Department. The seminar will be followed by discussion in which the candidate will defend his work. Information to the effect that the seminar has been conducted must be sent to the Controller of Examinations by the concerned Head of the Department/Dean of the School.

34. If a candidate is not recommended for the Degree by the examiners at the viva-voce test, he may be permitted to re-appear at a subsequent viva-voce test, to be held not earlier than three months from the date of his first viva-voce. The viva-voce test of the candidate for the second time shall be conducted by the original examiners unless they or any of them are/is not available or not willing to act as such. In such cases substitute examiners shall be appointed from the panel submitted earlier.

35. The reports of the examiners including the report on viva-voce test shall be placed before a Committee consisting of the following:

    i) Vice-Chancellor;

    ii) Dean of the School;

    iii) Head of the Department;

    iv) Supervisor(s); and

    v) any other person whom the Vice-Chancellor may like to co-opt.

    After considering the reports of the examiners, the Committee shall make such recommendation to the Executive Council as it deems proper.

36. If a candidate applies for supply of reports of the examiners for revision of his thesis, only those portions of the reports shall be supplied by the Controller of Examinations in consultation with the Head of the Department/Dean of the School as are considered relevant for this purpose.

37. A candidate, who wishes to get his thesis published, shall do so with the prior permission of the university and shall, on the publication of his thesis, state on the title page that it is a thesis approved for the Ph.D Degree of Baba Ghulam Shah Badshah University, Rajouri, J&K.

38. Following the successful completion of the evaluation and announcement of the award of Ph.D Degree, the university 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. The university shall issue a Provisional

Certificate certifying that the Degree has been awarded in accordance with the provision of the Regulations of the UGC.

39. Every Scholar registered for Ph.D. shall be required to pay the following fees or as may be prescribed from time to time:-

i) Application fee	Rs. 700/-
ii) Registration fee payable with application for registration. It shall be refundable if the application for registration is rejected.	Rs. 2000/-
iii) Examination fee to be paid at the time of submission of thesis. On resubmission of thesis, fresh examination fee shall be paid.	Rs. 1000/-
iv) Fee for supply of copy of Examiners reports of Ph. D. thesis.	Rs. 1000/-
v) Supervisory fee	Rs. 2000/- per annum
vi) Research fee	Rs. 1000/- per annum
vii) Identity card	Rs. 100/-
viii) Magazine fee	Rs. 500/-
ix) Library fee	Rs. 1000/-
x) Library deposit (refundable)	Rs. 2000/-
xi) Science breakage fee	Rs. 2000/-
xii) Laboratory deposit (refundable)	Rs. 2000/-
xiii)University sports fee	Rs. 500/-
xiv)Social activities fund	Rs. 200/-
xv) University Development fund	Rs. 1000/-

40. The remuneration payable to an examiner shall be as under:

i) For evaluation of thesis	Rs.1500/- per examiner; internal and external.
ii) For conducting viva-voce	Rs.1000/- per examiner; internal and external.

Chapter XXXII

Statutes relating to Unfairmeans and Misconduct in Examinations

1. No candidate shall bring with him in the examination hall any book, paper, note book or other material which can be used by him for the examination in which he is appearing nor shall he communicate with or receive from any other candidate or person any information connected with or related to the subject of the examination.

2. No candidate shall note or write anything on the question paper or on any other object/material, except the answer book supplied to him, nor will he copy in the examination hall from any paper, book or note or any other material relevant to the subject.

3. No candidate shall assist or receive assistance/guidance in the examination hall in respect of any matter connected with or related to the subject from any other candidate or person.

4. The Superintendent or concerned officer may make a search of a candidate's suspected of any malafide possession e.g. copying material or lethal weapon, etc.,at anytime during the course of examination or even at the entrance of the Hall before the commencement of examination.

5. Any candidate detected cheating or making use of any unfairmeans in connection with examination shall be reported without delay to the Controller of Examinations by the Superintendent of Examination Centre or through him by an Invigilator or an official of the university, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Unfairmeans Committee for consideration and decision.

   In case the candidate refuses to give a statement only the fact of his refusal be recorded by the Superintendent or concerned officer and attested by two members of the supervisory staff on duty. The candidate may not be forced to give the statement.

6. A candidate alleged to be guilty of Misconduct/Unfairmeans shall be permitted to answer the remaining part of question paper on a separate answer-book. The answer-book in which the Misconduct/Unfairmeans is suspected shall be seized by the Superintendent or concerned officer and both the answer-books shall be sent to the Controller of Examinations with the report. In case the candidate refuses to surrender the answer-book and does not accept the separate answer-book, this

fact shall be recorded by the Superintendent or concerned officer and attested by two members of the supervisory staff on duty.

7. In all such cases in which the alleged Misconduct/Unfairmeans of the candidate is for the first time during the course of the examination or the examinations taken by him in the university, the following procedure shall be adopted.

An officer of the university authorized by the Controller of Examinations in this behalf shall, within 10 days after the receipt of the report of the Officer Incharge examination centre, send a notice to the candidate to appear before Sub-Committee. He shall be asked to defend himself by submitting a written explanation before the date fixed for the hearing. The candidate shall be supplied with the gist of the report of the supervisory staff alongwith the notice. If, for reasons to be recorded in writing, it is not possible to fix the date of hearing within 10 days, the Controller of Examinations may fix the date of hearing within 1½ months after the date of receipt of the report of the Officer Incharge.

a) 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 Sub-Committee of the Competent Authority by the Officer authorized in this behalf by the Controller of Examinations.

b) The Sub-Committee shall afford an opportunity to the candidate of being heard in person on the date fixed for hearing.

c) On consideration of the record of the case if the Sub-Committee is satisfied that the candidate has committed Misconduct/Unfairmeans it shall disqualify him from passing or from appearing at all university examinations for a period of one year:

Provided that if the Sub-Committee is of the opinion that the candidate is repentant and willing to sign an undertaking that he shall not repeat the Misconduct/ Unfairmeans in any examination it may cancel the paper in which unfairmeans/ misconduct was committed or disqualify the candidate from passing or appearing at that examination in all papers keeping in view the gravity of the offence.

8. Any candidate detected cheating or making use of any dishonest or unfairmeans such as -

i) threatening/assaulting the Officer Incharge or any person on duty in or outside the examination hall, or

ii) indulging in any other act of misconduct which results in damage to or

destruction of property in the examination hall, or

iii) smuggling in an answer-book or continuation sheet or taking out or arranging to send out the question paper or answer-book or continuation sheet or replacing the answer-book during or after the examination with or without the connivance of the staff on duty in connection with the examination, or

iv) possessing any lethal weapon or fire arm or coming in drunken condition to the examination hall shall not be referred to the Sub-Committee but to the Competent Authority by the Controller of Examinations. The Competent Authority shall have the authority to punish this kind of misconduct by disqualifying the candidate from passing or from appearing in all university examinations for a period of two to five years.

9. In case a person, who is not a bonafide candidate, is found to be taking an examination on behalf of a bonafide candidate, it will be assumed that this impersonation is being done at the instance of and with the connivance of the bonafide candidate and action against such bonafide candidate would be taken as under:-

i) the bonafide candidate, who did not take the examination himself shall be debarred from pursuing any course of studies or appearing at any examination of the university in future;

ii) in case, the person who has impersonated the bonafide candidate, is a student of the university, he shall also be debarred from taking any examination of the university in future;

iii) if the person, who has impersonated the bonafide candidate, is not a student of the university, he may be handed over to the police for appropriate action.

10. The notice regarding the date of hearing shall invariably be sent on the permanent address of the candidate by registered/speed post. If the candidate has yet to appear in other paper/s of that examination it shall be served through the Officer Incharge of the Centre. If the service of the notice is not affected owing to the fault of the candidate, the Sub-Committee shall proceed ex-party. In such cases where delay has been caused in the service of the notice for no fault of the candidate, the Sub-Committee shall fix another date of hearing of the case.

11. The Sub-Committee shall consist of three persons nominated by the Competent Authority i.e. one Professor and two teachers not below the rank of Associate Professor and shall be assisted by an officer of the University to be nominated by the Controller of Examinations who shall act as Member Secretary.

12. The meeting of the members constituting the Sub-Committee shall take place as and when convened and majority of the members shall form the quorum. All matters shall be decided by majority of votes.

13. The 'Competent Authority' shall comprise of the following:-

    i) Vice-Chancellor

    ii) Dean Academic Affairs

    iii) Three persons nominated by the Executive Council

    iv) Legal Advisor of the university

    v) Registrar

    vi) Controller of Examinations-Member Secretary

14. The members constituting the 'Competent Authority' other than the Ex-officio members shall hold office for a period of three years.

15. The Vice-Chancellor shall preside at the meetings and he may convene the meeting whenever he desires.

16. The Controller of Examinations shall be the Member-Secretary of the 'Competent Authority'. The proceedings of the meetings shall be recorded in writing by the Secretary and got approved and signed by the Chairman and all the members present at the meeting.

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

18. The 'Competent Authority' may suo-moto or at the request of the candidate concerned call for the record of any case pending before or disposed off/decided by the Sub-Committee and may pass such orders in regard thereto as it thinks proper.

19. Notwithstanding anything contained in these Statutes, if the Sub-Committee is satisfied that a case of unfairmeans/misconduct is of exceptional nature or involves complicated legal questions, it may refer the case to the 'Competent Authority'. In all such cases the 'Competent Authority' shall have the power to disqualify a candidate for a period of two years:

    Provided that no case shall be reopened at the instance of the candidate unless application for revising the orders of the 'Sub-Committee' has been made to the

'Competent Authority' within two weeks of the decision or orders or proceedings sought to be revised.

Provided further that the 'Competent Authority' shall not pass an order revising or modifying any proceedings or order of the 'Sub-Committee' which adversely affects the candidate unless he has been given an opportunity of being heard.

20. In all cases in which the misconduct/unfairmeans is alleged to have been committed more than once during the course of examination or examinations taken by the candidate in the university, the procedure mentioned in Statutes 7 (a) to (c) and Statute 10 shall be followed, but the cases shall be considered by the 'Competent Authority'.

Explanation: When the first case of a candidate is pending disposal before Sub-Committee it shall be transferred to the Competent Authority on receipt of information about the candidate committing misconduct/unfairmeans for the second time.

21. On consideration of the record of the case, if the 'Competent Authority' is satisfied that the candidate is guilty of the charge of misconduct/unfairmeans for the second time, it shall disqualify him from passing the examination and debar him from appearing in and from passing all examinations of the university for a period of one to three years.

In case a candidate has resorted to the unfairmeans/misconduct more than twice the Committee shall disqualify him from passing and for appearing in that examination and declare him not fit and proper person to be admitted to any future examination of the university for a period not exceeding five years.

22. In case where the candidate, on being informed of the charges against him, fails to make any representation, the Competent Authority shall have the right to consider and decide the case ex-party.

23. No proceedings under these Statutes shall be initiated against any candidate except at the instance of the Officer Incharge Examination or an Inspector of the Examination Centre or members of the Special team of Inspectors or Examiner of the Answer book or the Coding Officer or the Controller of Examinations.

24. 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 the hall for that day only and report the matter to the Controller of Examinations forthwith.

Provided that if the candidate commits misconduct again on the next or a subsequent day of examination and the Officer Incharge feels that his presence would disrupt the examination, he may, for reasons to be recorded in writing, expel the candidate for the rest of the examination and send a detailed report to the Controller of Examinations, who shall place the same before the Committee for Unfairmeans/Misconduct cases for action under the Statutes.

25. The period of disqualification of a candidate shall, unless otherwise specified, commence from the session in which the candidate is found to have committed misconduct.

26. Any punishment imposed under these Statutes shall not reclude a candidate from any other criminal or civil liability under any law for the time being in force in the State.

27. 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 misconduct/unfairmeans by all or a majority of the candidates appearing at the centre, he may order cancellation of the examination held at that centre without prejudice to any other action under the provisions of these Statutes which may be taken by the Competent Authority or the Sub-Committee ,as the case may be.

Chapter XXXIII

Statutes governing Re-evaluation of Answer Scripts

1. The University is at present running the following Master's Degree Programmes in different schools:

   - Management Studies
   - Information Technology
   - Applied Mathematics
   - Computer Applications
   - MBA-Financial Management
   - Biotechnology & Bioresources
   - Arabic

2. Re-evaluation of Answer Scripts shall be permissible only in:

   a) Applied Mathematics; and

   b) Arabic

   and such other programmes as the Executive Council may approve from time to time.

   Re-evaluation shall not be permitted in Practicals, Internal Assessment, Project Reports, Dissertations, Thesis and Viva-voce.

3. If a candidate feels dissatisfied with the evaluation of his answer script(s) he may apply for re-evaluation of the same to the Controller of Examinations.

4. The prescribed application form, duly attested by a University teacher/officer, accompanied by original statement of marks issued to the candidate and requisite fee of Rs 300/- per script or the amount as may be notified by the University from time to time, should reach the Controller of Examinations within 15 days of the date of declaration of the result of main examination concerned.

5. The application form for re-evaluation shall, however, be entertained for another 5 days, after the last date, with late fee of Rs.50/- per answer script. Thereafter, no application form shall be entertained even with late fee.

   Notwithstanding anything stated above, if the result of a candidate has been withheld

under 'later on' category and could not be declared by the University despite the candidate having completed all the formalities within the prescribed period, he may be permitted to apply for re-evaluation within 10 days after the date of declaration of his result.

6. The fees shall not be refunded in any case except when the marks are increased by more than 20% on re-evaluation.

7. A candidate who applies for re-evaluation will be permitted to see his answer script(s) within 20 days after declaration of result of re-evaluation on payment of Rs 50/- per answer script.

8. The marks awarded by the re-evaluator(s) shall supercede the marks earned by the candidate before re-evaluation. If the award of re-evaluator varies from the original award upto and including + 20% of maximum marks secured earlier, then the answer script shall be sent to second re-evaluator(third examiner). Average of marks awarded by the second and third examiners shall be final.

9. Instructions for evaluation, if any, prepared for original evaluation shall be made available to the re-evaluators.

10. The requisite answer books for re-evaluation shall be retrieved from the store under the supervision of Branch Officers Incharge evaluation and re-evaluation. These shall then be sent direct to the Code Officer for fresh coding. The Code Officer shall get the original marks defaced by his Checking Assistant who shall ensure that marks allotted anywhere else in the answer book are defaced to block them from the re-evaluators.

11. A teacher/officer shall be appointed as Coding Officer after approval by the Vice-Chancellor/Controller of Examinations. He shall ensure that every blank page or blank portion of every page is crossed in red ink.

12. The original code number allotted to the answer book on the cover shall be torn off by the Coding Officer. Thereafter, the answer script shall be coded again. The re-valuator shall allot marks, question wise on the title cover as well as inside the answer book.

13. The Controller of Examinations shall select an examiner for re-evaluation from within the panel of examiners recommended by the Board of Studied for each paper.

14. If the University is unable to get the answer scripts of any candidate re-evaluated

due to their loss in transit or for some other compelling reason, the candidate shall be entitled to:

a) refund of full fee paid by him for re-evaluation of concerned answer script(s); or

b) re-examination in the concerned paper(s) at the subsequent examination, on the request of the candidate, without payment of any fee.

15. Each tabulator shall be paid remuneration @ Rs. 5/per candidate. The remuneration shall also include the work relating to transfer of entries of marks secured by such candidates from the result register. In case the work regarding the transfer of entries of marks secured earlier by the candidate is assigned to a different person, the said official shall be paid remuneration @ Rs 2/- per candidate and the tabulator shall be paid remuneration @ Rs.3/per candidate. However, two sets of registers shall be prepared. One set of register shall be tabulated by one senior officer of the rank of Professor of University Department, Registrar or Controller of Examinations and the other set shall be tabulated by senior officer or Associate Professor of the University Teaching Department.

16. The rate of remuneration for re-evaluation of each answer script shall be Rs.25/- subject to a minimum of Rs.100/-.



Chapter XXXIV

Statutes governing B.Tech Programmes

1. There shall be following B.Tech Programmes of study as approved by the University, each of 4 years duration, comprising eight semesters:-

   - *B. Tech Computer Science & Technology*
   - *B.Tech Information Technology;*
   - *B.Tech Electronics & Communication;*
   - *B.Tech Civil Engineering; and*
   - *B.Tech Electrical & Renewable Energy*

   A candidate may offer one of these programmes or such other as may be approved by the University from time to time.

2. i) For admission to the first semester of 4 year B.Tech. Degree Programme candidates shall be required to have passed Higher Secondary Examination (10+2) of a recognized Board of Secondary Education or any other examination conducted by a recognized University/ Board of School Education recognized equivalent thereto by the University with English, Mathematics and Physics as elective subjects with atleast 50 % marks (45 % marks for Scheduled castes and Scheduled tribes categories).

   ii) Candidates having passed the above examination in Biology stream shall also be eligible provided they have passed Mathematics as additional subject in the qualifying examination with atleast 50 % marks (45 % marks for Scheduled castes and Scheduled tribes categories).

   iii) A candidate who has passed Diploma course in Engineering/ Technology with atleast 60% marks in the aggregate from any State Board of Technical Education recognized by the All India Council for Technical Education (AICTE) shall be eligible for admission to the 3rd semester of the 4 year B. Tech. Degree Programme in the same or in allied branch in which he has passed the Diploma.

   Provided that the candidate who has passed Diploma in the same branch will get preference over the one who has passed Diploma in the allied branch.

3. Admission to the course shall be made on the basis of merit obtained in the Entrance Test or through the procedure as the University may approve, to be conducted at Rajouri/Jammu or such other places as may be approved by the Vice-Chancellor.

4. Each Semester shall normally consist of 120 working days with 600hrs/ 720 periods (each period of 50 minutes duration) of formal class work. The Head of the Department/Principal shall ensure that every teacher imparts instruction as per the number of periods specified in the Statutes and that he teaches the full content of the syllabus specified for the course assigned to him.

5. A candidate is ordinarily expected to complete the B.Tech Programme in 8 semesters (four academic years) but in any case not more than 14 semesters (7 years) for candidates admitted after Higher Secondary (10+2) examination and not more than 12 semesters (6 years) for candidates admitted after having passed Diploma in Engineering.

6. Admission to the 1st semester of 4 year B.Tech. Programme shall normally be made on or before 16th of August each year and the academic programme shall commence on 29th August or the next working day.

7. The Vice-Chancellor may, in exceptional case, on the recommendation of the Dean/ Principal of the College permit late admission to a candidate within a period of 15 calendar days from the date of classification on payment of a late fee of Rs.250/-per day.

8. The medium of instruction as well as examination for the B. Tech. Programme shall be English.

9. The syllabus and courses of study for each subject shall be approved by the Academic Council on the recommendation of the Board of Studies / Dean/ Principal of the College.

10. Regular examination of each semester shall be open to a candidate who fulfills the statutory requirements and whose name is recommended by the Principal of the College to the Controller of Examinations with the following:-

    * Certificate of good conduct and character.

    * Certificate to the effect that he has paid all the dues pertaining to College, hostel and mess.

    * Certificate that he has attended not less that 75 % of the total number of classes held in each subject, theory as well as practical.

11. In case a student falls short of attendance, the Vice-Chancellor may, if he feels convinced about the compulsion of the student, condone 3 lectures in each subject of a semester.

12. A candidate whose deficiency in attendance is not condoned by the Vice-Chancellor,

shall not be permitted to appear in the examination and shall have to enroll himself as a regular candidate of the College in the subsequent year in the semester in which he has failed to fulfill the attendance requirement.

13. **Attendance in lieu of participation in games etc.**

Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal concerned shall, for the purpose of condoning deficiency in attendance on account of such participations, be treated as present on a maximum of 7 days in a semester.

i) State representation in International/National/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.

ii) Participation in the Inter-University Competitions, held under the auspices of a university or any other recognized institutions as a member of the University team.

iii) Participation in the N.C.C, N.S.S and National Integration Samiti activities as a member of the university contingent.

iv) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.

v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University team.

14. Examination forms alongwith the requisite examination fee prescribed by the University for seeking permission to sit in the examination shall ordinarily be filled up and submitted by the candidates within 45 days from the last date of admission without late fee.

15. Examination forms alongwith fee as prescribed by the University from time to time shall ordinarily be sent by the Principal of the College to the Controller of Examinations, two months before the date of examination of a semester programme. In case the forms alongwith fee are not received within the prescribed date, late fee will be charged as under:

i) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs. 100/-
ii) for another count of 15 days delay after the expiry of last date with late fee of Rs. 100/-	Rs. 150/-

iii) an additional late fee after the expiry of last date with late fee of Rs. 150/- — Rs. 25/- per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

16. There shall be two examinations in an academic year, one at the end of each Semester. Examinations for various Semesters shall ordinarily be held as per date sheet approved by the Vice-Chancellor.

17. The fee payable for admission to end-of-the semester examination of the 4 year B. Tech. Degree Programme and rates of remuneration for various assignments shall be as under or whatever the university may prescribe from time to time.

	S. No.	Examination	Regular	Private
a)	i)	Full subjects	Rs.1000/-	
	ii)	Re-appear in one subject		Rs. 500/-
	iii)	Re-appear in more than one subject		Rs. 1000/-
b)		**Paper setting and evaluation**		
	i)	Paper setting	Rs.750/- per paper.	
	ii)	Evaluation	Rs. 15/- per script. Subject to a minimum of Rs.100/-	

18. **Promotion from one semester to another**

After attending the course of study a candidate who appears in any semester examination and fails to pass minimum 33% of theory papers and labs separately in that semester will have to attend the course afresh as and when the fresh semester commences. A candidate, who fails in one or more papers but has passed 33% of the theory papers and labs separately in the examination, can appear for such course(s) at subsequent regular examinations without attending the course afresh in the College. Such a candidate meanwhile may prosecute his studies for the next Semester(s) and appear in the examination for the same alongwith the examination with the backlog of earlier semester(s).

Provided that a candidate shall not be allowed to attend classes and appear in the

semester examination(s) mentioned in column (a), unless he has passed in the semester examination(s) mentioned in column (b) below:-

(a)	(b)
6th semester	1st semester
7th semester	2nd semester
8th semester	3rd semester

Provided further that a candidate shall not be allowed to attend classes in the semesters mentioned in Column (c) below unless he has passed in Internal Assessment and has fulfilled the attendance requirement as per Statutes in all courses of the semesters mentioned in Column (d) below.

(c)	(d)
5th semester	1st & 2nd semester
7th semester	3rd & 4th semester

Students who are admitted to third semester after having passed Diploma in Engineering will be deemed to have passed 1st and 2nd semesters when subjected to provisions for promotion from one semester to another.

The students failing to pass one or more papers will have to appear in the next regular examinations. A student will get maximum of 03 chances i.e one regular and two additional to pass a specific paper.

Notwithstanding anything stated above, if the situation so demands, the Vice-Chancellor on the recommendation of the Principal and Dean, School of Mathematical Sciences & Engineering, may authorize any change in the provision of this Statute.

19. A candidate, whose result is declared late for no fault of his, may either attend classes of the next higher semester provisionally at his own risk and responsibility subject to his passing the concerned semester examination, or join the classes of the next semester within 10 days of the declaration of his result. In such cases the attendance will be counted from the date the candidate started attending classes or the date of declaration of result whichever is earlier. In case the candidate fails to pass the concerned semester examination his attendance in the next higher semester in which he was allowed to attend the classes provisionally shall automatically stand cancelled.

20. A candidate who is appearing in a particular semester examination for the first

time will be allowed to appear in addition to the regular papers prescribed for the semester in a maximum of ten subjects.

21. **Industrial visit**

Every candidate pursuing B. Tech. Programme is required to undergo industrial visit for every theory course offered starting from the third semester of the programme. Ordinarily the teacher teaching a particular subject shall take the students for at least one industrial visit in a semester.

22. **Internal Assessment**

Maximum marks for each theory and practical course (including the Project Work and viva-voce examination in the eighth semester) shall be 100 with the following break up or the breakup as may be approved by the Vice-Chancellor on the recommendation of the Board of Studies and the Academic Council:-

a)	**Theory Courses**
Internal Assessment	20% of the total marks for the course
End Semester examination	80% of the total marks for the course
b)	**Practical Courses and Project Work**
Internal Assessment	50% of the total marks for the course
Semester examination	50% of the total marks for the course.

23. Internal Assessment awards shall be sent to the Controller of Examinations in triplicate before the commencement of semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

The Head of the Department/Dean of the School will maintain and preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of result of the eighth semester examination of that batch by the university.

24. **Requirements for Passing**

i) The minimum number of marks required to pass each theory and practical paper shall be 40% (separately in the Internal Assessment and end semester examination) including Project Work.

Provided that a candidate who appears in all the courses of a semester and fails in one or more than one course(s) by a deficiency of not more than 1% of the maximum marks of the course(s) in which he/she appeared shall be

deemed to have passed the examination by adding in each semester the permissible number of marks in the course(s) to his/her best advantage.

Provided also that this concession shall not be granted in the Internal Assessment to a candidate who passes the theory courses of examination of a semester in parts.

ii) If a candidate fails in a Laboratory course he can clear the backlog only when such a laboratory course examination is available next.

25. A candidate shall be admitted to the B. Tech. Degree only if he has been declared successful in the examinations of all the semesters in accordance with the Statutes.

26. Transcript of marks for all the eight semesters shall be given in a composite form to a student who has completed the B. Tech. Degree Programme and has been declared successful in the semester examinations in conformity with Statutes on payment of such fee as may be prescribed from time to time.

27. The successful candidates of the B. Tech. Degree shall be classified in the following categories:-

i) First Division with Distinction	75% marks or more
ii) First Division	60% marks or more but less than 75%
iii) Second Division	50% marks or more but less than 60%
iv) Pass Class	less than 50%

28. A candidate holding a Bachelor's Degree of this university or any other recognized university in a particular branch of Engineering may be admitted to another branch of B. Tech. at the 5th semester level. However, he shall have to take and pass such courses of the first four semesters of the Branch to which he seeks admission as may be determined by the Dean of the Faculty.

29. Results of semester examinations shall be declared after each examination as early as possible so that the candidates who wish to appear at the time of next semester examination in the subjects in which they have failed may submit the examination forms for next semester examination well in time.

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

31. All legal disputes shall be subject to the jurisdiction of Rajouri Courts only.

Chapter XXXV

Statutes governing Bachelor's Degree in Computer Applications (BCA)

1. The University shall impart instructions in Bachelor's Degree Course in Computer Applications (BCA) which shall be of the duration of three academic years. Each academic year shall comprise two semesters.

2. A student shall be eligible to seek admission to Bachelor's Degree Course in Computer Applications (BCA) on the basis of having passed the Senior Secondary Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized equivalent thereto by the university with atleast 50% marks (45% for SC/ST candidates) with any subject combination.

3. Admission to the Course shall be made on the basis of merit obtained in the qualifying examination or through the procedure as may be notified by the university.

4. The medium of instruction and examination shall be English.

5. Semester examination for the BCA Course shall be open to a candidate who has undergone the course of study for the period specified by having remained on the rolls immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Head/Dean, School of Mathematical Sciences & Engineering, where he/she has pursued the course for the examination and has also fulfilled the following conditions to be certified by the Head/Dean of the School:

   i) has been a person of good character;

   ii) has attended not less than 75% of the total lectures delivered and practicals conducted (practicals include field studies, workshop practice, map work, surveying etc) in each course offered by him in that semester, upto 15 days before the commencement of examination; and

   iii) has paid the prescribed fee.

6. For admission to the semester examination application in the prescribed form, duly filled in, and accompanied by the requisite certificates and fee, as prescribed by the university must reach the Controller of Examinations on the dates as may be approved by the Vice-Chancellor.

7. Whenever the examination form/fee or both of a candidate is/are received in

the University office after the last date prescribed by the university, he/she shall have to pay late fee as mentioned hereunder:-

a)	for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs. 100/-
b)	for another count of 15 days delay after the expiry of last date with late fee of Rs. 100/-	Rs. 150/-
c)	additional late fee after the expiry of last date with late fee of Rs. 150/-	Rs. 25/- per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice- Chancellor upto 2 days before the commencement of examination provided question papers are available.

8. The following shall be the rates of examination fee for regular and private candidates for each semester:

S. No.	Examination	Regular	Private
i)	Full subjects	Rs. 950/-	
ii)	Re-appear in one subject		Rs. 500/-
iii)	Re-appear in more than one subject		Rs. 950/-

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

9. There shall be two examinations in an academic year, one at the end of each semester.

10. Examination for the first, third and fifth semesters shall ordinarily be held in the month of December/January, for the second, fourth and sixth semesters in the month of June/July or such other dates as may be approved by the Vice-Chancellor.

11. The examination shall be held in accordance with the syllabi approved by the Academic Council. In case where text books are prescribed, a candidate shall be required to possess and display not only thorough knowledge of text books but also ability to answer questions framed to test his general knowledge and skills related to the course.

12. If a candidate falls short of attendance, the Head/Dean of the School may condone, for sound reasons to be recorded in writing, shortage upto three lectures or practicals in each course separately. A student whose deficiency in lectures/ practicals in a course is not condoned by the Head/Dean of the School or is beyond condonable limits, shall not be eligible to appear in the semester examination of that course.

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

    i) State representation in the International/All India Competitions organized by the agencies which are recognized by the Board of Sports and Youth Welfare of the University.

    ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

    iii) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the University contingent.

    iv) Participation in the Coaching Camps/Rehearsals prior to the participation as a member of State or University team in the National/All India/Inter-University Competitions.

    v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University team.

14. The Head/Dean of the School shall be competent to cancel admission of a student enrolled for the course if he remains absent without permission of the Head/ Dean of the School for a period of one month continuously after an opportunity has been provided to him to explain why such action be not taken against him.

15. Continuous Sessional Assessment shall be an essential part of the programme; 20% of the total marks allotted to each theory paper and 50% of the total marks allotted to each practical course or as the Academic Council of the University may approve, shall be reserved for Internal Assessment. The Internal Assessment

shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose The Internal Assessment awards of a candidate who fails in the examination shall be carried forward to the subsequent examination.

16. The Head/Dean of the School shall forward Internal Assessment awards maintained by the class teacher to the Controller of Examinations within a week before the commencement of end-of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

    The Head/Dean of the School shall preserve detailed record of the Internal Assessment for inspection upto six months from the date of declaration of result of the sixth semester examination of that batch by the University.

17. Prior to the beginning of end-of-semester examination of the fourth semester the subject on which each student shall be pursuing his/her Minor Project and the respective Internal Supervisor shall be finalized by the Head in consultation with Dean of the School. After completion of the assigned project, a Project Report in respect of the same shall be submitted to the Head/Dean of the School within two weeks of the commencement of the fifth semester. The Minor Project shall carry 100 marks and it shall be pursued by every student under the supervision of one Internal Supervisor from within the Faculty members of the BCA Course. It shall be evaluated jointly by one Internal and one External Examiner. Each examiner shall award marks out of 50.

18. During the sixth semester each student shall undertake a Project and execute it under the supervision of an Internal Supervisor. The Project Report in duplicate alongwith one soft copy in a CD will be submitted prior to commencement of sixth semester examination. The Project Report shall carry 100 marks. It shall be evaluated for 50 marks by an External Examiner appointed for the purpose by the University and for 50 marks by an Internal Board of atleast two Examiners.

19. Supplementary examination shall be held for 5^{th} & 6^{th} semester students only. Supplementary examination for 5th semester shall immediately follow the regular examination of $2^{nd}/4^{th}$ semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of $1^{st}/3^{rd}/5^{th}$ semester.

    The following categories of students shall be eligible for admission to supplementary examination:-

    i) re-appear cases;

    ii) candidates who have completed the prescribed course and fulfill all the required

eligibility criteria but have for some reason not appeared in the end-of-semester examination; and

iii) failures.

20. Minimum marks required to pass the semester examination shall be 40% in the end-of-semester examination, practicals and Internal Assessment separately in each course:

Provided that a candidate who appears in full examination but fails in one or more papers in end-of-semester examination and/or Internal Assessment by a deficiency of not more than 1% of the total marks allotted to a paper(s) in which he/she appeared, shall be deemed to have passed the examination by adding the permissible number of marks in the paper(s) to his/her best advantage.

21. A student who fails to secure 40% marks in the end-of-semester examination and Internal Assessment separately in one or more course(s) of a semester examination shall be permitted to continue his/her studies provisionally in the next semester. He/she will then be required to secure pass percentage in the course(s) of the semester examination in the immediate next available chance, or re-appear in the semester examination as a private candidate. In case the student fails in the next chance also he/she can avail one more chance to clear the course(s) in which he/she has either not appeared or having appeared failed for want of requisite pass percentage. Such a student will be required to clear the course(s) within a period of five years commencing from the date he was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

Candidate who fails in any of the theory courses of the $5^{th}/6^{th}$ semester examination may avail the first additional chance in the supplementary examination:

Provided that the candidate who fails to clear the course within the prescribed number of chances may be allowed a Mercy Chance by the Vice-Chancellor, immediately after the expiry of statutory period.

In case he/she still fails to secure 40% marks in the course(s) his provisional admission as well as result of all examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus prescribed by the University for the semester examination in which he/she could either not appear or having appeared failed.

22. A candidate who appears and passes the Laboratory course(s) (separately in the university examination and Internal Assessment) of a subject but fails in the theory papers shall be exempted from appearing in practical examination of that subject subsequently and marks obtained by him in the Laboratory course(s) shall be carried over. He shall be required to appear in theory part of the subject(s) only at the subsequent examination.

23. After a candidate has appeared and passed all the courses offered by him in all the semesters he/she shall be declared successful and classified as under:-

    i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the semesters taken together;

    ii) First division if he has obtained 60% or more of the aggregate marks but less than 75% marks;

    iii) Second division if he has obtained 50% or more of the aggregate marks but less than 60% marks; and

    iv) Third division if he has obtained 40% or more of the aggregate marks but less than 50% marks.

24. Notwithstanding anything contained in these Statutes, the Executive Council shall have the authority to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.

25. If any difficulty arises in giving effect to these Statutes or in dealing with a situation not envisaged in the Statutes, the matter shall be referred to the Vice-Chancellor who shall issue such orders as he may deem fit.

26. All legal disputes shall be subject to the jurisdiction of Rajouri Courts only.

Chapter XXXVI

Statutes governing Bachelor's Degree in Business Administration (BBA)

1. There shall be a Bachelor's Degree Course in Business Administration in the School of Management Studies/Centre for Industrial Technology & Management.

2. The BBA Course shall be of the duration of three academic years. Each academic year shall comprise two semesters.

3. A student shall be eligible to seek admission to Bachelor's Degree Course in Business Administration (BBA) on the basis of having passed the Senior Secondary Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized as equivalent thereto by the university with atleast 50% marks (45% for SC/ST candidates) with any subject combination.

4. Admission to the Course shall be made on the basis of merit obtained in the qualifying examination or through the procedure as will be notified by the university.

5. The medium of instruction and examination shall be English.

6. Semester examination for the BBA Course shall be open to a candidate who has undergone the course of study for the period specified, by having remained on the rolls immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Head/Dean, School of Management Studies, where he/she has pursued the course and has fulfilled following conditions to be certified by the Head/ Dean, School of Management Studies:

   i) has been a person of good character;

   ii) has attended not less than 75% of the total lectures delivered including seminars, tutorials etc. in each course offered by him in that semester, upto 15 days before the commencement of examination; and

   iii) has paid the prescribed fee.

7. Application in the prescribed form for admission to the semester examination, duly filled in, and accompanied by the requisite certificates and fee, as prescribed by the university must reach the Controller of Examinations on the dates as may be notified by the University.

8. Whenever the examination form/fee or both of a candidate is/are received in the University office after the last date prescribed by the university, he/she shall have to pay late fee as mentioned hereunder:-

Chapter XXXVI

Statutes governing Bachelor's Degree in Business Administration (BBA)

1. There shall be a Bachelor's Degree Course in Business Administration in the School of Management Studies/Centre for Industrial Technology & Management.

2. The BBA Course shall be of the duration of three academic years. Each academic year shall comprise two semesters.

3. A student shall be eligible to seek admission to Bachelor's Degree Course in Business Administration (BBA) on the basis of having passed the Senior Secondary Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized as equivalent thereto by the university with atleast 50% marks (45% for SC/ST candidates) with any subject combination.

4. Admission to the Course shall be made on the basis of merit obtained in the qualifying examination or through the procedure as will be notified by the university.

5. The medium of instruction and examination shall be English.

6. Semester examination for the BBA Course shall be open to a candidate who has undergone the course of study for the period specified, by having remained on the rolls immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Head/Dean, School of Management Studies, where he/she has pursued the course and has fulfilled following conditions to be certified by the Head/ Dean, School of Management Studies:

   i) has been a person of good character;

   ii) has attended not less than 75% of the total lectures delivered including seminars, tutorials etc. in each course offered by him in that semester, upto 15 days before the commencement of examination; and

   iii) has paid the prescribed fee.

7. Application in the prescribed form for admission to the semester examination, duly filled in, and accompanied by the requisite certificates and fee, as prescribed by the university must reach the Controller of Examinations on the dates as may be notified by the University.

8. Whenever the examination form/fee or both of a candidate is/are received in the University office after the last date prescribed by the university, he/she shall have to pay late fee as mentioned hereunder:-

a)	for first count of 15 days delay after the last date prescribed for receipt of form/fee or both	Rs. 100/-
b)	for another count of 15 days delay after the expiry of last date with late fee of Rs. 100/-	Rs. 150/-
c)	additional late fee after the expiry of last date with late fee of Rs. 150/-	Rs. 25/- per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of the Vice- Chancellor upto 2 days before the commencement of examination provided question papers are available.

9. The following shall be the rates of examination fees for the regular and private candidates for each semester:

S. No.	Examination	Regular	Private
i)	Full subjects	Rs. 800/-	
ii)	Re-appear in one subject		Rs. 475/-
iii)	Re-appear in more than one subject		Rs. 800/-

The above rates of fee shall be subject to change, as may be approved by the Vice-Chancellor, from time to time.

10. There shall be two examinations in an academic year, one at the end of each semester.

11. Examination for the first, third and fifth semesters shall ordinarily be held in the month of December/January and for the second, fourth and sixth semesters in the month of June/July or on such other dates as may be notified by the University.

12. The examination shall be held in accordance with the syllabi approved by the Academic Council. In case where text books are prescribed, a candidate shall be required to possess and display thorough knowledge of text books and the ability to answer questions aimed at testing his general knowledge and skills related to the course.

13. If a candidate falls short of attendance, the Head/Dean, School of Management Studies, may condone, for sound reasons to be recorded in writing, shortage upto

three lectures per course per semester. A student whose deficiency in lectures in a course is not condoned or is not condonable, shall not be eligible to appear in the semester examination of that course.

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

    i) State representation in the International/All India Competitions organized by the agencies which are recognized by the Board of Sports and Youth Welfare of the University.

    ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

    iii) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the University contingent.

    iv) Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions.

    v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University team.

15. The Head/Dean, School of Management Studies shall be competent to cancel admission of a student enrolled for the course if he remains absent without permission of the Head/Dean, School of Management Studies for a period of one month continuously, after an opportunity has been provided to him to explain why such action be not taken against him.

16. Continuous Sessional Assessment shall be an essential part of the programme; 20% of the total marks allotted to each theory paper and 50% of the total marks allotted to each practical paper or as the Academic council of the University may approve, shall be reserved for Internal Assessment. The Internal Assessment shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose. The Internal Assessment awards of a candidate who fails in the examination shall be carried forward to the subsequent examination.

17. The Head/Dean, School of Management Studies shall forward Internal Assessment marks awarded by the concerned teacher to the Controller of Examinations one week before the commencement of end-of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

    The Head/Dean shall preserve detailed record of the Internal Assessment for inspection upto six months from the date of declaration of result of the sixth semester examination of that batch by the University.

18. Prior to the beginning of end-of-semester examination of the second semester the topic on which each student shall be pursuing his/her Minor Project during Summer Vacation and the Internal Supervisor shall be finalized by the Head/Dean, School of Management Studies. After completion of the project, a report in respect of the project shall be submitted to the Head/Dean within two weeks of the commencement of the third semester. The Minor Project shall carry 100 marks and it shall be pursued by every student under the supervision of one Internal Supervisor from within the Faculty of the BBA Programme. It shall be evaluated jointly by one Internal and one External Examiner. Each examiner shall award marks out of 50.

19. Each student shall undergo practical training of eight weeks during the vacations following the fourth semester in an approved business/industrial/service organization on the specialization to be allotted by the Department. After completion of the training, a certificate of successful completion of the training from the Head of the concerned organization shall be obtained and one soft and two hard copies of the Project Report on the training undergone shall be submitted by each candidate to the Head/Dean, School of Management Studies within two weeks of the commencement of fifth semester. The seminar and the Project Report shall carry 100 marks. It shall be evaluated for 50 marks by an Internal Board of at least two Examiners and by an External Examiner for 50 marks.

20. During the sixth semester each student shall undertake a Project that will be executed by him/her under the supervision of an Internal Supervisor. The Project Report in duplicate alongwith one soft copy in a CD will be submitted prior to the commencement of the end-of-semester examination of the sixth semester. Project Report shall carry 100 marks. It shall be evaluated for 50 marks by an External Examiner appointed by the University and for 50 marks by an Internal Board of Examiners comprising atleast two Faculty Members.

21. Supplementary examination shall be held for 5^{th} & 6^{th} semester students only. Supplementary examination for 5^{th} semester shall immediately follow the regular

examination of $2^{nd}/4^{th}$ semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of $1^{st}/3^{rd}/5^{th}$ semester.

The following categories of students shall be eligible for admission to supplementary examination:-

i) re-appear cases;

ii) candidates who have completed the prescribed course and fulfill all the required eligibility criteria but have for some reason not appeared in the end-of-semester examination; and

iii) failures.

22. Minimum marks required to pass the semester examination shall be 40% in the end-of-semester examination, practicals and internal assessment separately in each course.

Provided that a candidate who appears in all subjects but fails in one or more than one paper in the end-of-semester examination and/or Internal assessment by a deficiency of not more than 1% of the total maximum marks allotted to paper(s) in which he/she appeared, shall be deemed to have passed the examination by adding the permissible number of marks in the Paper(s) to his best advantage.

23. A student who fails to secure 40% marks in the university examination and Internal Assessment separately in one or more course(s) of a semester examination shall be permitted to continue his/her studies provisionally in the next semester. He/she shall then be required to secure pass percentage in the course(s) of the semester examination in the immediate next available chance, or re-appear in the semester examination as a private candidate. In case the student fails in the next chance also he/she can avail one more chance to clear the course(s) in which he/she has either not appeared or having appeared failed for want of requisite pass percentage. Such a student will be required to clear the course(s) within a period of five years commencing from the date he was scheduled to appear in the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of the $5^{th}/6^{th}$ semester examination may avail the first additional chance in the supplementary examination:

Provided that the candidate who fails to clear the course within the prescribed

number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of statutory period.

In case he/she still fails to secure 40% marks in the course(s) his provisional admission as well as result of all examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus prescribed by the University for the semester examination in which he/she could either not appear or having appeared failed.

24. After a candidate has appeared and passed all the courses offered by him in all the semesters he/she shall be declared successful and classified as under:-

    i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the semesters taken together;

    ii) First division if he has obtained 60% or more of the aggregate marks but less than 75% marks;

    iii) Second division if he has obtained 50% or more of the aggregate marks but less than 60% marks; and

    iv) Third division if he has obtained 40% or more of the aggregate marks but less than 50% marks.

25. Notwithstanding anything contained in these Statutes, the Executive Council shall have the authority to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.

26. If any difficulty arises in giving effect to these Statutes or in dealing with a situation not envisaged in the Statutes, the matter shall be referred to the Vice-Chancellor who shall issue such orders as he may deem fit.

27. All legal disputes shall be subject to the jurisdiction of Rajouri Courts only.

Chapter XXXVII

Statutes governing Diploma Engineering Courses

1. Centre for Industrial Technology & Management (CITM) or any other Institute/ College established by the University shall provide instructions in the following Diploma Programmes:

   i) Electronics & Communication

   ii) Electrical & Renewable Energy

   iii) Civil Engineering

   iv) Mechanical Engineering

   and such other branches of Engineering as may be introduced by the university from time to time.

2. For admission to the Diploma Course a candidate must have passed the qualifying examination i.e Matriculation from any recognized Board of School Education or any other examination recognized as equivalent thereto by the Board, with atleast 50% marks (45% for SC/ST candidates)

3. Diploma Course shall be of 3 years duration, with 6 semesters, each followed by University examination.

4. The Academic Council may approve the courses of study of Diploma programmes on the recommendation of the concerned Board of Studies or any other Technical body. It may also make such changes in the prescribed courses of study as may be considered necessary from time to time.

5. Admission to the Diploma Course shall be made on the basis of merit obtained in the qualifying examination i.e. Matriculation or through any other procedure that may be notified by the university.

6. Each semester examination shall consist of written papers, practicals and sessionals according to the approved syllabi.

7. The medium of instruction and examination shall be English.

8. The semester examination shall be open to a candidate who has undergone the course of study for the period specified by having remained on the rolls immediately preceding the examination, has his/her name submitted to the Controller of Examinations by the Head of the Department/Director of the Centre where he/she has pursued the course for the examination and has fulfilled the

following conditions to be certified by the Principal/Head of the Department/ Director of the Centre:

i) has been a person of good character;

ii) has attended not less than 75% of the total lectures delivered and tutorials and practicals conducted in each subject offered by him in that semester, upto 10 days before the commencement of examination;

iii) has paid the prescribed fee; and

iv) has earned eligibility in terms of Regulations governing Internal Assessment

9. Application in the prescribed form for admission to the semester examination, duly filled in and accompanied by the requisite certificates and fee, as prescribed by the university from time to time, must reach the Controller of Examinations on the date fixed for the purpose by the university.

10. Each candidate shall pay the following fees for each semester alongwith his/her Application for admission to an examination:

S. No.	Examination	Regular	Private
i)	Full subjects	Rs. 800/-	
ii)	Re-appear in one subject		Rs. 475/-
iii)	Re-appear in more than one subject		Rs. 800/-

The above rates of fee shall be subject to change, as may be approved by the Vice-Chancellor, from time to time.

11. Whenever the examination form/fee or both of a candidate is/are received after the last date prescribed by the university, he/she shall pay late fee as mentioned hereunder:-

a) for first count of 15 days delay after the last date prescribed for receipt of form/fee or both — Rs. 100/-

b) for another count of 15 days delay after the expiry of last date with late fee of Rs. 100/- — Rs. 150/-

c) additional late fee after the expiry of last date with late fee of Rs. 150/- — Rs. 25/- per day upto 10 days before the commencement of examination

Thereafter, with a late fee of Rs. 2000/- upto 5 days before the commencement of examination and with further late fee of Rs. 3000/- with special permission of

the Vice-Chancellor upto 2 days before the commencement of examination provided question papers are available.

12. There shall be two examinations in an academic year, one at the end of each semester.

13. The examination of 1st, 3rd and 5th Semesters shall be held in the month of December/January and for the 2nd, 4th & 6th semesters in the month of June/ July or such other dates as may be approved by the Vice-Chancellor.

14. The examination shall be held in accordance with the syllabi approved by the Academic Council.

15. The Principal/Director of the Centre for Industrial Technology & Management/ Dean may condone shortage of a student in attendance, for special reasons to be recorded, upto three lectures delivered/practicals conducted in each course separately. A student whose deficiency in lectures/practicals in a course is not condoned by the Competent Authority or is not condonable, shall not be eligible to appear in the Semester examination in that course.

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

i) State representation in the International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.

ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.

iii) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of the university contingent.

iv) Participation in the Coaching Camps/Rehearsals prior to the participation as a member of State or University team in the National/All India/Inter-University Competitions.

v) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the University team.

17. The Department/Centre shall be competent to cancel admission of a student enrolled for the course if he remains absent without permission of the Principal/ Director for a period of one month continuously after an opportunity has been provided to him to explain why such action be not taken against him.

18. Continuous Sessional Assessment shall be an essential part. 20% of the total marks allotted to each theory paper shall be reserved for Internal Assessment and shall be awarded on the basis of monthly review of tutorials, exercise books, lecture notebooks etc. maintained by the students in accordance with the Regulations prescribed for the purpose. In each practical paper 50% of the total marks shall be reserved for Internal Assessment. The Internal Assessment awards of a candidate who fails in the examination shall be carried forward to the subsequent examination.

    The marks obtained by the student in all evaluations shall be communicated by the Principal/Director to the Controller of Examinations within one week before the commencement of end-of-semester examination after the record has been checked by the Inspector(s) appointed for the purpose.

    The Principal/Director shall preserve detailed record of the Internal Assessment for inspection upto six months from the date of declaration of result of the sixth semester examination of that batch by the University

19. Apart from formal theory and laboratory courses, all students are required to participate in two Awareness Camps, one on Ecology & Environment and the other on Entrepreneurship.

20. Each student shall undergo practical training of eight weeks during the vacations following fourth semester in an approved business/industrial/service organization to be allotted by the Institute/Centre. After completion of job/training, a certificate of successful completion of training from the Head of the concerned organization shall be obtained and two copies of the Project Report on the training undergone shall be submitted by each candidate to the Principal/Director of the Centre, within two weeks of the commencement of fifth semester. The Project Report shall carry 100 marks. It shall be evaluated for 50 marks by an Internal Board of Examiners, which shall comprise a minimum of two faculty members, and for 50 marks by an External Examiner.

21. During the last Semester each student shall undertake a Project to be pursued by him/her under the supervision of an Internal Supervisor. The Project Report in duplicate alongwith one soft copy in a CD will be submitted atleast four weeks prior to the commencement of the end-of-semester examination. Project Report shall carry 100 marks. It will be evaluated by an External Examiner appointed for

the purpose by the University for 50 marks and for 50 marks by an Internal Board of Examiners comprising a minimum of two Internal Faculty Members.

22. Supplementary examination shall be held for 5th & 6th semester students only. Supplementary examination for 5^{th} semester shall immediately follow the regular examination of $2^{nd}/4^{th}$ semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of $1^{st}/3^{rd}/5^{th}$ semester.

The following categories of students shall be eligible for admission to supplementary examination:-

i) re-appear cases;

ii) candidates who have completed the prescribed course but have for some reason not appeared in the end-of-semester examination and fulfill all the required eligibility criteria; and

iii) failures.

23. Minimum marks required to pass the semester examination shall be 40% in the university examination, practicals and Internal Assessment separately in each course.

Provided that a candidate who appears in full examination but fails in one or more than one paper in the university examination and/or Internal Assessment by a deficiency of not more than 1% of the total maximum marks allotted to the paper(s) in which he/she appeared, shall be deemed to have passed the examination by adding the permissible number of marks in the paper(s) to his best advantage.

24. A student who fails to secure 40% marks in the end-of-semester examination and Internal Assessment separately in one or more course(s) shall be permitted to continue his/her studies provisionally in the next semester. He/she will then be required to secure pass percentage in the course(s) of the semester examination in the immediate next available chance or r-eappear in the semester examination as a private candidate.

In case the student fails in the next chance also he/she can avail one more chance to clear the course(s) in which he/she has either not appeared or having appeared failed for want of requisite pass percentage. Such a student will be required to clear the course(s) within a period of five years commencing from the date he was scheduled to appear int the first semester examination but could not appear or the date he first appeared in the first semester examination but failed.

A candidate who fails in any of the theory courses of the $5^{th}/6^{th}$ semester examination may avail the first additional chance in the supplementary examination:

Provided that the candidate who fails to clear the course within the prescribed number of chances may be allowed a Mercy Chance, by the Vice-Chancellor, immediately after the expiry of statutory period.

In case he/she still fails to secure 40% marks in the course(s) his provisional admission as well as result of all examinations taken by him shall stand cancelled.

Unless otherwise provided such a candidate will have to appear in the course(s) according to the syllabus prescribed by the University for the semester examination in which he/she could either not appear or having appeared failed.

25. A candidate who appears and passes in the Laboratory course(s) but fails to pass the theory courses shall be exempted from appearing in the Laboratory course(s) examination subsequently and marks obtained by him in the Laboratory Course(s) shall be carried over. He shall be required to appear in theory course(s) only at the subsequent examination.

26. After a candidate has appeared and passed all the courses offered by him in all the semesters he/she shall be declared successful and classified as under:-

    i) First division with distinction if he has obtained 75% or more of the aggregate marks in all the courses of all the semesters taken together;

    ii) First division if he has obtained 60% or more of the aggregate marks but less than 75% marks;

    iii) Second division if he has obtained 50% or more of the aggregate marks but less than 60% marks; and

    iv) Third division if he has obtained 40% or more of the aggregate marks but less than 50% marks.

27. Notwithstanding anything contained in these Statutes, the Executive Council shall have the authority to exclude any student from appearing in any examination if it is satisfied after issuing show cause notice to the candidate and holding an enquiry that such a candidate is not a fit person to be admitted thereto.

28. If any difficulty arises in giving effect to these Statutes or in dealing with a situation not envisaged in the Statutes, the matter shall be referred to the Vice-Chancellor who shall issue such orders as he may deem fit.

29. All legal disputes shall be subject to the jurisdiction of Rajouri Courts only.