
EXAMINATION MANUAL



**Baba Ghulam Shah Badshah University
Rajouri – 185234 (J&K)**

Established by Government of Jammu & Kashmir
Recognized by UGC under section 2(f) & 12(B)

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:

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| 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

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|---------------------------------|----------------------|
| 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 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 returned 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 unfair means 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 unfair means/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 dafties, 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 unfair means 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 unfair means 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 theirs 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 $\frac{1}{2}$ shall be used by an examiner. Half mark shall be raised to next whole number e.g. $22\frac{1}{2}$ 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; andco-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.

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 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 approved 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 Statutes 11 (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% lectures 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% lectures, 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 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 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 recognition 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 pictorial 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-parte. 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 unfair means/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-parte.
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) Arabicand 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-evaluator 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 Studies 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 than 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:

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| 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.

a) S. No.	Examination	Regular	Private
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 anomaly 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:-

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| 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 5th & 6th semester students only. Supplementary examination for 5th semester shall immediately follow the regular examination of 2nd/4th semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of 1st/3rd/5th 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 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 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:-

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|--|--|
| 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 5th & 6th semester students only. Supplementary examination for 5th semester shall immediately follow the regular

examination of 2nd/4th semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of 1st/3rd/5th 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 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 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 Engineeringand 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 5th semester shall immediately follow the regular examination of 2nd/4th semester. Similarly, supplementary examination for 6th semester shall follow the regular examination of 1st/3rd/5th 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 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 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 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.