

CENTRAL UNIVERSITY OF JAMMU

REGD. NO. D, L.-33004/99 Che Gazette of -3India EXTRAORDINARY PART III—section 4 PUBLISHED BY AUTHORITY 278] No. 2781 12, 21, 1939 NEW DELHI, WEDNESDAY, JULY 12, 2017/ ASADHA 21, 1939 I I 2017 -4. -å. a. 3T8AüQT/2017/519 2009: 872016-17 & 2009, 28 (I 4296 GI/2017 (1) 2 THE GAZETTE OF INDIA : EXTRAORDINARY (g-*g-q) ft-Fl-g -a-ft, QTIfi-« [PART III—SEC. 4] -a-4-a.x/fä-#a.x)) •q--ä-a--a- s.) *ex 3.F4 Z) 3.Fi- g) -a-ft-g @ra-1T 3 q) 3.Tq-a- 3 {I-äR-a- <Q1fi-q-r 3. / •ap⁻r ii. iii. 15.0% 27.0% (400/0) 0.5 3.iQT 0.5 3.iQT 4.1 I 4.2 qa-Ta:r 9TfhTtr ZINT q-q-q öI⁻r I 4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 4.3 1 NSQF 4 fia-t-o-r ft-a-T . 9>-fi-l: fr#r NSQF NSQF ft—q- I ft-a-pfi fr--étl# 10+2 q-tran tr NSQF g•rq-ifr, 9>-fi-l NSQF 4 / ft-a-rfi (NSQF 4) AT / 10+2 9Ä-Ufr- 1 06 NSQF 4 g-e-a-fr:r B. Voc TowarsB.Voc Degree 01 NSQF 5 NSQF 6 03 NSQF 7 5 3FA- •frA⁻r I q-lfr-q-r q-e:n-qfi Fq-g q) 3.19 --u-fi q-ft-q-r I 8. 3113ROT 3..Tl@XUT a-a-I-I! q-lfr-ä- 3.F4 , iii. 6 THE GAZETTE OF INDIA : EXTRAORDINARY q-ft-q-r iii. q-q-q-r ft-ot-q 600/0 400/0 60: 40 (QP) NSQF [PART III—SEC. 4] q-pqz Eltz/ 4 5 6 18 36 72 12 24 48 30 60 120 i. fi@rg (-Rr -q-qn-f?-a- ft---q-r ii. vi. vii. 7 -q--ä-fürr -Rr *QTØ 11) : @ra.TUT •Fl-a-ta-fi-u-r -a 400/0 NSQF 4 5 6 12FÄ 275 550 600 225 450 400 500 1 000 1 000 I 90 13) 3.Tq-ä-æ (fi3irg•q) ZINT ft-a-r -all-é qT1!TITI 14) 15) •q--ä-a--a- •R-m-g 8 16) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] -qfi 3Rfi, 3fia-TT3ii 17) fifi I 18) @Ta-TUT ?TZTT *QTØ NSQF 19) 11) 3i-ü-fi/f?-å Q.:n-q-r III) fr-qhé/h fr-qhé/q@raa-q qlt, t, 9.Tl-q-r 20) l) qÉI-fr--<T ft-an-ft-ait ft-a-r @ra-TUT •.3TÄ-fh •.3Tlqq1RØ •.31\$TR RZIT GIINTIT I 11) (25) (25%) (50%) 9 •q--ä-a--a- / / 500/0 ft-tax ft-q-a q) a-ft, ft-ft-q- (5%), Tia-TT (5%), (10%) tß1TI 3) fr-•qZlé /h ftrlé/ ftrlé q-ftaa-*t /h ftrlé/ gINT fr;zrr q.--a-ü _ (50/0), (50/0), (10%) (5%). tß1TI 10 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 3) fr-•qZlé /h ftrlé/ q-åaa-*t ft---q-r ftrlé/ ftrlé 50% 3i-fä-q q-•fi-aa-r q-rtn-fr--ff -Oil-r q) 3.i-R-q •a—a-IN ft-g / ft-N- 10 FT) / 0.5 03 02 6 h); Q-qv 11/2 \$2- 6 (qg) / m, 0.5 05 h) 03 1 .5 4.5 -ti-?r: 3 •öl⁻r : 11 1 0 / | 1/2 I 3.fi-a-rå 1 5 3•Ä;); 07 7 07 08 5 05 1 5 45) 03 •q-9fi : 08 (3ffö) Ür, 1.5 12), : 03 6 (Ü 18 3.65); 03 1 5 45) 03 1 0 20) (i) (ii) (iii) F) , 3.iX ; 12 96-100 90-95 80-89 70-79 60-69 51-59 41-49 40 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 3.Tfh c p 10 9 8 7 6 5 4 XII) : ft-a-pfi XI-R -t, SGPA (SD = i(Ci x Gi) / ECi 'Ci' 'Gi' ft-a-pfi 3.i-*t -fi- -q-rfi- -t, CGPA = i(Ci x Si) / i Ci 2 XTiz GITI!I XIII) @raa-q 21) : *QI-FT 13 2. 3. 4. •q--ä-a--a- tß1TI q. z. @ra-TUT, VI-UFT q-ü4TUT •mra-TUT fir a-TUT ; 3.11-fi-a- ; 3-TfhTtr -ä q-rtI-fr--<T 14 5. 6. 11) 2. 3. 2. 3. 4. 5

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so ever the University may deem fit. e) The academic calendar and commencement of class work for all programmes of study shall be in accordance with the guidelines/regulations of the UGC and other National Level Regulatory Bodies as issued and amended from time to time. f) The duration of programmes of study shall be prescribed by the Board of Management (BOM) in conformity with requirements of regulations prescribed by the UGC and other National Regulatory Bodies from time to time. No student pursuing a full time programme in the College shall be allowed to take up a job without prior and explicit permission of the College. Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original from his/her employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study shall stand cancelled. [a-TTTI III—El-og 4] 59 g) Unless otherwise provided, no student pursuing a full course/programme of study in the College shall be permitted to attend any other course or to take any other regular examination leading to another diploma of this college or any other University/Educational Institution. Provided that this does not debar a student from appearing in an examination for a course of study for which he/she has already completed the instructional part and attained the eligibility for appearing in the said examination. h) If at any time, it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission, his/her candidature shall be liable to be cancelled and if admitted his/her name shall be removed from the rolls of the College. i) There shall be no age bar for admission to Vocational Courses/Programmes offered under the aegis of Community College. j) Admission to the Vocational Programmes will be done throughout the year in batches in each course offered under Community College, to facilitate a steady stream of learners joining the college and moving out as trained work force to the job market. The intake of batch size shall be decided by the Principal of the College as per the available infrastructure. k) Community College (CC) shall offer Programmes/Courses in domain areas which have significant demand in the job market locally as envisaged in the UGC guidelines. l) Community College shall provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity. m) Community College (CC) shall provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-outs, with general education and [or vocational education background. n) Community College (CC) shall provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age; o) Community College (CC) shall provide opportunity for vertical mobility to move to higher education in future; p) Community College (CC) shall offer bridge courses to certificate holders of general [vocational education, so as to bring them at par with appropriate NSQF level. q) Community College (CC) shall provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development r) All the programmes offered under CC will be full time courses s) CC may appropriately use technology to improve the effectiveness of the delivery of courses 2. Applications a) All admissions shall be based on the applications received in response to an admission notification. b) Applications for admission must be accompanied by a non-refundable prescribed application fee in the form of a Payee's Account Bank Draft/Pay Order (payable to the Principal Community College, Central University of Jammu) or any other mode of payment notified by the Community College/University. c) The Community College will have a single common application form for admission to all Vocational courses/programmes. d) Applicants for admission shall be required to indicate their choices of Vocational programmes in order of preference in their application forms to be submitted offline/online as per decision taken by the College from time to time. 60 3. Prospectus THE GAZETTE OF INDIA : EXTRAORDINARY [PART 111 SEC. 4] a) The prospectus shall be published on the website of the Community College/University and the attention of the prospective candidates and the general public shall be drawn to such publication hosted on the website through advertisements in the prominent national and local dailies. b) Contents of the prospectus shall be such as approved by the Academic Council, and will inter-alia, contain intake capacity, procedure of admission, fee structure, eligibility conditions, admission schedule etc. c) Fee and other charges as prescribed from time to time, shall be charged from a student admitted to a programme of study in the Community College

4. Reservation of seats There shall be reservation of seats for SC, S T, OBC and Differently Abled Persons in the following manner: 1.11. 111. lv. Scheduled Castes (SC) Category Schedule Tribes (ST)

Category Other Backward Classes (OBC) Category Differently Abled Persons 27.0% Persons suffering from not less than forty per cent (4000) of any disability as certified by a competent medical authority would be considered for admission under this category. Explanation: For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored. 4.1 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course. 4.2 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed performa. 4.3 Application form received without the requisite certificate(s) shall be liable to be rejected

5. Minimum Eligibility Conditions a) To be eligible for admission to a vocational Certificate/Diploma/Advance Diploma programme of study, a candidate must have passed +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of vocational diploma programme under NSQF can be made as per following categorization unless otherwise prescribed by the UGC/Board of Management (BOM) of Community College: Category-I: Candidates who have already acquired prescribed NSQF certification level in a particular industry sector and opted for admission in the vocational diploma programme under same sector for which he / she was previously certified at school level. Ill—Erug 4]

61 Category-2: Students who have acquired requisite NSQF certification Level but may like to change their sector and may enter into Community College in Diploma course in a different industry sector.

Category-3: Students who have passed 10+2 examination with conventional schooling without any background of vocational training. The community college will develop cumculum and arrange for skill intensive training / teaching for the learners belonging to the category-2 and 3 as above during the first six months who will be assessed and certified for NSQF Level 4 of skill competency by concemed SSC at the end of first semester. However, leamers belonging to category-I will not require such certification as they already have NSQF level 4 certificates in same industry sector/ job role required for specified skill credits.

All the leamers continuing to Diploma courses or further will be treated at par from second semester onwards. Students may exit after six months with a CC Certificate (NSQF Level 4) or may continue for diploma or advanced diploma level courses. An academic progression for the students in vocational stream is illustrated below: Community College Courses 10+2 Students Of Category- 2&3 10+2 Students Of

Category- I 0 Months NSQF Level 4 Assessment Certificate 01 Years B. voc 02 Years NSQF Level 5 Assessment Diploma NSQF Level 6 Assessment advanced Diploma Degree 03 Years NSQF Level 7 Assessment

Category-4: Students who have qualified equivalent exammation from ITI in the same field may also be considered eligible. Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission 6. Criteria for Selection Admission to a vocational programme in the Community College shall be made on the basis of CUCET or any other test which so ever the University may deems fit. 62 THE GAZETTE OF INDIA : EXTRAORDINARY

[PART III—SW. 4] 7. Completion of Admissions a) No candidate shall be entitled to claim admission as a matter of right. The Community College reserves the right to refuse admission to any individual case, without assigning any reason. b) A candidate shall be considered as admitted to a programme of study and be eligible to avail the privileges of a student of the Community College/University only after he/she has completed all admission formalities including payment of the prescribed fee. If a candidate fails to complete the admission formalities by the prescribed date, he/she will forfeit his/her right of admission. c)

List of selected candidates shall be displayed on the University Website and on the Notice Boards of the Community College. No intimation to the selected candidates will be sent by post/e-mail. d) The candidates shall be required to get their admissions completed by the notified dates. e) The selected candidates shall be required to produce, for verification, on or before the date prescribed for completion of the admission formalities, the following documents in original: certificates, Diplomas, Mark-Sheets of all educational qualifications; 1. In case of employed candidates, no objection certificate (NOC) from the employer 11. clearly mentioning that the employer has no objection in the candidate pursuing Vocational Programme at the Community College as a regular student and shall be on authorised leave during the course of study. f) Admission will be granted to only those candidates whose results of the qualifying examinations are complete in all respects. g) Admission of candidates to a programme of study shall be subject to the approval of the Vice-Chancellor or any other authority nominated by him/her. h) At the time

of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the Community College/University

8. Conduct and Administration of Admission a) **The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of the list of candidates on the basis of the merit of the candidates, shall be the responsibility of Principal and Nodal Officer or a Committee specifically appointed by the Vice-Chancellor for the purpose.** Accordingly, it shall be the responsibility of such person or Committee, as the case may be, specifically appointed to ensure that the provisions of the Ordinances with regard to admission of students are strictly adhered to. The said person (s) or Committee shall, inter-alia, 1. 11. 111. iv. VI. coordinate the task of preparation of the Prospectus; issue notification for admission specifying the date of issue of application form and the last date for its receipt; receive, verify and process application forms for admission take care of the logistics for admission prepare the list of candidates finally selected for admission to various programmes of Completion of admission. [a-TTII III—El-og 4] 63 b) There shall be an Admission Committee for Vocational Programme(s) offered under Community College comprising of: (a) Principal, Community College as Chairperson, (b) Nodal Officer of Community College and (c) Assistant Registrar Admissions. c) Fee: The fee shall be fixed by the committee constituted by the University for Vocational Programmes offered under the aegis of Community College which would essentially include Principal of the College, Finance Officer or his nominee, Nodal Officer, Community College and one nominee of the Vice Chancellor or as per fee committee of the University. The course fee would be reviewed after every two year or as per the need based on Sector Skill requirement

9. Appellate Committee A candidate aggrieved by the decision of the Admission Committee may file an appeal within ten days, from the last date of admission, on the prescribed form and payment of prescribed fee, to the Appellate Committee. The Appellate Committee shall consist of the following: i. Vice-Chancellor or his nominee Principal, Community College 11. iii. Assistant Registrar Admissions or One faculty from amongst the faculty members of the College/University iv. Nodal Officer, Community College Appellate Committee shall decide the appeal on merit

10. Curriculum The curriculum for Vocational programmes under the aegis of Community College in each year of the programme would be a suitable mix of skill development and general education components. The weight-age for skill development would be 60 00 and general education component 4000. The 60:40 credit weightage should be maintained on completion of each level. The curriculum and courseware be aligned as per the Qualification Pack (QP) of the respective Sector Skill Council. The changes if any would be incorporated as per UGC/NSDC guidelines issued from time to time keeping in view the needs of the local industry as well. Presently the vocational programme(s) shall follow the following credit scheme for each of the years: General NSQF Skill Component Total Credits Durati Level 4 5 6 Credits 18 36 72 Education Credits 12 24 48 for Award 30 60 120 on One Sem. Two Sem. Four Sem. Exit points/ Awards Certificate Diploma Advanced Di Ioma I) Skill Development Component: The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements. 64 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] The curriculum would necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs. i) ii) iv) v) vi) Community College may adopt the model curriculum developed by the concerned Sector Skill Council (s) wherever available or adapt it in consultation with the local industry partners. National Occupational Standards (NOS) is not available for a specific area/job role, the department would get the curriculum developed in consultation with industry experts. The curriculum would be designed to focus on work-readiness skills in each of the years. Adequate attention shall be given in curriculum design to practical work, on the job training, development of student portfolios and project work. At least one job role at the concerned NSQF Level be covered in the curriculum as per National Occupational Standards (NOS). The normal training hours for skilling should be proportionate to the weightage for skill credits and an appropriate component of skill training may be imparted as on-site training at actual work place. 11) General Education Component: The general education component of the curriculum shall be decided by the Board of Studies (BOS) of the Community College. While doing so,

Community College may work towards aligning the curriculum with the National Occupational Standards being developed by the respective/allied Sector Skill Councils. The general education component should emphasize on courses which provide holistic development and not exceeding 4000 of the overall curriculum. Vocational Skill Building General Learning NSQF Level 4 5 6 Semester System (Hrs) 275 550 600 (Hrs) 225 450 400 Total (Hrs) 500 1 000 1 000 12) 13) The programmes of study offered by the Community College shall be based on the Semester- System. Each Semester shall have a minimum of 90 working days. The broad framework specified by concerned sector skill council about national occupational standards, qualification packs by pre-specifying general and skill components, learning outcomes and workloads to be followed by Community College in designing and delivery of courses. Course Catalogue The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated in light of UGC guidelines issued from time to time or as per the framework of concerned sector skill council and specified by the Board of Studies (BOS) within the broad framework specified by the Board of Management. All Courses as specified shall be approved by the Board of Management (BOM) of Community College and listed with brief outline in the Course Catalogue. [a-TTII III—El-og 4] Course Registration 65 15) 16) 17) 18) 19) 20) After admission to a vocational programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with Nodal Officer on the prescribed format and it shall be submitted to the Principal of the Community College. Detailed Course Outline The detailed course outline shall be prepared by the Board of Studies (BOS) and shall be approved by the BOM of Community College and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents/modules, lecture plan, prescribed texts, reading lists, planned activities for students' efforts/teacher-led activities etc. Programmes of Study All vocational programme(s) shall in general adhere to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils. Minimum and Maximum Duration of Vocational Programme(s) Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of programmes introduced and offered by the Community College shall be two years after completion of the duration of the course. Conditions for the Award of Certificate/Diploma/Advanced Diploma/Degree A student admitted to a programme of study shall be awarded Certificate/ Diploma/ Advanced Diploma in the concerned discipline, if he/she successfully completes General Educational & Skill Component in each semester with minimum credits for award of certificate, Diploma, Advanced Diploma, with minimum credits at each level for exit as specified in the NSQF scheme, as the case may be, and additional credits specified for the purpose by the BoM/BoS of the Community College/Sector Skill Council. Medium of Instruction and Examination 1) 11) 111) The Medium of instruction in respect of all Vocational Programmes of Studies offered by the Community College shall be English/Hindi/State languages depending upon the requirements of the course. Question Papers of all examinations shall be set and answered in English/Hindi language or any other language depending upon the requirements of the course. Project Work/Project Report/Field Work Report/ Training Report etc., if any, shall have to be written in English/Local Language, except in case of the Programmes of Study where the same may be required to be written in the respective languages. Examination and Assessment System The vocational programmes under Community College shall be offered under 1) Semester System and Examination and Evaluation of students shall be divided into general education and skill component assessment. The assessment for the general education component shall be done by the Community College in line with the scheme of sector skill council. The proportional changes required in assessment of general education component shall be accordingly decided. However, in order to check the domain/applicative knowledge of theoretical precepts of students' skill component shall be assessed as per the guidelines of UGC/Sector Skill Council. The 66 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 11) 111) V) evaluation of skill component shall be done by respective Sector Skill Council and / or University, as the case may be. Semester examination will be open to regular candidates who have been on the rolls and fulfill the attendance and other requirements as prescribed in the University statutes. Evaluation of students shall be through Continuous Internal Assessment of General education and Skill component. The Continuous Internal Assessment shall comprise the following components: Break-up of Evaluation Criteria and Weightage

e (%) Continuous Assessment (25%) Internal Mid Semester Examination (25%) End Semester Examination (50%) General Education and Skill Component To be conducted by Community College and Respective Sector Skill as per UGC / NSDC guidelines for Vocational Courses. Award To be issued by the University and / or by Sector Skill Council as per guidelines. Depending upon the nature and requirements of a particular course by the Board of Management/Board of Studies of Community College have freedom to prescribe additional/different component and their weightages for continuous internal assessment (CIA). Provided that the weightage of the End-Semester Examination shall not be less than 50% in case of General Education Component. Paper Setting & Evaluation a) The overall framework of the Continuous Internal Assessment (CIA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the BOM of Community College. b) Within the overall framework of examination and evaluation as decided by the BOM, the content, format, duration of various components of the CIA shall be decided by the concerned faculty members in consultation with Principal/Nodal Officer and be notified to students along with the detailed course outline provided at the commencement of each course. Preferably CIA should include following components attendance (500), class participation (500), unit tests/skill tests (1000) and student portfolio (500). c) The question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator except for the courses for which examination has to be conducted by Sector Skill Council. d) In case of examinations involving Viva-Voce/Practical(s), in a course offered by Community College under General Education Component, the evaluation shall be done by a panel comprising of the Nodal Officer, the concerned faculty member and an external examiner to be appointed by the Principal, out of the panel of Examiners approved by the Vice-Chancellor. e) Project Report/Field Work Report/ Training Report shall be evaluated by a panel of examiners comprising the Principal, Nodal Officer and faculty member associated with concerned programme. In case of Viva-Voce based on the Project Work/Project Report/Field Work Report/ Training Report etc., evaluation shall be done by the aforesaid panel of Examiners. [a-TTII III—El-og 4] VI

Guidelines for Paper Setting 67 a) The overall framework of the Continuous Internal Assessment (CIA), including the broad guidelines regarding the content, format during and timings of different components of examination and evaluation shall be as decided by the Advisory Committee. Preferably CIA should include following components Attendance (500), Class Participation (500), Unit Tests/ Skill Tests (1000) and Student Portfolio (500). b) Within the overall framework of examination and evaluation as decided by the Advisory Committee, the content, format, duration of various components of the CIA shall be decided by the concerned faculty members in consultation with Head or his/her nominee And be notified to student along with the detailed course outline provided at the Commencement of each course. c) The question paper for examination of a course shall be set by the faculty member who is teaching that course and that/she shall also be the evaluator except for the courses for which examination to be conducted by Sector Skill Council. d) In case of examinations involving Viva-Voce/Practical, in a course offered by a Department under General Education Component, the evaluation shall be done by a panel comprising of Head, the concerned faculty member and an external examiner approved by the Vice-Chancellor out of the panel of Examiners. e) Project Report/Field Work Report/ Training Report in case of general education component shall be evaluated by a panel of examiners comprising the Head of the Department and faculty member associated with B. Voc. programme. In case of Viva- Voce based on the Project Work/Project Report/Field Work Report/ Training Report etc., evaluation shall be done by the aforesaid panel of examiners. However, in case of skill component the same may be evaluated by the expert from the concerned industry/sector skill council representative as per Sector Skill Council/UGC guidelines. I.

Guidelines for Paper Setting a) The question paper for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the semester. The question papers for the general education component for the end semester examination shall be based on the total course content prescribed for the semester and for skill component as per respective sector skill council norms. b) The question papers for the mid-semester and end semester examination shall be set such as to encompass total course content covered with internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective. c) The paper setter shall set the question paper for the mid-semester examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as confidential to the head or his/her

nominee at least five days prior to the commencement of the mid semester Examination. d) Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her. e) For mid-semester examination, the head or his/her nominee shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by head for conduct of examination. f) The paper setter for the end semester examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as confidential to the controller of examination, at least ten days prior to the commencement of the end semester examination. g) Each paper setter shall also be required to submit in a separate sealed cover the key to the objective type question to the controller of examination along with the question paper set by him/her. 68 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] h) The question papers for the Mid Semester Examination shall be as follows: For courses with 3 or more credits the paper shall be of 2 (two) hour's duration and shall comprise the following sections: Section A: shall have 10 (ten) Objective Type Question / Multiple Choice of 0.5 mark each. (Total 05 Marks) and 03 (three) Short Answer Type Questions of 02 (two) marks each (Total 6 marks) ; Section B: shall have 2 (Two) Essay/Long Answer Type Questions preferably one from each unit with internal choice of 07 (seven) marks each (Total 14 marks); In two credit course, the paper shall be of 1 1/2 hours duration and shall comprise the following: Section A: shall have 06 (six) Objective Type Question / Multiple Choice of 0.5 marks each (Total 3 marks), 03 (three) Short Answer Type Question of 1.5 marks each (Total 4.5 marks). 01 question in this section shall be compulsory. Section B: shall have 02 (two) Essay/ Long Answer Type Question preferably one from each unit out of which examinees shall be required to attempt 01 (one) (Total 02 marks). i) The question paper for the End-Semester Examination shall be as follows: For courses with three or more credits, the paper shall be of 03 (three) hour duration and shall comprise the following section: Section A: shall have 10 (Ten) Objective Type Questions / Multiple Choice of 1 1/2 mark each. All questions in this Section shall be compulsory. (Total 15 Marks); Section B: shall have 07 Short Answer Type Questions of 08 (eight) marks each preferably covering all the units out of which the candidate shall attempt 05 questions. (Total 40 marks); Section C: shall have 05 (five) Essay/Long Answer Type Questions of 15 (fifteen) marks each (Total 45 marks), out of which the examiners shall be required to attempt any 03 (three) questions; In two credit course, the paper shall be of 2 hours duration and shall comprise the following: Section A: shall have 08 (eight) Objective Type Questions of 1.5 marks each (Total 12 marks); Section B: shall have 06 (six) Short Answer Type Questions out of which examinees shall be required to attempt any 03 (three) questions of 06 marks each (Total 18 marks); Section C: shall have 03 (three) Essay/Long Answer Type Questions at least one question from each unit out of which examinees shall be required to attempt any 02 (two) questions of 10 marks each (Total 20 marks). Note: The question paper shall be designed as per requirement of concerned programme in consultation with sector skill council. V 11) Any complaint in respect of a question paper shall be submitted to the Principal/Nodal Officer within two days after the conduct of the paper in respect of which the complaint is made and shall be considered by a Committee consisting of (i) Principal (ii) Nodal Officer and (iii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice-Chancellor for appropriate action in the matter. V III) Guidelines for Evaluation: It shall be the bounden duty of the concerned faculty members: (a) To evaluate all assignments, quizzes and answer scripts of mid-semester examination and given the same to the students for their perusal within one week of the date of such examination; (b) To address questions of students, explain and satisfy them about the marks/grades awarded to them; (c) To display the marks/grades awarded to each student on the notice board of the College; and (d) To submit the marks/grades awarded to the students to the Principal/Nodal Officer of the college. Assignments, quizzes and answer scripts of mid-semester examination shall be retrieved back from the students and submitted to the Principal/Nodal Officer for record. IX) Nodal Officer shall forward to the Controller of Examinations, a consolidated award list of marks/grade awarded to the students in the Continuous Internal Assessment, Mid-Semester and End-Semester Examinations of each course, offered by the College, through the Principal of the College X) All the candidates shall be shown their answer scripts before declaration of the result as per the schedule notified by the Principal. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Nodal Officer which will be considered by a Committee consisting of Principal, Nodal Officer and the teacher concerned. The decision of the Committee shall be final. XI)

Letter Grades and Grade Points: The UGC 10-point grading system as prescribed in revised guidelines of UGC for Community Colleges shall be followed with the following letter grades: Percentage of Marks and corresponding Letter Grades and Grade Points are as under: [a-TTTI III—El-og 4] 96-100 90_95 80-89 70-79 60-69 69 Percentage of Marks Less than 40 Absent Letter Grade Grade point 0 A+ c 10 9 8 7 6 5 4 0 0 Description of Performance Outstandin Excellent Ve ood Good Above Avera e Avera e Pass Fail Absent

*A student obtaining Grade F shall be considered failed and will be required to reappear in the examination. XII) Computation of SGPA and CGPA: Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be adopted: The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester viz. $SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$ Where 'C_i' is the number of credits of the ith course component and 'G_i' is the grade point scored by the student in the ith course component. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme viz. $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$ Where 'S_i' is the SGPA of the ith semester and C_i is the total number of credits in that semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. XIII) Marks-Grade Card shall be issued to candidates for general education component by the Controller of Examinations' office in accordance with guidelines issued by UGC for Community Colleges from time to time. 70 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 21) Governance of Community College: I) The Community College would be governed by the Board of Management (BOM) and Board of Studies (BOS). The two tier system as envisaged in the scheme for its effective governance shall be constituted to monitor the progress. Separate Board of Studies shall be constituted for each course. Composition, Powers and Functions of the Board of Management of Community College 1. Composition The board of management shall consist of the following members: a. b. c. d. e. f. h. 2

3. Vice Chancellor One re resentative each of Sector Skill Council (on rotation basis) One representative from National Skill Development Council (NSDC) One re resentative each, associated with the concemed indust One professional expert each, not in the service of the University to be nominated by the Principal from concemed s ecialization Nodal Officer (Communi Colle e) Principal (Community College) Term of Office Chair erson Co- chai erson Member Member Member Member Member S ecret The term of office of the members other than Vice Chancellor, Principal and Nodal Officer in the Board of Management shall be three years. Powers and Functions The Board of Management (BOM) perform the functions given below:- a. b. c. d. e. f. g. h

1. To prescribe the qualifications and procedures for admission of the candidates to the various vocational courses in the community college To co-ordinate the teaching, evaluation and industry-academia interface in the community college; To consider and approve subjects for various Vocational Certificates/Diploma/ Advance Diploma courses and other requirements of vocational courses as recommended by the Board of Studies; To constitute Committees to organize the teaching and concemed industry/sector skill council inputs in subjects or areas which do not fall within the sphere of any programme and to supervise the work of such Committees; To consider Schemes for the advancement of the standards of teaching and training; To frame general rules for continuous intenal evaluation and end-semester examinations; To consider and act on any proposal regarding the welfare of the students of the Community College; To invite faculty from concemed Vocational Programme offered by Community College/industry representative depending upon the requirement if any as special invitees in case a course is not adequately represented or maximum 02 To invite one nominee each from State Govt. Technical Education/Skill or organization promoting entrepreneurship as special invitees [a-TTTI III—El-og 4] 71 4. 5. 6. j. To perform all other functions which may be prescribed by the UGC Guidelines/ Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor; and k. To delegate to the Principal/Nodal Officer, or to any other member of the BOM or to BOM such powers, general or specific, as may be decided by the BOM from time to time. Meetings (a) The Committee shall hold at least two ordinary meetings in an Academic Year, one in each semester; (b) The Vice Chancellor may convene special meetings of the committee at his [her own initiative or at the suggestion of the Principal/Member Secretary or on a written request from at least one third of the members of the Board. Quorum The quorum

for the meeting of the BOM shall be one third of its total members. Notice for any meeting of the Board of Management Community College shall be issued at least 14 days before the date fixed for the meeting. The Vice Chancellor may convene emergency meeting of the Committee at short notice. 11) Composition of Board of Studies of Community College and Term of Office of its Members 1. Board of Studies comprises of the following members: a. b. c. d. e. f. g. Term of office. Principal, Community College Chairperson One industry representative from concerned Co-Chairperson specialization to be nominated by Principal, Community College One representative from National Skill Development Council (NSDC) One representative from the respective Sector Skill Council (SSC) One subject expert (faculty) to be nominated by Principal from amongst the faculty members of the Community College/ University, on rotation / seniority basis. One subject expert each, not in the service of the University to be nominated by the Principal, Community College Nodal Officer (Community College) Member Member Member Member Member Secretary. The term of office of members other than a and g shall be three years

2. A member specified in a, e and g above shall cease to be member if he/she ceases to be a Principal/Nodal Officer/faculty member of the college

3. A member specified in e and f above shall cease to be member if he/she ceases to be associated with respective Sector Skill Council/National Skill Development Corporation

4. **Any casual vacancy may be filled for the residual period.** Meetings 1. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor. Provided that when Principal, Community 72 2. 3. 4. 5. 6

7. **THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4]** College on the recommendation of the Nodal Officer, Community College is of the opinion that a particular issue needs urgent consideration and it is not expedient that a meeting of Board of Studies be convened, the matter may be disposed off by circulation among members of Board of Studies and he/she may issue necessary instructions to that effect. The quorum of the Board of Studies meeting shall be 5000 of the members which shall include at least one outside subject expert and one sector skill council/industry representative. Principal of the Community College shall convene and preside over the meetings of the Board of Studies. Principal may invite faculty from concerned Vocational Programme offered by Community College/industry representative depending upon the requirement if any as special invitees in case a course is not adequately represented or maximum 02. In the absence of the Chairman, senior-most member present shall act as Chairperson for that meeting. Special meeting may be called by Chairperson at his/her own initiative or on a written request of at least 5000 of the members of the Board of Studies. All members who have requested for the meeting will have to be present. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting. 22) Local Purchase Committee a) Principal, Community College b) Nominee of Finance Officer c) One faculty to be nominated by Principal from amongst the faculty members of the college or teaching departments of the University d) Nodal Officer, Community College. 23) Nomination of Principal The Principal shall be nominated by the Vice-Chancellor from amongst the teachers of university. The term of office of the Principal shall be as decided over by the Vice Chancellor. 24) Nomination of Nodal Officer Nodal Officer shall be nominated by the Vice-Chancellor from amongst the teachers of the University for smooth functioning of the programme. The term of office of the Nodal Officer shall be as decided over by the Vice Chancellor. 25) In case, there is no provision mentioned against any of the issues emerging thereafter, the general provision of the ordinances for other courses shall be applicable to the vocational courses offered by the Community College. 1. a) b) Ordinance No. 7 governing Unfair Means/Misconduct in Examinations (The Central Universities Act, 2009: Section 28(1)(g)) In this Ordinance, unless the context otherwise requires: Examination means an examination held by the University and includes Admission Entrance Test. Candidate means a person appearing, claiming to appear or having appeared in an examination. [a-TTTI III—El-og 4] 73 c) d) e) f) g) h) i) 2. b. c. d. Examination Discipline Committee means a committee constituted under the provisions of this Ordinance for scrutiny and disposal of unfair means/misconduct cases in an examination. Examination Hall means the premises specified by the Controller of Examinations/Dean of a School/Head of a Department for holding an examination. Officer in charge Examination means the officer in charge of an Examination Hall whether designated as Superintendent or Practical Examiner or otherwise. Year means an academic year spread over two semesters.

Disqualification means disqualification from appearing in all/any of the examinations of the University. Flying Squad means a flying squad appointed by the University for inspection of an examination. Supervisory Staff means invigilator(s) appointed for the smooth conduct of examination in the Examination Hall. The Officer In-charge Examination or supervisory staff or a member of the flying squad or of any Committee constituted for the purpose may make a search of a candidate's person suspected of having in his/her possession copying material or a lethal weapon or electronic gadget or any other incriminating material and seize it, at any time during the course of examination or even at the entrance of the Examination Hall before the commencement of examination. The Officer In-charge Examination shall report to the Controller of Examinations without delay and on the day of occurrence each case where use of unfair means/misconduct in the examination is detected, with full details of evidence along with explanation of the candidate concerned, if given by him, on the prescribed form supplied by the Controller of Examinations for the purpose. In case the candidate refuses to give a statement, he/she is not to be forced to do so, only the fact of his/her refusal shall be recorded by the Officer In-charge Examination and attested by two witnesses, out of which at least one should be a member of the supervisory staff on duty at the time of occurrence, on the prescribed form. However, if there are only two members, in the supervisory staff, including the Superintendent, then the Assistant Superintendent may be the second witness. A candidate alleged to be guilty of unfair means/misconduct in the examination shall be permitted to answer the remaining part of the question paper on a separate answer book. The answer book in which the unfair means is detected shall be seized by the Officer In-charge Examination, who shall send both the answer scripts to the Controller of Examinations with his report. In case the candidate refuses to surrender the answer book and does not accept the separate answer book, the fact shall be recorded by the Officer In-charge Examination and attested by two other members of the Supervisory Staff on duty. However, if there are only two members in the supervisory staff including Superintendent, then Assistant Superintendent may be the second witness. It shall be conclusive proof of the fact that the candidate was resorting to unfair means. Whenever an unfair means case is suspected or detected by a Coding Officer/Head/Sub/Single/Practical Examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary Inquiry and in case he is satisfied that a prima facie case is made out against the candidate, he shall seek 74 e

4. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] his/her explanation and place both the reports and the explanation received, if any, before the Examination Discipline Committee for appropriate action under this Ordinance. In case of general disturbance of the nature of strike/boycott/walkout, etc., by the candidates, Officer In-charge/Overall In-charge/Flying Squad/Inspector/my other authority or committee appointed for fair conduct of examination, shall make a detailed report concerning the incident to the Controller of Examinations, who, after preliminary Inquiry, shall place the matter before the Examination Discipline Committee for appropriate action under this Ordinance. Unfair Means/Misconduct A candidate commits unfair means/misconduct in respect of an examination, if he/she: a) Occupies a seat not allotted to him/her without prior permission of the Officer In-charge Examination, or changes his/her seat with any other candidate; or b) Refuses to obey the orders of the Officer In-charge Examination or anyone concerned with conduct of examination in the examination hall; or c) Possesses or keeps accessible in the Examination Hall any paper, book, notes, electronic gadget, or any other incriminating material concerned with or related to the subject of the examination in which he/she is appearing. Explanation: Incriminating material shall include any mark(s) or impression(s) recorded on any part of the body or apparel of the candidate, or any other thing in possession of the candidate, which can be used as an aid in the subject of examination; or d) Gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the Examination Hall in respect of any matter connected with or related to the subject of the examination in which he/she is appearing; or e) Copies, or attempts to copy or has copied in the Examination Hall from any paper, book, notes, electronic gadget or any other incriminating material, relevant to the subject of the examination in which he/she is appearing or has appeared as the case may be; or f) Makes distinctive mark(s) in the answer book with an intent to disclose his/her Identity; or g) Appeals to or approaches the Examiner or the Controller of Examinations or any official concerned with the examination, in any manner, himself/herself or through any other person for obtaining any

concession or favour in respect of the examination in which he/she is to appear or appearing or has appeared; or makes an appeal to the Examiner in his answer-book or continuation sheet(s); or h) During the course of an examination, writes either on any piece of paper/material a question set in the question paper or anything connected with or relating to a question set in the question paper or solution thereof; or i) Possesses a solution to a question set in the paper in connivance with any member of the supervisory or menial staff or an outside agency or otherwise; or j) Approaches or influences, directly or indirectly, a member of the Examination Discipline Committee or any University Official regarding his/her unfair means case; or k) Misbehaves or creates disturbance of any kind in or around the Examination Hall or organized a walkout or instigates others to walkout; or l) Abets impersonation or attempts to impersonate or impersonates any other candidate in connection with the examination; or [a-TTII III—El-og 4] 75 5. 6. m) Smuggles in an answer-book or continuation sheet(s), takes out or arranges to send out the question paper, an answer book, or continuation sheet(s) during the course of examination; or replaces the answer book, its inner sheet(s) during or after the examination; or n) Uses abusive or indecent remarks, caricatures or language in the answer-book or continuation sheet(s); or o) Obtains or attempts to obtain admission to an examination on false representation made on his/her admission form or permission slip; or forges another person's signature on his/her admission form or permission slip; or p) Leaves the examination hall without delivering the answer-book and takes away the same with him/her or intentionally tears off answer script or any part thereof or continuation sheet or part thereof inside or outside the examination hall; or q) i) Threatens, the Officer In-charge Examination or any person on duty in or outside the Examination Hall by words, written or spoken or by signs or visible representations or to cause any Injury to him/her or to any of his/her relations with a view to prevent him/her to perform his/her duty or to seek any concession; ii) Assaults the Officer In-charge Examination or any person on duty in or outside the Examination Hall or any of his relations, with a view to coerce the Officer In-charge in order to prevent him/her to perform his/her duty; or iii) Indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the Examination Hall or of the University or of any other person connected with the Examination; or r) Forces or attempts to force his/her entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination; or s) Possesses any lethal weapon/fire arm or comes in inebriated condition to the examination hall; or t) Engages in any other act or omission which, in the opinion of the Examination Discipline Committee, tantamounts to the use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination. All cases of alleged unfair means/misconduct by the candidate shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice- Chancellor. The following procedure shall be adopted in such cases:- a) On receipt of the report, an officer of the University authorized by the Controller of Examinations shall expeditiously as possible after the termination of that examination, serve upon the candidate alleged to have committed unfair means/misconduct, a notice indicating gist of the report requiring him/her to appear before the Examination Discipline Committee, submit a written explanation and defend himself/herself on the date fixed for hearing. b) The process of disposing of the cases of unfair means/misconduct by the Examination Discipline Committee shall, in the normal course, be completed within a period of 30 days from the date, notice is served upon the candidate. 76 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] c) Papers connected with the case, including the report of the supervisory staff and written explanation of the candidate, if any, shall be placed before the Examination Discipline Committee by the Officer authorized for the purpose by the Controller of Examinations. d) The Examination Discipline Committee shall provide a reasonable opportunity to the candidate of being heard in person on the date fixed for hearing in accordance with the Ordinance. e) On consideration of the record of the case, if the Examination Discipline Committee is satisfied that the candidate has committed unfair means/misconduct, it may impose punishment as prescribed in Column B for unfair means/misconduct of the nature described in Column A below: S. No. 1. 2

3. Nature of unfair means/misconduct Clause-4 (a), (b), (c),(d), Clause-4 (I), (m), (n), (o), Clause-4 (k), (q), (r), and (s) Punishment Cancellation of paper/course in theory of the examination in which unfair means is used/misconduct is resorted to. Cancellation of all papers/courses of the concerned semester examination and disqualification from appearing or passing that University examination for a period of one year. The period shall be counted from the session in which the candidate had appeared in

the said examination. Disqualification from passing that examination and debarring him/her from appearing and from passing all examinations of the University for a period upto three years which shall be counted from the session in which the candidate had appeared in the said examination. Provided that in case the unfair means/misconduct of the nature mentioned in column A of serial number 1 above is repeated in the same semester examination or in subsequent examination(s), the Examination Discipline Committee may impose the punishment described in column B at Serial No. 2. Provided further that in case of unfair means/misconduct of the nature mentioned in column A of serial number 2, is repeated in the same semester examination or in subsequent examination(s) taken by a candidate in the University, the Examination Discipline Committee may Impose the punishment prescribed in column B at Serial No.3. Provided also that in case the unfair means/misconduct of the nature mentioned in column A at serial number 3 above, is repeated, the Examination Discipline Committee may, with the approval of the Vice-Chancellor, disqualify the candidate from passing that examination and [a-TTTI III—El-og 4] 77 7. 8. 9. 10. 11. 12. expel him/her from the University. In that case the candidate shall not be eligible to seek admission to the same course or to any other course offered by the University. a) The notice relating to the date of hearing shall invariably be sent through registered post at the permanent home address of the candidate. If the service of the notice is not effected upon owing to candidate's fault, the Examination Discipline Committee shall proceed ex parte. In cases where delay has been caused in the service of the notice for no fault of the candidate, the Examination Discipline Committee may fix another date for the hearing of the case. a) Where the Officer In-charge Examination is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or to prevent other candidates from taking the examination, he may expel the candidate from examination for that day only and report the matter to the Controller of Examinations forthwith. b) In case the candidate commits misconduct again on the next or a subsequent day of the examination and the Officer In-charge Examinations is satisfied that his/her presence would disrupt the examination, the officer may, for reasons to be recorded in writing, expel the candidate for the entire period of examination and send a detailed report to the Controller of Examinations, who shall place it before the Examination Discipline Committee for action under this Ordinance. If the Vice Chancellor is satisfied on the report of the Officer Incharge Examination or otherwise, that the integrity of a University examination has been violated at an examination centre as a consequence of unfair means/misconduct by all or a majority of the candidates appearing at the centre, he/she may order cancellation of the examination held at the centre without prejudice to any other action under the provisions of this ordinance which may be taken by the Examination Discipline committee. Continuation of the Examination by the Candidate Where during the course of an examination any allegation of unfair means/misconduct against a candidate is made, the candidate shall not, unless otherwise directed by the Examination Discipline Committee or provided for in the Ordinances, be debarred or prevented from appearing at the Examination in that subject(s) or any other subjects related to the examination. Provided that if any such allegation exists or any enquiry under this Ordinance is pending against any candidate, the result of the examination of the candidate shall be withheld pending the disposal of the allegation or the completion of the enquiry, as the case may be. Commencement of Disqualification The period of disqualification of a candidate shall, unless otherwise specified commence from the date of pronouncement of decision of the Examination Discipline Committee. Action Under Other Laws The punishment imposed under this Ordinance shall not exempt a candidate from any other criminal or civil liability under any law for the time being in force. A person committing an act or acts which would have amounted to unfair means/misconduct under this Ordinance but is not a candidate for any University examination, shall be dealt with as under: 78 13. 14. 15. 1

2. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] a) b) The Proctor may report the case to the police to be dealt with under the provisions of the law. A teacher or a person connected with the University abetting the commission of unfair means/misconduct, shall be liable to the disciplinary action under the University Service Rules Examination Discipline Committee a) b) c) d) e) The Committee shall be appointed by the Vice-Chancellor and shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairperson from amongst them by the Vice- Chancellor. A member shall be appointed for a term of two years, and shall be eligible for re- appointment. Three members present shall constitute the quorum. All decisions shall be taken by the Committee by simple majority. In case of tie, the Chairperson will have a casting vote.

Decision taken by the Examination Discipline committee imposing punishment described in column B of Clause 6 (e) of this Ordinance will be placed before the Vice-Chancellor for approval. Appeal A Candidate, within ten days of the receipt of the decision of the university, may appeal to the Vice-Chancellor, in writing. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration, or decide the case on merit. This shall be deemed to have come into force with effect from 27th August, 2011. Ordinance No.8 governing Student Discipline in the University (The Central Universities Act 2009: Section 11(5) & Statute 28) Discipline includes observance of good conduct and orderly behavior by the students of the university. Subject to clause I above, the students of the University shall strictly observe the following and such other rules framed by the University from time to time: 2.1 2.2 2.3 2.4 Every student shall maintain discipline and behave decently at all places within the University Campus. No student shall visit any place or area declared as "out of bounds" for the students. Every student shall always carry with him/her the identity card issued by the competent authority of the University and produce the same on demand. Loss of identity card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University. [a-TTII III—El-og 4] 2.5 Every student shall obey the instructions of teachers and the authorities of the University. 2.6 No student shall cause disturbance in a class or the office, or the library or the auditorium or the play grounds or hostels/ halls or residence or any other place in the University Campus. 79 3

4. Violation of any of the above rules amounting to an act of indiscipline and the student may, on the first occasion, be let off with a written warning provided he/she submits an undertaking to the effect that he/she will not repeat the act of indiscipline in future and on the subsequent violation(s), a fine not exceeding Rs.1000/- per violation shall be imposed by the competent authority. 3.1 3.2 3.3 3.4 The following shall be competent authorities within the meaning of clause 3 above: a. b. c. d. e. Head of the Department/ Centre in case the act of indiscipline takes place in the Department/ Centre; Librarian in case the act of indiscipline takes place in the Central Library. Director Sports in case the act of indiscipline takes place in the play ground(s). Warden in case the act takes place in a hostel / hall of residence; In all other cases the Proctor of the University. The proceedings in such cases shall be the summary proceedings. The competent authority shall inform the Proctor of any action taken against any student with complete details. The proctor shall maintain complete record of such cases. In case of action taken by the competent authority other than the Head of the Department, the Head of the Department concerned shall be informed. Acts of serious indiscipline:- 4.1 4.2 4.3 4.4 4.5 4.6 4.7 An assault, an attempt to assault or using criminal force within the University campus; Causing damage to , or an attempt to cause damage to; or spoiling or disfiguring, the University property or equipment; Any act of sexual harassment , or any act inciting communal hatred; Engaging in unlawful activities and being member of a banned organization; Mischief or nuisance committed by the resident of hostels/ halls; Inciting any students for the acts or activities mentioned herein above, and Any other conduct unbecoming of students as may be decided by the Discipline Committee. 80 5. 6. 7

8. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] A student found guilty of any or more act(s) of serious indiscipline shall be liable to any of the below mentioned punishments:- 1. 11

111. Fine to the extent of Rs.5000/- Rustication up to a period of three years; Expulsion. Provided that no such punishment shall be imposed on the erring student without conducting enquiry by a committee constituted by the Vice-Chancellor in which the student shall be given an opportunity to defend himself/herself. Provided further that the Vice-Chancellor shall be competent to suspend the erring student from attending classes, participating in games/sports, cultural activities during the pendency of the disciplinary proceeding against him/her. The Vice Chancellor may, in appropriate cases, ban the entry of an erring student to the University campus. Ragging: Ragging in any form whatsoever is prohibited. Any student indulging in ragging shall be dealt with under the provisions of the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions , 2009" as amended from time to time. Without prejudice to the provisions of section 11(5) and statue 28(1) of the Central Universities Act 2009, there shall be a Discipline Committee comprising the following members. 1) 2) 3) 4) 5) 6) Vice-Chancellor's nominee; Dean Students' Welfare; Two Deans of Schools, nominated by the Vice Chancellor; Head of the Department concerned; Warden, who shall be invited , when the matter concerning his/ her hostel/ hall of residence is required to be placed before the Committee for consideration ; and Proctor (Member

Secretary). The Vice-Chancellor will appoint a Chairperson from amongst the members. 7.1 The term of members other than ex-officio members shall be three years. 7.2 One third of the members shall constitute the quorum for a meeting of the aforesaid Committee. Subject to any power conferred by the Act, the Statutes and Ordinances on the Vice- Chancellor, the Discipline Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the erring student as it deems appropriate. [a-TTTI III—El-og 4] 8.1 8.2 8.3 81 The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor for his/ her decision. The Vice- Chancellor, if he/ she is of the opinion that the case merits review, may refer it back o the Discipline Committee for reconsideration. Appeal against the decision of the Vice-Chancellor will be dealt with as per the provisions of section 34 of the Central Universities Act 2009. The aforesaid Committee shall make such Rules as it deems fit and necessary for the performance of its functions and these Rules and other Orders under them shall be binding on the students of the University. 82 THE GAZETTE OF INDIA : EXTRAORDINARY Ordinance No. 9 governing Conduct of Examination (The Central Universities Act 2009: Section 28(g) [PART 111 SEC. 4] Application for Admission to Examinations l



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

Complete application



form duly attested by the concerned Head of the Department shall be submitted along with the prescribed fee to the Controller of Examinations not later than one month from the date of declaration of result.

Withdrawal of application 3. The Head of the Department who had attested the admission form of a candidate shall be competent to withdraw, before commencement of the examination, the admission form of a candidate forwarded by him/ her for an examination, for good and sufficient reasons to be recorded in writing, after providing an opportunity to be heard to the candidate. In that case fee paid by the candidate shall be refunded. Admission Card 4. The controller of Examinations shall, after satisfying himself/herself that a candidate has complied with all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/her to appear in the examination

5. The Controller of Examinations may, if satisfied that the admission card furnished to a candidate has been lost or destroyed, grant, on payment of prescribed fee, a duplicate admission card on receipt of an application on the prescribed form. The application must be endorsed by the Head of the Department concerned. Withdrawal of permission 6. The Controller of examinations may withdraw, before or during the examination the permission, granted to a candidate by mistake or omission, if he/ she was not eligible for appearing at a university examination, after providing him/ her opportunity of being heard. Conduct of Examinations 7. Subject to overall control and supervision of the School Board and the Academic Council, conduct of examination in a department shall be the responsibility of the Head of the Department. [a-TTII III—El-og 4] 83 8. Head of the Department shall appoint Superintendent, Assistant Superintendant, and Invigilators and other supporting staff for smooth conduct of an examination of the students of the department 9. The Dean of a School shall, in consultation with Heads of the Departments, finalize and notify the date sheet at least fifteen days before the commencement of an examination

10. The Controller of Examinations shall supply to the Head of the Department concerned question papers as per list of the candidate appearing in a centre well in advance of the date of commencement of the examination. The Head of the Department shall hand over the question papers, on each day of the examination, to the Superintendent. 11. Superintendent and supervisory staff shall reach the examination centre half an hour before start of the examination. The Superintendent shall prepare and display at appropriate place outside the examination centre seating arrangement in respect of candidates appearing at the centre. Roll numbers of the candidates shall also be written on the seats allotted to them in the examination centre

12. Candidates shall occupy the allotted seats at least fifteen minutes before start of the examination. Late comers may be allowed ordinarily up to fifteen minutes after start of the examination and in special cases up to half an hour. After half an hour, no candidate shall be permitted entry to the centre. Each candidate shall carry with him/ her admission card issued by the Officer In-charge Examinations of the University and produces it as and when required

13. Superintendent shall open the sealed packet containing question papers in the presence of at least one member of the invigilating staff ten minutes before the start of the examination. Deficiency in the number of question papers supplied may be intimated to the Controller of Examinations and deficiency may be made up by making photo copies of the question papers

14. Answer books shall be distributed to the candidates five minutes before start of the examination and collected on expiry of the time specified in the question paper

15. Superintendent shall stamp each answer book or put his/her signature at three places i.e. front page and two inner pages as also on objective type answer sheet

16. No candidate shall be allowed to leave the examination centre before the expiry of half an hour from start of the examination. Provided that a candidate leaving the centre before expiry of half of the time, shall have to leave the question paper with a member of the invigilating staff that too after marking his/her attendance

17. The candidate shall first answer and complete the objective type part of the question paper. The invigilating staff shall collect the objective type answer sheet after expiry of the specified time. Thereafter, the candidate shall answer the remaining part of the question paper

18. Candidate shall fill in and sign his/ her attendance sheet and other related paper(s), if any, supplied by the invigilating staff

19. After completion of the examination the candidate shall hand over his/her answer script to the invigilating staff

20. Answer scripts, collected from the candidates shall be counted by the Superintendent, serially arranged according to the roll numbers of the candidates, entered in the absentee memo 84 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] supplied to him/her, packed, sealed in a cover and sent to the Head of the department concerned for further action. Description of examination, subject and course number should be mentioned on the cover

21. Superintendent shall maintain proper account of the answer books and questions papers supplied to him/her and return unused stationery to the Controller of Examinations. Inspection of Examination Centre 22. Each centre of examination shall be inspected by an Inspector/Inspectors appointed by the Dean of the School concerned. The Inspector shall advise the Superintendent of the centre in regard to any matter concerning conduct of examination and shall report to the Dean the result of his/her observations

23. The Vice-Chancellor may appoint special team(s) of inspectors to pay surprise visits to centre(s) of examination to ensure smooth conduct of the examination. Inspectors(s) shall provide such guidance to the Superintendent of the examination centre as may be considered essential

24. This shall be deemed to have come into force with effect from 07th April, 2017. 1. 2. 3. 4



5. Ordinance No.10 governing Procedures/Norms for appointments to the posts of Professor, Associate Professor and Assistant Professor (The Central Universities Act 2009: Section 26(d) and Statute 22(1) &

(3)) Appointments to the posts of Professor, Associate Professor and Assistant Professor and other Academic Staff shall be made on All India Basis on the recommendations of the Selection Committee constituted vide Statute 18(2). The University will issue All-India advertisement for recruitment to such posts in leading national dailies giving at least 21 days time. The prescribed application forms may be downloaded from the university website and submitted to the University along with application fee prescribed by the Executive Council from time to time. The application forms will also be available at the Administrative Office of the University. Applicant already in the employment shall be required to route his/her application through proper channel. He/she shall, however, submit an advance copy of his/her application to the University. The application



form duly forwarded by his/her employer must reach the University at least ten days prior to the date of interview, failing which he/she shall not be called for the interview. Applicant shall be required to enclose with his/her application form self attested copies of all the relevant documents in support of his/her educational qualifications, date of birth, work experience, research and publications. Such documents shall be required to be produced in original at the time of interview. The Chairperson (Convenor) shall intimate, to each member of the Selection Committee, the date, time and venue of the meeting at least ten days before the meeting. [a-TTTI III—El-og 4] 85 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18

19. The Chairperson (Convenor) shall be entitled to vote at the Selection Committee and shall have a casting vote in the case of a tie. Minimum qualifications for appointment and other service conditions including scales of pay shall be as prescribed by the UGC Regulations on "Minimum Qualifications for the Appointment of Teachers and other Academic Staff in the Universities and Colleges and measures for the Maintenance of Standards in Higher Education, 2010" (hereinafter referred to as UGC Regulations, 2010) and 2016 (3rd & 4th Amendment) or as amended from time to time. Every order or clarification issued by the UGC and/or Government of India in this regard shall be deemed to be part of these Ordinances. Such amended regulations will become operative after their approval by the Vice-Chancellor in anticipation of the ratification of the Competent Authority. The prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview. The number of candidates to be called for interview shall be based on the recommendations of a Screening Committee constituted by the Vice-Chancellor for the purpose. The Screening Committee shall make recommendations to restrict the number of candidates to be called for interview on the basis of an approved criteria i.e. Twenty candidates for first vacancy and 10 candidates for every additional vacancy in order of their rank in the list prepared by screening committee on the basis of points secured by the candidate. The University shall follow the Government of India Rules governing reservations in appointments of teachers and other academic staff. The candidates for Reserved Categories shall have to produce the relevant certificates issued by a competent authority. In case of selection to fill up two or more posts in a cadre on the same date, the recommendations of the Selection Committee shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service. No recommendations with a condition as to occurrence of future events shall be made by the Selection Committee. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii). When the Selection Committee deems it fit to recommend a higher start of pay or advance increment(s) to be offered to a selected candidate, such higher pay or grant of advance increment(s) shall be as per the UGC Regulations, amended from time to time. The statutory Provisions, if any, for relaxation of age, minimum qualification, experience etc. in case of candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Classes or Persons with Disabilities shall be followed by the University. No TA/DA/Local conveyance charges shall be paid by the University to the candidates called for Interview. However, outstation candidates belonging to Scheduled Caste, Scheduled Tribe(s) categories called for interview shall be paid the return single second class railway fare subject to production of tickets/other proofs. The Selection Committee's recommendations, when approved by the Executive Council shall remain valid, for the posts advertised, for a period of one year from the date of such approval. Canvassing in any form on behalf of any candidate shall render him/her liable for disqualification. In cases of any dispute, suit or legal proceedings with the University, courts within whose local jurisdiction, Headquarter of the University is located shall have the jurisdiction. The form of written contract to be entered into by every teacher and other member of the academic staff with the University, in terms of Statute 22(3) is prescribed in Schedule I 86 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] hereto. The contract shall be executed on non-judicial stamp paper of sufficient value and submitted to the University in original with two copies thereof at the time of joining the duty

20. This shall be deemed to have come into force with effect from 27th August, 2011.[a-TTTI III—El-og 4] 87 SCHEDULE-I WRITTEN CONTRACT OF APPOINTMENT Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is prescribed as under--: TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER AND AUTHENTICATED BY NOTARY/MAGISTRATE SERVICE CONTRACT ARTICLES OF AGREEMENT EXECUTED this the between aged ears, residing at day of Two Thousand and S/O/D/O/W/O of the first part (hereinafter called

"the party of the first part«) and the Central University of Jammu of the second part. WHEREAS the Central University of Jammu (hereinafter referred in as "the University") have engaged the party of the first part as (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained. Now these presents witness and the parties hereto respectively agree as follows: 1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty (Date) subject to the terms and conditions herein contained

2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being and as amended from time to time, or the regulations of the branch of the University to which he/she may be attached and shall, whenever required, to perform such duties as may be assigned to him/her from time to time

3. The party of the first part shall be of the Teacher's rank and his/her status shall be that of (Designation) in appointment.(Department/Centre) as on the date of 4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. Rs. (Basic Pay) and the in the pay Band of Rs. grade of pay He/she shall also be eligible for the usual allowances admissible under the rules of the University / Govt. of India in force

5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.88 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his/her equal rank in the University

7. This agreement may be terminated at any time within the said period of the age of superannuation/ by either party, by giving three months' notice in writing to the other.Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months

8. The party of the first part shall be eligible to the benefit of the University New Pension Scheme according to the rules applicable to him or her

9. The party of the first part shall submit himself/herself for Self-Appraisal PABS methodology as prescribed by the UGC/ University and notified and amended from time to time.IO. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 & 313 of the Constitution of India, the provisions of any Act or Statute or Ordinance or Regulation or Rule made by the University in regard to the employees bome in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final. IN WITNESS WEHEREOF (name) the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands on the SIGNED BY THE PARTY OF THE FIRST SECOND PART PART IN THE PRESENCE OF WITNESSES day of Two Thousand and SIGNED BY THE PARTY OF PART SECOND PART IN THE PRESENCE OF WITNESSES 1) 2) 1) 2) 1

2. Ordinance No.11 governing Conditions of Service of Teachers Appointed in the University (The Central Universities Act 2009: Section 26(d) and Statute 22(1)) For the purpose of this Ordinance, teacher means a teacher of the University as defined in Section 2(q) of the Central Universities Act, 2009 but does not include honorary, visiting or part-time teacher. No teacher of the University shall, without prior permission of the Executive Council, engage directly or indirectly in any business, trade, or private tuition or any work for which emoluments or honorarium is payable. [a-TTTI III—El-og 4] 89 5. 6

7. Provided that nothing contained in this clause shall apply to the work undertaken in connection with examinations of Universities or other Educational Institutions or Public Service Commissions or other bodies or to any literary work or publication or radio/ T.V. talk or extension lecture. The teacher will have to take permission of the Vice-Chancellor for any other academic work. Provided further that teachers shall be encouraged to actively engage m consultancy as per UGC Guidelines, University Statutes, Ordinances and Regulations with prior permission of the University. Nature of Duties 3. Every

teacher shall take part in such activities and perform duties in the University as may be required by and in accordance with the Act, the Statutes and the Ordinances, for the time being in force, whether the same relate to teaching, research, extension, examination of students, their discipline, welfare etc. and act under general directions of the Authorities of the University. Period of Probation and Confirmation 4. Every teacher shall be appointed on probation for a period of 12 months which may be extended by the Executive Council, by a further period of up to 12 months, subject to the condition that the total period of probation shall in no case exceed twenty four months. The case of a teacher on probation shall be placed before the Executive Council by the Registrar. In case the Executive Council decides not to confirm a teacher, whether before the end of twelve months' period of his/her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect not later than thirty days from the date of notification of minutes of Executive Council. In that case, his/her services under the University shall be terminated without notice. Provided that the decision not to confirm a teacher shall require a simple majority of the members of the Executive Council present. Increment Every teacher shall be entitled to annual increment in his/her pay band as amended from time to time unless the same is withheld or postponed by the Executive Council and after the teacher has been given due opportunity to make his/her written representation. Age of Retirement Subject to the provisions of statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time. Provided that if the date of superannuation of a teacher falls at any time during the academic session, the Vice Chancellor may, on the recommendation of the Head of the Department, re-employ the teacher with a view not to disturb the teaching work of the Department/ Centre, for any period up to the end of the academic session or till a teacher is appointed in his place by regular selection process, whichever is earlier. 90 8. 9. 10. 11. 12

13. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] Provided further that in special case, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in terms of UGC Regulations issued from time to time. Variations in terms and conditions of service No change in the terms and conditions of service of a teacher in regard to designation, scale of pay, increment, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her appointment, shall be applicable to him/her. Code of Conduct Every teacher shall be bound to act in conformity with Statutes, Ordinances, Regulations and Rules of the University as well as code of Professional Ethics prescribed by the UGC. (a) Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher: i) iv) (b) any lapse in performing his/her duties as assigned by the University from time to time, inciting students against other students, colleagues or administration (this does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars, etc.) or any other such actions as are against the interest of the University; Indulging in anti-national and communal activities, or making inappropriate remarks on caste, creed, religion, race or gender, etc. refusal to carry out the decisions of the appropriate administrative and academic bodies and/or functionaries of the University; and indulging in plagiarism of any sort within the legal meaning, interpretation and expression of the term. Central services (Conduct) Rules, 1964 shall mutatis mutandis apply to the University teachers. Resignation A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof. Provided that the Executive Council may waive the requirement of notice at its discretion. Contract A written contract between a teacher and the University as required to be entered into under section 33(1) of Central Universities Act, 2009 shall be in the form as prescribed by Clause 19 of Ordinance IO. Fixation of pay of re-employed pensioners Pay of the superannuated teachers re-employed by the University shall be fixed as per the UGC/Government of India Rules, issued from time to time. The promotion of Assistant Professors, Associate Professors and Professors in the University through Career Advancement shall be governed by the UGC Regulations on Minimum Qualification for appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and 2016 (3rd & 4th amendment) and as amended from time to time. Ordinance No.13 governing Constitution of the Board of Studies and Term of office of its Members (The Central Universities Act 2009: Section 28

and Statute 16(2)) Each Department shall have a Board of Studies comprising the following members: [a- TTTI III—El-og 4] Teaching Days, Work Load and Leave Rules I. 91 14. The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and Government of India from time to time. Ordinance No.12 governing Norms/Regulations for Promotion Through Career Advancement of Assistant Professors, Associate Professors and Professors (The Central Universities Act 2009: Section 26(d) and Statute 22(1)) a. b. c. d. e. f. g. Head of the Department All Professors of the Department One Associate Professor of the Department by rotation in the order of seniority to be nominated by the Dean One Assistant Professor of the Department by rotation in the order of seniority to be nominated by the Dean One teacher nominated by the Vice-Chancellor from amongst the faculty members belonging to allied discipline(s) One subject expert, not in the service of the University, to be nominated by the Vice-Chancellor Two subject experts to be invited by the Chairperson In case there is a need for their inputs for specialized area(s) in that event one external expert shall be from Industry/Practitioner, wherever applicable. Chairperson (ex-Oficio) Ex-officio Members Member Member Member Member Member In all matters pertaining to a research scholar, the concerned supervisor shall be invited. 92 2. 3. 4

5. THE GAZETTE OF INDIA : EXTRAORDINARY Term of office. The term of office of members other than a and b shall be three years. [PART 111 SEC. 4] A member specified in a, b, c, d and e above shall cease to be member if he/she ceases to be a teacher of the concerned department. Any casual vacancy may be filled up for the residual period. Powers and Functions of Board of Studies I. 11. 111. V. VI. VII. VIII. Meetings The Board of Studies, subject to overall supervision of the School board and Academic council, shall exercise powers and perform the functions as given below. The Board of Studies shall be the second tier academic body at the level of a Department/Centre. The courses and the detailed syllabi of the various Degree Programmes run by a Department/Centre shall basically emerge from the Board of Studies for its final approval by the School Board and Academic council. The topics of research and other requirement for research degrees like M.Phil and Ph.D and the synopsis in case of the latter shall be discussed in the Board of Studies and after its endorsement shall be put up/placed before the School Board for final approval. The Board of Studies shall submit the panel of examiners for the evaluation of Thesis submitted in the Department/Centre to the School board for further necessary action. To recommend panel of Examiners for setting of question papers and evaluation of scripts. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by various bodies/Vice-Chancellor. The Board of Studies may authorize the Head of the Department/Director of the Centre, to take any decision on its behalf. 6. 7. 8

9. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor. Provided that when Dean of School concerned on the recommendation of the Head of the Department is of the opinion that a particular issue needs urgent consideration and it is not expedient that a meeting of Board of Studies be convened, the matter may be disposed off by circulation among members of Board of Studies and he/she may issue necessary instructions to that effect. The quorum of the Board of Studies meeting shall be 5000 of the members which shall include at least one outside expert. Head of the Department shall convene and preside over the meetings of the Board of Studies. In the absence of the Chairperson, senior-most member of the Department present shall act as Chairperson for that meeting. [a-TTTI III—El-og 4] 93 10. 11. 1. 2

3. Special meeting may be called by Chairperson at his/her own initiative or on a written request of at least 5000 of the members of the Board of Studies. All members who have requested for the meeting will have to be present. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting. Ordinance No.15 governing Composition, Power and Functions of the Board of Research Studies (The Central Universities Act 2009: Section 28 (I) (i)) The University shall have a Board of Research Studies with its members namely: a. b. c. d. e. f. g. h. Vice-Chancellor Pro-Vice-Chancellor Deans of Schools Head of the Department (not more than five by rotation, to be nominated by Vice-Chancellor) Five Professors (other than Deans and Heads of the Departments) by rotation to be nominated by the Vice-Chancellor Four Associate Professors representing different disciplines in the University to be nominated by the Vice-Chancellor Four External Experts representing different disciplines to be nominated by the Vice-Chancellor Registrar Chairperson Member Member Member Member Member Secretary The term of the Office of the member other than a, b, c, and h shall be three years. The

Board of the Research Studies under the overall guidance and supervision of the Academic Council shall perform following functions:-

1. 11. determine the priority areas of research to be undertaken in various departments/centres in consonance with role and responsibility of the University and also create facilities where ever necessary for core thrust areas of research in each department; consider and recommend research proposals for funding by the UGC, DST, ICSSR or other national and international agencies; 94 l.
2. 1. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 111. V. VI. VII. VIII. shall inquisitively examine and review the status and progress of research in each department from time to time; evolve norms for consultancy services to be provided by departments and also determine mechanism of sharing of revenue earned between the investigator(s) (Principal and Co-investigators) and the University, as and when needed; and shall also perform other functions as may be assigned to it by the Academic Council, from time to time.

Meeting: The Board of Research Studies shall ordinary meet at least twice a Year and may determine its own procedures for its business. The meeting of the Board shall be convened by the Chairperson. In his absence, Pro-Vice-Chancellor shall preside over the meeting. Notice: Notice of any meeting of the Board shall be issued at least 14 days before the date fixed over for the meeting. Quorum: The quorum for the Board of Research Studies meeting shall be one third of the total members.

Ordinance No.16 governmg Power and Functions of the Deans of Schools (The Central Universities Act 2009: Section 5 (3)) The Appointment and tenure of Deans of Schools Shall be govemed by Statute 5(1). The Deans of the Schools shall: a) b) c) d) e) f) coordinate the teaching and research works amongst the departments in the School concemed and supervise overall functioning of the departments; keep a record of the evaluation of continuous assessment and mid-semester examinations; arrange and supervise the conduct of examinations in the departments of the School concemed subject to the overall directions of the Academic Council; be responsible for observance of the provisions of the Act, Statutes, Ordinances and Regulations relating to the Departments and the School; convene and preside over the meetings of the School Board and maintain records thereof and perform such other academic functions and discharge duties as may be assigned to him/ her by the Executive Council, Academic Council or Vice-Chancellor.

Ordinance No.17 governmg Constitution of the Deans' Committee (The Central Universities Act 2009: Section 28 (i) (j)) The University shall have a Deans' Committee with following as its members: a) b) c) d) Vice-Chancellor Pro-Vice-Chancellor Deans of Schools Registrar Chairperson Member Member Member [a-TTII III—El-og 4] 95 2. 3

4. The functions of the Deans' Committee shall be: 1.11. 111. lv. to consider general administrative matters relating to functioning of Schools and Departments; to consider the matters related to conduct of examinations and review the standard of the examinations; to consider and recommend the deputation of teachers for international conferences; and to consider such other matters as may be assigned to it by the Executive Council, the Academic Council or may be referred to it by the Vice Chancellor. Meeting: The meeting of the Deans' Committee shall be convened by the Chairperson. In his absence, Pro-Vice-Chancellor shall preside over the meeting. Notice: Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting. Quorum: The quorum for the Committee shall be one third of the total members

Ordinance No.19 governmg University Library Committee (The Central Universities Act 2009: Section 28 (l) (i)) There shall be University Library Committee consisting of the following members: 1. 2. 3. a. b. c. d. e. f. g. Vice-Chancellor Pro-Vice-Chancellor Deans of Schools One Professor from each of the Schools to be nominated by Vice-Chancellor by rotation in order of seniority Registrar Finance Officer Librarian Chairperson Member Member Member Member Member Convener The term of office of the members of the Library Committee other than the ex-officio members, shall be of one year. Powers and functions of the Committee shall be: to lay policies and issue directions for proper functioning, management and use of the University Central Library and all other Libraries of the University; 11. to allocate funds to various departments, assess the requirements of the libraries and frame budget to be submitted to the Authorities concemed; 96 1

2. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] III. to formulate and administer proposals concerning the development of libraries of the University; The Library Committee may constitute one or more sub-committee(s) to look after any of its functions and responsibilities assigned to it

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

5. The Committee shall meet at least twice in a year or as and when necessary
6. Notice of any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting
7. One- third of the total number of members shall form the quorum for a meeting of the Committee

8. Each department shall have a Departmental Library Committee. Ordinance No. 21 governing Functions and Duties of Departments in a School (Statute 15(5) (b)(v) of the Act) The School Board may on the recommendations of the Department concerned, designate such other persons as members of the Department as it may deem fit. Duties of the Department shall be: (a) (b) (c) (d) (f) (g) (h) to admit students to various courses offered by the department and to suggest the procedure for such admissions; to suggest the pattern and the schedule of sessional evaluation and continuous internal assessment for each course offered by the Department; to make proposals, as and when required, to the Academic Council, through the School Board, regarding creation and abolition of teaching posts; to propose research projects to be taken up by the members of the Department individually and in groups; to propose course(s) of study and suggest curriculum with the supporting reading materials to the Board of Studies; to allocate teaching work to the teachers and frame time table in consonance with general timetable of the School (s); to appoint, from amongst its members, advisors to students; to propose schemes for maintenance and improvement of the standards of teaching and research in the Department and; to perform such other functions as may be assigned to it by the concerned School Board or the Vice- Chancellor. [a-TTII III—El-og 4] 97 3. 1. 2. 3. (j) All the aforementioned duties/functions of the Department shall be performed under the direct supervision/guidance of the Head of the Department. The department may constitute committees, from amongst its members, to discharge duties and perform functions as may be assigned to them by it. Ordinance No.23 Governing Fee and other Charges Payable by Students of the University (The Central Universities Act 2009: Section 28(1) (e)) Fee and other charges shall be as prescribed, from time to time, by Executive Council on the recommendation of the Academic Council. Fee and other Charges payable by the applicants and students admitted to different programmes of studies shall be as notified in the Admission Brochure/Prospectus issued by the University from time to time. A student shall be admitted to a Programme of Study only after he/she pays the fee as prescribed. Due Date and Penalty for Delay & Default 4. 5. 6

7. Fee and other charges, for a Semester Course shall be payable at the time of the commencement of the Semester or as required to be paid by students on or before the date fixed by the University. (If a candidate selected for admission to a course fails to deposit the requisite admission fees within the notified time schedule, his/her selection shall automatically stand cancelled and the seat shall be offered to a candidate next in merit) All fees, as prescribed by the University, shall be payable in lump sum at the time of admission or as prescribed by the University and part payment shall not be allowed. Condonation of delay/Relaxation in payment of fees: 1

11. The Vice-Chancellor may, in a special case, on the recommendations of the Dean of the School concerned condone delay in the payment of fees provided that the students has applied for the same well in time. The Vice-Chancellor may, on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for his inability in payment of fees. A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re- admission fee as fixed by the University. Provided that request for re-admission is received within the same semester subject to the candidate fulfilling the requirement of minimum attendance as prescribed by the university. 98 8

9. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] In case a student proposes to withdrawn from the University, he/she shall be required to submit a written application in advance to the Dean of the School concerned through the Head of the Department intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the semester and shall accordingly be liable to pay the prescribed fees for the whole semester. In case a student, after completing all admission formalities changes his/her Programme of Studies, if permitted by

the University rule, he/she shall be required to pay the differential fees, if any, by the stipulated date. Fees Chargeable from NRI/PIO/Foreign National Category: 10

11. Students admitted under this category shall pay the fee as prescribed from time to time, which may be more than the fees paid by the Indian students. Foreign students nominated/sponsored by the Government of India under various Cultural Schemes would pay normal fee at par with Indian Students. Fee Concessions: 12. 13. 14. 15. 16

17. In order to support the meritorious but needy students, the University may grant fee concession to certain percentage of its students, limited to the percentage as may be prescribed by the University Grants Commission (UGC) in this regard from time to time. Award of fee concession shall mean and include exemption from the payment of all fees chargeable by the University on semester basis, as notified in the prospectus, and shall also include exemption from professional development fees chargeable by the University, if any. Such fee concession shall be granted by the Dean of the School concerned, on the recommendations of a committee consisting of the following: a) b) c) Dean of the School Heads of the Departments of the concerned School One student from each School nominated by the Vice-Chancellor on the recommendation of the Dean. Chairperson In case the number of applicants seeking fee concessions exceeds the number of fee concessions available, the committee referred to above may recommend half fee concession to some of the applicants so that the total of fee concession does not exceed the prescribed percentage. Applications for fee concession shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department within 30 days from the date of commencement of the semester or by such other date as may be specified by the Dean. While making recommendations on the applications of students for grant of fee concession/half fee concession, the following factors shall be taken into account: a) Financial position of the student; b) Academic record of the student; c) Conduct, regularity and punctuality of the student; d) Progress and performance of the student in studies; e) Any other factor, which shall also be recorded. [a-TTTI III—El-og 4] 99 18. 19

20. The list of students selected for the grant of fee concession/half fee concession shall be notified by the Dean of the School concerned and fees paid, shall be refunded. Fee concession/half fee concession granted during an academic year shall not be renewed automatically in the following year. The students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications, if any, received in the year. A fee concession/half fee concession granted to a student may be cancelled at any time during the academic year if his/her conduct or progress in studies is found to be unsatisfactory Fee Concession for Differently-abled students: 21. 22

23. Visually challenged students shall be exempted from payment of Tuition Fees and Professional Development Fees chargeable by the University, if any. Physically challenged students shall be exempted from the payment of Tuition Fees. The differently-abled physically challenged students shall also be eligible to apply for fee concession. Fees Concession for SC/ST Category: Fees concession for SC/ST students and any other category as per Govt. of India directives 24. shall be applicable. Refund of Fees in case of cancellation/ Withdrawal of Admission: In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she 25. shall be entitled to refund of fees subject to the following rules: S.NO. 1 2 3 4 Percentage of Refund of Point of time when notice of withdrawal of Aggregate Fees* 10000 admission is served 15 days before the formally-notified last date of admission Not more than 15 days after the formally-notified last date of admission More than 15 days but less than 30 days after formally-notified last date of admission More than 30 days after formally-notified last date of admission In case of (I) the University shall deduct an amount not more than 1000 of the aggregate fees as processing charges from the refundable amount. Fees shall be refunded within fifteen days from the date of receiving a written application from him/her. If a student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him/her along with outstanding Tuition Fee and fines, if any as may be fixed by the University. 100 THE GAZETTE OF INDIA : EXTRAORDINARY [PART 111 SEC. 4] Refund of Security Deposit 26

27. Security Deposit/Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her. In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her

leaving the University, it shall be considered to have been donated by him/her to the students' Aid Fund. (Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.) Examination Fees and Other Charges: 28. 29. 30. 31. 1

2. Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with examination form at the beginning of each semester. No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all the dues. In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed and notified by the University from time to time in the Students Handbook. Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities and paid fee in accordance with University rules. No change in the date of birth shall be made unless approved by the Competent Authority. Ordinance No. 27 governing Conditions of Halls of Residence for Students of the University (The Central Universities Act, 2009: Section 28(l)(h)) The objectives of the Halls of Residence (Hostels) are as follows: a. b. c. d. e. To provide to the students of the University a congenial place to live so that they can devote themselves to pursue higher learning; To provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians; To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame; To provide opportunities for co-curricular activities for all round development of students' personality and for unfolding their artistic and creative talent; and To develop in the students the capacity to manage and govern their own affairs. Residence in Campus a. The students residing in the Halls of Residence shall pay such fee as may be prescribed by the Executive Council from time to time. [a-TTTI III—El-og 4] b. c. d. e. 101 The University shall maintain such Halls of Residence as may be necessary and feasible. Every Hall of Residence shall have a name as the University may assign to it. A Hall of Residence may accommodate reasonable number of students, not more than the designed capacity. Each Hall of Residence shall be under the charge of a Warden. 3

4. Supervision and Control —Central Committee on Halls of Residence a. b. c. d. e. f. The supervision and control of the Halls of Residence is vested in the Vice Chancellor. The Chief Warden will assist the Vice Chancellor in performing his functions with the help of a Central Committee on Residence. The Central Committee shall be appointed by the Vice Chancellor and shall comprise the following: i. Dean, Students' Welfare; ii. Chief Warden/Proctor; iii. Director Sports; and iv. Wardens of Halls of Residence maintained by the University, than three, by rotation. The term of office of the Central Committee shall be two years. The functions of the Committee shall be as follows: not more 1. 11. 111. lv. Management, selection and admission of students to the University Halls of Residence. Supervision of the Halls of Residence and advise the University on matters of policy, etc. relating to their management; Maintenance of discipline amongst the resident students; Transfer of a student from one Hall to another; and Such other functions as may be assigned by the Vice Chancellor. The Central Committee may admonish a student for misconduct or may impose a fine as fixed by the University on a student and or remove a student from the Hall of Residence. The Central Committee shall meet as often as necessary, at least twice in every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare and 1/3 of its members shall form the quorum. The Dean, Students' Welfare shall submit a copy of the decision(s) of the Central Committee to the Vice Chancellor for his consideration who will, wherever necessary, place it before the Executive Council for consideration and further action. Warden, Prefect and Local Committee a. b. The management of each Hall of Residence and the Mess attached to it shall vest with the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee consisting of: 1. 11

111. Warden —Chairperson; Prefect; and Three to five students of the Hall of Residence The Local Committee shall be appointed by the Warden and its term of office shall be one year. 102 5

6. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] c. d. One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he/she may deem proper for the smooth functioning of the Hall of Residence. The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office. Eligibility and Procedure for Admissions to Halls of Residence a. b. All students registered for full time programmes of

study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference. 1. 11. 111. lv. v. As soon as a student ceases to satisfy any one of the conditions in (a) above, he/she will become ineligible for accommodation in the Hall of Residence. Students desirous of residing in Hall of Residence may apply on the prescribed form to the Head of the Department concerned after admission to the Course in the Department. The Heads of Departments shall forward all applications of students of their respective Departments to the Dean, Students' Welfare. The applications shall be scrutinized by the Central Committee which will allot accommodation in the Hall of Residence to the selected applicants. Students joining the University and hailing from distant places will be given preference for accommodation in the Hall of Residence. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications of such students should reach the office of Dean, Students' Welfare/Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hall/tuition dues, as also subject to good conduct and behavior during his/her earlier stay in the Hall of Residence. Research personnel on projects sponsored by organizations like ICSSR, CSIR, UGC, ICAR, ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability of accommodation. Appointment, Powers and Functions of Wardens Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment. a. b. c. The warden shall be entitled for suitable honorarium as may be decided from time to time by the Vice-Chancellor. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a register of students along with permanent addresses of their guardians and such other information as may be required, in a form prescribed by the appropriate authority. In addition to the specific duties assigned by the Vice Chancellor the Wardens shall perform the following duties: i. Oversee welfare of and maintain discipline amongst the residents in the Halls of Residence and to keep daily record of the resident students, such as students [a-TTTI III—El-og 4] 11. 111. lv. d. e. f. g. h. 1. J. k. l. m. n. o. p. Miscellaneous 103 present each day, students absent from the Halls of Residence together with reasons for absence. Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed in this respect. Report to the Chief Warden/Proctor all cases of misbehaviour, indiscipline and illness of students residing in his/her Hall of Residence. Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted to them and for their repairs within the funds allotted and norms laid down by the University authorities for the same. The Wardens shall have the right to inspect rooms in their Halls of Residence. The Wardens shall have administrative control over the staff assigned to the Hall of Residence. The Wardens shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students. The Wardens shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under their charge. The Wardens shall allot and supervise rooms and guest rooms. The Wardens shall check the Resident Students Register and the Guest Room Register. The Wardens shall take disciplinary action against resident student(s) for keeping any unauthorized guest(s). The Wardens shall order double-locking of rooms of resident students and their re-opening, when required. The Wardens shall take action for the eviction of resident students in consultation with the Chief Warden. The Wardens shall periodically verify the furniture and fittings of the rooms with the assistance of the Care taker and take action for their repairs/replacement for obtaining additional furniture. In case of misuse/damage of the property in the Hall of Residence by the students, the Wardens shall impose necessary fines including withholding of the hostel security. Unfurnished residential accommodation will be provided to Wardens on rent- free basis for the period of the Wardenship. They shall be entitled to such allowance/special pay as the Executive Council may determine from time to time. On the expiry of his/her term or on the termination of his/her appointment, the Wardens shall be required to vacate his/her accommodation. A Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Chief Warden concerned for retaining the room. a. b. All students of the

University, residing on campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University. The conditions of admission, accommodation and the organization of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University. 104 1. 2. 3. 4. 1

2. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] c. d. The prior approval of the Chief Warden/Proctor shall be necessary for a Warden to go on leave. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence. Ordinance No. 28 governing Courses of Study (The Central Universities Act, 2009: Section 28(b)) There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the Competent Body from time to time. The Ordinances/Regulations in respect of all such Courses shall be framed by the University. The Academic Council shall have the power to discontinue a programme of study on the recommendations of the concerned School Board. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognized by the University. (a) 1. 11. 111. Iv. v. (b) Ordinance No. 29 governing Games and Sports Committee The Central Universities Act, 2009: Section 28(1) There shall be a Games and Sports Committee consisting of the following members, namely : Chairperson, appointed by the Vice Chancellor Dean Students' Welfare Heads of various Games and Sports Clubs of the University One outstanding Sportsman from among the students on rolls, nominated by the Chairperson for a period of one year Director of Physical Education, who shall be the Ex-Officio Secretary The Chairperson of the Committee shall hold office for a term of two years. The Committee shall: 1. 11. 111. Iv. v. VI. Vil. Make arrangements and supervise the games and sports of the University and frame Regulations in this regard; Frame the budget for games and sports; Allocate finances to the various Clubs; Maintain the play-grounds, gymnasias, swimming pools of the University; Hold contests, competitions, tournaments, athletic meets etc.; Recommend to the Vice Chancellor the names of outstanding players and sportsmen to be nominated for admission; Perform such other functions, as may be assigned to it by the Academic Council and the Vice Chancellor from time to time; and [a-TTII III—El-og 4] 105 3. 4. 1. a. b. c. d. e. f. h. 2. a. viii. Take measures to identify and encourage the sports talent available in the University. The Committee shall hold its meetings at least once in two months. One third of the total members shall form the quorum for a meeting of the Committee. Ordinance No. 30 governing Emoluments, Terms and Conditions of Service, Powers and Functions of the Registrar The Central Universities Act, 2009: Section 28(o); Statute 6(3) Emoluments, Terms and Conditions of Service (1) (ii) The Registrar shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years and shall be placed in the scale of pay as recommended by the University Grants Commission/Government of India and adopted by the Executive Council from time to time. Provided that the Registrar shall superannuate on attaining the age as prescribed by UGC from time to time. Where an employee of this University or any other Institution/Government and its Organizations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer T A) to which he/she was entitled prior to his appointment as Registrar, till he/she continues to hold his/her lien on that post. The terms and conditions of service of the Registrar shall be such as prescribed for other non vocational employees of the University. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose. If the services of the Registrar are borrowed from Government or any other Organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor. The Registrar shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee as also to free mobile phone and telephone (with STD and ISD) service at his/her residence. The Registrar shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the University from time to time

for its non-vacational staff. The Registrar shall be entitled to the facility of staff car between the office and his/her residence. Responsibilities and Duties The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of 106 b. c. d

1. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] increment. Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her. In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice Chancellor along with his/her recommendations. The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities. (ii) The Registrar shall be ex-officio Member-Secretary of the Court. It shall be the duty of the Registrar: 1. 11. 111. lv. VI. Vil. to be the custodian of the records, the common seal and such other properties of the University as the Executive Council shall commit to his/her charge; to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these Authorities; to keep in his custody minutes of the meetings of the Court, the Executive Council, the Academic Council and of any other Committee appointed by these Authorities; to conduct the official correspondence of the Court, the Executive Council and the Academic Council; to supply to the Visitor, copies of the agenda and also the minutes of the meetings of the Authorities of the University as soon as they are issued. to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and to discharge such other duties and perform functions as may be specified in the Statutes, the Ordinances or the Regulations or as may be assigned from time to time by the Executive Council, the Academic Council or the Vice Chancellor. Appeals: i. An appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in Clause 2(a) (i). iii. An appeal shall lie to the Executive Council against an order of the Vice Chancellor imposing any penalty. Ordinance No. 31 governing Emoluments, Terms and Conditions of Service of the Finance Officer (The Central Universities Act 2009: Section 28(o); Statute 7(3)) Emoluments, Terms and Conditions of Service a. The Finance Officer shall be a whole-time officer appointed by the Executive Council, on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years and shall be placed in the scale of pay as recommended by the University Grants Commission/Government of India and adopted by the Executive Council from time to time. [a-TTII III—El-og 4] b. c. d. e. f. h. 1. J. 107 Provided that the Finance Officer shall superannuate on attaining the age as prescribed by UGC from time to time. If the Finance Officer is appointed on deputation basis from any Organization/Accounts and Audit service/cadre, his/her salary shall be such as admissible to him/her according to the Rules of Deputation of service to which he/she belongs. Where an employee of this University or any other Institution/Government and its Organizations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer T A) to which he/she was entitled to prior to his/her appointment as Finance Officer, till he/she continues to hold his/her lien on that post. If the services of the Finance Officer are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. When the office of the Finance officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University. A Finance Officer on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor. The Finance Officer shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee as also free mobile phone and telephone (with STD and ISD) service at his/her residence. The Finance Officer shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University from time to time for its non- vacational staff. The Finance Officer shall be entitled to the facility of staff car between the office and his/her residence

2. RESPONSIBILITIES AND DUTIES a.b. The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee. The Finance Officer shall- 1. exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and 108 1. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 11. perform such other financial functions as may be assigned to him/her by the Executive Council or as may be prescribed by the Statutes or the Ordinances. c. d. Subject to the control of the Executive Council, the Finance Officer shall- 1. 11. 111. lv. vi. Vil. hold and manage the property and investments of the University including trust and endowed property; ensure that the limits fixed by the Executive Council for recurring and non recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted; be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council; keep a constant watch on the state of the cash and bank balances and on the state of investments; watch the progress of the collection of revenue and advise on the methods of collection employed; ensure that the stock registers of buildings, land, furniture and equipment, etc., are maintained up-to-date. The stock-checking is conducted, of equipment, etc., and other consumable materials in all offices, Departments, Centres and Specialized Laboratories; bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he/she may consider necessary for the performance of his/her duties. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money. Ordinance No. 33 governing Award of Fellowships, Scholarships, Studentships, Medals and Prizes (The Central Universities Act, 2009: Section 6(1)(xii) and Section 28(1)(f)) In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without much financial strain, the University shall strive to provide for adequate number of scholarships, fellowships, studentships and free-ships, for financial help, and also provide for award of medals and prizes. [a-TTII III—El-og 4] 109 2. 3. 4. 5. 6. 7. 8. 9. 10. 1. 2. 3. 4

5. The scholarships shall be instituted in every subject to be awarded to the students of the University/Affiliated Colleges (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations. There shall be fee concession in the form of half and full free-ships of tuition fee in each School and Teaching Department as per norms of the UGC. There shall also be a scheme of merit scholarships, subject to availability of funds, where the first and second rank holders in every subject (discipline) will be awarded scholarship, the quantum of which shall be decided by the University from time to time. The fellowships shall be instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding agencies from time to time. All types of scholarships and free-ships shall be administered at the University level by a Committee to be constituted by the Vice Chancellor. There shall be a scheme to award medals/prizes to the meritorious students of the University and Affiliated Colleges (wherever applicable) for their outstanding performance in various University Examinations. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act, 2009. There shall also be a Committee constituted by the Vice Chancellor for administration of each endowment and to implement the objects of the endowment. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of fellowships, scholarships, studentships, free-ships, medals, prizes and other such endowments created by/in the University. Ordinance No. 34 governing The Proctor (The Central Universities Act, 2009: Section 28(1)(0)) The Proctor shall be appointed by the Vice Chancellor from amongst the teachers of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice Chancellor. The Proctor shall hold office for a period of three years and shall be eligible for reappointment. The Proctor shall have such powers as delegated to him/her by the Vice Chancellor. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee. 110 6. 7. 8. 9. 10. 11. 12. 13. 14

15. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] The Proctor may be assisted by Assistant Proctor(s) appointed by the Vice Chancellor for a term of three years. The Assistant Proctor(s) shall be entitled to such allowances and amenities as the Executive Council may approve from time to time. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases. The Proctor shall a. b. c. d. monitor and ensure the prevalence of disciplinary climate in the student community; take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline; collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students as per the rules. Whenever considered necessary, the Proctor shall place the relevant information before the Vice Chancellor or the Discipline Committee for their decision; and issue all orders relating to disciplinary proceedings against students. The Proctor shall make arrangements for the maintenance of Cycle/Scooter Stands/Car Parks in the University. The Proctor shall maintain liaison with the local administration in matters regarding the law and order situation in the University Campus. The Proctor shall have the power: a. b. c. to suspend students or institute proceedings in cases of breach of discipline, as per the norms prescribed by the Competent Authority, referred to him/her by the Vice Chancellor or reported to him/her by any other person or noticed by himself/herself. to suspend a student up to a maximum period of two weeks as per the norms prescribed by the Competent Authority to impose a fine as prescribed from time to time. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action. The Proctor shall be responsible to ensure: a. b. c. Foreign students welfare (visa etc.); VIP's Security; and Protection of University properties. The Proctor shall perform such other functions as the Vice Chancellor may assign to him/her from time to time. [a-TTI III—El-og 4] 111 l. 2

3. Ordinance No.40 governing Employees and Students' Grievances Redressal Committees The Central Universities Act, 2009: Section 28(n) There shall be constituted a mechanism for the redressal of the grievances of employees and students of the University. Student means any student who is admitted/registered for a Programme of study in any a) School/Centre/Department/College or Campus maintained by the University. b) Employee means any person appointed by the University and includes teachers and other staff of the University. The Grievances Committee shall observe the following general principles: a) The Campus Community should be made fully aware of the grievance redressal mechanism; b) Every grievance from a student/staff member should be registered and acknowledged; c) If a final decision is not feasible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply ; d) As a matter of general rule, all the grievances should be disposed off within a period of three months; e) The officer nominated by the Vice Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and f) He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision

4. Students Grievances Redressal Committee Students Grievances Redressal Committee shall comprise the following: 1.2 3. 4

5. The Pro-Vice Chancellor or such other person to be nominated by the Vice Chancellor Dean of the School concerned Nominee of the Vice Chancellor Dean of Students Welfare Representatives of Student's Council Chairperson Special Invitee Member Member Secretary Member 5. Powers and Functions The Committee shall 112 (1) (ii) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group; enquire into the grievances, and submit report alongwith recommendations to the Vice-Chancellor for suitable action. (iii) recommend appropriate action against complainant, if allegations made in the documents found to be baseless

6. Teachers' Grievances Committee The Committee shall be constituted by the Executive Council consisting of the a) b) c) following: Vice Chancellor or his/her representative Five representatives

from the teachers' Community representing gender, minority, SC, ST, OBC. Chairperson Members Vice Chancellor's nominee who shall be the Secretary to the Committee

7. Powers and Functions 1.11

111. The Committee shall entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group; enquire into the grievances, and submit report alongwith the recommendations to the Vice-Chancellor for suitable action. recommend appropriate action against complainant, if allegations made in the documents found to be baseless

8. Non-Teaching Staff Grievances Committee The Committee shall comprise a. The Chairperson- to be nominated by the Vice Chancellor. b. Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC. c. The Registrar or his nominee shall be the Member-Secretary of the Committee

9. Powers and Functions The Committee shall l. accept and consider written and signed complaints and petitions of staff (Non- Teaching) in respect of matters directly affecting them individually or as a group; [a-TTTI III—El-og 4] 2. 3. 113 enquire into the grievances, and submit report alongwith recommendations to the Vice-Chancellor for suitable action. recommend appropriate action against complainants, if allegations made in the documents found to be baseless. Ordinance No. 42 govemmg ADMISSION ON MIGRATION AND TRANSFER OF STUDENTS The Central Universities Act, 2009: Section 28(1)(0) 1. 2. 3

4. No student shall be eligible for admission to any under-graduate or post-graduate course of study in this University on migration from any other Board or University unless he/she has passed an equivalent examination of the Board or University recognized equivalent to the examination of this University which qualifies him/ her for admission to the concemed course under the relevant Ordinance(s). The application of a student who has not completed his/her course of study and has not appeared at the examination, for which he/she was studying, in any other Board or University in India shall be considered for admission to a course of study in this University provided that the pattem and syllabus of the course in this University is similar to that of the course studied by him/her. Provided further that the applicant is eligible for admission as per the Ordinance governing Transfer of Credits. The application for admission must be supported by: (a) A Migration/No Objection Certificate from the concemed Board / University and (b) A certificate from the Principal of the College/ Head of the Department last attended by him/her testifying the record of attendance and conduct of the student. The applicant shall have to pay the prescribed fee. Ordinance No. 43 govemmg CONVOCATION The Central Universities Act 2009: Section 28(1) (o) and Statute 29 1. Convocation Convocation for the purpose of conferring Degrees shall be held on such date and at place as may be fixed by the Chancellor. Special Convocation A special Convocation may be held at such time as may be decided by the Executive Council 2. for the purpose of conferring Honorary Degree(s) in accordance with the procedure prescribed for the purpose of conferring other Degrees. 1 14 3

4. Notice 5.6. 7

8. THE GAZETTE OF INDIA : EXTRAORDINARY The Convocation shall consist of the body corporate of the University. [PART 111 SEC. 4] The Chancellor shall preside over at the Convocations of the University held for conferring Degrees, or otherwise. Not less than four weeks' notice shall be given by the Registrar for meeting of the relevant statutory authorities for the Convocation. The Officer concemed shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed thereat. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation. Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in that year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee. Medals, prizes and certificates of merit shall be awarded to the persons entitled there to at the Convocation Application 9. 10

11. Fees 12. A candidate for a Degree must submit to the officer concemed his/her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the

Controller of Examinations on application and payment of the prescribed fee. Notwithstanding anything contained in the foregoing provisions a student proceeding abroad for further studies or requires the degree urgently for reasons to be recorded may be admitted to his/ her degree by the Vice Chancellor before the Convocation on payment of prescribed fee. The fee for admission to the Degree at the Convocation in person, before Convocation and in absentia shall be fixed by the Executive Council. Honorary Degree 13. 14

15. Honorary Degree(s) shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia. The presentation of the person(s), at the Convocation, on whom Honorary Degree(s) is [are to be conferred shall be made by the Vice Chancellor or by a person nominated by him/her. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degrees as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University. [a-TTTI III—El-og 4] Academic Dress 115 16. The Academic Dress of the University for the Convocation shall be prescribed by Regulations. Convocation Procedure 17. 1. a. The Convocation Procedure shall be laid down by Regulations. Ordinance No.46 governmg EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS (The Central Universities Act, 2009: Section 28(1)(0); Statute 7(3)) Emoluments, Terms and Conditions of Service: i. The Controller of Examinations shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years and shall be placed in the scale of pay as recommended by the University Grants Commission/Govt. of India and adopted by the Executive Council from time to time. Provided that the Controller of Examinations shall retire on attaining the age of sixty two years

11. Where an employee of this university or any other Institution/ Government and its organizations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme,(namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Trmsfer T A) to which he/she was entitled prior to his/her appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post. b. In case the Controller of Examinations is appointed on deputation basis from any organization, his/her salary shall be such as may be admissible to him/her according to the rules of deputation of service to which he/she belongs. c. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non-vacational employees of the University. d. If the services of the Controller of Examinations are borrowed from Government or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. e. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose. 116 f. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] A Controller of Examinations on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee as also to free mobile phone and telephone (with STD and ISD) service at his/her residence. h. The Controller of Examinations shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University from time to time for its non-vacational staff

1. The Controller of Examinations shall be entitled to the facility of staff car between the office and his/her residence

2. RESPONSIBILITIES AND DUTIES Subj ect to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice Chancellor. Ordinance No. 48 governmg COMMITTEE ON EQUIVALENCE AND RECOGNITION OF EXAMINATIONS/DEGREES [The Central Universities Act, 2009: Section 28 (1)(j) and (o)] Composition There shall be a Committee on Equivalence and Recognition of Examinations/Degrees 1. consisting of the following members:- a. Pro Vice Chancellor or

one of the Deans to be nominee of Vice Chancellor b. One person to be nominated by the Academic Council c. Deans of the Schools d. Registrar e. Controller of Examinations Chairperson Member Member Member Secretary The Committee may invite a domain expert, wherever necessary, to assist in its functioning. Functions The functions of the Committee shall be 2. to consider proposals in respect of recognition of courses/ examinations/ degrees of 1. other Boards/ Universities [Institutions together with the report of the Dean of the School concerned, who has examined the courses of study and their standard ,and to recommend to the Academic Council the examinations/degrees of other Boards/ [a-TTTI III—El-og 4] 117 11. 111. lv. v. VI. Universities/Institutions to be recognized as equivalent to the corresponding examinations/degrees of the University; including those of foreign Universities; to consider requests for recognition of examinations/ degrees received from other Universities and Institutions and submit its recommendations to the Academic Council; to examine and recommend to the Academic Council the withholding, suspension or cancellation of recognition to any examination/degree for such reasons and such time as it may deem fit; to consider and recommend to the Academic Council proposal(s) submitted by the Dean(s) for recognition of courses from other University (ies)/ Institution(s), the number and extent of credits that may have been recommended for acceptance for the transfer of credits, on case to case basis, the request for which had been received by the concerned Dean from the student (s); to prepare a case for moving application for seeking recognition of Degrees, Diplomas and Certificates awarded by the University to be equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other Institutions within and outside the country; and to report to the Academic Council on all matters including matters concerning credits transfer, which are referred to it. Rules of Business 3. The Committee shall frame the Rules of Business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Committee on Equivalence and Recognition of Examinations/Degrees. Quorum Not less than half the total number of members of the Committee shall constitute the quorum 4. for a meeting of the Committee. Ordinance No. 50 governmng RECOGNITION BY THE UNIVERSITY FOR CO-OPERATION [COLLABORATION WITH OTHER UNIVERSITY/AUTHORITY/INSTITUTION The Central Universities Act, 2009: Section 6(1)(vii), (x) and 28(1)(k) PREAMBLE a. Section 6(1) (vii) of the Central Universities Act, 2009 empowers the University to recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition. 118 b. c. d. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] Section 6(1) (x) of the Central Universities Act, 2009 empowers the University "to co-operate or collaborate or associate with any University or Authority or Institution of higher learning, including those located outside the country in such manner and for such purposes as the University may determine. Section 28(1) (k) of the Act makes provision for framing of Ordinance to provide for "the manner of co-operation and collaboration with other Universities, Institutions and other Agencies including learned Bodies or Associations' In the context of the above, the Central University of Jammu will endeavour to recognize and collaborate with other Universities/Authorities/ Institutions of higher learning which have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its objectives. ELIGIBILITY FOR RECOGNITION Such Universities/Authorities/ Institutions which have a proven excellence and academic 1. competence in instruction and research and are at least of ten years standing with a proven track record of competence will be eligible for the purpose of recognition for co-operation/collaboration with the University. Such University/Authority/Institution may be located anywhere within or outside the country. Provided that such Universities/ Authorities [Institutions are funded by the Government or other agencies and shall not be profit-making bodies and source of their funding shall be through legal and government approved means. Proven excellence and academic competence shall be adjudged, inter alia, on the basis that 2. the University/Authority/ Institution shall have: 1. 11. 111. full-time qualified core faculty consisting of at least four full time teachers who should have been drawing the UGC/AICTE pay scales for a minimum period of 5 years and must have published at least 5 papers and [or at least two books, after his/her Ph.D. in journals/publication houses of National/International repute having ISSN/ISBN number; it's own building with required laboratory facilities, library for research purpose having adequate number of research journals, reference books, advanced text books and internet facility or such modem equipment/facilities used in higher Educational Institutes/Universities in the country; and sufficient financial resources to fund research activities.

PROCEDURE FOR RECOGNITION, RENEWAL AND WITHDRAWAL OF RECOGNITION Any such University/ Authority [Institution which desires to be associated with the University 3. shall express its intention to do so in writing to the University in the prescribed format with supporting documents in proof of clause 2 above. All such requests shall be received by the Registrar and placed before a Committee of Deans 4. and Professors of the University which shall be composed of the following: a. b. c. d. Pro Vice Chancellor or nominee of the Vice Chancellor All Deans of Schools Head and all Professors of the Department/Centre concerned in whose area of instruction the proposed co-operation/ collaboration is to be carried out Registrar Chairperson Members Members Member-Secretary [a-TTTI III—El-og 4] 119 5. (i) Half of the members of the Committee shall constitute quorum for meeting of the Committee. (ii) All decisions shall be taken by the majority of not less than 3/4th of the members present

6. The Committee shall ordinarily meet twice in a year

7. The Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member Committee to carry out physical inspection and verification of the facts claimed by the University/ Authority/Institution

8. The Physical Verification Committee shall visit the institution and carry out physical verification of the University/ Authority/Institution to assess its case for recognition on the lines of the parameters described at para 2(i-iii) above. It shall submit its report to the Committee which will make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the Executive Council with recommendations of the Academic Council for decision in the matter

9. Recognition granted shall normally be for a period not exceeding five years and will be subject to a mid-term review, the manner and timing of which shall be decided by the University

10. Recognition may be extended for subsequent term(s) of not exceeding five years each. Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone. Provided further that normally no new registration for research on initiation of an instructional semester shall be initiated by the University during the last six months of the period of recognition. 11. Request for re-recognition/renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above. The University shall reserve the right to withdraw such recognition with immediate effect if 12. any falsification of facts is found at a later stage or any fact damaging the credibility or conduct of the University/Authority/Institution, in terms of academic credentials, comes to the light MANNER OF CO-OPERATION [COLLABORATION AND OTHER DETAILS The University may choose to collaborate with a University/Authority/Institution for the 13. purpose of either instruction or research or both. Provided that in case of either of the above, the students shall be admitted and examined by the University as per extant rules, regulations, ordinances and guidelines. Fees shall be prescribed and collected by the University which may be equally shared by this 14. University and the other University [Authority/Institution, as the case may be as per mutual agreement

15. Guides/research supervisors shall be appointed [recognized by the University as per its rules, ordinances and regulations as amended from time to time. 120 16. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] If a teacher of the University/Authority/Institution retires in mid-term of the period of research or instruction, his/her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University. The timing of residence for a batch of students/research scholar(s) at the institution shall be 17. decided by the Head of the Department concerned. However the maximum period of residence shall be regulated as follows: For 5 years integrated courses and Ph. D Programmes For 3 years under-graduate courses For post-graduate courses For M. Phil. Courses 3non-consecutive semesters 2 non-consecutive semesters 2 non-consecutive semesters I semester 18. Any matter not specifically covered by this ordinance shall be regulated as per the University rules, regulations and ordinances as amended from time to time

19. All legal disputes shall be subject to the jurisdiction of the courts in whose jurisdiction the Head Quarters of the Central University of Jammu situates. Ordinance No. 51 governmg FLOATING POSTS [The Central Universities Act, 2009: Section 28(1)(0)] There shall be a few floating posts of Professors, the number of which shall depend on the 1. posts sanctioned by the University Grants Commission from time to time, as approved by the Executive Council. The appointments against such

posts shall be made by the Executive Council on the recommendations of the Vice Chancellor. These posts shall not be assigned to any particular Department but shall be made available to 2. certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure. Persons eligible to be appointed against these posts will be eminent scholars including those 3. who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad. All appointments under floating posts will be made ordinarily for one year and efforts 4. continued for filling these posts in the normal course. Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up. No appointment letter to a person appointed against a floating post shall be issued unless the 5. appointee enters into a contract with the University as per the proforma prescribed for contract appointment. Persons appointed against these posts shall be eligible to draw the pay last drawn or as fixed 6. by the Executive Council in accordance with the U.G.C. guidelines in this regard. [a-TTTI III—El-og 4] 121 Ordinance No. 52 governing THE ALUMNI ASSOCIATION The Central Universities Act 2009: Statute 35(2) There shall be an Alumni Association of the University named the Central University of 1. Jammu Alumni Association (CUJAA). The Association aims at promoting the objectives of the University and to maintain contacts 2. as well as solidarity among the graduates of the University. 3

4. The membership of the Association shall be open to all degree holders of the University. The membership fee for the Association shall be Rs. 600/- or as amended from time to time which shall be collected from each student at the time of admission. 5

6. The application for membership shall be in a form prescribed by the University. There shall be an Executive Committee of the Association which shall consist of (a) President; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) IO other Members. The Vice-Chancellor shall be the Patron of the Association. The Executive Committee of the 7. Association shall be elected for a term of three years. No member of the Association shall be entitled to vote or stand for election unless he/she has 8. been a member of the Association for at least one year prior to the date of the election: Provided that the condition relating to the completion of one year membership shall not apply in case of the first election. The funds of the Association shall be managed by the Finance Officer of the University who 9. will maintain a separate Account for the purpose. Elections of the Executive Committee of the Association and the procedure for conduct of its 10. business and business of the Association shall be prescribed by Regulations. Ordinance No. 53 governing TRAVELLING AND HALTING ALLOWANCES [The Central Universities Act 2009: Section 28(1) (o); Statute 2(iii) and 12(xx)] This Ordinance shall be called the Travelling and Halting Allowance Rules of the Central 1. University of Jammu

2. They shall apply to: 1.11

111. Members of the Authorities of the University and Members of the Committee(s) appointed by the Authorities or by the Vice-Chancellor. Officers and employees (teaching and non-teaching) of the University. Students proceeding on approved excursions/field work, sports activities and any other academic activities. 122 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 3. Travelling and Halting Allowance shall be applicable to the following categories as mentioned in each case. A. Members of Authorities, Members of Committees appointed by the Authorities or the Vice-Chancellor. a. i. Journey by Rail: AC first Class/AC 11 Tier each way fare for the members from the place of the residence of the members to the place of work and back. Journey by Air: As per rules of Government of India. 11. b. Rate of road mileage: As per rules of Government of India. c. The rates of road mileage will be on the basis of prevailing rates in the metropolitan city of a particular State and, if no rates have been fixed, the rules of neighbouring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time: i. For journeys performed in own car/taxi ii. For journeys performed by auto rickshaw/ own scooter iii. Daily Allowance: (as prescribed) Rs. 16/km Rs. 8/km Provided that the Vice-Chancellor may grant travelling and halting allowance at any other rate or rates in special cases, if necessary. Members of the Authorities and Committees, other than the employees of the University, B. who reside at the Headquarters shall be entitled to travelling allowance for attending meetings of Authorities or Committees as in para 3 A(c) above. C. D. Vice-Chancellor 1. 11

111. Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway. Journey by Air; Executive/Business Class Rate of road mileage: Actual fare as per rules of Government of India. Other Employees of the University. For the purposes of travelling and daily allowance employees of the University shall be categorised into five groups as follows and shall be entitled to travel by air and train, and daily allowance as mentioned after the categorisation: Categories

Category	1	11	111	Employees drawing grade pay of:	Rs. 10,000/- and above	and those in pay scale of	HAG and above.	Rs. 7600 to Rs.9000/-	Rs.5400 to 7000/-	Rs.4200 to Rs.4800/-	Below Rs.4200/-
Travelling and daily allowance	123	Category 1	11	111	Travel Entitlement	By air	Business/Club Class	Economy Class	Economy Class	Not entitled	Not entitled
By train	AC first Class	AC first Class	AC 11 tier	AC 11 tier	First class/AC 3 tier/AC Chair car.	Daily Allowance	Reimbursement for hotel accommodation/guest house of up to Rs.5000/- per day/reimbursement of AC taxi charges of up to 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs.500/- per day.	Reimbursement for hotel accommodation/guest house of up to Rs.3000/- per day; reimbursement of non-AC taxi charges of up to 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs.300/- per day.	Reimbursement for hotel accommodation/ guest house of up to Rs. 1500/- per day; reimbursement of taxi charges of up to Rs. 150/- for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.	Reimbursement for hotel accommodation/ guest house of up to Rs.500/- per day; reimbursement of taxi charges of up to Rs. 100/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.	Reimbursement for hotel accommodation/ guest house of up to Rs. 300/- per day; reimbursement of travel charges of up to Rs.50/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 100/- per day.

Note 1: 'Pay' means, pay in the revised scales of pay, special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person. Note 2: In the case of re-employed person, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re- employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored. Note 3: Person getting Honorarium or part time workers shall be ranked in such grade as the Vice Chancellor may decide on a case to case basis. Students proceeding on academic activities. E. Travelling and daily allowance of students and scholars proceeding on approved excursions, field work, academic or sports activities shall be regulated by the norms laid down by the UGC from time to time 124 4. THE GAZETTE OF INDIA : EXTRAORDINARY General [PART 111 SEC. 4] i. A member of the staff will be paid travelling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc.) or when he has to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys. Note: In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/ Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision. 11. 111. lv. v. VI. 1. 11. 111. lv. v. In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor. When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of the tour, he will be entitled to travelling/halting allowance for onward journey only. When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation, meetings called by the Registrar or other statutory bodies and of committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance. A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor. a. A teacher attending conference/ seminar/ workshop etc. with the financial assistance under the scheme "Unassigned Grants" of University Grants Commission, the rules of unassigned grant shall be followed. b. In respect of teachers nominated/ deputed to attend the conferences/

seminar/workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority. A person who is nominated or elected as president or chairperson of the conference/meeting/section etc. A person whose paper has been accepted for being presented at the conference/seminar. The travelling allowance shall not exceed the actual travelling expenses and halting allowance that they may be paid in special case, to the participant shall be decided by the Vice-Chancellor. On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his/her entitlement. The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his travelling expenses for a period not exceeding thirty days. A [a-TTTI III—El-og 4] 125 VI. Vil. VIII. x. second advance is not permissible except under special sanction of the Vice-Chancellor, until an account has been given of the first advance. The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however, be refundable immediately. Unless permitted by the Vice-Chancellor, the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due. Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments. The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them. It is the duty of a Controlling Officer before signing or countersigning a travelling allowance bill to a. b. c. see that the halt has not been unnecessarily or unduly protracted; satisfy himself/herself that travelling allowance for journey by rail has been claimed for the class of accommodation actually used; and observe any other instructions which the Registrar or the Vice-Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions. The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance as per Government of India rules as amended from time to time, in connection with a journey performed in the University's interest within a radius of 8 kms. from his headquarters when a staff/University conveyance is not made available and no travelling is admissible. Note 1: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid. Note 2: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may authorise reimbursement of conveyance expenses in addition to the overtime allowance admissible to him. Note 3: In the case of a person less in rank than of Assistant or equivalent, conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance. Note 4: When a person travels by a class lower than that he/she is entitled to; he/she shall be entitled to the reimbursement of the fare class actually used. Anything not contained in this Ordinance shall be dealt with as per Rules of the Government 5. of India.