

UNIVERSITY OF LADAKH
ACT, STATUTES AND REGULATIONS
2020

INDEX		
CHAPTER	CONTENT	PAGE NO.
	PREFACE	3-5
	DEFINITIONS	6-7
1	OFFICERS	8-28
2	AUTHORITIES AND COMMITTEES OF THE UNIVERSITY	29-60
3	UNIVERSITY TEACHERS OFFICERS AND OTHER AUTHORITIES	61-88
4	CONSTITUENT COLLEGES	89-109
5	AFFILIATIONS OF COLLEGES AND OTHER INSTITUTIONS	110-152
6	PROCUREMENT AND MANAGEMENT OF STORES	153-175
7	SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARASH)	176-180
8	INTEGRATED Ph.D. RESEARCH PROGRAMME	181-212
9	CONDUCT OF EXAMINATIONS	213-220
10	MISCONDUCT/UNFAIR MEANS IN EXAMINATIONS	221-229
11	REGULATIONS GOVERNING ADVANCES	230-236
12	LOCAL FUNDS OF THE UNIVERSITY	237-258
13	STUDENT DISCIPLINE IN THE UNIVERSITY/ CONSTITUENT COLLEGES	259-261
14	REGULATIONS GOVERNING HOSTELS	262-269
15	EMPLOYEES'/STUDENTS' GRIEVANCE REDRESSAL MECHANISM	270-272
16	ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY DEPARTMENT AND RECOGNIZED INSTITUTIONS	273-325
17	CHOICE-BASED CREDIT SYSTEM (CBCS) FOR VARIOUS DEGREE COURSES	326-419
18	CHOICE-BASED CREDIT SYSTEM (CBCS) FOR B.ED./ M.ED. INTEGRATED PROGRAMMES	420-470
	UNIVERSITY OF LADAKH ACT, 2018	

PREFACE

On December 16, 2018, the Government of Jammu and Kashmir passed ‘The University of Ladakh Act, 2018 (Governor Act No. LVI of 2018)’ to establish the **University of Ladakh**, a State University with cluster features, with the existing six degree colleges in the region (three each in Leh and Kargil districts) as its Constituent Colleges. Setting up of Cluster Universities has been a recent innovative intervention of the Government of India in the realm of higher education to help State Governments develop suitable infrastructure through the ‘Rashtriya Uchchattar Shiksha Abhiyan (RUSA)’ of the Ministry of Human Resource Development. The Central initiative is primarily aimed at enhancing employability of the youth in specific regions by enhancing facilities for acquiring advanced knowledge and skill sets within the regions at affordable costs. This aim is sought to be achieved through bridging critical gaps in certain specialised disciplines through Central assistance. In the background is the realization that investment in higher and vocational education is investment in human capital, the most crucial input in the economic development process.

Although the foundation stone for ‘The University of Ladakh (UOL)’ was laid by the Prime Minister in February, 2019, the work on establishing the University got going only in mid-June, 2019 with creation of the three key positions for the University -- Vice-Chancellor, Registrar and Controller of Examinations - and appointing incumbents against these by the Government of Jammu & Kashmir. The first task taken up by the trio was the selection of sites for the University campuses in Leh and Kargil and engaging the State’s Town Planning Organization to prepare architectural designs and drawings for the headquarters buildings. For the period until the selected office buildings were renovated and made operational, the University hired, through the district administration, buildings in Kargil and Leh towns from the Tourism Department for use as temporary offices. Having established the temporary offices, the first priority task taken in hand was compilation of a rough draft of the UOL Statutes and Regulations, modelled on the Statutes and Regulations of the Central and Cluster Universities set up recently in the State of Jammu & Kashmir. Preparation of this rough draft was essentially an in-house exercise in which Associate Professor, Tashi Ldawa, Zoology Department, EJM College, Leh actively participated.

Thereafter, the draft was placed before the UOL Syndicate on November 26, 2019 with the approval of which the draft was submitted to the University Council for approval and adoption. With the University Council's approval, given in its meeting on January 30, 2020, the Statutes and Regulations came into force and with that the proper regulation of the University's administration and management in accordance with provisions of the Statutes.

In the month of August, 2019, the task of preparations for running the University's Integrated and PG courses, from the academic year 2020-21, too commenced with the selection, in consultation with the college authorities of the region, of two Integrated Courses each and one Post-Graduation Course each for the Leh and Kargil campuses to commence with effect from the session beginning March, 2020. The selected courses were communicated to the Higher Education Department of the State Government in July, 2019 for concurrence and adoption. Having done so, the UOL authorities got going with the task of preparing the time-table, manpower resources and logistics required for conducting in Ladakh the first ever University of Ladakh Entrance Examination in February, 2020 and semester examinations under the aegis of UOL in July, 2020. Then in November, 2019, an indication was given to the University of Ladakh that the two existing campuses of University of Kashmir in Ladakh – one each in Taruthang in Leh District and Khumbuthang in Kargil District – would be merge with the University of Ladakh immediately. The academic programme of the University was revised as recommended by the Academic Council in its first meeting held on November 27, 2019 and the University of Ladakh decided that it would admit students for eleven Post-Graduate Courses in the two UOL campuses and two Integrated Courses in the two lead colleges of Leh and Kargil in the first academic session 2020-21 itself.

Although some teaching and non-teaching staffs, numbering 57, were sanctioned for the University in June, 2019, the Department of Higher Education of the erstwhile J&K State could not have essential incumbents deputed from the respective Government Departments, as was the practice, to assist the University authorities in their initial tasks. Besides, in the absence of Statutes and Regulations in position, the UOL was unable to constitute Committees for selecting such permanent teaching and non-teaching staffs as could not, in the ordinary course, be deputed by the State Government Departments. After authorizing the UOL Registrar to open a bank

account for the University, the first Budget release was made by the J&K State Government on October 16, 2019.

Now that the initial hick-ups are behind and the University has got going with its academic business, I place on record my deep appreciation for the hard work put in by Mr. Imteeaz Kacho, Registrar and Professor Deskyong Namgyal, Controller of Examinations of UOL for having put together a comprehensive and coherent set of Statutes and Regulations and doing the running between Kargil and Leh for establishing the temporary offices and between Ladakh and Srinagar/Jammu for such important consultations with the State Government of J&K and recently established universities' authorities in the State as were found crucial in establishing the University. Repository of their professional experiences was heavily drawn on for both purposes. I also acknowledge the invaluable contribution made by Associate Professor, Tashi Ldawa, Zoology Department, EJM College, Leh in doing the tedious spade work, all by himself, for the formulation of University Statutes and Regulations. His contribution in first doing research for the drafting and then the assiduous proof-reading have been, to say the least, invaluable. Then, in the months following the J&K State Reorganization, the services of two and a half dozen young Assistant Professors belonging to Ladakh were placed at the disposal of University of Ladakh on the basis of their options. Some of them also contributed their bit in getting the UOL affairs rolling into the first academic year of the University, namely 2020-21. I deeply value the significant contributions of made in this respect by Assistant Professors Tsultim Zangmo, Mohammad Rafee, Wangchok Dorjay and Yangchan Dolma in the finalization of the draft Statutes and Regulations and other academic programmes of the University of Ladakh . The facility for language proficiency and modern techniques of learning such as ICT, that millennial academics like them bring to bear these days on management and acquisition of higher and technical education is simply admirable.

Dated:

C. PHUNSOG, IAS (Retd.)
Vice-Chancellor

DEFINITIONS

In the statutes and regulations, unless there is anything repugnant in the subject or context:

- 1 Unless otherwise provided in the Statutes and Regulations, “**Academic year**” wherever mentioned, shall mean the period from the date of commencement of formation of a class to the date of commencement of the annual/ two semesters examination held for that class;
- 2 “**Act**” means the University of Ladakh Act, 2018;
- 3 “**University**” or “**Cluster University**” means the University of Ladakh;
- 4 “**College**” means the colleges constituting the Cluster University or an institution maintained or admitted to its privileges by the University of Ladakh and includes a constituent/autonomous/affiliated college;
- 5 “**Constituent College**” means one of the Colleges constituting the Cluster University and recognised as such by the Syndicate of the University of Ladakh in accordance with the provisions of the Act and the Statutes;
- 6 “**Autonomous College**” means an institution imparting instruction for the Bachelor’s Degree, Integrated Honours & Post-Graduate courses with an autonomous status recognized by the University in accordance with the provisions of the Act and the Statues;
- 7 “**Affiliated College**” means an institution imparting instruction upto Bachelor’s Degree, Integrated Honours & Post Graduate courses recognized by the University as affiliated in accordance with the provisions of the Act and the Statues;
- 8 “**Faculties,**” “**Boards of Studies,**” “**Board of Inspection**” and “**Boards of Research Studies**” mean the “**Faculties,**” “**Boards of Studies,**” “**Board of Inspection**” and “**Boards of Research Studies**” of the Cluster University;
- 9 “**Head of the Department**” means a Head of the Cluster University Teaching Department who has the status of a Professor or an Associate Professor in the University and where the Cluster University has no teaching faculty in a subject, the person duly appointed, as such for the time being, by the University;
- 10 “**Teachers**” includes Professors, Associate Professors, Assistant Professors and any other persons imparting instructions in the University or in any college maintained or admitted to its privileges by the University;
- 11 “**Teachers of the University**” means persons appointed or recognised by the University of Ladakh for the purposes of imparting instruction in the University of Ladakh or in any Constituent College;
- 12 “**Officers,**” “**Authorities,**” “**Fellows,**” “**Demonstrators**” and “**Subordinate Staff**” mean, respectively, “**Officers,**” “**Authorities,**” “**Professors,**” “**Assistant/Associate Professors,**” “**Fellows,**” “**Demonstrators,**” as well as the “**Ministerial, Technical and Inferior staff**” of the University of Ladakh;
- 13 “**Academic Council**” means Academic Council of the University of Ladakh;
- 14 “**Syndicate**” means Syndicate of the University of Ladakh;

- 15 **“University Council”** means Council of the University of Ladakh;
- 16 **“Principal”** means Head of a College or a person duly appointed for the time being as such;
- 17 **“Regulations”** means Regulations made under Section 41 of the Act;
- 18**“Statutes”** means Statutes made under Section 38 of the Act;
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- 19 **“Private Candidate”** means one who is eligible and has been granted permission to appear in the University of Ladakh examination having pursued a course beyond the minimum period of the course.
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- 20 The word **“three years”** wherever occurring in the Statutes to define the period of membership of an authority of the University, unless otherwise provided, shall be calculated to extend for three calendar years from the date the constitution of the University Council is notified, irrespective of the actual date on which the member may have been elected, nominated, co-opted or assigned to an authority.
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- 21 **“Faculty”** and **“School”** have been used in the Statutes and Regulations to mean the same institution/organization in the university.

Chapter-1

OFFICERS

1.1 OFFICERS OF THE UNIVERSITY:

In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers in the University: -

- 1.1.1 Joint Registrar;
- 1.1.2 Deputy Registrar;
- 1.1.3 Assistant Registrar;
- 1.1.4 Assistant Controller of Examination;
- 1.1.5 Accounts Officer/Officer In-charge Finance;
- 1.1.6 Assistant Director (Planning & Statistics);
- 1.1.7 Estates Officer;
- 1.1.8 Private Secretary;
- 1.1.9 Public Relation Officer;
- 1.1.10 Dean, College Development Council;
- 1.1.11 Dean, Academic Affairs;
- 1.1.12 Dean, Research Studies;
- 1.1.13 Dean, Students Welfare;
- 1.1.14 Any other officer as the Statutes may declare from time to time;

1.2 VICE-CHANCELLOR'S POWERS:

In addition to the duties assigned to and powers vested in him under Section 13 of the Act, the Vice-Chancellor shall be competent to:

- 1.2.1 depute officers, teachers and other employees of the University on University work;
- 1.2.2 permit teachers and officers to attend meetings and conferences within and outside the State;
- 1.2.3 treat on duty for a period of 30 days, teachers and officers to enable them to attend meetings and academic conferences recognized by the University and committees constituted by the State Government or other recognized bodies as also to conduct viva or practical examinations outside the jurisdiction of the University or any other academic programme considered by the Vice Chancellor as being beneficial to the teachers/officers of the University;
- 1.2.4 treat on duty teachers of the University during the period they are engaged in the conduct of examinations (theory or practical) of the

University or in the assessment of answer scripts at the evaluation centres set up by the University;

- 1.2.5 recommend and/or forward to the University Grants Commission, Union Ministry of Education and any other funding agencies, the proposals made by the University Teaching Departments/Constituent/Affiliated colleges for grant of financial assistance under various schemes;
- 1.2.6 select candidates and recommend them to the Union Ministry of Education, State Ministry of Education, University Grants Commission, the Council of Scientific and Industrial Research and other Institutions/bodies/Academies etc. for the award of scholarships/fellowships/travel grants/financial assistance, etc. subject to the conditions, if any, laid down in this behalf;
- 1.2.7 call upon the Deans/Heads of the Departments/Principal of the Colleges/other officials concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
- 1.2.8 grant late admission of students to various courses in the University Teaching Departments and Constituent/Affiliated Colleges in accordance with the provisions of relevant Statutes;
- 1.2.9 condone the delay in submission of forms, applications and other documents to the University in exceptional cases where the delay is occasioned by circumstances beyond control of the applicant, provided that he/she has not been guilty of negligence or fraud;
- 1.2.10 sanction remission of late fee in the submission of Registration Returns documents etc. in genuine cases in which delay is occasioned by circumstances beyond control of the Candidate/College/Department, as the case may be, provided that the Candidate/College/Department has not been guilty of negligence or fraud;
- 1.2.11 sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time;
- 1.2.12 sanction casual leave to Deans, Officers and Heads of Departments of the University;
- 1.2.13 sanction leave of all kinds, other than casual, to the employees of the University;
- 1.2.14 sanction crossing of efficiency bar in favour of employees of the University;
- 1.2.15 sanction honorarium to subordinate staff;
- 1.2.16 suspend, when deemed necessary, an officer or a teacher on grounds of misconduct in accordance with the procedure laid down in the Statutes/Regulations and when such an action is taken, the Vice-Chancellor shall report it to the Syndicate/ University Council at its next meeting;
- 1.2.17 suspend from attending classes, when deemed necessary, a student on grounds of mischief, indiscipline and misbehaviour;

- 1.2.18 sanction special advances out of the Provident Fund in favour of the University employees up to an extent the credit is available;
- 1.2.19 sanction write-off of loss in any individual case as per Statutes/Regulations;
- 1.2.20 sanction scholarships and fellowships of the University to the students under Statutes/Regulations;
- 1.2.21 sanction, in consultation with the Financial Advisor, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;
- 1.2.22 sanction such advances in individual cases as may be permitted by budgetary provisions;
- 1.2.23 authorize free supply of University publications on the merit of each case;
- 1.2.24 sanction, in consultation with the Financial Advisor, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;

- 1.2.25 accord administrative approval to estimates for execution of approved works by the engineering unit as per codal procedure;
- 1.2.26 accord sanction to the execution of the approved original works by the engineering unit after the estimates are technically approved by the competent authority;
- 1.2.27 sanction excess expenditure within budgetary provision, on the recommendation of engineering wing which has technically approved the estimated expenditure, to the extent of 5% over the estimates in the original technical sanction;
- 1.2.28 approve various items of works under the grants provided for repair and maintenance of buildings and premises;
- 1.2.29 sanction temporary establishment on daily wage/casual/contract basis, from time to time for University and Constituent Colleges;
- 1.2.30 sanction creation of posts carrying scales upto the rank of Section Officer and authorize budget provisions accordingly, in consultation with Financial Advisor;
- 1.2.31 authorize charge allowance as admissible under rules in respect of officers in consultation with Financial Advisor;
- 1.2.32 modify, if necessary, the statutory dates for commencement of various examinations conducted by the University in exceptional cases in consultation with Deans, Heads of University Teaching Departments and Principals of Constituent/Autonomous/Affiliated Colleges, as the case may be;
- 1.2.33 authorize all purchases to be made for the University within the budgetary grant/ Local Fund Grant, as per the provisions of Statutes/Regulations;
- 1.2.34 sanction admission of eligible students to degrees-in-absentia;
- 1.2.35 sign (actual/digital) the certificates of degrees awarded by the University;
- 1.2.36 appoint suitable persons, on the recommendation of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;
- 1.2.37 authorize amendment in the result of a candidate affected by an error;

- 1.2.38 authorize the publication of results of examinations conducted by the University;
- 1.2.39 delegate the power of signing cheques to any officer of the university.
- 1.2.40 sanction re-appropriation from one major or minor head to another within the approved budget, unless disallowed by funding agency and subject to the restrictions laid down in the Accounts and Finance Regulations;
- 1.2.41 delegate the power of appointing supervisory staff to any officer of the University; and
- 1.2.42 decide on any other issue not covered above.

1.3 **TERMS AND CONDITIONS FOR THE POST OF VICE-CHANCELLOR:**

- 1.3.1 Tenure of appointment The Vice-Chancellor shall be appointed for a tenure of five years and shall be placed in the scale of pay as admissible for State Universities from time to time. If the Vice-Chancellor wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay one month's salary in lieu thereof. Notwithstanding anything contained above, the Vice-Chancellor shall continue in office beyond the expiry of his term until his/her successor is appointed and enters upon office.
- 1.3.2 Age of superannuation Age for superannuation shall be as admissible to the post of Vice-Chancellor of the State Universities.
- 1.3.3 Pay As admissible to the post of Vice-Chancellor of the State Universities.
- 1.3.4 Dearness pay and other allowances As admissible to the officers of the University from time to time, except HRA if University accommodation is Availed of.
- 1.3.5 Conveyance Use of official car for all official duties and professional engagements.

1.3.6	Residential accommodation	Rent free, furnished residential accommodation earmarked for Vice-Chancellor. Besides, free Mobile phone, internet and telephone services at his/her residence shall be provided by the University. In case the Vice-Chancellor does not avail himself of the University accommodation, he/she shall be paid HRA as admissible under rules.
1.3.7	Leave	As per university rules.
1.3.8	GP/CP Fund facilities	GP/CP fund as already opted. The proportionate leave salary, pension contribution and group insurance shall be remitted to The concerned Institution/Department, by the University from time to time.
1.3.9	Re-imbusement of Medical Expenses	Re-imbusement of medical expenses to be incurred by the Vice-Chancellor shall be paid as per rules applicable to the officers of the University.
1.3.10	TA for journeys	As per university rules.
1.3.11	Tours outside the State in Official capacity for attending academic conferences, Govt. deputation for attending meetings of the committees of UGC or other academic bodies and delivering lectures, etc.	To be treated as on "duty leave" which shall not exceed the limit prescribed in The University Statutes/Regulations, unless specifically approved by the Chancellor.

1.4 REGISTRAR'S POWERS:

The Registrar shall have the following powers and functions in addition to those provided under Section 15 of the Act:

- 1.4.1 to make all disbursements on account of the University and sign all cheques in absence of officer in charge Accounts/Finance;
- 1.4.2 to sanction temporary appointments in leave arrangements of the subordinate staff;
- 1.4.3 to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
- 1.4.4 to impose fines on subordinate staff;
- 1.4.5 to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of the University;
- 1.4.6 to authorize purchase of all kinds for offices upto and including Rs.1,00,000/- (Rupees one lakh) in individual cases;
- 1.4.7 to accord administrative approval to the estimates for execution of approved works by the Engineering Unit as per approved codal procedure;
- 1.4.8 to accord sanction to the execution of approved works as per codal procedure;
- 1.4.9 to sanction payment of advance T.A. to University employees and members of the University bodies, if and when necessary, provided that road distance is not less than 150 kilometres. This advance shall not, however, be made earlier than five (5) days before the actual date of travel;
- 1.4.10 to sanction extra-ordinary expenditure not covered under Statutes/Regulations for refreshment to the subordinate staff;
- 1.4.11 to sanction re-appropriation from one major or minor head to another within approved budget unless disallowed by funding agencies and subject to the restrictions laid down in Accounts and Finance Regulations;
- 1.4.12 to operate upon and maintain the account of an imprest of Rs.50,000/-(Rupees fifty thousand) to meet emergent expenses in accordance with the provisions laid down for this purpose;
- 1.4.13 to declare the seniority lists of the University employees;

- 1.4.14 to sanction advances to the University employees out of their Provident Fund deposits in accordance with the relevant Statutes/Regulations;
- 1.4.15 to keep custody of the Service Books and Character Rolls of the University employees;
- 1.4.16 to suspend, when he deems necessary, members of the subordinate staff on grounds of misconduct in accordance with the procedure laid down in the Statutes/Regulations and when he takes such an action, he shall report it to the Vice-Chancellor;
- 1.4.17 to sanction write-off of loss in any individual case as per Statutes/Regulations; and
- 1.4.18 to sign all agreements on behalf of the University. Provided that in respect of cases pertaining to a Faculty/Department, the concerned Dean/Head of the Department shall also be empowered to execute an agreement with outside agencies after it is verified by a legal person and Officer In-charge Finance.

1.5 **CONTROLLER OF EXAMINATION – APPOINTMENT, DUTIES AND POWERS :**

The Controller of Examinations shall be appointed by the University Council on the recommendation of a selection committee constituted in accordance with the provision of **Section 34** of the Act on such terms as the university council may prescribe from time to time.

- 1.5.1 to frame and issue date sheets (theory and practical) for various examinations;
- 1.5.2 to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Statutes;
- 1.5.3 to make corrections in the entries of the Result Registers against mistakes detected after the results have been tabulated and collated;
- 1.5.4 to condone, in genuine cases, deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc. or to impose only token deductions;
- 1.5.5 to sanction expenditure not covered under Statutes/Regulations on refreshment to the subordinate staff of the Confidential and Examination Branches who may have to sit for work outside office hours;

- 1.5.6 to grant previous sanction to expenditure likely to be incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Statutes/Regulations;
- 1.5.7 to grant permission to private candidates for appearing in various examinations conducted by the University;
- 1.5.8 to sanction extraordinary contingent expenditure in connection with the conduct of examinations as may be prescribed by the competent authority from time to time;
- 1.5.9 to make payment of/remuneration to printer of question papers, paper setters, examiners, checking assistants, code officers, etc. wherever applicable in the University;
- 1.5.10 to authorize incurring of normal contingent expenditure in regard to work relating to the examinations;
- 1.5.11 to sanction payment of advance T.A. to the examiners, Superintendents of Examination Centres and officials of the Examination Branch provided that the road distance is not less than 150 kilometres. This advance shall not, however, be made earlier than five (5) days before the actual date of journey;
- 1.5.12 to sanction casual leave to the subordinate staff of the Examination wing or delegate the powers to any officer of the University;
- 1.5.13 to inspect examination centres (Theory & Practical); and
- 1.5.14 to appoint supervisory staff for examinations to be conducted by University.

1.6 DEAN, COLLEGE DEVELOPMENT COUNCIL–APPOINTMENT, POWERS AND FUNCTIONS:

The Dean, College Development Council shall be appointed by the University Council on the recommendation of a Selection Committee appointed for the purpose under sub-section (1) (C) of Section 34 of the Act.

Dean College Development shall have the following powers and functions:

- 1.6.1 to act as a Member Secretary of the College Development Council;
- 1.6.2 to conduct all official correspondence of the College Development Council;
- 1.6.3 to visit all the Constituent/Autonomous/Affiliated Colleges at least twice a year to assess the developmental needs of the Colleges;
- 1.6.4 to hold regular meetings with the Principals of the Constituent/Affiliated/Autonomous Colleges with a view to

apprising them of the ways in which the College Development Council can function effectively for the development of colleges;

- 1.6.5 to scrutinize development proposals of the colleges and recommend them to the UGC for approval;
- 1.6.6 to act as Convener of all Inspection Committees appointed by the University for inspection of colleges;
- 1.6.7 to obtain from the colleges and furnish to the Commission utilization certificates and other documents in respect of UGC grants released/disbursed to the Colleges;
- 1.6.8 to help in monitoring the UGC programmes implemented by the Constituent Colleges;
- 1.6.9 to review the inspection reports of colleges and to suggest remedies for removing defects and irregularities reported;
- 1.6.10 to prepare Annual Reports of the functioning of the College Development Council during the year and submit the same to the Syndicate, University Council and the UGC;
- 1.6.11 to supervise and control the staff working in his office;
- 1.6.12 to sanction casual leave of the secretarial staff working in his office;
- 1.6.13 to organize workshops, seminars and conferences of Principals/College Teachers for advancing the cause of college education;
- 1.6.14 to countersign TA/DA claims of Principals/College teachers who are asked to participate in various seminars/workshops and conferences; and
- 1.6.15 to perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.

1.7 TERMS AND CONDITIONS FOR THE POSTS OF REGISTRAR/CONTROLLER OF EXAMINATIONS/DEAN COLLEGE DEVELOPMENT COUNCIL:

- 1.7.1 Tenure of appointment The appointment of Registrar/ Controller of Examinations/Dean College Development Council shall be made for a tenure of five (5) years extendable for a similar term, and shall be placed in the scale of pay as admissible for State Universities from time to time. If The Registrar/ Controller of Examinations/Dean College Development Council wishes to resign before the end of his/her tenure, he/she shall give a notice of one month or pay One (1) month's salary in lieu thereof.
- 1.7.2 Age of Superannuation Age Of Superannuation shall be as admissible to the post of Registrar/ Controller of Examinations/Dean College Development Council as per rules of State Universities.
- 1.7.3 Pay As admissible to the post of Registrar/ Controller of Examinations/Dean Colleges Development Council as per UGC Pay Scales.
- 1.7.4 Dearness pay and other allowances As admissible to the officers of the University From time to time, except HRA if University accommodation is availed of.
- 1.7.5 Conveyance The Registrar/ Controller of Examinations/ Dean Colleges Development Council shall be entitled to the facility of staff car for commutation between the office and his/her residence, and for all his/her official duties and professional engagements.
- 1.7.6 Residential accommodation Rent free, furnished residential Accommodation Earmarked for the Registrar/ Controller of Examinations/Dean College Development Council. Besides, free mobile, internet and telephone service at his/her residence shall be provided by the University.

In case the officer does not avail himself of University accommodation, he/she shall be paid HRA as admissible under rules.

The Registrar/ Controller Of Examinations/Dean, College Development Council, if Retaining accommodation in the parent institution/department during deputation period, shall not be entitled to house rent. However, concerned department's dues regarding house rent, if any, shall be reimbursed as per the University rules.

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| 1.7.7 | Leave | As per University rules. |
| 1.7.8 | GP/CP Fund facilities | GP/CP fund as already opted. The proportionate leave salary and pension contribution and group insurance shall be Remitted to the concerned Institution/Department, by the University from time to time. |
| 1.7.9 | Re-imburement of Medical Expanses | Re-imburement of medical expenses incurred by the Registrar/ Controller of Examinations/Dean Colleges Development Council shall be made as per rules applicable to the officers of the University. |
| 1.7.10 | TA for journeys | As per University rules. |
| 1.7.11 | Tours outside the State in official capacity for attending academic conferences, Govt. deputation, for participating in meetings of committees of the UGC or other academic bodies and delivering lectures etc. | To be treated as on duty leave which shall not exceed the limit prescribed in the University Statutes/Regulations, unless specifically approved by the Vice-Chancellor. |

1.7.12 The Government employees of other Departments recognised by the University as its employees as Dean of Faculty, Registrar, Controller of examination and Dean, College Development Council, shall be entitled to the pensionary as well as other benefits as would have been due to them in their parent department.

1.8 DUTIES OF ACCOUNTS OFFICER/OFFICER INCHARGE FINANCE:

The Accounts Officer/Officer in charge Finance, if any, shall perform the following duties:

- 1.8.1 the Accounts Officer/Officer In-charge Finance will function under the general superintendence and control of the Registrar;
- 1.8.2 the Accounts Officer/Officer In-charge Finance will be overall in charge of all financial, budget and accounting operations of the University;
- 1.8.3 the Accounts Officer/Officer In-charge Finance will supervise the work of the subordinate staff working in Finance, Budget and Internal Audit Sections of the University. He will dispose of all matters at his level and submit to the Registrar and the Vice-Chancellor only important policy matters for decisions;
- 1.8.4 the Accounts Officer/Officer In-charge Finance will exercise all financial powers including passing of bills and signing of cheques;
- 1.8.5 he will authorize purchase of all kinds for the office upto and including Rs. 25,000/- (Rupees twenty five thousand) in individual case; and
- 1.8.6 he shall carry out any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.

1.9 JOINT REGISTRAR/DEPUTY REGISTRAR/ASSISTANT REGISTRAR/ASSISTANT CONTROLLER:

The Joint/Deputy Registrar and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act. The Joint/Deputy/Assistant Registrar shall perform duties as may be assigned to him/her from time to time by the Vice-Chancellor or the Registrar as in-charge of sections assigned to him/her.

1.10 ASSISTANT DIRECTOR (PLANNING & STATISTICS)FUNCTIONS AND DUTIES:

The Assistant Director (Planning & Statistics) shall perform the following duties:

- 1.10.1 to devise policy on expansion and diversification of the University activities;
- 1.10.2 to plan a road map for future development of the Universit

- 1.10.3 to monitor the utilization of funds with reference to physical targets of developmental projects funded by the State and Central Governments and other Agencies/Institutions/bodies etc.;
- 1.10.4 to prepare relevant papers for submission of progress reports of the developmental projects to various funding agencies;
- 1.10.5 to prepare proposal for development of the University;
- 1.10.6 to prepare the annual and perspective plans for the University;
- 1.10.7 to review various proposals for initiation of new programmes;
- 1.10.8 to liaise with various funding agencies and to keep track of the various schemes announced by the Government agencies for the funding of infrastructural projects;
- 1.10.9 to collect, compile and tabulate all statistical data for submission to the Central and State Governments including their corporations and agencies;
- 1.10.10 to ensure the development of University infrastructure in tandem with the academic and other requirements of University;
- 1.10.11 to report to the Registrar and assist him in the planning and developmental functions of the University as enumerated above; and
- 1.10.12 to perform any other work that may be assigned to him from time to time by the Registrar/ Vice-Chancellor.

1.11 ESTATES OFFICER:

The Estates Officer shall work under the control and supervision of the Registrar. He/she shall be responsible for:

- 1.11.1 construction and maintenance of utility services and maintenance of the University building, roads, fencing, playgrounds, parks and lands;
- 1.11.2 maintenance of fire fighting services;
- 1.11.3 supervision of the construction and maintenance of architectural and constructional services of the University;
- 1.11.4 all University construction programme;

- 1.11.5 preparation of the annual construction and maintenance budget of the university and periodical reports showing the progress of works under execution;
- 1.11.6 providing and supervising the supply and maintenance of electricity, water, telephone, internet and other services;
- 1.11.7 maintenance and safety of electrical installations;
- 1.11.8 such other duties as may be assigned by the Vice Chancellor and Registrar for proper functioning of the physical facilities of the University; and
- 1.11.9 any other work assigned to him for the development of University.

1.12 PRIVATE SECRETARY TO VICE-CHANCELLOR:

The Private Secretary to Vice-Chancellor shall be appointed by the Syndicate on the recommendation of a Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act for the purpose.

The Private Secretary shall perform such duties as may be assigned to him/her from time to time by the Vice-Chancellor.

1.13 PUBLIC RELATION OFFICER:

1.13.1 The Public Relation Officer (PRO) shall be appointed by the Syndicate on the recommendation of a Selection Committee constituted under sub-section (1) (D) of Section 34 of the Act.

1.13.2 The Public Relation Officer shall perform such duties as may be assigned to him/her from time to time by the Vice-Chancellor.

1.14 DEAN, ACADEMIC AFFAIRS:

Dean, Academic Affairs shall be a designated officer of the University with a term of 3 years. The academic section shall be under his direct control. The Dean of Academic Affairs shall have the following powers and functions:

- 1.14.1 To co-ordinate, supervise and approve, on behalf of the Vice-Chancellor, admission of students to various courses made by the Admission Committees in their respective Departments. He/she may ask for such information as he/she considers proper to satisfy

himself/herself that the admissions are made in accordance with the prescribed policy and procedure.

- 1.14.2 To recommend to the Vice-Chancellor modification in admission policy and procedure as and when these may become necessary either on his/her own or on the basis of recommendations made by Heads of the Departments / Principals / Dean of faculties/Admission Committees in various Departments.
- 1.14.3 To arrange for adequate and proper accommodation for various University Departments/Colleges/Classes, subject to overall constraints.
- 1.14.4 To circulate to the teaching Departments/Colleges the academic calendar, list of holidays and periods of closure of Departments/Colleges or suspension of classes under special circumstances.
- 1.14.5 To ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the departments/Principal of Colleges shall send to him/her class-wise and teacher-wise timetable at the beginning of each semester;
- 1.14.6 To ensure that the discipline and routine work in all Departments/Colleges is maintained in accordance with the decisions and directions of the University;
- 1.14.7 To exercise control in respect of matters specified in 4 (a) and (b) over the functioning of the University teaching departments/Colleges through the Heads of the Departments/Principals.
- 1.14.8 To sanction casual leave and special leave to the Heads of the Departments/Principals of Colleges and special casual leave to other members of the teaching staff;
- 1.14.9 To sanction duty leave not exceeding three (3) days at a time (six days in case of University/Colleges work) to the teaching staff including Heads of the Departments/Principals of Colleges.
- 1.14.10 To communicate approval to the proposals of Heads of Departments/Principal of Colleges for Guest Speakers after these are perused and formally approved by the Vice-Chancellor.
- 1.14.11 To forward to the Vice-Chancellor with his/her recommendation the proposals of Heads of Departments/Principal of Colleges for appointment of visiting fellows and Visiting Professors under the UGC schemes or other similar arrangements.

- 1.14.12 To formulate proposals in consultation with the Dean research and other Deans and to recommend to the Vice-Chancellor ways and means for improving academic standards of the University.
- 1.14.13 To approve the award of University Fellowships and Scholarships (except for M.Phil./Ph.D. scholars and other Research Projects) Fellowships on the recommendations of Heads of the Departments/Principal of Colleges/concerned committees.
- 1.14.14 To communicate approval to the proposals of Heads of the departments for deputing delegates from the University to faculty improvements programmes, after these are recommended by concerned HOD/Principal of Colleges, Dean and formally approved by the Vice-Chancellor.
- 1.14.15 To recommend to the Vice-Chancellor amendment in University statutes in consultation with Dean Research and Deans of the Faculties (if necessary), relating to undergraduate and Postgraduate teaching programmes.
- 1.14.16 To be a member of the Board of Research Studies (BORS) and other Academic Bodies/Forums/Committees.
- 1.14.17 To head the affiliation Unit for all PG Courses and shall supervise and carry out any other work to be assigned by the Vice-Chancellor.
- 1.14.18 To chair the meeting of the committees on academic affairs in the absence of the Vice-Chancellor.
- 1.14.19 Dean, Academic Affairs and Dean, Research shall together coordinate supervise and facilitate the signing of MoUs with other institutions.

1.15 DEAN, RESEARCH STUDIES:

Dean Research Studies shall be a designated officer of the University and shall have the following Powers and Functions:

- 1.15.1 To work to facilitate and promote quality research in the University and recognized research centres/laboratories.
- 1.15.2 To coordinate, supervise and recommend to the Vice-Chancellor the approval of the admission of students to M.Phil./Ph.D. or any other research programme in various faculties.

- 1.15.3 To recommend to the Vice-Chancellor, in consultation with Dean Academic Affairs and Deans of the faculties modification, amendment in the Statutes governing the admission of students to M. Phil./Ph.D. and other research programmes for placement before relevant statutory bodies (if necessary).
- 1.15.4 To coordinate and facilitate for timely Board of Research Studies meeting in various faculties.
- 1.15.5 To coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators and would also be responsible for their internal monitoring. For this purpose a Project and Planning Cell shall be created to function under Dean, Research and the cell shall be responsible for timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships.
- 1.15.6 To recommend to the Vice-Chancellor, recurring and non-recurring expenditure provided under sanctioned research project(s).
- 1.15.7 To be responsible to sign the Utilization Certificates of research projects and timely submission of utilization certificates to concerned funding agencies.
- 1.15.8 To provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives to the Vice-Chancellor for the purpose.
- 1.15.9 To liaise with relevant International, National/Regional agencies/Organizations/ Groups/ Individuals for financial support and promotion of quality research in the university.
- 1.15.10 To make efforts to position the University in a situation that it carries out research on problems of immediate concern to the State and contribute towards its sustainable development.
- 1.15.11 To scrutinize and recommend research proposals received from various University Departments/Centres/Institutes/Colleges and other related research programmes to the Vice-Chancellor for approval.
- 1.15.12 To supervise and promote quality Research Journals to be published by the University.
- 1.15.13 To recommend, as Chairperson of a Committee (to be formed by the Vice-Chancellor), allocation of plan and non-plan research grants received by the University to various departments/ Colleges/research centres based on their need and contributions.

- 1.15.14 To identify key areas of research in the University in consultation with Deans and HODs of the University Departments/Principals and ensure their promotion aimed at national eminence in such areas.
- 1.15.15 To prepare an annual research report and identify initiatives to be taken for promoting and maintaining quality of the research work.
- 1.15.16 To keep track of research/visiting schemes advertised by various funding agencies, both national and foreign, and shall sensitize the University faculty and other stakeholders, including research scholars/students, to the need for making use of these schemes which would promote his/her individual talent and professional career.
- 1.15.17 In absence of the Vice-Chancellor, the Dean Research to chair all meetings of The Board of Research Studies (BORS) and other Committees.
- 1.15.18 To be responsible to sign the Utilization Certificates for funds sanctioned and spent under various sponsored projects.
- 1.15.19 To communicate approval to the proposals of Heads of the Departments for deputing delegates from the University to conferences, seminars and workshops after these are recommended by concerned Colleges/HODs, Deans and formally approved by the Vice-Chancellor.
- 1.15.20 To be responsible for effective utilization of grants from Central/State agencies for development of research related infrastructure.
- 1.15.21 To be responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee with approval of the Vice-Chancellor.
- 1.15.22 To be responsible to receive/disburse financial support offered by various funding agencies for projects related to research and infrastructure development.
- 1.15.23 To supervise and carryout all other work related to research to be assigned by the Vice-Chancellor.

1.16 DEAN, STUDENTS WELFARE:

Dean Students Welfare shall be a designated officer of the University and shall have the following Powers and Functions:

- 1.16.1 To plan, organise and conduct students welfare programmes including cultural and literary activities and festivals, extension and special lectures, youth clubs, societies etc.
- 1.16.2 To co-ordinate the work of student services and agencies in the University and promote faculty involvement in the students welfare programmes.

- 1.16.3 To prepare the activities calendar in consultation with the Heads of the Teaching Departments of the University and Principals of Affiliated/Constituent Colleges.
- 1.16.4 To provide secretarial services to the Board of Students Welfare and implement decisions taken by it or the Syndicate in regard to Students Welfare activities.
- 1.16.5 To maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the regulations that may be framed by the University from time to time for maintaining discipline.
- 1.16.6 To devise ways and means for promoting the social, moral and emotional well-being of the University students and inculcating among them regard for ideals like loyalty to the country, devotion to duty and pursuit of truth.
- 1.16.7 To plan, organise and supervise the working of hostels, common halls of residence, canteens, co-operative stores, hobby centres, students homes, community halls and clubs etc.
- 1.16.8 To prepare reviews and reports of the activities pursued during a year.
- 1.16.9 To perform such other functions as the University Council or the Syndicate or the Vice-Chancellor may direct or as may be deemed necessary for promotion of Students' Welfare and maintenance of discipline among students.

1.17 RECOGNITION OF NON-TEACHING STAFF:

- 1.17.1 Short-listing and recognition (as employees of the University) of non-teaching staff from employees of the Higher Education and other Department shall be carried out as per notification to be issued from time to time.
- 1.17.2. The transition from the Higher Education and other Department to the University shall be governed by the Civil Service Rules of the State unless specified by the Statutes.
- 1.17.3. Government employees of other Departments recognised by the University as its employees shall be entitled to all pensionary and other benefits, as would have been availed of by them in their parent Department.

CHAPTER – 2

AUTHORITIES AND COMMITTEES OF THE UNIVERSITY

2.1 UNIVERSITY COUNCIL:

2.1.1 Statutory Position:

2.1.1.1 Composition of the council is given in Section 19(1) of the University of Ladakh Act.

2.1.1.2 The members of University Council nominated by the Chancellor under section 19 of the University of Ladakh Act, 2018 shall hold office for a period of three years.

Provided that the members of the University Council other than the nominated members shall hold office, as such, so long as they continue to hold their respective posts, subject to a maximum of three years.

2.1.2 Powers:

In addition to the provisions of the Act, the University Council shall have the following powers:-

2.1.2.1 to institute such Professorships, Associate Professorships, Assistant Professorships or other teaching posts as may be considered as necessary;

2.1.2.2 to abolish or suspend any Professorships, Associate Professorships, Assistant Professorships or other teaching posts as maybe found necessary to abolish;

2.1.2.3 to the exclusion of powers conferred upon the Syndicate under the Act, to manage and regulate the finances, accounts, investments, property and all administrative affairs of the University, and for that purpose to appoint such agents as it may deem fit; and

2.1.2.4 to withdraw any degree, diploma or certificate conferred on or granted by the University on the ground that such a person has been convicted by a court of law for an offence which, in the opinion of the University Council, involves moral turpitude or on the ground of his/her having been guilty of scandalous conduct.

2.1.3 Regulations:

2.1.3.1 Holding of Meetings:

The meetings of the University Council shall be presided over by the Chancellor, when present. In his/her absence, the Pro-Chancellor shall preside, and in the absence of both the Chancellor and the Pro-Chancellor, the Vice-Chancellor of the University shall preside. The meetings of the University Council shall be held, after notice is circulated, at such times as the Vice-Chancellor may direct after consulting the Chancellor and the Pro-Chancellor. Provided that atleast two

(2) meetings shall be held in a year. But on a requisition signed by any five members of the University Council, a special meeting may also be convened. At such a meeting, only such subjects as the signatories to the requisition have set forth in it shall first be brought forward and disposed of;

2.1.3.2 Notice of the Meeting:

The Registrar shall, ordinarily atleast ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of a special meeting, the Registrar shall give previous notice of the time, date and place of the meeting as the circumstances in each case may permit.

Provided that in the case of an emergency meeting or whenever considered necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.1.3.3 Secretary:

The Registrar shall be the ex-officio Secretary of the meeting. In the absence of the Registrar, the person performing his/her duties shall act as Secretary.

2.1.3.4 Quorum:

Seven members, inclusive of the Chairperson, shall form the quorum of a meeting.

2.1.3.5 Notice of Resolution and Amendment:

- a) No resolution, proposal or other matter, foreign to or wholly inconsistent with the matter appearing in the agenda paper, shall be decided by the University Council, except to the extent permitted by the Chairperson whose decision on the subject shall be final.

Notice of a motion or resolution, from a member of the University Council, to be included in the agenda of an ordinary meeting of the Council must reach, in the normal course, the Registrar atleast ten clear days before the date of the meeting.

- b) A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairperson.
- c) Every motion shall be in the form of a resolution which must be seconded.

2.1.3.6 Procedure:

- a) When a motion has been duly proposed and seconded, the Chairperson shall read it out at the meeting. It shall then be open to discussion, and if there is no discussion, the motion shall at once be put to vote.
- b) Any member present may propose an amendment to a motion. When two or more amendments are proposed, the Chairperson shall put these to vote in the inverse order, i.e. the last amendment being put to the vote first and the first, last.
- c) It shall be in the discretion of the Chairperson to decide whether an amendment is in order or not.
- d) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to a reply.
- e) An amendment must be duly seconded.
- f) Every question shall be decided by a majority of the votes of the members present. The Chairperson shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes the Chairperson shall have the casting vote in addition to his vote as member.
- g) No member shall have a right to speak more than once in the course of the discussion of a motion or of an amendment except the proposer of the motion who shall have the right of reply at the close of the discussion on the motion.
- h) No speech other than that of the Chairperson shall exceed five minutes in duration.
- i) The Chairperson shall be competent to regulate the order of speeches. No member shall address the meeting after the Chairperson has called for a vote.
- j) A motion for dissolution of the meeting, adjournment of the meeting, adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an amendment, nor while a member is speaking.

- k) If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be, shall immediately be put to the vote.
- l) A member proposing the adjournment of a meeting or discussion shall also mention the date and time for such adjournment. A meeting or discussion continued on the adjournment date shall be deemed to be the continuation of the adjourned meeting.
- m) No discussion shall be allowed on a motion mentioned in Regulation 2.1.3.6 (j) above.
- n) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairperson of the meeting.
- o) Any member may, by way of personal explanation, with the permission of the Chairperson, explain any misconception of the fact, but in doing so he shall strictly confine to a statement of the fact.
- p) Any member may, at any time in the course of a discussion, rise and call the attention of the Chairperson to a point of order.
- q) If a point of order is raised by one member in the course of speech by another, the speaker shall forthwith resume his seat till the Chairperson has taken a decision on the point of order.
- r) If the Chairperson be of the opinion that the point of order has been raised vexatiously, or for the purpose of mere obstruction or interruption to the discussion, or to the business of the meeting, he/she shall so declare and it shall be deemed a breach of order and the speaker shall resume his seat.
- s) The Chairperson shall be the sole judge of any point and his decision shall be final. He/she may, at his/her own instance or at the instance of any member, call any member to order and the member shall obey forthwith. If the member so called to order shall

disregards such a call, the Chairperson may suspend him from membership for the rest of the meeting and in the case of gross misbehaviour he may, with the consent of two-thirds of the members present at the meeting, suspend him for such longer time as he may consider necessary. No member may be suspended for a period longer than the duration of the meeting without the vote of two-thirds of the members present.

- t) A member suspended for the rest of the sitting shall not take part in any discussion.
- u) A member suspended with the vote of two-thirds of the members present for a longer period than the duration of a meeting may be called upon to withdraw from the meeting and there-upon, he shall do so.
- v) Proposals relating to formal votes of thanks, messages of congratulations or condolence and other matters of like nature may be moved from the Chair without notice.

2.1.3.7 Business by Correspondence:

Any emergent item of business for the University Council may, at the discretion of the Vice-Chancellor, be disposed of by correspondence. Such item shall, however, be reported to the University Council at its next meeting.

2.1.3.8 Minutes:

- a) The Proceedings of a meeting of the University Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures.
- b) The Registrar shall send a copy of the proceedings of the University Council to each member of the Syndicate and the University Council within 15 days after the approval of the minutes by the competent authority. The approved minutes shall be uploaded, on the University website thereafter.

2.2 SYNDICATE:

2.2.1 Statutory Provision:

- 2.2.1.1 Composition of the syndicate is given in Sec. 21(1) of the University of Ladakh Act.
- 2.2.1.2 The members of the Syndicate other than the ex-officio members shall hold office for a period of three years.

Provided that if a member is appointed or elected to represent a particular body or a particular post, he shall hold office of a member only so long as he represents that body or holds that post(s) as the case may be.

2.2.2 **Powers:**

2.2.2.1 In addition to the provisions of the Act, the Syndicate shall have the powers to appoint the following Committees Bodies to transact such business of the Syndicate as may be provided by the Statutes/ Regulations or assigned by the Syndicate: -

- a) Finance Committee;
- b) Planning Board;
- c) Library committee;
- d) Building committee;
- e) Boards of Sports;
- f) Board of Student welfare;
- g) Committee for Misconduct/Unfair means cases;
- h) Committee for publication of results; and
- i) Any other Committee which the Syndicate may deem necessary.

2.2.1.2 to nominate a member from its own body on each Managing Committee of Constituent/Autonomous/Affiliated Colleges and other institutions not maintained by the Government;

2.2.1.3 to declare, subject to the provisions of the relevant Statutes/Regulations, an institution engaged in research work as an approved Institution of the University.

2.2.3 **Regulations:**

2.2.3.1 Meetings:

At least two meetings of the Syndicate shall be held at such times as the Vice-Chancellor may direct. But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice-Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall be brought forward and disposed of.

2.2.3.2 Notice of The Meeting:

The Registrar shall ordinarily, atleast ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meetings, the Registrar shall give such previous notice of the time, date and place of the meetings as the circumstances in each case may permit.

Provided that in the case of emergency meetings and, whenever necessary, in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.2.3.3 Chairperson:

The Vice-Chancellor shall be the ex-officio Chairperson of the Syndicate and in his/her absence, the members present shall elect a Chairperson for the meeting.

2.2.3.4 Secretary:

The Registrar shall be the ex-officio Secretary of the Syndicate. In his absence, the person performing his duties shall act as Secretary.

2.2.3.5 Quorum:

Six members, inclusive of the Chairperson, shall form the quorum for a meeting.

2.2.3.6 Business:

All Regulations relating to the conduct of business at the meetings of the University Council, mutatis mutandis, shall apply to the meetings of the Syndicate.

2.2.3.7 Business by Correspondence:

Any emergent item of business for the Syndicate may, at the discretion of the Vice-Chancellor, be disposed of by correspondence. Such item shall, however, be reported to the syndicate at its next meeting.

2.2.3.8 Minutes:

The proceedings of meetings of the Syndicate shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures. The Registrar shall, send a copy of the proceedings to each member of the Syndicate and the University Council within fifteen (15) days after the approval of the minutes by the competent authority. The approved minutes shall thereafter be uploaded, on the University website.

2.3 ACADEMIC COUNCIL:

2.3.1 Statutory Provision:

2.3.1.1 The members of the Academic Council, other than ex-officio members, shall hold office for a period of three years.

Provided that persons co-opted as representatives of any particular body shall not hold office after they cease to be members of the body.

2.3.2 Powers:

The Academic Council may appoint a Standing Committee to:

- 2.3.2.1 grant equivalence to courses and examinations of other Universities with the corresponding courses and examinations;
- 2.3.2.2 to prescribe qualifications for admission to various programmes, to determine the intake of students in each programme and other matters related to the admission of students and their examinations;
- 2.3.2.3 to consider the minutes of Board of studies, Board of Research studies and to make suitable recommendations to the Academic council;
- 2.3.2.4 to approve the Academic Calendar of the University; and
- 2.3.2.5 to consider any other academic matter referred to it by the Vice-Chancellor for approval/endorsement on behalf of the Academic Council.

2.3.3 Regulations:

2.3.3.1 Meetings:

The meetings of the Academic Council shall be convened as directed by the Vice-Chancellor. But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor shall convene a special meeting on a date fixed by him. At such meetings, only such subjects as the signatories to the requisition have set forth in the requisition shall be first brought forward and disposed of.

2.3.3.2 Notice of the Meetings:

The Registrar shall, ordinarily not less than ten (10) days previous to each meeting of the Academic Council, issue to each member, a notice stating the time, the date and the place of the meeting along with the agenda paper.

Provided that in case of emergency meetings or whenever necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.3.3.3 Chairperson:

The Vice-Chancellor shall be the Chairperson of Academic Council. In his absence, the Council shall elect one of the Deans of the University present as Chairperson for the meeting.

2.3.3.4 Secretary:

The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

2.3.3.5 Quorum:

At all meetings of the Academic Council, ten members inclusive of the Chairperson shall form a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

2.3.3.6 Procedure:

- a) All proposals brought forward for consideration of the Academic Council, shall be decided by majority votes of the members present at the meeting and in the case of equality of votes, the Chairperson shall have the casting vote. The Chairperson may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.
- b) Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must be in the hands of the Registrar not less than ten days before the meeting.

- c) Notice of an amendment to a motion or resolution of which notice has been given must, if it is intended to be included in the supplementary agenda, be in the hands of the Registrar atleast five clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.
- d) Notwithstanding anything contained in the above point, the Chairperson may allow a motion or an amendment of which the notice required thereby has not been given.
- e) It shall be open to the Chairperson to put to vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated. The Chairperson may also take vote on two or more amendments in the alternative.
- f) All Statutes/Regulations relating to conduct of business at meetings of the University Council not inconsistent with these Regulations shall, mutatis mutandis, apply to all meetings of the Academic Council.

2.3.3.7 Minutes:

The proceedings of a meeting of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures. The Registrar shall send a copy of the proceedings to each member of the Academic Council within 15 days after approval of the minutes to competent authority. The approved minutes shall thereafter be uploaded on the University website.

2.4 FACULTIES/ SCHOOLS:

2.4.1 Statutory Provision:

- 2.4.1.1 In addition to the faculties mentioned under sub section (1) of Section 25 of the University of Ladakh Act, 2018, there shall be faculties as notified from time to time.
- 2.4.1.2 The term of office of members of the Faculties other than ex-officio members shall be three years.

Provided that persons appointed to any particular body as its member shall not hold office after they cease to be members of the body.

2.4.2 Regulations:

Each of the Faculties provided in the Act shall include the subjects stated below and such other subjects as may be added by the University Council from time to time.

2.4.2.1 Faculty of Languages:

- a) Sanskrit;
- b) Arabic;
- c) English;
- d) Hindi;
- e) Urdu;
- f) Bodhi/Bhoti/Ladakhi;
- g) Spanish;
- h) Chinese;
- i) French;
- j) German;
- k) Russian;

2.4.2.2 Faculty of Sciences:

- a) Botany;
- b) Bio-Technology;
- c) Chemistry;
- d) Computer Applications;
- e) Electronics;
- f) Environmental Sciences;
- g) Food Science and Technology;
- h) Geography;
- i) Geology;
- j) Mathematics;
- k) Physics;
- l) Statistics;
- m) Textile & Apparel Science;
- n) Zoology;
- o) All subjects comprised in BCA course;
- p) Nursing (B. Sc. Nursing)'
- q) Artificial Intelligence

2.4.2.3 Faculty of Arts, Humanities and Social Sciences:

- a) Economics;
- b) History;
- c) Political Science;
- d) Psychology;
- e) Sociology;
- f) Philosophy
- g) Fine Arts (Painting, Sculpture, Music and Theatre)
- h) Social Work
- i) South Asian and Central Asian Studies
- j) Himalayan and Trans-Himalayan Studies

2.4.2.4 Faculty of Education and Physical Education:

- a) Education;
- b) All subjects/courses comprised in B.Ed./ M.Ed./B.Ed-M.Ed. integrated programme.
- c) All subject/courses comprised in B.P. Ed./M.P.Ed.

2.4.2.5 Faculty of Commerce and Business Management:

All subjects/courses comprised in B.Com./M.Com./Integrated Commerce Program/BBA/MBA/Integrated Business Administration.

2.4.2.6 Faculty of Engineering and Technology:

All subjects comprised in Engineering and Technology courses.

2.4.2.7 Faculty of Earth Sciences

Geology, Geography (M.Sc., M.A)

2.4.2.8 Meeting of Faculties:

Meetings of each Faculty shall be convened by the Dean of the Faculty as Chairperson at any time, at the instance of the Dean or as the Vice-Chancellor may direct. A special meeting of a Faculty shall be convened on receipt of a requisition signed by not less than five members of the Faculty.

2.4.2.9 Notice of the Meeting:

The Dean of the Faculty shall, not less than fifteen days previous to each meeting of the Faculty, issue to each member a notice stating the time, date and place of the meeting along with the agenda paper.

Provided that in case of an emergency meeting or whenever considered necessary in exceptional circumstances, the Vice-Chancellor may suspend or modify the operation of this Regulation.

2.4.2.10 Quorum:

Not less than one-third of the members of a Faculty, including the Chairperson, shall constitute a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

2.4.2.11 Procedure:

- a) Any member wishing to give notice of a motion or resolution not included in the agenda may send his proposal to the Dean of the Faculty so as to reach his office not less than five clear days before the date of the meeting. The Dean of the Faculty shall include such proposals in the supplementary agenda and circulate it among the members.
- b) Amendments to motions can be moved at the meeting of the Faculty with permission of the Chairperson.
- c) No business or proposal, of which previous notice has not been given, shall be brought before the Faculty at the meeting except by permission of the Chairperson of the meeting.
- d) All matters shall be determined in accordance with vote of the majority of members present, and when the votes are equal, the Chairperson shall have a casting vote.
- e) The Chairperson shall regulate the order of speaking and conduct of business at meetings, at his discretion in accordance with the Statutes/Regulations prescribed for discussion of matters at meetings of the Academic Council.

2.4.2.12 Minutes:

The Registrar or the Secretary of the faculty meetings shall lay copies of proceedings of all meetings of Faculties together with necessary papers, if any, before the appropriate higher authority of the University.

2.5 DEANS OF FACULTIES:

2.5.1 Statutory Provision:

- 2.5.1.1 The Dean of Faculty shall hold office for a period of three years from the date of his/her nomination by the Vice-Chancellor by rotation according to seniority in the manner and subject to such condition and may be prescribed in the Statutes.

Provided that when in a particular Faculty only one member is eligible for the office of the Dean, he/she shall be nominated by the Vice-Chancellor to be the Dean of the Faculty.

- 2.5.1.2 If a vacancy in the office of the Dean occurs at any time, the Vice-Chancellor may nominate the Professor/ the next senior most faculty member as Dean till a new Dean is appointed following recommendation of the Selection Committee.
- 2.5.1.3 The Dean of each Faculty shall be the executive officer of the Faculty and shall preside over its meetings. In case of absence of the Dean, the members present shall elect their own Chairperson. Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor for the period of his absence.
- 2.5.1.4 The Dean of each Faculty shall have the right to be present and to speak at any meeting of any committee of the Faculty but not to vote unless he is a member of the Committee.

2.6 **BOARDS OF STUDIES:**

2.6.1 **Statutory Provision:**

- 2.6.1.1 The members of each Board of Studies other than the ex-officio members shall hold office for a period of three years.

Provided that any member of a Board who has failed, without permission, to attend two consecutive meetings of the Board shall cease to be a member of that Board.

- 2.6.1.2 There shall be a Board of Studies for each subject or group of subjects comprised in the Faculty. HOD/Senior most faculty shall be the Convenor, or else as Vice-Chancellor may direct.

2.6.2 **Regulations:**

- 2.6.2.1 The Board of Studies shall draw up syllabii and courses of the study for the various examinations, with which it is concerned, for the approval of the Academic Council.

- 2.6.2.2 The Boards of Studies shall prepare panels of names of paper-setters and examiners in their respective subjects in accordance with the Regulations.

- 2.6.2.3 Discussions in the Boards of Studies on the merits of examiners and of text-books shall be treated as confidential.

- 2.6.2.4 Meetings:
Meetings of a Board shall be held at any time at the instance of the Dean of the Faculty or as the Vice-Chancellor may direct. The Board shall meet at least once a year. If it is found necessary for any special reason to hold an additional meeting of a Board during the course of an academic year, special

permission of the Vice-Chancellor shall be previously obtained by the Convener of the Board concerned through the Dean.

2.6.2.5 Notice of the Meeting:

The Dean of the Faculty shall issue to each member a notice stating the time, the date and the place of the meeting along with the agenda paper.

2.6.2.6 Chairperson:

The Convener shall be the Chairperson of the Board. In the absence of the Convener, the Board shall elect one of the members as the Chairperson.

2.6.2.7 Secretary:

The Registrar or the person performing his duties, as authorized by him, shall be the Secretary of the Board who shall keep a record of the proceedings of the meetings.

2.6.2.8 Quorum:

- a) The majority of the members of a Board or, in the case of joint session, of the total number of the members of the Board meeting jointly shall form a quorum; but if a meeting is adjourned for want of quorum no such quorum shall be necessary for the subsequent meeting.
- b) Any two or more Boards of Studies may, with the consent of the Vice-Chancellor and at the request of the Academic Council or the Syndicate or the University Council, jointly meet and deliberate together and render a joint report upon any matter which lies within their purview.

2.7 BOARD OF INSPECTION:

2.7.1 Statutory Provision:

2.7.1.1 Members of the Board of Inspection who are to be nominated by the Vice-Chancellor shall hold office for a period of three years. The ex-officio members of the board of Inspection shall hold office as long as they continue to hold the respective post.

2.7.1.2 The Board shall appoint a panel of Inspectors consisting of ten persons for conducting periodical inspection of the Constituent Colleges and other educational institutions and the members of the panel shall hold office for a period of one academic year.

2.7.1.3 Periodical inspection of the Constituent Colleges and other educational institutions shall be conducted by not less than two inspectors in accordance with the procedure laid down in the resolution.

2.7.2 Regulations:

2.7.2.1 Meetings:
The Board of Inspection shall meet whenever the Vice-Chancellor directs.

2.7.2.2 Chairperson:
The Dean, College Development Council shall preside over the meetings.

2.7.2.3 Quorum:

- a) The majority of the members of the Board shall form a quorum.
- b) All questions shall be decided by a majority of votes of the members present. In the event of votes being equal, the Chairperson shall have the casting vote.

2.8 SELECTION COMMITTEES:

2.8.1 Statutory Provision:

The members of the Selection Committees nominated under Section 34 of the Act shall hold office for a period of three years.

2.8.2 Regulations:

2.8.2.1 Frequency of Meetings:

The meetings of the Selection Committees shall be held at such times as the Vice-Chancellor may direct.

2.8.2.2 Notice for The Meeting:

The Registrar shall, ordinarily atleast ten days before each meeting, issue to each member a notice of the time, the date and the place of the meeting.

2.8.2.3 Chairperson:

Vice-Chancellor shall be the chairperson of the selection committee

2.8.2.4 Secretary:

The Registrar shall be ex-officio Secretary. In his absence, the person performing his duties shall act as Secretary. Proceedings of the meetings of the Committee shall be recorded in writing by the Secretary and got approved and signed by the Chairperson and all members of the Committee present at the meeting. Proceedings shall remain confidential and in the personal custody of the Secretary.

2.9 COLLEGE DEVELOPMENT COUNCIL:

2.9.1 Statutory Provision:

2.9.1.1 Constitution:

There shall be a College Development Council of the University comprising the following:

- a) Vice-Chancellor (Chairperson);
- b) Secretary, Higher Education Department, J&K Government;
- c) Chairperson, J&K Board of School Education,
- d) Dean of Faculties;
- e) Five Professors of the University to be nominated by the Vice-Chancellor by rotation;
- f) Dean, College Development Council, of any other Cluster University;
- g) Five Principals of the Constituent/ Autonomous/ Affiliated colleges to be nominated by the Vice-Chancellor by rotation;
- h) Five Teachers of the Constituent/ Autonomous/ Affiliated colleges to be nominated by the Vice-Chancellor by rotation;
- i) Dean, College Development Council;
- j) Registrar; and
- k) Controller of Examinations.

2.9.1.2. Power and Duties of the Dean of College Development Council:

The Dean, College Development Council shall be appointed by the University Council on the recommendation of a Selection Committee appointed for the purpose under sub-section (1) (c) of Section 34 of the Act. He shall be a whole-time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Vice-Chancellor. In particular, his functions shall be:

- a) to act as Member Secretary of the College Development Council;
- b) to be an ex-officio member of the Academic Council and Board of Inspection of the University;
- c) to carry out surprise and normal inspection of the colleges to see that the academic programmes are carried out smoothly and quality standards are adhered to;
- d) to be head of the affiliation unit of the University and to monitor and control the affiliation system.
- e) to act as the Convenor of all Inspection Committees appointed by the University for inspection of colleges;
- f) to review the inspection/audit report of the colleges and to suggest remedies and actions for removing defects and irregularities reported;

- g) to visit all the constituent/affiliated colleges atleast twice a year to assess their development needs;
- h) to scrutinize development proposals of the colleges and recommend them to the UGC or other agencies/bodies for approval;
- i) to help monitor the UGC programmes implemented by the constituent/affiliated colleges;
- j) to obtain from the colleges and furnish to the UGC utilization certificates and other documents in respect of UGC grants released/disbursed to the colleges;
- k) to ensure proper utilization of grants sanctioned by the UGC and efficient implementation of UGC approved projects;
- l) to be in direct liaison with the Vice-Chancellor/Secretary, Higher Education, UGC, and other agencies/bodies;
- m) to represent the University on the State Government Committees for development of colleges;
- n) to hold regular meetings with the Principals of the Constituent/Autonomous/Affiliated colleges with a view to apprising them of the way in which the College Development Council can function effectively for the development of colleges;
- o) to organise workshops, seminars and conferences of college Principals/Teachers for advancing the cause of collegiate education;
- p) to act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University;
- q) to conduct all official correspondence of the College Development Council;
- r) to exercise control over the staff working in his/her office;
- s) to sanction casual leave of the Secretarial/Ministerial/Subordinate staff working in his/her office;
- t) to countersign TA/DA claims of Principals/College Teachers who are asked to participate in various seminars/workshops and conferences;
- u) to operate upon the 'local fund' and 'admission fund' accounts as per rules;
- v) to perform such other duties as may be assigned to him/her by the College Development Council and the Vice-Chancellor from time to time.

These powers and duties are to be read with para 1.6. of the Statutes.

2.9.2 **Regulations:**

College Development Council shall ensure that the grants released by UGC or any other funding agency to University/Government for disbursement to colleges are not held/locked up or utilized by University/Government for their own purpose and also ensure that these grants are properly and expeditiously dispersed to colleges, for specified purpose according to the guidelines laid down by the commission.

2.9.2.1 Meetings:

The meetings of the College Development Council shall be held at such times as the Vice-Chancellor may direct.

2.9.2.2 Chairperson:

The Vice-Chancellor shall be the chairperson of the College Development Council meetings.

2.9.2.3 Notice of Meetings:

The Secretary shall ordinarily issue to each member a notice of the time and venue of the meeting together with agenda papers at least ten (10) days before each meeting.

2.9.2.4

Secretary:

Dean of the College Development Council shall be the ex-officio Secretary of the College Development Council.

2.9.2.5 Quorum of Meetings:

Majority of the members, inclusive of chairperson, shall form the quorum.

2.9.2.6 The proceedings of the meeting of the College development Council shall be recorded in writing by the Secretary and submitted to the Chairperson of the meeting for approval and signatures.

2.10 COMMITTEES OF THE SYNDICATE:

2.10.1 Finance Committee:

2.10.1.1 Statutory Provision.

The Syndicate shall have a Finance Committee for regulating and controlling its finances. It shall consist of the following: –

- a) Vice-Chancellor;
- b) Financial Advisor or his/her nominee;
- c) Educational Advisor or the officer designated by the Government to be In-charge of Higher Education, or his/her nominee;
- d) 2 (two) members of the Syndicate nominated by the Syndicate;
- e) the Registrar; and
- f) Finance Officer/Officer In-Charge Finance

The nominated members of the Committee shall hold office for a period of three years.

2.10.1.2 Powers & Functions:

The functions and powers of the Finance Committee shall be as under:-

- a) to examine the annual budget consolidated by the Registrar as endorsed by the Financial Advisor and to advise the Syndicate thereon;
- b) to review the financial position periodically;
- c) to devise means for improvement of the financial position of the University;
- d) to examine every proposal of new expenditure not provided for in the budget: and
- e) to perform such other functions as the Syndicate may, from time to time, assign.

- 2.10.1.3 Meetings:
The Committee shall meet as and when the Vice-Chancellor directs.
- 2.10.1.4 Chairperson:
The Vice-Chancellor shall chair all meetings. In his absence, the members present shall elect a Chairperson to preside over the meeting.
- 2.10.1.5 Secretary:
Finance Officer/ Officer In-Charge Finance shall be the Member Secretary of the Committee. He shall maintain the proceedings of the Committee in writing and shall submit the same to the Chairperson for his signature.
- 2.10.1.6 Quorum of meetings:
The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairperson in the event of an equality of votes, shall have the casting vote.

2.10.2 Planning Board:

2.10.2.1 Statutory Provision:

There shall be a Planning Board to assist the Syndicate in formulation of perspective plans(including academic planning), examining continuously the needs for development of the University, coordinating and screening development proposals of the departments and units of the University and determining priorities in the development programmes of the University. The Board shall consist of: –

- a) Vice-Chancellor; (Chairperson)
- b) Financial Advisor or his/her nominee;
- c) Deans of Faculties;
- d) Registrar; and
- e) Controller of Examinations.

The Officer In-charge Planning will be the Secretary to the Board.

Powers to co-opt other members shall rest with the Vice-Chancellor .

2.10.2.2 Meetings:

The Committee shall meet as and when the Vice-Chancellor directs.

2.10.2.3 Chairperson:

The Vice-Chancellor shall preside at all meetings.

2.10.2.4 Secretary:
The Officer In-charge Planning shall be the Secretary of the Committee. He/she shall maintain proceedings of the Committee in writing and shall submit the same to the Chairperson for his approval.

2.10.2.5 Quorum:
The majority of the members shall form the quorum. All matters shall be decided by a majority of votes. In the event of the equality of votes, the Chairperson shall have the casting vote.

2.10.3 Library Committee:

2.10.3.1 Statutory Provision:

The Library Committee shall consist of the following: -

- a) Vice-Chancellor;
- b) Deans of Faculties;
- c) three Heads of the University Teaching Departments nominated by rotation by the Vice-Chancellor;
- d) two principals of Constituent/Affiliated/Autonomous colleges nominated by rotation by the Vice-Chancellor;
- e) the Registrar;
- f) two persons not in employment of the University or colleges nominated by the Syndicate; and
- g) the Librarian(Ex-officio Member Secretary).

The nominated members of the Committee shall hold office for a period of three years.

2.10.3.2 Powers & Functions:

The functions and powers of the Library Committee shall be:

- a) to sanction the break-up of the budget grant for purchase of books and journals (subject-wise), furniture and any other equipment required for the Library;
- b) to frame the annual budget for the Library;
- c) to enforce Library Regulations;
- d) to dispose of and write off such books as in its opinion are either worthless, unserviceable or so far damaged as to be useless;
- e) to write off books lost in the Library on the recommendation of the Librarian, save as otherwise provided;
- f) to approve any person who is not eligible to borrow books as a regular borrower, subject to conditions prescribed in this behalf in the Regulations;

- g) to decide all matters relating to the Library which are not otherwise provided for in the Statutes and Regulations, the decision being liable to revision by the Syndicate;
- h) to delegate any of its powers to the Librarian;
- i) to fix working hours of the Library; and
- j) To purchase rare manuscripts on the recommendation of the committee to be appointed by the Vice Chancellor which shall include an expert and one person not connected with the University having sound knowledge of the subject concerned.

2.10.3.3 Meetings:

The Committee shall meet at least twice in a year, and at other times as convened by the Chairperson.

2.10.3.4 Chairperson:

The Vice-chancellor shall be the Chairperson of the Committee.

2.10.3.5 Secretary:

The Librarian shall be the ex-officio Secretary. He shall record in writing the minutes of all meetings and shall submit the same to the Chairperson of the Committee for signature.

2.10.3.6 Quorum of meetings:

Seven (7) members shall form the quorum. All matters shall be decided by a majority of votes of the members present. The Chairperson shall have his own vote, and in case of an equality of votes, he shall have the casting vote.

2.10.4 **Building Committee:**

2.10.4.1 Statutory Provision:

There shall be a Building Committee consisting of the following members to supervise and implement the approved schemes in respect of construction and renovation of buildings:

- a) Vice-Chancellor;
- b) Chief Engineer/or his/her nominee not below the rank of Executive Engineer, R&B , of Leh or Kargil District.;
- c) A member of the Planning Board nominated by the Vice-Chancellor or the former's nominee not below the rank of Superintending Engineer;
- d) Registrar;
- e) Officer In-charge Finance;
- f) Two (2) teachers of the University to be nominated by the Vice-Chancellor;
- g) Representative of the user Department;

- h) Head of Department of Electrical or Civil Engineering(if any) or a person from a nearby University ;
- i) University Engineer or University Architect or Govt. Architect; and
- j) Officer In-charge Planning.

The members shall hold office for a period of three years.

2.10.4.2 The committee shall scrutinize the plans and estimates proposed for all new works before these are approved by the competent authority and supervise construction of the new buildings. The committee shall also examine proposals for major additions and alterations in existing buildings before these are executed with the approval of the competent authority.

2.10.4.3 Meetings of the committee:

The committee shall meet whenever The Vice-Chancellor directs.

2.10.4.4 Chairperson:

The Vice-Chancellor shall be the chairperson of the committee.

2.10.4.5 Secretary:

The Officer In-charge Planning shall be the Member Secretary of the committee. He shall maintain the proceeding of the meeting and shall submit the same to the Chairperson for his signature.

2.10.4.6 Quorum:

The majority of the members shall form the quorum. All matters shall be decided by a majority of votes of the members present. In the event of equality of votes The Chairperson shall have the casting vote.

2.10.5 Board of Sports:

2.10.5.1 Statutory Provision:

There shall be a Board of Sports consisting of the following: -

- a) Vice Chancellor;
- b) Educational Advisor to the Government or officer designated by the Government to be in charge of Higher Education;
- c) Four Heads of the University Departments and four Principals of colleges nominated by the Vice-Chancellor;

- d) Four persons, at least one of whom shall be a woman, not connected with the university and colleges, interested in sports, nominated by this Syndicate;
- e) Registrar;
- f) Controller of Examinations;
- g) Director, Physical Education/ Sports ; and
- h) Director, Physical Education/Sports (ex-officio Secretary).

Members of the board other than the ex-officio members shall hold office for a period of three years.

2.10.5.2 Aims and Objects:

- a) to promote true spirit of sportsmanship and camaraderie among students;
- b) to advise the Syndicate in formulation of policies regarding sports activities and to organize, control, manage and supervise, either themselves or through various committees and sub-committees, inter-college sports activities/tournaments, programs and sports festivals; and
- c) to authorize the conduct of tournaments and other sports activities in various events prescribed under the Statutes/Regulations.

2.10.5.3 Meetings:

The board shall meet once every six months or whenever necessary, on such dates as the Vice –Chancellor may direct.

2.10.5.4 Chairperson:

The Vice-Chancellor or, in his/her absence, the nominee of the Vice-Chancellor shall chair the meetings.

2.10.5.5 Secretary:

The Director, Physical Education/ Sports of University shall acts as ex-officio Secretary of the meetings.

2.10.5.6 Quorum:

Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which had been adjourned for want of a quorum.

2.10.5.7 Powers and Functions:

The Board of Sports shall have the following powers, functions and duties:

- a) to plan, organize and regulate hiking, trekking and other expeditions, as also camps and sport festivals;
- b) to organize, conduct and control tournaments in various sports events and competitions for students at inter college level;
- c) to implement the schemes of National Sports organization;
- d) to promote inter-university fellowship by inter-university tournaments;
- e) to select university teams and appoint instructors of various games and clubs and to select the officials to accompany the university teams for inter-university competitions;
- f) to propose regulations for the organization, conduct and control of the university sports activities/ tournaments;
- g) to interpret and enforce regulations and give decisions and rulings on any point not covered by these regulations;
- h) to frame bye-laws to meet any emergency that may arise in the discharge of its duties and obtain approval of the Syndicate;
- i) to appoint committee(s) as and when necessary, and fix their terms of reference;
- j) to condone delay in the submission of entry by college for the tournaments and other competitions conducted by the University;
- k) to prepare reviews and reports of the activities pursued during the year;
- l) to recommend to the Syndicate the annual budget estimates for sports activities;
- m) to raise and spend funds for sports activities/ tournaments in accordance with the budget estimates sanctioned by the university council; and
- n) to perform such other functions as the Syndicate may direct or as may be deemed necessary to promote sports activities and tournaments.

2.10.5.8 Functions of the Directorate of Physical Education:

- a) to assist the colleges in working out schemes of sports activities/tournaments and physical education;

- b) to organize, conduct and control university sports, tournaments and athletics and to organize various university clubs and inter-university coaching camps;
- c) to organize hikes, trekking, mountaineering camps etc. including festivals water sports and related sports activities;
- d) to be in-charge of the gymnasium, swimming pool, play fields, stadium and physical education equipment;
- e) to advise students on various aspects of physical development /sports;
- f) to prepare the activities calendar in consultation with the heads of the teaching departments of the University and Principals of the Constituent / Affiliated colleges;
- g) to provide secretarial services to the Board of Sports/ Physical Education;
- h) to pursue and implement decisions taken by the Syndicate or Board of Sports with regard to programs relating to sports and sports activities;
- i) to conduct tournaments in various games for the University and the Constituent/ Affiliated Colleges;
- j) to organize inter-departmental sports and tournaments for the university teaching departments/colleges, and
- k) such other functions as the syndicate or Vice- Chancellor may direct.

2.10.6 Board of Students Welfare:

2.10.6.1 Statutory Provision:

The Board of Students Welfare shall consist of :-

- a) Vice-Chancellor;
- b) Educational Advisor to the Government or an officer designated by the Government to be In-charge of Higher Education;
- c) Four Heads of the University Departments and four Principals of Colleges nominated by the Vice Chancellor;
- d) Four persons, at least one of whom a woman, not connected with the University and Colleges, interested in students/youth welfare affairs, nominated by the Syndicate;
- e) Registrar;
- f) Controller of Examination; and
- g) Dean, Students Welfare (Ex-officio Secretary).

Members of the Board, other than the ex-officio members, shall hold office for a period of three years.

2.10.6.2 Aims and Objectives:

- a) to promote true spirit of leadership, sportsmanship, camaraderie, cultural harmony & discipline among students;
- b) to advise the Syndicate in formulation of policies regarding the students welfare activities and to organize, control, manage and supervise either themselves or through various committees and sub-committees, inter-collegiate and inter-departmental art, cultural and literary competition/ programs and activities; and
- c) to authorize the conduct of competition and students welfare activities in various events as prescribed by the Statutes/ Regulations.

2.10.6.3 Meetings:

The board shall meet once every six months or whenever necessary on such dates as the Vice-Chancellor may direct.

2.10.6.4 Chairperson:

The Vice Chancellor shall be Chairperson of the Board.

2.10.6.5 Secretary:

The Dean, Students Welfare shall act as ex-officio Secretary of the Board of Students Welfare meetings.

2.10.6.6 Quorum:

Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for the meetings which have been adjourned for want of quorum.

2.10.6.7 Functions and Duties:

The board of students welfare shall perform the following functions and duties:

- a) to plan, organize and regulate students welfare programs and activities including arts, cultural and literary programs, festivals, extension lecturers, workshops, youth clubs and societies etc.;
- b) to organize, conduct and control various arts, cultural and literary competitions for students at inter-college level;

- c) to undertake and implement various schemes of UGC and AIU related to students welfare;
- d) to promote inter-university fellowship(s) by organizing or taking part in inter-university contests/ competitions;
- e) to select university teams and to appoint accompanist, choreographer etc. for various cultural items and clubs and officials to accompany the university teams for inter-university competitions;
- f) to propose Regulations for the conduct and control of University cultural activities and other student welfare programs;
- g) to interpret and enforce the Regulations and give decisions and rulings on any point not covered by these Regulation;
- h) to frame bye-laws to meet any emergency that may arise in the discharge of its duties; provided that such action is duly reported to the Syndicate for approval;
- i) to appoint committees as and when necessary and fix their terms of reference;
- j) to condone delay in the submission of entry by colleges for competitions conducted by the university;
- k) to prepare reviews and reports of the activities pursued during the year;
- l) to recommend to the Syndicate the annual budget estimates for student welfare activities;
- m) to raise and spend funds for student welfare activities/competitions in accordance with the budget estimates sanctioned by the University Council; and
- n) to perform such other functions as the Syndicate may direct or as may be deemed necessary to promote students welfare activities/ programs.

The Department of Student Welfare will provide secretarial assistance to the board.

2.10.6.8 Functions of the Department of Students Welfare:

- a) to plan, organize, conduct and control students welfare programs and competitions including arts, cultural and literary activities, festivals, extension and special lecturers, workshops, camps, youth clubs, societies, etc.;
- b) to coordinate the work of student services, agencies in the University and motivate faculty involvement in student welfare programmes;

- c) to fund or sponsor individuals or teams to participate in activities outside the districts of Leh/Kargil;
- d) to prepare the activities calendar in co-operation with the heads of the teaching departments of the University and heads of the constituent/affiliated colleges;
- e) to provide secretarial service to the Board of the Students Welfare and implement decisions taken by it or the Syndicate in regard to students welfare activities;
- f) to maintain discipline and deal with cases of indiscipline in the University campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the University from time to time;
- g) to devise ways and means of promoting the wellbeing of the University students - social, moral, emotional-inculcating among them regard for ideals like loyalty to the country, devotion to duty and pursuit of truth;
- h) to organize and supervise the working of canteen, co-operative stores, kiosk, hobby centres, student welfare homes, community halls, clubs etc.;
- i) to prepare reviews and reports of the activities pursued during a year;
- j) to perform such other functions as the University Council or the Syndicate or the Vice-Chancellor may direct, or as may be deemed necessary for promotion of students welfare and maintenance of discipline among students; and
- k) to conduct cultural activities/ competitions for the University staff.

2.10.7 Committee for Misconduct/ Unfair Means Cases:

2.10.7.1 Statutory Provision:

The Syndicate shall have a committee for scrutiny of unfair means cases in examinations and take decisions on them in accordance with the relevant Statutes. The Committee or “Competent Authority” shall comprise the following:-

- a) Vice-Chancellor;
- b) Registrar;
- c) Two principals of Constituent Colleges to be nominated by the Vice-Chancellor;
- d) Three persons nominated by the Syndicate;
- e) Two Deans nominated by the Vice-Chancellor; and
- f) The Controller of Examinations.

The members constituting the “Competent Authority”, other than the ex-officio members, shall hold office for a period of three years.

2.10.7.2 Meetings:

The “Competent Authority” shall meet as and when the Vice Chancellor may direct.

2.10.7.3 Chairperson:

The Vice-Chancellor shall preside over at all the meetings of the “Competent Authority”.

2.10.7.4 Secretary:

The Controller of Examination shall be the Member Secretary of the “Competent Authority”. The proceeding of the meeting of the Committee shall be recorded in writing by the Secretary and got approved, signed and confirmed by the Chairman at the next meeting.

2.10.7.5 Quorum of Meetings:

The majority of the members shall form the quorum. All matters shall be decided by the majority of votes of the members present. In the event of votes being equal, the chairman shall have the casting vote.

2.10.8 Committee for Publication of Results:

2.10.8.1 Statutory Provision:

There shall be a Committee of the Syndicate for the Publication of the Results of examinations conducted by the University. It shall consist of the following:-

- a) The Vice-Chancellor;
- b) Three members of the Syndicate nominated by the Syndicate;
- c) The Dean of the Faculty concerned;
- d) Registrar; and
- e) Controller of Examinations.

The Vice-Chancellor is authorised to co-opt Heads of the Post-graduate Departments/ Principals of Colleges as members when considered necessary.

The nominated members shall hold office for a period of three years.

2.10.8.2 Meetings:

The committee shall meet whenever the Vice-Chancellor directs.

2.10.8.3 Chairperson:

The Vice-Chancellor or, in his/her absence, his nominee, if any, shall preside over the meeting of the Committee. In absence of both, the members may elect a Chairman for the meeting.

2.10.8.4 Secretary

The Controller of Examinations shall be the Secretary of the Committee. He shall maintain proceedings of the meeting of the Committee in writing and shall submit the same to the Chairman for his signature.

2.10.8.5 Quorum:

The majority of the members shall form the quorum of a meeting. All matters shall be decided by a majority of votes of the members present. In the event of votes being equal, the Chairman shall have the casting vote.

2.11 **OTHER STATUTARY COMMITTEES:**

2.11.1 **Departmental Affairs Committee:**

Each Department of the University School shall have a Departmental Affairs Committee consisting of the following:

- a) Head of the Department (Not below the rank of Associate Professor)
- b) At least three members of teaching staff on rotation basis.

2.11.2 **Establishment Committee:**

The Establishment Committee shall consist of:

- a) Registrar (Chairperson)
- b) Controller of Examination;
- b) Officer In-charge Finance;

c) Two officers by rotation to be nominated by Vice Chancellor;

d) Head of the concerned Department; and

Officer In-charge Administration (Member Secretary)

2.11.3 Committee for Making Emergent Purchases for the Offices:

Committee for making emergent purchases for the office consists of:

a) Officer In-charge Finance (Convenor)

b) Assistant Director, Planning; and

c) Officer In-charge Services.

The committee shall have the power to co-opt more members if considered necessary.

CHAPTER – 3

UNIVERSITY TEACHERS, OFFICERS & OTHER AUTHORITIES

3.1 CLASSES OF TEACHERS:

Teachers of the University shall be any of the following:

3.1.1 Appointed Teachers;

3.1.2 Recognized Teachers; and

3.1.3 Part-Time Teachers.

3.2 APPOINTED TEACHERS:

Appointed Teachers of the University shall be either -

3.2.1 Persons appointed by the University Council/Syndicate as Professors, Associate Professors, Assistant Professors, otherwise as Teachers of the University; or

3.2.2 Persons appointed by the University Council/Syndicate as Honorary Professors, Associate Professors or Assistant Professors, otherwise as Teachers of the University.

3.3 QUALIFICATIONS OF TEACHERS:

The qualifications of salaried teachers appointed by the University shall be the same as prescribed by the UGC / University from time to time.

3.4 PROCEDURES/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR:

3.4.1 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 under Section 34 (1A) of the Act. The University will issue all-India advertisement for recruitment to such posts in leading national dailies giving at least 21 days time.

3.4.2 The prescribed application forms may be downloaded from the University website and submitted to the University along with application fee prescribed by the University Council from time to time. The application forms will also be available at the Administrative Office of the University.

- 3.4.3 Applicant already in the employment shall be required to route his/her application through proper channel. He/she shall, however, submit an advance copy of his/her application to the University. The application form duly forwarded by his/her employer must reach the University at least ten days prior to the date of interview, failing which he/she shall not be called for the interview.
- 3.4.4 Applicant shall be required to enclose with his/her application form self attested copies of all the relevant documents in support of his/her educational qualifications, date of birth, work experience, research and publications. Such documents shall be required to be produced in original at the time of interview.
- 3.4.5 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) 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 Statues. Amended Statues/Regulations will become operative after their approval by the Vice-Chancellor in anticipation of the approval of the Competent Authority or approval by the University Council.
- 3.4.6 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 approved criteria i.e. ten candidates for first vacancy, five candidates for every additional vacancy in order of their rank in the list prepared by Screening Committee on the basis of points scored by the candidate.
- 3.4.7 The University shall follow the government 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.
- 3.4.8 Past Service/ Previous Service, without any break as Assistant Professor or equivalent, in a University, College, National Laboratory , or other scientific organizations, e.g. CSIR, ICAR, DRDO ,UGC, ICSSR, ICHR etc. and as a UGC Research Scientist, should be counted for placement of an Assistant Professor in Senior Scale provided that:

- 3.4.8.1 the post was in an equivalent grade /scale of pay as post of a Assistant Professor;
- 3.4.8.2 the qualifications for the post were not lower than the qualification prescribed by the UGC for the post of Assistant Professor;
- 3.4.8.3 the candidates who apply for direct recruitment have applied through proper channels;
- 3.4.8.4 the concerned candidate possessed the minimum qualifications prescribed by the UGC for appointment as Assistant Professor;
- 3.4.8.5 the post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/ Central Government/ Institution's Statues/ Regulations;
- 3.4.8.6 the appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided that-
- i) the adhoc service was of more than one year duration; and
 - ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee; and the incumbent was selected to the permanent post in continuation to the adhoc service, without any break.
- 3.4.9 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
- 3.4.10 No recommendations with a condition as to occurrence of future events shall be made by the Selection Committee.
- 3.4.11 **Explanation:**
The recommendations of the Selection Committee shall be submitted to the competent bodies for approval (University Council for Professor and University Syndicate for Associate Professor and Assistant Professor). However, the Chancellor of the University stands authorised to recommend in anticipation of approval of the University Council and Vice-Chancellor stands authorised to approve the recommendations in anticipation of the approval of Syndicate for issuance of appointment letter(s). The action taken in this regard has to be reported to the competent bodies for confirmation.
- 3.4.12 The panel of names as recommended for appointment as teachers in the University by a Select Committee will hold good for a period of one year to be counted from the date the panel of names is recommended by a Selection Committee, as approved by the Syndicate in case of Assistant Professor and Associate Professor, and by the University Council in case

of Professor and shall be valid for the post(s) which was /were advertised and for which candidates were interviewed by the Selection Committee.

- 3.4.13 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 advance increment(s) shall be as per the standing UGC Regulation.
- 3.4.14 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.
- 3.4.15 No TA/DA or local conveyance charges shall be paid by the University to the candidates called for interview.
- 3.4.16 The Selection Committee's recommendations, when approved by the competitive bodies shall remain valid, for the posts advertised, for a period of one year from the date of such approval.
- 3.4.17 The posts of teacher which are not filled within two years from the date of their advertisement shall be re-advertised.
- 3.4.18 Canvassing in any form on behalf of any candidate shall render him/her liable for disqualification.
- 3.4.19 In cases of any dispute, suit or legal proceedings against the University, courts within whose local jurisdiction headquarters of the University is located, shall have the jurisdiction.
- 3.4.20 The form of written contract to be entered into by every teacher and other members of the academic staff with the University is prescribed in Schedule I hereto. The contract shall be executed on non-judicial stamp paper of sufficient value and submitted to the University in original with two copies thereof at the time of joining the duty.

SCHEDULE-I

WRITTEN CONTRACT OF APPOINTMENT

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

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER

SERVICE CONTRACT:

ARTICLES OF AGREEMENT EXECUTED this the _____ day of Two Thousand and _____ between _____ S/O/D/O/W/O _____ aged _____ years, residing at _____ of the first part (hereinafter called “the party of the first part”) and the University of Ladakh of the second part.

WHEREAS the University of Ladakh (hereinafter referred in as “the University” or the party of the second part), 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 present witnesses 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 of the University Conduct Rules prescribed for the time being and as amended from time to time, or the Statutes/ Regulations 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 _____ (Department/Centre) as on the date of appointment.
4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay) and the grade pay of Rs. _____ in the pay Band of Rs. _____. He/she shall also be eligible for the usual allowances admissible under the rules of the University / State Govt.

5. The party of the first part shall, during the period of this agreement, earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable as per the University rules.
7. This agreement may be terminated at any time within the said period of the age of superannuation/ by either party, by giving one 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 one month.
8. The party of the first part shall be eligible to the benefit of the University Pension Scheme as prescribed by the competent authority of the university.
9. In regard to any matter in respect of which no provision has been made in this agreement, Statutes or Regulation or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS 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 University Council, have hereunto set their hands on the _____ day of _____Two Thousand and _____.

SIGNED BY THE PARTY OF
THE FIRST PART
IN THE PRESENCE OF

SIGNED BY THE PARTY OF
SECOND PART
IN THE PRESENCE OF

WITNESSES

WITNESSES

1)_____

1)_____

2)_____

2)_____

3.5 CONDITIONS OF SERVICES FOR TEACHERS:

3.5.1 There shall be the following classes of teachers appointed by the University, namely :-

3.5.1.1 Professors;

3.5.1.2 Associate Professors; and

3.5.1.3 Assistant Professors.

3.5.2 The duties of teachers shall be to teach, to engage in and guide research and to take such part or perform such duties (including extra-curricular duties in the University) as may be required by and in accordance with the Act, Statutes and Regulations of the University for the time being in force, as well as to act under the direction of the authorities of the University and under the immediate orders of the Vice-Chancellor.

3.5.3 The teachers shall be entitled to such salary in such scales of pay as may be specified by the appointing authority. Provided that whenever there is a change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded by a separate order and the terms and conditions embodied in the Statutes shall apply mutatis mutandis to the new post read with the terms and conditions attached to that post.

Provided further that every teacher shall draw increment in his/her scale of pay unless it is withheld or postponed by a resolution of the University Council or the Syndicate on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make a written representation.

3.5.4 the teacher shall be entitled to the following:

3.5.4.1 Leave as prescribed by the Regulations.

3.5.4.2 Pension scheme in vogue in the University at the time of appointment.

3.6 NORMS/REGULATIONS FOR PROMOTION (THROUGH CAREER ADVANCEMENT) OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS:

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

3.7 CODE OF CONDUCT FOR THE UNIVERSITY TEACHERS:

A teacher shall –

- 3.7.1 perform his/her academic duties such as lectures, demonstrations, conduct of examinations, evaluation works, research works, assessment, guidance and counselling conscientiously and with devotion;
- 3.7.2 be impartial in the assessment of students;
- 3.7.3 refrain from exploiting official facilities and staff for personal ends and misuse of privileges;
- 3.7.4 refrain from inciting students against other students, colleagues or administration on grounds of caste, creed, religion, race, sex, region or language;
- 3.7.5 refrain from raising questions of caste, creed, religion, race, sex, region or language in his relationship with his colleagues and using the above considerations for improvement of his prospects;
- 3.7.6 carry out decision of the appropriate administrative authorities/bodies and academic bodies of the University pertaining to his normal duties. (This will not inhibit his right to express his difference with their policies or decisions; provided that the expression of opinion is made at a proper time, place and in a dignified manner);
- 3.7.7 not divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof; and
- 3.7.8 The teacher shall devote his/her whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement which includes private tuition or office except those relating to the examinations of Universities and Public Service Commission and literary earnings, or engage in any trade or business which is likely to interfere with the due performance of his/her duties or to impair his/her usefulness as an employee of the University.

Except as otherwise provided for by an order of the appointing authority, no teacher shall be eligible for confirmation until he has been on probation for such period not exceeding two years as the appointing authority may fix. During the period of probation, the appointment of a teacher shall be terminable on one month's notice by either side.

3.8 PROBATION AND CONFIRMATION OF TEACHERS:

- 3.8.1 Teachers shall be initially appointed on probation for a period of 24 months in case of Assistant Professor and 12 months for Associate Professor and Professor, but in no case probation period shall exceed 48 months for Assistant Professor and 24 months for Associate Professor and Professor. The probation period shall be assessed by a committee constituted for the purpose.
- 3.8.2 On the request of a candidate under university rules, the Registrar shall place before the University Council or Syndicate the case of teacher on probation for consideration.
- 3.8.3 The University Council / Syndicate may either confirm the teacher or decide not to confirm him/her or extend the probation for a further period not exceeding 12 months. In case the University Council /Syndicate decides not to confirm the teacher before the end of the extended period, he/she shall be informed in writing to that effect, before expiration of that period.
- 3.8.4 The University shall issue an order of confirmation to the teacher after the approval of confirmation from University Council/Syndicate.
- 3.8.5 The recognised teachers and teachers promoted under Statute 3.6 (CAS) shall be deemed to be confirmed with effect from the date he/she joins the position.

3.9 RE-EMPLOYMENT EXTENSION OF UNIVERSITY TEACHERS:

Subject to other conditions provided in these Statues/Regulations, a teacher shall continue in the service of the University until he/she attains the age of superannuation as prescribed by the University.

Provided that, on the recommendation of the Vice-Chancellor, the University Council/Syndicate, the authorities may re-employ a University teacher beyond the age of superannuation on contract basis for a period not exceeding three years extendable further by a period of two years if the exigencies of teaching and research need his/her continuance in the concerned department.

Provided further that the re-employed teacher will not hold the position of Head of Department/ Dean of Faculty/Director of Centre or any other administrative position. The University may relax the application of this provision in very exceptional circumstances such as total non-availability of competent and qualified hands.

Provided also that the re-employed teacher shall receive the same emoluments which he/ she was drawing at the time of his/her retirement minus the amount of pension (Pension + P.E.G.) fixed and drawn by the re-employed teachers.

Notwithstanding anything contained above, the teachers who superannuate while the session is in progress may be allowed by the Vice-Chancellor, at his discretion, to

continue in service beyond the age of superannuation, on re-employment basis, up to the end of the academic session provided the total period of re-employment in this case does not exceed five months.

Note: The date of birth as mentioned in High School Certificate shall be the basis for determining the age under this Statute.

3.10 TERMINATION/SUSPENSION OF TEACHERS:

- 3.10.1 Notwithstanding any provision contained in the leave Regulation, a teacher shall not be entitled to leave of any kind during the period of notice of termination of service.
- 3.10.2 The University may, in the case of abolition of a Department or abolition of a post, due to reduction in cadre or any other reason to be decided by the University Council/Syndicate, terminate the services of a teacher after having been confirmed by giving a one calendar months' notice in writing.
- 3.10.3
- a) The University Council/Syndicate shall be entitled summarily to determine the disengagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.
 - b) The Vice-Chancellor may, when he deems it necessary, suspend a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty. When he suspends the teacher, he shall report it to the University Council/Syndicate at its next meeting.
 - c) The University Council/Syndicate shall investigate all matters reported to it by the Vice-Chancellor about the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher whether he has been suspended or not. The University Council/Syndicate may appoint a Committee for the purpose. The teacher shall be notified, in writing, of the charges against him and shall be given not less than three weeks' time to submit his explanation in writing.
 - d) The University Council/Syndicate or the Committee thereof may hear the teacher and take such evidence as it may consider necessary. The University Council/Syndicate may consider the appointment of the teacher where it deems that the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher deserves to be dealt with in that manner, after it has considered the explanation and evidence, if any, and/or the report of the Committee if one has been appointed.
- 3.10.4 The final verdict shall not be passed by the University Council/Syndicate under Statute 3.10.3 except by a resolution stating the reasons for the termination. Before a resolution under this Statute is passed, the University Council/ Syndicate shall give notice to the teacher of the proposal to

determine the engagement and not less than three weeks time to make such representation as the teacher may like to make. Every resolution terminating the service under this Statute shall be passed only after consideration of the representation, if any, of the teacher. The teacher whose services are terminated under this Statute shall be given not less than one month's notice from the date on which he is notified of the resolution for the termination of service or not less than one month's salary in lieu of such notice.

3.10.5 It shall be lawful for the University Council/Syndicate, if satisfied on the report of a Medical Board of atleast two doctors of the status of Civil Surgeons appointed by it for the purpose that the teacher is medically unfit and is likely for a considerable period to continue unfit, by reasons of illness or disease, for the discharge of his/her duties in the University to determine the service and thereupon his/her services shall be terminated and in that event, the University shall pay to him/her a sum equivalent to one month salary in addition to any sum due to him/her by way of arrears of salary and Provident Fund.

3.10.6 On the termination of his appointment for whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be in his/her possession.

3.11 ADHERENCE TO RULES BY TEACHERS:

In all matters not mentioned herein, the teachers shall abide by the Statues and Regulations made from time to time by the University or any special conditions specified in the order of appointment including those determining his/her grade, increments, leave, conditions of service, superannuation and Provident Fund/General Provident Fund.

Provided that no change in the Statues and Regulations in this regard shall be made to adversely affect the teachers.

3.12 WORK-LOAD OF TEACHERS:

No whole-time teacher appointed by the University shall be required to do teaching work, whether lecturing or tutorial or laboratory work, for more than the work load prescribed by the UGC. Provided that the foregoing provisions may, in exceptional cases for the reasons to be recorded in writing, be modified by the Vice-Chancellor to the extent he deems fit in each case.

3.13 HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS:

The Vice-Chancellor shall nominate a teacher of a Department to act as Head of the Department for such period as he may determine. The Head of a Department shall be responsible for proper functioning of the Department and maintenance of discipline. He/she shall also assign duties to the teachers and co-ordinate studies and research in the Department. He shall also perform such other duties as may be assigned to him by the Vice-Chancellor and exercise such other power as may be authorized to him by the latter.

3.14 GUEST/PART-TIME TEACHERS:

- 3.14.1 The University may appoint a guest/part-time teacher to teach a particular subject or a part thereof whenever considered necessary.
- 3.14.2 The proportion of guest/part-time teachers ordinarily shall not exceed, at a time, one fourth of the strength of the whole-time teaching staff.
- 3.14.3 Unless otherwise authorized by the Syndicate, guest/ part-time teacher shall be appointed for an academic session only.
- 3.14.4 A guest/part-time teacher shall be required to work only as per university norms.
- 3.14.5 The monthly salary of a guest/part-time teacher shall be as prescribed by the university from time to time.
- 3.14.6 A guest/part time teacher shall be subject to such other conditions of service as may be prescribed by the University.

3.15 RECOGNISED TEACHERS:

- 3.15.1 The teachers working in the Higher Education Department shall be recognised in a phased manner as teachers of the University Schools and Constituent Colleges as per the actual requirement of the University.
- 3.15.2 The recognized teachers of the University shall be members of the staff who have been recognized by the selection committee constituted for recognizing teachers for the University amongst the teachers of the Higher Education Department under sub section 1(B) of the Section 34 of the Act.
- 3.15.3 The qualifications of recognized Teachers of the University shall be prescribed by the University Council.
- 3.15.4 All applications for the recognition of teachers for the University Schools and Constituent colleges shall be forwarded by the Principals of the respective colleges, giving detailed academic qualifications, teaching and research experience, specialization and other particulars in respect of each teacher recommended.
- 3.15.5 Short-listing of teachers for recognition shall be as per the procedures adopted by the University from time to time.
- 3.15.6 The promotion rules of the University's recognised teachers shall be similar to the rules as applicable to the appointed teachers.
- 3.15.7 The transition of recognised teachers from Higher Education Department to University shall be governed by the Civil Service Rules of the government, unless specified by the Statutes.
- 3.15.8 No person shall be recognized by the University as a Principal / Teacher of the University except on the recommendation of the Selection Committee constituted for the purpose.

3.15.9 The meeting of the Selection Committee shall be convened by the Vice-Chancellor as and when necessary.

3.15.10 The Syndicate may, on a reference from the Vice-Chancellor, withdraw recognition from a Principal / Teacher.

Provided that the teacher or the college concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the University Council whose decision shall be final.

3.16 PROFESSOR EMERITUS:

The University Council may, on the recommendation of the Syndicate, confer the title of “Professor Emeritus” on any distinguished teacher of the University at, or after his/her relinquishment of the post, in recognition of his/her scholarship and outstanding service to the University.

Provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period not less than twenty years. A “Professor Emeritus” shall for all purposes of courtesy and ceremonial occasions be of such status as may be determined by the University Council, but he/she shall not as such be entitled to membership of any University authority or body.

3.17 VISITING PROFESSORS/ASSISTANT PROFESSORS:

3.17.1 Distinguished persons, having special competence in one or other of the fields of study covered by the University, may with the approval of the University Council/Syndicate, be invited by the Vice-Chancellor to function as Visiting Professors or Assistant Professors, as the case may be, in the University. These Visiting Professors or Assistant Professors can be drawn both from within India and abroad.

3.17.2 Such Visiting Professors or Assistant Professors will, according to arrangements entered into each individual case, deliver a course of lectures or take seminars or participate in such other manner in academics as may be deemed appropriate in teaching and research work of the University. In no case, however, shall a Visiting Professor or Assistant Professor give less than three lectures or take less than three seminars a year.

3.17.3 Persons invited as Visiting Professors or Visiting Assistant Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided by the University Council/ Syndicate.

3.17.4 Adoption of a “Uniform Policy” for grant of honorarium for delivering Guest Faculty Lecturers shall be as per the UGC norms issued from time to time: Subject to the above, the University Council/Syndicate shall prescribe such other terms and conditions as may be required in the case of any Visiting Professor or Visiting Assistant Professor, including the duration of the appointment.

3.18 HONORARY PROFESSORS:

3.18.1 Any person who is a distinguished scholar and has been or was a University Professor or Director or Head of a Section in a National/State Laboratory or a person who has attained National/

International recognition for his contribution in the field of academics/research and whose association with the University would help furtherance of the academic life and activities of the University may be considered for appointment as Honorary Professor in the University for such period as may be determined by the University Council.

- 3.18.2 The Head of the Department concerned, in consultation with his colleagues in the Department and the Dean of the Faculty concerned, may propose to the Vice-Chancellor the appointment of a person as Honorary Professor, and the Vice-Chancellor may, after satisfying himself, recommend the appointment to the University Council through the Academic Council and the Syndicate. The University Council shall be the authority competent to make appointment of an Honorary Professor.
- 3.18.3 An Honorary Professor will be expected to associate himself with academic activities of the Department to which he is attached.
- 3.18.4 The Honorary Professorship will carry with it no financial commitment for the University except to the extent of meeting travelling expenses and hospitality as may be determined by the Vice-Chancellor.

3.19 ADJUNCT FACULTY:

- 3.19.1 To encourage inter-disciplinary collaboration in research and teaching, the University Council may appoint Adjunct Faculty Members, who preferably are relatively young or are mid-career professionals and specialists, from other Universities/reputed Research Institutions/Organizations from India or Abroad.
- 3.19.2 Such faculty possessing post-graduate or doctoral qualifications and having academic and research credentials will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from Public Sector Undertakings and Business Corporations.
- 3.19.3 The Adjunct Faculty Member shall be appointed on a tenure appointment for maximum period of one academic year.
- 3.19.4 They shall be offered a token honorarium as decided by University/UGC from time to time.
- 3.19.5 The University will provide them suitable office-space to facilitate their working and interaction with students and peers.
- 3.19.6 There will not be more than five such Adjunct Faculty Members at any given time in the University.
- 3.19.7 **Appointment:**
The Vice-Chancellor may, based on the recommendation of a committee constituted as per UGC rules, make his/her recommendation to the University Council for appointment as Adjunct Faculty Member.

3.20 LEAVE REGULATIONS:

3.20.1 **Leave admissible to permanent teachers:**

The following kinds of leave shall be admissible to permanent teachers:

3.20.1.1 Leave treated as duty viz.; Casual Leave, Special Casual Leave and Duty Leave

3.20.1.2 Leave earned by duty viz.; Earned Leave, Half Pay Leave and Commuted Leave

3.20.1.3 Leave not earned by duty viz.; Extraordinary Leave and Leave Not Due

3.20.1.4 Leave not debited to leave account:

- a) Leave for academic pursuits, viz.; Study Leave and Sabbatical Leave/Academic Leave.
- b) Leave on grounds of health, viz.; Maternity Leave and Sick Leave.

3.20.2 **Quarantine Leave:**

The University Council/Syndicate may, in exceptional cases, grant for reasons to be recorded, other kinds of leave subject to such terms and conditions as it may deem fit to impose.

3.20.3 **Casual Leave:**

3.20.3.1 Total Casual Leave granted to a teacher shall not exceed fifteen (15) days in an academic year.

3.20.3.2 Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.

3.20.3.3 Casual Leave account of a teacher other than the Head of the Department shall be maintained by the respective Heads of Department concerned.

3.20.3.4 Casual Leave of the Head of the Department including permission to leave headquarter, shall be granted by the Dean of the concerned faculty.

3.20.3.5 Any Casual Leave not availed of during the year shall lapse at the close of calendar year.

3.20.4 **Special Casual Leave:**

Special casual leave not exceeding (10) ten days in an academic year may be granted to a teacher for the following purposes:

3.20.4.1 To conduct examination of a University, Public Service Commission, Board of School Education or other similar bodies/institutions; and

3.20.4.2 To inspect academic institutions attached to a statutory Board etc. such as:

NOTE:

1. In computing the ten (10) days leave admissible the days of actual journey, if any, to and from the place(s) where such conference activity takes place, will be excluded.
2. In addition special casual leave to the extent mentioned below may also be granted:
 - a) to undergo sterilization operation (vasectomy or salpingectomy) under the Family welfare Programme. Leave in this case will be restricted to 6 working days; and
 - b) to a female teacher who undergoes non-peripheral sterilization;(Leave in this case will be restricted to fourteen days).
3. special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. But it may be granted in combination with holiday or vacation.

3.20.4.3 To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities.

3.20.5 Earned Leave:

3.20.5.1 Earned leave admissible to a teacher shall be:-

- a) $\frac{1}{30}^{\text{th}}$ of actual service including vacation-period; and
- b) $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.

NOTE:

For purposes of computation of actual service, all periods of leave except Casual, Special Casual and Duty Leave shall be excluded.

3.20.5.2 Earned Leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum Earned Leave that may be sanctioned at a time shall not exceed 60 days. Earned Leave exceeding 60 days, may, however, be sanctioned in the case of higher study, or training, or on grounds of sickness supported by a medical certificate, or when the entire leave, or a portion thereof is spent outside India.

Note 1: When a teacher combines vacation with Earned Leave the total period shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

Note 3: Encashment of Earned Leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/ State Government.

3.20.6 Earned leave for Temporary Teachers:

3.20.6.1 Temporary teachers shall be entitled to Earned Leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:

- a) 1/60th of the period of actual service plus;
- b) 1/3rd of the period, if any, during which he is required to perform duty during vacation; Provided that when leave is also earned in a year under above clause, the period of vacation during which duty is performed shall be excluded from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 30 days.

3.20.7 **Half Pay Leave:**

Half Pay Leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate from a registered medical practitioner or for private affairs or for academic purposes.

Note: A completed year of service means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

3.20.8 **Commutated Leave:**

Commutated Leave not exceeding half the amount of Half Pay Leave due, may be granted on the basis of medical certificate from a recognized medical practitioner to a permanent teacher subject to the following conditions:

- a) Commuted Leave during the entire service shall be limited to a maximum of 240 days; and
- b) When Commuted Leave is granted twice the amount of such leave shall be debited against the half pay leave due.

The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under the rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.20.9 **Extraordinary Leave:**

3.20.9.1 A Permanent teacher may be granted Extraordinary Leave if:-

- a) no other leave by rule is admissible; and
- b) no other leave is admissible but the teacher concerned applies in writing for the grant of extraordinary leave.

3.20.9.2 Extraordinary Leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:-

- a) leave taken on the basis of medical certificate:

- b) cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
- c) leave taken for pursuing higher studies; and
- d) leave granted to accept an invitation to a teaching post of fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

3.20.9.3 Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual Leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

3.20.9.4 The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In the case of a teacher not in permanent employment the duration of Extraordinary Leave on any occasion shall not exceed the following limits:

- a. three months at a time;
- b. six months in case where the teacher has completed three (3) years continuous service and the leave application is supported by medical certificate,
- c. eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy.

The total amount of Extraordinary Leave granted to a teacher during his entire service shall not exceed five (5) years.

The authority empowered to leave may convert retrospectively the period of absence without leave into Extraordinary Leave.

3.20.10 **Leave Not Due:**

3.20.10.1 Leave Not Due may, at the discretion of the Vice-Chancellor be granted to permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.

3.20.10.2 Leave Not Due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

3.20.10.3 A teacher to whom Leave Not Due is granted shall not be permitted to tender his resignation from services so long as the debit balance in his leave account is not wiped off by active service, or he/she refunds the amount paid to him as pay and

allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived off by the University Council.

Provided further that the University Council may, in other exceptional cases, waive off, for reason to be recorded, the refund of leave salary for the period of leave still to be availed off.

3.20.11 **Study Leave:**

3.20.11.1 Study Leave may be granted after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to pursue a special study of the various aspects of University organisation and methods of education.

The paid period of Study Leave shall be three years, but two years may be given in the first instance, extendable by one more year if there is adequate progress as reported by the research guide. Care would be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any Department. Provided that the University Council/Syndicate may, in the special circumstances of a case, waive off the condition of three years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a Research Assistant may be reckoned provided that:-

- a) the person is a teacher on the date of the appointment; and
- b) there is no break in his service.

3.20.11.2 Study Leave shall be granted by the University Council/Syndicate on the recommendation of the concerned Head of Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the University Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University.

3.20.11.3 Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

3.20.11.4 Study Leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years

3.20.11.5 No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the University Council/Syndicate that grants him the leave. When

the course of study falls short of Study Leave obtained, the teacher shall not resume duty on the conclusion of the course of study unless the previous approval of the University Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

- 3.20.11.6 Subject to the provisions of sub-clause 3.20.10.7 and 3.20.10.8 below, Study Leave may be granted on full pay up to two years at the discretion of the University.
- 3.20.11.7 The amount of scholarship, fellowship or other financial assistance that a teacher availing himself of Study Leave has been awarded will not preclude his/her being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the Study Leave may be granted. The foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- 3.20.11.8 Subject to the maximum period of absence from duty on leave not exceeding three years, Study Leave may be combined with Earned Leave; Half Pay Leave, Extraordinary Leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the direction of the teacher. A teacher, who is selected to higher position during Study Leave, will be placed in that position and get the higher scale only after joining the post.
- 3.20.11.9 A teacher granted Study Leave shall, on his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on Study Leave. No teacher shall however, be eligible to receive arrears of increments.
- 3.20.11.10 Study Leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his Study Leave and has regularly paid his subscription to the contributory provident fund during the period of leave.
- 3.20.11.11 Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.
- 3.20.11.12 A teacher availing of Study Leave shall undertake that he shall serve the University for a continuous period of at least double the period of Study Leave granted, to be calculated from the date of his return from study leave.

- 3.20.11.13 After the leave has been sanctioned, the teacher shall, before availing himself of the leave, execute a bond in favour of the University binding himself to the due fulfilment of the conditions laid down in sub-clause 3.20.11.11 and 3.20.11.12 and gives security of immovable property to the satisfaction of the University or Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause 3.20.11.12 above
- 3.20.11.14 The teacher shall submit to the Registrar six monthly report of progress in his studies from his Supervisor or the concerned Board of the Institution. This report shall reach the Registrar within one month of the expiry of every six monthly period of the Study Leave. If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report.

3.20.12 **Duty Leave:**

- 3.20.12.1 Duty Leave in an academic year may be granted for:-
- a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - b) delivering lectures in Institutions and Universities at their invitation of such institutions or Universities received by the University and accepted by the Vice-Chancellor;
 - c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
 - d) participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
 - e) performing any other duty for the University.
- 3.20.12.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- 3.20.12.3 The leave will ordinarily be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses. He/she may be sanctioned duty leave on reduced pay and allowances also.
- 3.20.12.4 Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.
- 2.20.12.5 Ten (10) days' Duty Leave without honorarium shall be granted to the Lecturers engaged on contract basis in various teaching departments of the University.

3.20.13 **Sabbatical Leave/Academic Leave:**

3.20.13.1 A permanent, whole-time teacher of the University, who has completed seven (7) years of service as Lecturer Selection Grade/Reader or Professor, may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the purpose of increasing their proficiency and usefulness to the University and the higher education system.

3.20.13.2 The duration of leave shall not exceed one year at a time subject to a maximum of two years in the entire career of a teacher.

Provided that Sabbatical Leave shall not be granted until after the expiry of five (5) years from the date of the teacher's return from previous Sabbatical Leave or any other kind of training programme.

3.20.13.3 A teacher who has availed himself/ herself of Study Leave would not be entitled to Sabbatical Leave.

3.20.13.4 Sabbatical Leave may be availed of only twice - of one year each - only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical Leave.

3.20.13.5 A teacher on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advance studies; provided that in such cases the University Council/ Syndicate may sanction the leave on reduced pay and allowances.

3.20.13.6 During the period of Sabbatical Leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall also count as service for the purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note:

- a) The programme to be followed during the Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.
- b) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

3.20.14 **Maternity Leave:**

Adoption of Rule 41 of J&K CSR regarding grant of maternity leave in respect of University Teachers :-

3.20.14.1 A female government servant with less than two surviving children may be granted Maternity Leave by the authority competent to grant leave for a period which may extend up to 180 days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.20.14.2 Maternity Leave not exceeding six (6) weeks may also be granted to female government servant (irrespective of number of surviving children) in case of miscarriage or abortion on production of medical certificate as laid down in State Rule 19.

3.20.14.3 Leave in further continuation or leave granted may also be granted in case of illness of newly-born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

3.20.14.4 Maternity Leave shall not be debited against leave account.

3.20.15 Paternity Leave:

Paternity Leave of 15 days may be granted to a male teacher during the confinement of his wife, provided the limit is upto two children.

3.20.16 Adoption Leave:

Adoption Leave may be provided to university teachers as per the UGC rules.

3.20.17 Child Care Leave:

3. 20.17.1 A woman employee may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of her two eldest children's whether for rearing or for looking after any of their needs, such as education, sickness and the like.

3. 20.17.2 For the purpose of sub rule 3.20.17.1 above, child means:

- a) a child below the age of 18 years; or
- b) a child below the age of 22 years with a minimum disability of 40 percent.

3. 20.17.3 During the period of Child Care Leave, a woman employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.
3. 20.17.4 Child Care Leave may be combined with leave of any other kind.
3. 20.17.5 Notwithstanding the requirement of production of medical certificate, leave of any kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, (if applied for), be granted in continuation with Child Care Leave granted under sub-rule 3.20.16.1.
3. 20.17.6 Child Care Leave shall not be debited against the leave account.
3. 20.17.7 Grant of Child Care Leave under these rules shall be subject to the following conditions:
- a) Child Care Leave cannot be claimed as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior approval of the leave sanctioning authority;
 - b) It shall not be granted for more than three spells in a calendar year;
 - c) It shall not ordinarily be granted during the probation period. However, in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of Child Care Leave to a probationer, the leave may be sanctioned provided that the period for which such leave is sanctioned is minimal; and
 - d) The leave is to be treated as Earned Leave and sanctioned as such.
- 3.20.17.8 Sundays and holidays can be prefixed or suffixed to Child Care Leave. Consequently, Gazetted holidays or any other holiday(s) notified by the government /University followed during the period of leave would also count for Child Care Leave as in case of Earned Leave.

3.21 APPOINTMENT OF ADMINISTRATIVE OFFICERS:

3.21.1 **Registrar/Controller of Examinations/Dean, College Development**

- 3.21.1.1 The post shall be filled up through open advertisement and selection shall be made for a tenure of five (5) years which may be renewed for similar terms.

3.21.1.2 The minimum educational qualification shall be as per UGC standing norms.

3.21.2 **Joint/Deputy Registrar/Assistant Registrars/Assistant Controller and Equivalent Posts**

The posts shall be filled only as per standing UGC norms.

3.21.3 **Public Relations Officer (PRO)**

3.21.3.1 The post shall be filled through open advertisement, following proper selection procedure.

3.21.3.1.1 Eligibility for the post:

Masters Degree in any discipline with atleast 55% marks with adequate experience relevant to the assignment.

3.22 **RECRUITMENT OF NON-TEACHING /ADMINISTRATIVE SECRETARIAL STAFF:**

Details of positions created by the Government for the University of Ladakh as in August, 2019 are as under:

- Registrar
- Assistant Registrar
- Accounts Officer
- Assistant Director(P&S)
- Estates Officer
- Private Secretary
- Section Officer
- Personal Assistant
- Statistical Officer (P&S)
- Head Assistant
- Statistical Assistant
- Junior Librarian
- Hostel Warden
- Accountant
- Accounts Assistant
- Senior Assistant
- Junior Assistant
- Library Assistant
- Laboratory Assistant
- Laboratory Barer
- Library Bearer
- Orderlies
- Chowkidar

The posts shall be filled up through open advertisement and selection by duly constituted committees.
The pay scales borne by these posts shall be as notified from time to time.

3.22.1 **Qualifications/Eligibility Norms for Non-Teaching Staff/
Administrative Secretarial Staff:**

Positions:	Qualification & Experience:
Section Officer	<ol style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. At least three (3) years' experience as Assistant in the grade pay of Rs. 4200 or eight years' experience as Senior Assistant or equivalent post in the Grade Pay of Rs. 2400/- of any Central/ State/Govt./ University/ Public Sector undertaking.
Head Assistant	<ol style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. At least three years (3) experience as Senior Assistant or equivalent in the grade of Rs. 5200-20200+G.P. 2400 Central/ State Govt./ University/ Public Sector Undertaking and other Central or State Autonomous bodies. 3. Working Knowledge of Computer Application noting and drafting.
Personal Assistant	<ol style="list-style-type: none"> 1. Graduate with any stream from a recognized University. 2. Proficiency in Stenography in English with minimum speed of 80 w.p.m. 3. Proficiency in Typing in English with minimum speed of 35 w.p.m. 4. Knowledge of Computer Application. 5. One year's Experience as Stenographer in State/ Central/ Govt. University Autonomous organization.
Hostel Warden	<p>Graduate with any stream from a recognized University. Preferably of 3 years working</p>

experience in public relations / Diploma in Hotel Management from a recognized University.

Senior Assistant	<ol style="list-style-type: none">1. Graduate with any stream from a recognized University.2. At least three (3) years experience as Junior Assistant or equivalent in the grade of Rs. 5200-20200+G.P. 1900 of any Central/ State Govt./ University/ Public Sector Undertaking and other Central or State Autonomous bodies.3. Working knowledge of Computer Applications.
Laboratory Assistant/ Library Assistant	<ol style="list-style-type: none">1. Bachelor's Degree in Science with at least 50% marks from a recognized University/Institution.
Junior Assistant	<ol style="list-style-type: none">1. Bachelor's Degree from any recognized University/Institution.2. On the basis of written test/type test with type speed of 35 w.p.m. and interview, proficiency in computer usage will be an additional qualification.3. 33% of the vacancies of the Junior Assistants-cum-Typists shall be reserved for Matriculate Class-IV employees who hold substantive appointment and have put in at least five(5) years' service in the Govt. College/ University. Such employees shall be required to qualify type test at a minimum speed of 25 w.p.m. before being considered for promotion as Junior Assistant-cum-typist.
Orderly/ Chowkidar	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.
Library Attendant	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.
Laboratory Attendant	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.
Library Assistant/ Laboratory Bearer	Passed 10 th class examination or its equivalent examination from a recognized Board of School Education.

Note: The upper age limit for recruitment prescribed by the State Government shall be applicable in all these posts.

3.23 Minimum Qualifications for Direct Recruitment to the Posts of Librarian, Deputy Librarian and University Assistant Librarian;

The posts shall be filled up through open advertisement and the minimum educational qualification shall be as per U.G.C. standing norms.

3.24 Minimum Qualifications for the Posts of Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Assistant Directors of Physical Education and Sports

The posts shall be filled up through open advertisement and the minimum educational qualification shall be as per U.G.C. standing norms.

CHAPTER – 4

CONSTITUENT COLLEGES

4.1 STATUTES GOVERNING THE CONSTITUENT COLLEGES

Definitions:

- ‘Act’ means the University of Ladakh Act, 2018;
‘Alumni / Alumnus’ means the former student(s) of the college;
‘College’ means the Constituent Colleges of the Cluster University (University of Ladakh);
‘Controller’ means the Controller of Examinations of the University of Ladakh;
‘Convener’ means Convener of the Statutory Committee;
‘Council’ means the University Council of the University of Ladakh;
‘Dean’ means the Dean of the Faculty of Sciences/Social Science/Arts/Commerce/Education/Engineering & Technology;
‘Governing Body’ means Governing Body of the concerned Constituent College; ‘Principal’ means the Principal of the concerned Constituent College;
‘Registrar’ means the Registrar of University of Ladakh;
‘Secretary’ means the Secretary of Staff Council;
‘Syndicate’ means the Syndicate of the University of Ladakh;
‘Teacher’ means the Assistant Professor/Associate Professor/Professor of the Constituent College and faculties of the University;
‘University or Cluster University’ means the University of Ladakh; and
‘Vice-Chancellor’ means the Vice-Chancellor of the University of Ladakh.

4.2 CONSTITUENT COLLEGES:

As per the provisions of the Act, under section 2 (f), the following are the Constituent Colleges of the University:-

1. Government Degree College, Drass
2. Government Degree College, Kargil.
3. Government Degree College, Khaltsi
4. Eliezer Joldan Memorial College, Leh
5. Government Degree College, Nubra
6. Government Degree College, Zaskar

and such other colleges/institutes as may be declared by the competent authority to be Constituent of the University of Ladakh.

4.3 GOVERNING BODY OF COLLEGE:

Each college shall be administered through a Governing Body to be constituted by the University as per defined composition.

4.3.1 COMPOSITION OF GOVERNING BODY:

The Governing Body shall comprise the following members:-

1. Vice-Chancellor – Chairman (*ex-officio*);
2. Registrar (*ex-officio*);

3. Dean College Development (*ex-officio*);
4. Principal – Member Secretary (*ex-officio*);
5. Members:
 - a) Two (2) Deans to be nominated by the Vice Chancellor.
 - b) Staff Secretary of Staff Council of the College - (*ex-officio*).
 - c) An eminent Alumnus.
 - d) One (1) Principal of feeding 10+2 School.
 - e) An academician and/or researcher of repute.
 - f) A former renowned administrator having rich experience of educational administration.

Note: Members listed above as c), d), e) & f) shall be nominated by the University Syndicate.

6. Two (2) teachers from the college one each of Assistant Professors and Associate Professors of the college, to be nominated by the Vice-Chancellor; and
7. Two (2) teachers from constituent colleges of other Cluster Universities of J&K to be nominated by the Vice-Chancellor.

4.3.2 A quorum of 7 members, besides Vice-Chancellor and Principal, shall be required to be present in a meeting of the Governing Body to take any decision.

4.3.3 Term of the Governing Body:

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

4.3.4 Functions of the Governing Body:

The Governing Body shall have the following functions:-

1. to finalize the institutional action plans for academics and research, academic calendar and outreach programmes; to plan academic ambience enrichment through organization of seminars, symposia and debates; to plan for co-curricular activities; to plan infrastructural development; and to plan introduction of new courses and assess the viability of the existing ones; and to explore the need for forging MOUs with industry and institutions of higher learning for academic exchange programmes;
2. to review previous action plan and targets achieved thereof;

3. to prescribe rules for admission of students to UG/PG/Integrated courses run by the College;
4. to recommend the amount of admission fee and hostel fee to be paid by students;
5. to organize teaching and research in the College and to evaluate the teaching requirements for creation or up-gradation of courses;
6. to recommend measures for innovation in teaching and learning process through the use of multimedia teaching and advanced pedagogies;
7. to prioritize the areas of research by the scholars under the supervision of teachers;
8. to determine the eligibility of students for allotment of hostel accommodation and to fix the number of boarders in the hostel depending upon the facility available;
9. to formulate an estimate of income and expenditure of the College for submission to the University Syndicate and Council and to incur expenditure within the limits approved in the budget;
10. to appoint the Principal and teaching staff on recommendation of selection committees appointed for the purpose;
11. to determine duties and responsibilities of the Principal and administrative staff of the College;
12. to assess the accreditation status of the College and recommend measures for accreditation / re-accreditation of the College by different national agencies; and
13. to finalize plans for alumni-meet and parents-teacher meet, college convocation, annual day function, etc.

4.3.5 Meeting Schedule of the Governing Body:

The Governing Body shall meet twice a year, with the first meeting to be held in the month of May and the second in the month of December. Besides, the Vice-Chancellor may call for a special meeting of the Governing Body if and when a need arises.

4.3.6 **Advisory Committee:**

The Governing Body may appoint an Advisory Committee to advise on some special matters of academic interest to society in general and stake holders in particular.

4.4 **APPOINTMENT OF THE PRINCIPAL/TEACHING STAFF:**

4.4.1 The selection committee for the appointment of Principal/Teachers (Assistant Professor, Associate Professor & Professor), Librarian and Physical Training Instructor shall be as per UGC Guidelines, 2010 as amended from time to time by UGC/University.

4.4.2 Teaching staff shall be appointed by the Governing Body on the recommendation of a Selection Committee comprising the following:

1. The Vice-Chancellor, as Chairperson of the Governing Body, shall be the Chairperson of the Selection Committee;
2. Three experts in the concerned subject and academic administration nominated by the Vice-Chancellor out of a panel of names approved by the Chancellor of the University;
3. Dean of concerned Faculty where applicable;
4. Principal of the concerned College;
5. Head of the Department/a senior faculty member not below the rank of Professor of the concerned subject from the Constituent College/University; and
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any candidate from these categories is an applicant and if any of the above members of the selection committee does not belong to any of these categories.

4.4.3 The term of the appointment of the College Principal shall be five (5) years with eligibility for reappointment for one more term only after a similar selection committee process.

4.4.4 The appointment of Principal shall be as per UGC Guidelines, 2010, as amended from time to time by UGC/University.

4.4.5 A quorum of at least five (5) members that includes Chairperson and at least two (2) experts shall be required in a meeting for selection of teachers.

4.5 APPOINTMENT OF LIBRARIAN:

The Governing Body shall appoint the University Librarian on the recommendation of the Selection Committee constituted for the purpose after proper advertisement whenever the post falls vacant.

4.5.1 **The Selection Committee for the post of Librarian shall comprise:**

- 4.5.1.1 the Vice-Chancellor (Chairperson of the Governing Body) shall be the Chairperson of the Selection Committee;
 - 4.5.1.2 three experts in the concerned subject nominated by the Vice-Chancellor out of a panel of names approved by the Chancellor of the University;
 - 4.5.1.3 Dean of concerned faculty, wherever applicable;
 - 4.5.1.4 Principal of the concerned college;
 - 4.5.1.5 Head of the Department /Senior faculty member not below the rank of Professor of the concerned subject from the Constituent College / University; and
 - 4.5.1.6 an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of these candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to a category.
- 4.5.2 A quorum of five (5) members including the Chairperson and at least two (2) experts shall be required to be present in the committee to form quorum for the selection of the Librarian.
- 4.5.3 The appointment of Librarian shall be as per UGC Guidelines, 2010, as amended from time to time by UGC/University.

4.6 APPOINTMENT OF PHYSICAL TRAINING DIRECTOR / INSTRUCTOR:

The Governing Body shall appoint the Physical Training Director/Instructor on the recommendation of a Selection Committee after proper advertisement whenever this post falls vacant.

4.6.1 **The selection committee for the post of Physical Training Director /Instructor shall comprise:**

- 4.6.1.1 the Vice-Chancellor (Chairperson of the Governing Body) shall be the Chairperson of the Selection Committee;
- 4.6.1.2 three experts in the concerned subject nominated by the Vice-Chancellor out of a panel of names approved by the Chancellor of the University;
- 4.6.1.3 Dean of concerned faculty, wherever applicable;

- 4.6.1.4 Principal of the concerned College;
 - 4.6.1.5 Head of the Department/Senior faculty member not below the rank of Professor of the concerned subject from the Constituent College / University; and
 - 4.6.1.6 An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of these candidates representing these categories is the applicant and if any of the above members of the Selection Committee does not belong to one of these categories.
- 4.6.2 A quorum of five (5) members including the Chairperson and atleast two (2) experts shall be there in a meeting of the Selection Committee.
- 4.6.3 The appointment of Physical Training Director/ Instructor shall be as per UGC guidelines, 2010, as amended from time to time by UGC/University.

4.7 STAFF COUNCIL:

4.7.1 Composition of Staff Council:

Each Constituent College of the University shall have a Staff Council to assist the Governing Body in administering the affairs of the College. The Staff Council shall comprise Teachers, Librarian and Physical training Instructor of the College. The Staff Council shall have Principal as *ex-officio* Chairman and a secretary to be elected by the council.

The staff council shall have a term of one year in office and may be re-elected for the second term of one year, but shall not hold office for more than two (2) terms.

Note:

In the event of non-availability of the Secretary to perform his role due to unavoidable reasons which may include long leave/FIP/superannuation, etc., a special session of the Council shall be held to elect a new Secretary for the remaining term.

4.7.2 Staff Council Functions

The functional domain of the Staff Council shall be:

- 4.7.2.1 To facilitate the process of admission for UG & PG and Research Programmes by the Constituent College as per the direction of the University.
- 4.7.2.2 Formulation of time-table for teaching.

- 4.7.2.3 Allocation of assignments to teachers related to extra-curricular activities that are non-remunerative in nature.
- 4.7.2.4 Maintenance and enhancement of quality in all the areas of academics, teaching, research, faculty improvement and infrastructure up gradation.
- 4.7.2.5 Organising extra-curricular activities including, sports, games, cultural, NSS, NCC.
- 4.7.2.6 Laying down guidelines for purchase of library books and laboratory equipment in consultation with faculty of the department concerned.
- 4.7.2.7 Organising tours and picnics.
- 4.7.2.8 Maintaining discipline on campus.
- 4.7.2.9 Conduct of exams and compilation of the award rolls.

4.7.3 The Staff Council shall function through different Statutory Committees to be constituted by the Chairman of the Staff Council (Principal of the college) in consultation with the Secretary. Election of the Secretary shall be held in the first week of April to be followed by the constitution of statutory committees in the second week of April every year.

4.8 STATUTORY COMMITTEES OF COLLEGE:

The following committees shall be constituted in each college:

- 4.8.1 Admission Committee for admitting students as per the rules in vogue and strictly in accordance with the merit list drawn up by University and allotting roll number to students. The committee shall also address other issues related to admissions.
- 4.8.2 Time-table Committee For allotting section to admitted students and formulating of time-table for teaching.
- 4.8.3 Examination Committee For conducting continuous internal assessment tests in theory of different subjects, maintaining the assessment records of students and arranging for the conduct of end-semester examinations.
- 4.8.4 College IQAC For facilitating Accreditation/ Re-accreditation of the College through National Accreditation agencies. Seeking the implementation of College

Action Plan, reviewing periodically the targets of action plan, arranging FIP for teachers, parent - teacher meet, alumni meet, documenting all the activities, both academic and co-curricular, maintaining and updating the faculty profile, etc. Keeping track of alumni, their achievements and placements.

- 4.8.5 Purchase Committee (General) For facilitating the process of purchase of furniture, stationary and other items of general requirement, forwarded to the Committee by the College, strictly in accordance with codal formalities and drawing up the rate Contract as approved by the University.
- 4.8.6 Science Purchase Committee For facilitating the purchase of science laboratory material required for performing practicals by following all the codal formalities and drawing up the rate contract.
- 4.8.7 IT Purchase Committee For facilitating the purchase of IT-related items like computers, projectors, pen-drives, hard discs, for the development of smart class-rooms, etc following all codal formalities and drawing up rate contract for the same.
- 4.8.8 College Development Committee For facilitating implementation of all the physical works in the College, including the maintenance, renovation and repairs of the existing buildings, up-gradation of the existing labs, development /repair of the approach roads on the campus, development of parking place, for vehicles of faculty and students, etc. For exploring funding for the infrastructure and submitting proposals to various agencies of the Govt./ UGC/ other scientific body etc. for the same.
- 4.8.9 Academic Affairs Committee For implementation of Regulations related to academics under CBCS at different levels of UG,PG and Integrated Courses, bringing about enrichment in the academic milieu of the college through organizing seminars, symposia and conferences at State,

National and International Levels; sending proposals to different funding agencies/bodies etc. seeking sponsorship for academic events; and for conducting debates and group discussions. Also exploring possibilities for forging MoUs with other institutions of higher learning for academic exchanges, sharing culture experiences, etc. and with industry to enhance employability.

4.8.10 Research Committee For promoting and encouraging research in colleges, exploring funding for research by faculties, facilitating creation of infrastructure for research and consultancy in college. Also for encouraging and promoting research by the faculties.

4.8.11 Discipline Committee For maintaining overall discipline on the campus and inquiring into the acts of indiscipline, if any, by the students and recommending necessary action to be taken by the Principal.

4.8.12 Library Committee For facilitating the purchase of books, periodicals and newspapers for library from time to time. The committee shall also be responsible for facilitating Library automation and general development and maintenance of the reading room.

4.8.13 Sports Committee For facilitating/ encouraging the participation of students in sports activities and competitions, for purchase of sports related items , including mementoes, for presentation to students for best performances in different academic and extra-curricular activities, selection of students and for participation in different sports events etc. To explore funding for the infrastructure and to submit proposals to various agencies of the Govt./ UGC/ any other body etc. for the same.

- 4.8.14 Hostel Committee For short-listing of students for allotment of hostel accommodation if the number of applicants exceeds the available accommodation on the basis of rules laid down by the Governing Body, ensuring maintenance of discipline by the hostel boarders in rooms and hostel mess from time to time, ensuring facilities for quality mess (food), recreation, water, electricity, etc and maintaining cleanliness in the hostel, mess and surrounding areas, as well as environmental hygiene.
- 4.8.15 Cultural Committee For identifying and nurturing talent among students for participation in cultural programmes including singing, dancing, painting, musical concerts, theatre etc. The Committee shall be responsible for arranging the presenting cultural programmes in the College by the students on the occasions of Annual Day functions, academic events, etc.
- 4.8.16 Tour and Picnic Committee For arranging study tours, subject specific tours and picnics of students, The Committee shall be required to invite applications from students for study tours well in advance and arrange for their transport, board and lodging, etc.
- 4.8.17 Financial-Aid/ Scholarship Committee For inviting applications from students for financial aid on the basis of merit-cum-means while following the rules laid down by the Governing Body for the purpose. Besides, the distribution of other scholarships for different categories of students shall also be facilitated by this Committee.
- 4.8.18 Local Fund Committee For supervising maintenance and operation/utilisation of the College Local Fund and Consolidated Local Fund.
- 4.8.19 Printing and Magazine Committee For facilitating the publication of College Newsletter, College Magazine, College Periodicals, etc. besides the printing of college attendance registers, answer books for internal assessment

and other materials related to college administration and academics.

4.9 STATUTORY COMMITTEES:

Each Statutory Committee shall comprise:

1. a Convener from teaching staff belonging to Professor/Associate Professor/Assistant Professor Grade to be nominated by the Principal;
2. five (5) members with at least two(2) each from among Assistant Professor and Associate Professor Grades to be nominated by the Principal; and
3. two members from the teaching staff to be nominated by the Vice-Chancellor.

Besides above:

- a) *The Purchase Committee shall also have in-charge accounts of the College as one of the members.*
- b) *The Sports Committee shall also have Physical Training Instructor as Member Secretary and in-charge accounts of the College as member.*
- c) *Library Committee shall also have Librarian as Member Secretary and in-charge accounts of the College as Member.*
- d) *Local fund Committee shall also have in-charge accounts of the College as one of the members.*

- 4.9.4. Where the number of faculty staff is a limitation, total number of members in a committee may be kept at 4 – 5 including one (1) member nominated by Vice- Chancellor and, in such cases, a teacher may be named Convener or Member irrespective of his Pay scale and to any number of Committees.

4.10 RULES GOVERNING THE STATUTORY COMMITTEES:

4.10.1 The term of Convener and Member shall be one year which may be extended by one more year depending upon their contributions and availability. No teacher shall be Convener or Member of more than two Committees at a time and no Member shall hold office in a Committee for more than two terms.

4.10.2 In the event of non-availability of any Member or Convener, due to long leave / FIP etc., the Staff Council shall nominate an appropriate substitute to the committee in place of the incumbent.

4.10.3 The Convener shall be required to convene meetings and record minutes of the meeting. The resolutions passed in a meeting of a Statutory Committee shall be submitted to Principal (Chairperson of Staff Council) for approval and implementation. The Principal may ask for modification of the decisions by giving adequate reasons in writing, if found necessary, but in no case shall the decisions of the Committee be reversed by the Principal. The major decisions taken by the Committees shall be presented before the Staff Council for ratification before implementation.

- 4.10.4 In the event of any emergency that warrants immediate action/decision pertaining to any academic pursuits/or related to any students, Principal may take necessary action as deemed proper under circumstances, which may later on be got ratified in the next Staff Council meeting.
- 4.10.5 The Staff Council shall meet once in two (2) months during the ongoing academic session in the first week of alternating month. The schedule of Staff Council meetings shall be reflected in the Institutional calendar.
- 4.10.6 The Principal, as *ex-officio* Chairperson, shall have the right to participate in any meeting of any Committee. He/she shall also have the right to drop or include any faculty member, excluding the Vice-Chancellor's nominee, in any Statutory committee in consultation with the Vice-Chancellor or his/her nominee on the Governing Body.
- 4.10.7 At the end of the session, all Convenors shall submit their achievements and contributions in the development of the College in the Staff Council, on the basis of which tenure of the Convenor/Member shall be recommended for another one year.

4.11 RECOMMENDATIONS OF STAFF COUNCIL:

The Staff Council shall make recommendations in respect of the following matters:

- 4.11.1 Expansion of existing Faculty/ Departments.
- 4.11.2 Formulation of admission policy within the frame-work of the University Policy.
- 4.11.3 Formulation of guidelines for maintaining discipline by the students on campus and in hostels.
- 4.11.4 Formulation of policies for recommendation of names of teachers for participation in training programmes and for pursuing Ph.D. under the provisions of FIP.
- 4.11.5. The Administrative staff of the College shall not be within the purview of the Staff Council.

4.12 REGULATIONS GOVERNING LOCAL FUNDS OF THE CONSTITUENT COLLEGES:

4.12.1 Coming into Effect of the Local Fund Regulations:

These Regulations shall come into force from the date of their notification.

4.12.2 Definition:

Local Fund shall mean a fund which is maintained and administered by the Constituent Colleges of the University of Ladakh, created by fees realized from the students and research scholars of the College or any other resource.

Sub Heads of the Local Funds:

- 4.12.2.1 Student Aid Fee
- 4.12.2.2 Games/Sports Fee
- 4.12.2.3 Building Maintenance Fee
- 4.12.2.4 Reading Room Fee
- 4.12.2.5 Furniture Fee
- 4.12.2.6 Stationery Fee
- 4.12.2.7 Magazine / Identity Card Fee
- 4.12.2.8 Motor Vehicle Fee
- 4.12.2.9 Students' Services /Seminar/Cultural Activities Fee
- 4.12.2.10 Excursion Fee
- 4.12.2.11 Medical Aid Fee
- 4.12.2.12 Relief Fee
- 4.12.2.13 Red Cross Fee
- 4.12.2.14 Edusat Fee
- 4.12.2.15 Student Insurance fee
- 4.12.2.16 NSS Fee
- 4.12.2.17 Laboratory Fee
- 4.12.2.18 Vocational / Applied subjects fee
- 4.12.2.19 Professional / Honours course fee
- 4.12.2.20 Subject Tour fee
- 4.12.2.21 Examination fee
- 4.12.2.22 Miscellaneous Fee
- 4.12.2.23 Any other fee that may be prescribed by the competent authority from time to time

4.12.3 **Consolidated Local Fund:**

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub-heads of Local Funds as on 31st day of December of each year shall be credited. This shall include:

1. Lapsed amount of library and Science Security deposits.
2. Interest earned on fixed and savings bank account of local Fund accounts.
3. Any other collection which is not creditable to a particular Local Fund.
4. Unutilized amount of any fund from the above

Note: *On the day of notification of these rules, the balance available in all Local Funds as on the last day of January shall constitute the consolidated Local Fund of the College.*

4.12.4 **Year:**

For the purpose of these Regulations, a year shall mean a period of twelve months from January 1st to December 31st

4.12.5 **Objectives of the Local Funds:**

The aim of the Local Funds shall be to promote social, cultural and academic activities of the College, welfare of the students and general development of the College

4.12.6 **Local Fund Receipts:**

Subject to students fee dues, notified by the University on account of the following sub-heads, following local fund fees shall be collected by the Constituent College from the students at the time of admission or during the period of study:

1. Student Aid Fee
2. Games/Sports Fee
3. Building Maintenance Fee

4. Reading Room Fee
5. Furniture Fee
6. Stationery Fee
7. Magazine / Identity Card Fee
8. Motor Vehicle Fee
9. Students' Services /Seminar/Cultural Activities Fee
10. Excursion Fee
11. Medical Aid Fee
12. Relief Fee
13. Red Cross Fee
14. Edusat Fee
15. Student Insurance fee
16. NSS Fee
17. Laboratory Fee
18. Vocational / Applied subjects fee
19. Professional / Honours course fee
20. Subject Tour fee
21. Examination fee
22. Miscellaneous Fee
23. Any other fee that may be prescribed by the competent authority from time to time.

4.12.7 **Security Deposits:**

The College shall realize such security deposit from the students as may be required under rules.

4.12.7.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.

4.12.7.2 Security deposit of the students, not claimed by them within two years from the date from which he/she ceases to be on the rolls of the College, shall lapse and shall be credited to the Consolidated Local Fund of the College.

4.12.8 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the College shall be deposited in the bank immediately.

4.12.9 The money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected, namely:

1. **Students Aid Fund:**

To provide financial assistance to needy students for payment of college/ hostel fee and purchase of books/ uniform and financial assistance.

2. **Games/Sports Fund:**

- a) For promotion of games, sports, cultural and social activities of the College.
- b) Maintenance of common room and to provide other recreational amenities to the students.
- c) Payment of salaries to local fund employees associated with sports activities.
- d) Any other expenditure connected with the sports.

3. **Building Maintenance Fund:**

- a) To carry out the repair and renovation of the college buildings, internal roads and general up keep of the buildings.
- b) To repair/replace the electrical fixtures like lighting, fans, air conditioners etc

4. **Reading Room Fund:**
To subscribe for newspapers, magazines and other media of information including printing and publishing of wall paper/magazine/journals in such a manner as the Principal of the College, in consultation with the Statutory Committee, would deem proper.
5. **Furniture Fund:**
To purchase and repair the furniture of the College for use by the students and the staff.
6. **Stationary Fund:**
To purchase and provide stationery for the conduct of internal tests, examinations and for general use in office and other departments of the College.
7. **Magazine/Identity Card Fund:**
To provide identity cards to the students and printing of College Magazine, News letter, any other publication, etc.
8. **Motor Vehicle Fund:**
For the purchase/maintenance of motor vehicles of the college.
9. **Students Services /Seminar/Cultural Activities Fund:**
To organise social / cultural functions in the Colleges and to hold debates, seminars, conferences, symposia, other literary activities in the college.
10. **Excursion Fund:**
To organise excursions / picnics for students.
11. **Medical Aid Fund:**
To maintain the dispensary of the College and to keep the required medicines and others first aid items required to meet any medical emergency in the college and to provide first aid during sporting events in the college.
12. **Relief Fund:**
To organise relief camps following any natural calamity in order to reach out to the needy with some succour and relief.

13. **Red Cross Fund:**
For contribution to District/ State Red Cross Society.
14. **Miscellaneous Fund:**
Any expenditure which is necessary for the welfare of the College and is in pursuance of academic pursuits, that cannot be incurred out of any of the Local Fund sub-heads, can be met out of this Fund. However, it shall require concurrence of the Local Fund Committee.
15. **Edusat Fund:**
For installation, upgradation and maintenance of the Satellite Interactive Terminals (SIT) of the College and Hub, besides, any other expenditure related to Edusat.
16. **Student Insurance Fund**
To provide insurance cover to enrolled students of the college through general insurance company against death / disability due to accident.
17. **NSS Fund:**
To organise workshops, social service camps etc. by the College NSS unit.
18. **Laboratory Fund:**
a) *To purchase*, repair and maintain the science equipment, chemicals and other consumable items required for the conduct of practicals of science subjects.
b) To repair and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.
c) HODs in consultation with the teaching staff of the Departments shall prepare list of the new equipment required and repairing of the existing for utilization of the funds under this sub-head.
d) Funds under this sub-head shall be allocated subject / course-wise according to number of students and fee collected from them.
19. **Vocational/Applied Subjects Fund:**
For development of infrastructure required for running of the vocational courses and applied subjects. Appointment of contractual staff for vocational subjects.

20. **Professional/Honours Course Fund:**
For development of infrastructure required for running of the Professional and Honours Courses including appointment of contractual staff for the Professional / Honours courses.
21. **Subject Tour Fund:**
For the conduct of subject tours wherever prescribed in the curriculum by the University.
22. **Examination Fund:**
College share of the examination fee shall be utilized for the conduct of internal examinations of the College and anything related to the conduct and evaluation of the examinations held by the College.
23. **Use of Consolidated Local Fund:**
Expenditure out of consolidated local fund shall be incurred for the following purposes:
- a) Payment of salary/remuneration, etc. to incumbents engaged on whole time or part time basis for arranging students welfare/academic activities.
 - b) Maintenance of Library.
 - c) Purchase of new books.
 - d) Replacement of lost books or damaged books.
 - e) Purchase/replacement for laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular Department of the College.
 - f) Construction of permanent structures, repair of buildings, expansion of campus and purchase of furniture.
 - g) Such other items of expenditure connected with the affairs of the College which cannot be accommodated within the budget.
 - h) Welfare of students.
 - i) Payment of audit expenses for audit of Local Fund.
 - j) Any other expenditure with the approval of the Vice-Chancellor.

4.12.11 Limit of Expenditure Out of Local Fund:

- 4.12.11.1 The money collected from the students during a particular year under the individual Local Fund shall be presumed as annual budget of fund account and expenditure out of this Fund shall be restricted to this extent in that particular year for the purpose it has been collected.

- 4.12.11.2 Principal of the College shall, however, be competent to authorise re-appropriation from one sub-head of local fund to another, subject to a maximum of Rs 5000/- (Five thousand only).
- 4.12.11.3 As far as possible, at the beginning of the academic session, the Principal of the College, in consultation with the Local Fund Committee and College Development Committee, shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.
- 4.12.11.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in a fixed deposit for such period as may be decided by the Principal of the College in consultation with the Local Fund Committee.

4.12.12 Expenditure out of Local Funds:

- 4.12.12.1 The expenditure out of the Local Funds shall be sanctioned by the Principal of the College with concurrence of the Local Fund Committee.
- 4.12.12.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25,000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.
- 4.12.12.3 All expenditure out of the Local funds, shall be regulated in accordance with the financial rules, as applicable to the expenditure incurred out of the general funds of the Colleges.

4.12.13 **Maintenance of Accounts of Local Fund:**

The Principal of the College shall be responsible to:-

1. Maintain and operate Local Fund account in the Bank.
2. Deposit money received from the students from time to time in the Local Fund account.
3. Draw and disburse amounts from the Local Fund as recommended by the Committee.
4. Prepare an annual statement of income and expenditure in respect of each Local Fund.
5. Maintain separate accounts in the college ledgers for each Local Fund collected during the year and also in respect of Consolidated Local Fund.

4.12.14 **Audit of Local Funds:**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund, as prepared by the College and duly audited, shall be furnished to the Registrar within six months from the date of closing of account.

4.12.15 **Relaxation of Rules:**

Any expenditure in the interest of the College over and above the provisions of these Regulations shall require prior sanction of the Vice-Chancellor.

CHAPTER - 5

AFFILIATION OF COLLEGES AND OTHER INSTITUTIONS

5.1 DEFINITIONS:

5.1.1 “Affiliation”, together with its grammatical variations includes, in relation to a college, association of such college with and admission of such college to the privileges of a University;

5.1.2 “College” means an institution maintained or admitted to its privileges by the University;

5.1.3 “Colleges” shall be of two types, namely:-

5.1.3.1 Constituent; and

5.1.3.2 Affiliated/Autonomous;

5.1.4 “Course” means one of the units which comprises a programme of study;

5.1.5 “Grant-in-Aid College” means a college receiving grants from the Government for payment of salary to its employees;

5.1.6 “Programme” / “Programme of Study” means a higher education programme pursued for a degree after 10+2 years of school education which expression shall includes Bachelor’s/Master’s degree or Any Diploma course offered by the University;

5.1.7 “Statutory/Regulatory Body” means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education;

5.1.8 “Student” means a person admitted to and pursuing a specified programme of study;

5.1.9 “Government” means State or Central Government, whichever is applicable.

5.2 ELIGIBILITY CRITERIA FOR TEMPORARY AFFILIATION:

College or Institution seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory Body concerned in the case of technical/professional courses only:

5.2.1 Undisputed ownership and possession of land free from any encumbrance measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities. Provided that this sub-clause shall not apply to colleges already affiliated to the University. However, such colleges/institutions shall be required to fulfil the criteria as mentioned in statute 5.2.1 if the institution intends to add more programme(s) of study to the existing one; Provided further that the lesser land requirement in mega cities shall not compromise extra-curricular/ extra-mural curricular activities of the college/ institution; Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three places which are not separated by more than 2 kilometres.

5.2.2 Administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory or Regulatory Body concerned, taking care to see that all buildings constructed in the College are disabled friendly.

5.2.3 Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20 sq.ft. per student in each of the laboratories.

Provided that this sub-clause shall not apply to colleges already affiliated to the University. Such already affiliated colleges shall maintain the existing minimum norms i.e. 9 sq. ft. per student. However, already affiliated colleges/institutions intending to add more programme(s) of study to the existing one shall satisfy the requirement of minimum of 15 sq. ft. per student in lecture/seminar rooms/library and 20sq.ft. per student in each of the laboratories for the programme(s) intended to be added to the existing programme(s).

5.2.3.1 There should be at least 1000 books, or 100 books in different titles on each subject in the library, whichever is more, of the proposed programme to include both text books and reference books besides two journals per subject alongwith a book bank facilities for students belonging to the Scheduled Castes, Scheduled Tribes and such other categories/sections as may be specified by the UGC/Government from time to time.

Provided that an Affiliated College/Institution imparting instructions in LL.B. (3 years) and/or B.A., LL.B. must necessarily subscribe to the following Law journals for its Library:

- a) All India Reporter
- b) Supreme Court
- c) State High Court Reports
- d) Local Journals
- e) Indian Bar Review

Any other journal/reports as may be prescribed by the University/Statutory or Regulatory Body from time to time.

- 5.2.3.2 Separate laboratory equipped with sufficient and suitable material and apparatus/equipments shall be provided for each of the higher education programmes as prescribed by the University/Statutory or Regulatory Body concerned.
- 5.2.4 A multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms, offices for NCC and/or NSS, examination halls, and separate hostels for boys and girls, etc., as per the local requirements as decided by the University/Government from time to time.
- 5.2.5 Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities, as prescribed by the University from time to time.
- 5.2.6 Number of teaching and non-teaching staff as per University norms; separately for each programme.
- 5.2.7 Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms prescribed by the University/Government/Statutory or Regulatory Body.
- 5.2.8 Adequate measures for fire and other safety, security, pollution control, etc.
- 5.2.9 A College, if not run by the State Government, shall also be required to satisfy the following conditions:
- 5.2.9.1 That it is managed by a duly constituted and registered Society or Trust in accordance with the provisions of the Jammu & Kashmir Private Colleges (Regulation and Control) Act, 2002 and/or any other law made in this behalf by the Government/UGC/University/Regulatory/Statutory bodies.
- 5.2.9.2 That adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining Endowment Fund permanently in the name of the

College by way of irrevocable Government securities as prescribed by University from time to time per programme, if the college proposes to conduct programme only in Arts, Science and Commerce as prescribed by the relevant Statutory/Regulatory Body, if it proposes to offer professional programmes or FDRs for like amounts jointly held by the College and the University for a minimum lock-in period of three years. The endowment fund shall not be alienated so long as the college/institution continues to exist. However, the interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.
- 5.2.9.3 The existing colleges will be governed by the Statutes pertaining to endowment fund already in vogue as contained in appendix-I. However, they will be required to raise endowment fund in tune to

the norms stated above within a period of ten years contributing annually proportionately so as to achieve the target fixed above in statute 5.2.9.2

- 5.2.9.4 It shall furnish an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

Provided that the Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the building in accordance with these Statutes and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted extension/renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to a permanent building shall be granted by the University beyond five years.

5.3 CONTENTS OF THE BOND FOR THE REGISTERED SOCIETY/TRUST/PROPOSING THE COLLEGE AFFILIATION:

The Board shall contain undertaking:

- 5.3.1 to impart instruction/s only in the subjects and for the course(s)/programme(s) in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such course(s)/programme(s) shall follow the syllabi approved by the appropriate academic bodies of the University;
- 5.3.2 to comply with all the provisions of the Act, the Statutes/ Regulations of the University framed in this regard;
- 5.3.3 to follow the rules, regulations and guidelines of the Statutory/Regulatory bodies issued from time to time besides the laws prevailing in the State of Jammu & Kashmir governing the field;
- 5.3.4 to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Regulation of the University/ Government/UGC, and shall ensure imparting of adequate instruction to the students in the course(s)/programme(s) of studies to be undertaken by the College and that the Student-Teacher Ratio in the college shall be as per the UGC/National Regulatory bodies/University norms;
- 5.3.5 to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay-scales alongwith the applicable

allowances as per the pay-scales prescribed by the UGC/Government/University, as the case may be, from time to time;

- 5.3.6 to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on consideration of merit based on qualification and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- 5.3.7 to the effect that the College shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfilment of the condition for affiliation to the University within a fortnight of changes coming into effect;
- 5.3.8 to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University/Government based on the norms of the UGC/Government/Regulatory/statutory bodies from time to time;
- 5.3.9 to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University on the norms of the UGC/ State Government/Regulatory bodies;
- 5.3.10 to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University or in violation of any of the Regulations/guidelines or procedure laid down by of the University;
- 5.3.11 to the effect that the College shall, not, without previous permission of the University, suspend offering an already approved course/programme of study;
- 5.3.12 to the effect that academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups including minorities, wherever applicable, shall be properly taken care of by the College;
- 5.3.13 to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulations /Orders/Notifications of the UGC/University/ Government shall be maintained and made available as and when required for inspection by the University/Government/UGC;
- 5.3.14 to the effect that the College shall furnish all such returns and other information as the UGC/University/Government/Statutory or Regulatory Bodies may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government/ Statutory or Regulatory Bodies may direct to maintain the same from time to time;

- 5.3.15 to the effect that the College shall pay and deposit such fee and charges in the manner be prescribed by the University from time to time;
- 5.3.16 to the effect that no employee shall be terminated without following the due procedure including observance of principles of natural justice and prior permission of the University.

5.4 CONDITIONS FOR COLLEGE OR INSTITUTION TO APPLY FOR ADMISSION TO THE PRIVILEGES OF THE UNIVERSITY:

A college or institution applying for admission to the privileges of the University in any faculty shall also be required to satisfy the following conditions:

- 5.4.1 that it guarantees a satisfactory standard of educational efficiency for the purpose for which affiliation is sought, and that it is established on permanent basis;
- 5.4.2 that it is situated within the territorial jurisdiction of the University;
- 5.4.3 that it is not imparting education for private gain or profit;
- 5.4.4 that its financial resources are such as to make provision for its continued maintenance;
- 5.4.5 that it satisfies a demand for higher education in a particular locality;
- 5.4.6 that the play ground(s) and other sports infrastructure is/are suitable and sufficient;
- 5.4.7 that the furniture and equipment are adequate;
- 5.4.8 that facilities for the residence of students are satisfactory;
- 5.4.9 that due provision is available for the health care and recreation of students;
- 5.4.10 that provision has been made for a suitable library;
- 5.4.11 that for each science subject, laboratory or museum is properly equipped with necessary scientific instruments and chemicals, etc.;
- 5.4.12 that the institution is in undisputed ownership and possession of a suitable building for meeting all its requirements;
- 5.4.13 that the institution is prepared to place at the disposal of the University, its accommodation, furniture, etc., for the conduct of various examinations and other activities free of cost.

5.5 MANAGING COMMITTEE FOR NON- GOVERNMENT COLLEGE /INSTITUTION:

A College/Institution not maintained by the Government shall have a Managing Committee consisting of a Chairperson and eight members.

5.5.1 The Chairperson of the Managing Committee shall be the Sole Trustee in the case of Trust/any person nominated or elected in the case of a Registered Society. The eight members referred to above shall include:

5.5.1.1 two prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairperson;

5.5.1.2 one member of the Syndicate, to be nominated by the Vice-Chancellor;

5.5.1.3 one teacher of the College, by rotation, to be nominated by the Chairperson, on the basis of seniority;

5.5.1.4 one person experienced in educational administration, to be nominated by the Vice-Chancellor;

5.5.1.5 Dean, Colleges Development Council or his/her nominee;

5.5.1.6 nominee of the State Education Department; and

5.5.1.7 Principal of the College – (as Member-Secretary).

The tenure of the members at serial No. 5.5.1.1 to 5.5.1.4 and 5.5.1.6 shall be three years from the date of notification of constitution of the Managing Committee. However, except S.No.5.5.1.3, they shall be eligible for re-nomination upto two consecutive terms only.

The Principal of the College shall be the ex-officio Member Secretary. In the absence of the Principal, the person performing the duties of the Principal shall act as Member-Secretary. Majority of the members shall form the quorum for the meeting(s).

Provided that if any vacancy arises in the composition of the Managing Committee for any reason, the same shall be filled by the same authority which has originally nominated that person.

5.5.2 The Managing Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting where- after a copy of the same shall be sent to each of the member of the Managing Committee within 15 days from the date of meeting. A register for recording the minutes of the meeting shall be maintained permanently by each affiliated/Affiliate College which shall remain open for inspection by the competent authority.

5.6 ADVISORY COMMITTEE FOR GOVERNMENT COLLEGE /INSTITUTION

A government college/institution shall have an Advisory Committee consisting of the following members:

- 5.6.1 Administrative Secretary of Higher Education Dept., J&K Government or his/her nominee;
- 5.6.2 Dean, College Development Council, University of Ladakh or his/her nominee;
- 5.6.3 Principal of the concerned College;
- 5.6.4 One Principal of Constituent College nominated by the Vice-Chancellor;
- 5.6.5 An academicians of repute to be nominated by the Principal of the concerned college;
- 5.6.6 Two prominent citizens representing different sections of society, one of whom shall have a legal background, to be nominated by the Principal; and
- 5.6.7 One senior teacher of the concerned College shall be nominated by the Principal of the College as Member Secretary.

The members of the Advisory Committee at serial No. 5.6.1 to 5.6.3 and 5.6.5 shall be ex-officio whereas tenure of rest of the members shall be three years from the date of constitution of the Advisory Committee. Majority of the members shall form the quorum for the meeting(s).

Provided that if any vacancy arises in respect of members mentioned at 5.6.6 and 5.6.7 in the composition of the Advisory Committee for any reason, the same shall be filled by the Principal of the concerned College and intimation to this effect shall be sent to the Dean, College Development Council of the University.

- 5.6.8 The Advisory Committee shall necessarily meet twice in an academic session/year. The proceedings of the meetings shall be recorded in writing by the Member Secretary and signed by all those present in the meeting where- after a copy of the same shall be sent to each of the members of the Managing Committee within 15 days from the date of the meeting. A register for recording the minutes of the meeting shall be maintained permanently by each affiliated/Affiliate College, which shall remain open for inspection by the competent authority.

5.7 APPLICATION OF NORMS OF ALL INDIA STATUTORY BODIES TO AFFILIATED COLLEGES:

The norms prescribed from time to time by the All India Statutory Bodies responsible for coordinated and integrated development of education in their respective disciplines in the country shall be applicable to the affiliated/Affiliate colleges. However, in case there is no All India Statutory Body responsible for the coordinated and integrated development of a particular discipline, the Vice-Chancellor shall appoint a Committee which, amongst others, shall include at least two subject experts, to formulate the norms. The Vice-Chancellor, in consultation with the concerned Commissioner/Secretary to Govt., shall be empowered to approve with or without modification the norms formulated by the Committee.

5.8 TEACHING STAFF:

- 5.8.1 There shall be a teacher to act as Head of Department for each subject for which recognition is sought. There shall not be a common Head for two or more subjects, such as History and Political Science, Sanskrit and Hindi, Persian and Urdu, Botany and Zoology, etc.
- 5.8.2 Every teacher shall be available in the institution on a working day during the period prescribed and shall in addition to participation in teaching, undertake exam/test evaluation, invigilation work and participate in extracurricular and institutional support activities as required. He shall also provide general assistance to students by removing their academic difficulties. Besides, he will attend to any other remunerative/non-remunerative work that may be assigned to him either by the Principal or the University.
- 5.8.3 The weekly work-load of a teacher shall be as per UGC/University norms.
- 5.8.4 The length of a period may be 45 minutes, but in no case more than one hour or as prescribed by the UGC/University from time to time.

5.9 NUMBER OF STUDENTS IN A CLASS:

- 5.9.1 The maximum number of students in a section shall not, except with the previous permission of the Vice-Chancellor, exceed 60 for UG and 40 for PG.
- 5.9.2 If a new section in any of the classes is started by the college, full information regarding additional staff required (together with their qualifications and salaries) time-table for the new section and the accommodation available should immediately be sent to the Dean, Colleges Development. It is also necessary to see that with increase in staff, a proportionate increase in the number of senior teachers is made. If the arrangements in the new section are found to be unsatisfactory, it shall be disallowed.
- 5.9.3 In the case of a non-Government Affiliated/ Affiliate College, a new section can be started only with prior approval of the Vice-Chancellor.

5.10 ADMISSION OF STUDENTS:

- 5.10.1 Each Affiliate/Autonomous College shall observe the Statutes and Regulations prescribed by the University from time to time for admission of students to such a College or Institution. Admission of students to any Course run by the Colleges shall be made by the Admission Committee in accordance with the Statues, Regulations, norms and procedure prescribed from time to time by the University. The Admission Committee shall comprise the following:–

1. Dean, College Development Council/Dean of the Faculty concerned or his nominee who will in no case be below the rank of Associate Professor in any subject of the concerned faculty;
 2. Principal of the College concerned (He will also act as Convenor of the Committee);
 3. one teacher nominee of the Vice-Chancellor; and
 4. one senior teacher of the college concerned, to be nominated by the Principal.
- 5.10.2 Two members shall form the quorum for meetings of the Committee.
- 5.10.3 In case of tie between two applicants for admission, the candidates having higher marks at 10+2 level shall be considered. If again there is a tie, marks secured by a candidate in Matriculation shall be considered. Still in case of equal merit, the candidate older in age will be considered.
- 5.10.4 All admissions shall be provisional unless and until regularized by the University.
- 5.10.5 If at any stage it transpires that a candidate has managed his/her admission to any programme of study by fraudulent/illegal means and/or by production of forged or fake documents, such an admission shall be liable to cancelled.

5.11 PERIODICAL STAFF STATEMENTS:

- 5.11.1 Each Affiliate/ Autonomous College or Recognized Institution shall send to the Dean, Colleges Development Council, by 1st February every year, a statement showing full particulars of the members of the teaching staff available in the various courses of study in respect of which it has been admitted to the privileges of the University.
- 5.11.2 Any subsequent change in the staff structure of the College/ Institution shall be communicated to the Dean, College Development Council, within a month, along with details of substitute arrangement(s).

5.12 MAINTENANCE OF RECORD:

- 5.12.1 Each Affiliated/Autonomous College shall maintain records on the following:—
- 5.12.1.1 Admission and withdrawals :
- a) Date of admission of every student, date of birth, parentage, name of Course to which admitted, attendance at college, the results of examinations passed by him, other particulars concerning his academic career and the date of withdrawal.
 - b) Attendance Statement of students in lectures, practical and/or practice of teaching.

- c) Fees and other charges.
- d) Time-table of work in various classes.
- e) Internal assessment.

5.12.1.2 Endowment Fund.

5.12.1.3 Stock and issue.

5.12.1.4 Accessioning, cataloguing, Issue and Return of books, etc.

5.12.2 This record shall be submitted whenever required by the University/UGC/Government or any other statutory/regulatory body.

5.13 PROCEDURE FOR GRANTING TEMPORARY AFFILIATION:

5.13-A No application for the grant of affiliation which does not have the concurrence/permission of the State Government for opening a new College (Government or Non-Government) shall be entertained. In the case of College introducing Bachelor's Degree/Master's Degree programme in Medical, Dental, Technical, Management, Agricultural, Architecture, Nursing, Pharmacy Education, permission of All India Statutory Body responsible for the coordinated and integrated development of education in the concerned discipline and of such authority as it may prescribe, will also be necessary.

However, in case the schedule prescribed by the All India Statutory Body for processing the proposals for starting the new institutions or new Courses/Programme in some discipline(s) is at such variance that the application form duly completed and accompanied by all the requisite documents (including the approval of the All India Statutory Body) cannot be submitted either within the statutory dates prescribed by the University or even thereafter by condoning the delay to a reasonable extent, the proposed institution may make an application to the Vice-Chancellor for provisional entertainment of the application form (otherwise complete in all respects) pending approval/recognition of the proposed Institution by the All India Statutory Body. The said application shall also be accompanied by an affidavit of the Chairman of the Trust/Society/Managing Committee of the Institution to the effect that in case the request for provisional entertainment of the Application Form (otherwise complete in all respects) pending approval/recognition of the proposed institution by the All India Statutory Body is acceded to and the Application Form is processed in accordance with the Statues, the decision of the University on the Application Form for affiliation whether favourable or unfavourable shall be binding on the Managing Committee of the institution. On consideration, the Vice-Chancellor may grant the request for provisional entertainment of the application form pending approval/ recognition of the proposed Institution by the All India Statutory Body provided the Government has issued No Objection Certificate/Permission letter or has recommended to the All India Statutory Body the establishment of such Institution.

In case of Law College, the University may consider the case regarding grant of affiliation of a new college without permission from the Bar

Council of India. The University will not, however, allow teaching in the Law College without approval by the Bar Council of India.

- 5.13-B In case submission of application to the All India Statutory Body for seeking approval to start new institution / new course(s) or programme(s) necessitates, among others, the written consent of the affiliating University, the Vice-Chancellor may authorize issue of a certificate to the effect that the University shall have no objection in considering the request for grant of affiliation to the proposed institution subject to the fulfillment of all statutory requirements including the permission of the State Government as well as the approval of the All India Statutory Body.
- 5.13-C The application to start a new college and get it affiliated to the University can be submitted by the Central/State Government Institutions and Registered Society/Trust. In the case of a Government College/Institution, the application shall be made by the concerned administrative Secretary to the Government and in the case of non-Government Colleges / Institutions by the Chairman or any other authority appointed for the purpose by the Managing Committee of the Institution.
- 5.13-D If the applicant is a Society/Trust, it shall have been registered under the Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- 5.13.1 The Government/Society/Trust, which proposes to start the College within the territorial jurisdiction of the University and wishes to get it affiliated to the University, shall submit an application for grant of affiliation to a new college/institution which should reach the Dean, College Development Council, by October 1st of the year preceding the one in which it is proposed to hold admissions and start the class work, in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, University of Ladakh.
- 5.13.2 The application shall be submitted with certified copies of the following documents:
- 5.13.2.1 Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
 - 5.13.2.2 Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other area;
 - 5.13.2.3 Land Use Certificate from the competent authority designated by the Government;
 - 5.13.2.4 Registered Land/Government leased land documents in the name of the applicant;
 - 5.13.2.5 Appropriate order from the Government permitting the Society/Trust to start the College with details of the course(s)/programme(s) intended to be offered;

- 5.13.2.6 Building Plan of the proposed College prepared by a registered Architect and approved by the competent authority designated by the Government;
- 5.13.2.7 Registered documents of the registered Society/Trust earmarking land and buildings for the proposed college; and
- 5.13.2.8 Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Endowment Fund.
- 5.13.2.9 Detailed Project Report giving:-
 - a) background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - b) development plan for the College with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;
 - c) architectural master plan indicating the land-use pattern including those for the future;
 - d) policy with regard to faculty recruitment, retention and development;
 - e) structure of academic and administrative governance;
 - f) sources of financing of capital and operating expenditure besides funds to be generated through students' fee ; and
 - g) resource projections and their realization schedule.

- 5.13.3 In addition to the documents mentioned in statute 5.13.2 the application shall also be accompanied by the following:
 - (i) A statement containing full information regarding the constitution of the Managing Committee and names of its members, in the case of College / Institution not maintained by the Government. In case of application for LL.B. Course(s) it must be accompanied by an answered questionnaire as prescribed by the Bar Council of India.
 - (ii) A statement regarding teachers employed or proposed to be employed; their qualifications, the subject(s) proposed to be taught by each of them, their salaries, scales of pay and other conditions of service.
 - (iii) A statement of:
 - (a) number of students attending the institution or proposed to be admitted to the institution;

- (b) arrangements already made or proposed to be made for the residence of such students, as may not reside with their parents / guardians, in the College Hostel or lodgings approved by the College and the arrangements made or proposed to be made for their supervision;
- (c) amenities for physical welfare of students including arrangements for games, physical training, play grounds and medical assistance;
- (d) facilities made available or proposed to be made available for girl students, in case the institution provides or proposes to provide co-education;
- (e) number and nature of books available in the library and annual budget provision made or proposed to be made for enrichment of the library;
- (f) equipment available or proposed to be made available for teaching science subjects in which affiliation is sought and annual budget provision made for its maintenance and new additions;
- (g) financial resources of the institution, including a statement of the estimated annual income and expenditure; and
- (h) rates of fees, if any, proposed to be levied and the number of students exempted or proposed to be exempted wholly or in part from such fees.

- 5.13.4 An application form for affiliation or recognition may be withdrawn at any time before affiliation/recognition is granted.
- 5.13.5 Affiliation/recognition shall, in no case, be granted with retrospective effect.
- 5.13.6 **Application/Inspection fee:**
- a. An Institution /College applying for affiliation to the University shall remit application fee/inspection fee, as prescribed by the University from time to time.
 - b. Application fee shall not be refunded even if the Application Form is withdrawn or rejected.
- 5.13.7 Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.
- 5.13.8 The Application Form (including the one to be entertained provisionally) received on or before the due date shall be placed before the Syndicate and if the application form is found in order, the Syndicate shall refer it to the Board of Inspection. The Syndicate may also refer the application form provisionally entertained, pending receipt of approval of the All India Statutory Body, if otherwise found in order, to the Board of Inspection. The Board of Inspection shall appoint a Committee for inspecting the institution. In case of the application form provisionally entertained, the inspection shall be conducted only after the All India Statutory/Regulatory Body has granted approval/recognition to the Institution and letter of approval/recognition has been received by the University. The report of the Committee shall be placed before the Syndicate with the recommendation of the Board of Inspection for final orders.

5.13.9 The College shall be subjected to an inspection by the University through a Committee of Experts [which shall be called Inspection Committee], nominated by the Vice-Chancellor, and consisting of:

1. Dean, College Development Council / an equivalent academician of the University;
2. One Expert for each of the subject areas proposed;
3. One officer of the University not below the rank of Assistant Registrar; and
4. An Engineer from the PWD/CPWD or University not below the rank of Assistant Executive Engineer.

Any other member, if desired/nominated by the Vice-Chancellor.

Dean, College Development, shall be the Ex-officio Chairperson of the Committee. In his/her absence, the Dean of concerned Faculty or the Subject Expert shall act a Chairperson.

5.13.10 The Inspection Committee while conducting inspection of a new College/Institution seeking affiliation shall satisfy itself whether all the conditions laid down for this purpose in the foregoing Statues/Regulations are satisfied. The Inspection report shall cover the following information:

- 5.13.10.1 Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.
- 5.13.10.2 The existing and the proposed constitution of the Managing Committee in the case of a College/ Institution not maintained by the Government; whether or not the Head of the Institution is represented thereon.
- 5.13.10.3 Information regarding sufficient demand for the existence/opening of the institution in the locality.
- 5.13.10.4 Teaching Staff already engaged and proposed to be engaged; their service conditions and pay scales.
- 5.13.10.5 In the case of Non-Government Colleges/ Institutions, the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.
- 5.13.10.6 In the case of an Institution not maintained by the Government, Endowment and Reserve Funds and their investment, dependence on State Government grants, if any, etc.
In case affiliation/recognition is recommended, a statement of expenditure and income (including sources) should be given.
- 5.13.10.7 Site, building(s), etc.:
 - a) Area available.

- b) Number and dimensions of halls, class-rooms, library, laboratories. Hostels, with number and size of rooms. common-rooms, etc.
- c) Play-fields and grounds, gymnasium, etc.
- d) Furniture and fittings in the lecture theatres, laboratories and library.
- e) Scientific equipment.
- f) Number of books in the Library.
- g) Botanical garden.
- h) Museum.
- i) Herbarium.

Any other infrastructural requirement, as deemed necessary for the course.

- 5.13.11 Report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its Board of Inspection and submit to the Syndicate to decide to grant, or not to grant, temporary affiliation to the College, recording reasons in writing for its decision within one month.

On the basis of the infrastructure and other facilities available in the College, the University shall decide the number of seats for each programme/course in the college.

- 5.13.12 The Syndicate of the University shall be the ultimate authority to decide granting, or not granting, affiliation and action taken shall be reported to the University Council.
- 5.13.13 Temporary affiliation of the programme of study and the College itself shall be granted by the University initially for a period of one year which shall be extended/renewed by the University in the prescribed manner, subject to satisfactory performance of the College, on year to year basis through inspection process as prescribed in these Statutes/Regulations.
- 5.13.14 If the University decides not to grant affiliation to the College for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again when it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application. Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.

5.13.15 Extension/Renewal of Temporary Affiliation:

- 5.13.15.1 Application for extension/renewal of temporary affiliation along with prescribed application and/or inspection fee must reach the Dean, College Development Council, along with requisite inspection fee by 31st December of the preceding year for which extension/renewal of affiliation is sought.
- 5.13.15.2 If temporary affiliation within the prescribed time and inspection of the college has not been conducted for any reason before the start of academic session, the Vice-

Chancellor shall be competent to authorize provisional extension/renewal of temporary affiliation in case the performance of the College has been satisfactory during the preceding year.

- 5.13.15.3 If a College has applied for extension/renewal of its extension/renewal of temporary affiliation shall be for an academic session.

5.14 ELIGIBILITY CRITERIA FOR PERMANENT AFFILIATION:

- 5.14.1 The College shall have completed at least five years of satisfactory performance and fulfilled all the conditions of affiliation after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Government/Statutory/Regulatory body concerned from time to time.
- 5.14.2 The College shall have completed construction of building and all infrastructural facilities as stipulated in the Statues/Regulation.
- 5.14.3 All the teaching and non-teaching staff are appointed on permanent basis (appointed on regular basis, in case of a Government College) on the UGC/Government scales of pay.
- 5.14.4 The College shall have a duly constituted Managing Committee/Advisory Committee as per the norms.
- 5.14.5 The College shall have obtained/acquired accreditation by NAAC or any other statutory accreditation body/agency established for the purpose by the State/Central Government with letter grade 'B' or equivalent grade.
- 5.14.6 The College shall have developed endowment fund to maintain the college for at least three years.

5.15 PROCEDURE FOR GRANTING PERMANENT AFFILIATION:

- 5.15.1 A college which wishes to get permanent affiliation shall apply to the University any time after satisfactorily completing five years of temporary affiliation in the prescribed proforma along with the requisite fee prescribed by the University in the form of Demand Draft /RTGS drawn in favour of the Registrar, the University of Ladakh.
- 5.15.2 The procedure for according permanent affiliation shall be the same as prescribed for granting temporary affiliation in these Statues.
- 5.15.3 If the University decides not to grant permanent affiliation to the College for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the College may apply again when it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

Fresh application not accompanied by requisite application and inspection fee, shall not be entertained.

5.16 ELIGIBILITY TO APPLY FOR ADDITION OF NEW PROGRAMMES OF STUDY:

- 5.16.1 Any proposal for adding new programme(s) shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard in particular to the needs of the un-served, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 5.16.2 Proposal for raising the existing under-graduate college to post-graduate studies/level shall be considered by the University if the College satisfies the following requirement:
- 5.16.2.1 College is NAAC-Accredited with a minimum of “B” Grade.
- 5.16.2.2 College is permanently affiliated with the University.
- 5.16.2.3 College has permanent NOC from the Higher Education Department of the Government.
- 5.16.2.4 To begin with, the College has a permanent faculty consisting of the following:
- | | | | |
|-----|---------------------|---|-----|
| (a) | Professor | - | one |
| (b) | Associate Professor | - | one |
| (c) | Assistant Professor | - | two |
- 5.16.2.5 The College has separate physical infrastructure, class rooms, library and computer lab for the P.G. Course/s.
- 5.16.3 Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in favour of the Registrar, University of Ladakh.
- 5.16.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the College shall be the same as prescribed under the Statues for temporary affiliation.

5.17 PERMISSION/AFFILIATION FOR NEW SUBJECT(S):

- 5.17.1 No Affiliated College or Institution shall conduct classes for any subject unless it has obtained specific affiliation/permission from the University for such subject(s).
- 5.17.1.1 Each Institution applying for permission/affiliation for new subject(s) shall remit non-refundable prescribed application fee at the time of issue of application form. Thereafter, the Institution shall remit prescribed inspection fee per subject per course (when asked to do so) before the inspection of the

College is conducted. The application form, duly filled, alongwith the requisite documents shall be sent to the Dean, College Development Council, so as to reach him by October 1st of the year preceding the one in which the subject(s) is/ are proposed to be introduced.

Provided that the Vice-Chancellor may, in special circumstances, authorize entertainment of an application form submitted after October 1st but in no case shall a form be entertained after 31st January.

Provided further that, no College/Institution shall start teaching new subject(s) without prior permission of the University.

5.17.1.2 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection. The Board shall refer it to the Inspection Committee for conducting inspection of the College. The report of the Inspection Committee, with the recommendations of the Board of Inspection, shall be placed before the Syndicate for final orders.

5.17.1.3 The Inspection Committee shall pay special attention to the following points while inspecting the College/ Institution applying for introducing new subject(s) :-

- (i) Demand for the subject:
in relation to other subjects already taught; and in relation to the existing provision for teaching that subject in local institutions/colleges.
- (ii) Financial resources of the Institution in relation to the proposed development.
- (iii) Existing staff available and additional staff that will be required.
- (iv) Adequacy of class-rooms, laboratory accommodation and equipment in Science subjects.
- (v) Existing resources of the library, additional books, etc. required, and the grants, non-recurring and recurring, that will be required for the purpose.

5.18 AFFILIATION/PERMISSION FOR HONOURS CLASSES:

5.18.1 Application for permission to start Honours class(s) side by side with Pass course B.A./B.Sc./B.Com. or any other under-graduate course in an affiliated College shall be made so as to reach the Dean, College Development Council, by October 1st of the year preceding the one in which the class is proposed to be started alongwith non-refundable prescribed application fee payable at the time of issue of application form.

- 5.18.2 The Institution/College shall remit prescribed inspection fee per subject, when asked to do so, before the inspection of the institution/college is conducted.
- 5.18.3 Inspection fee may be refunded only in case the application form is withdrawn or rejected before an inspection has been conducted
- 5.18.4 Each such Application Form shall be placed by the Dean, College Development Council, before the Board of Inspection and the Board shall refer it to the Committee appointed for conducting the inspection of the College. The report of the Committee alongwith the recommendation(s) of the Board of Inspection shall be placed before the Syndicate for final orders.
- 5.18.5 For teaching Honours classes in any subject not less than six (6) periods a week shall be devoted for instruction during Ist Year and II Year of the B.A./B.Sc./B.Com. or any other under-graduate course.
- 5.18.6 Honours teaching should be entrusted to teachers who have passed Master's Degree examination with atleast 55% marks and have more than five years' teaching experience in a college.
- 5.18.7 In the case of local college, where teaching in a particular subject is intended to be imparted on co-operative basis, the consent of all participating colleges should be available.
- 5.18.8 There should be at least three teachers in the subject for which permission for Honours classes is sought.

5.19 RECOGNITION OF RESEARCH INSTITUTIONS:

- 5.19.1 Subject to provisions of the Statues/Regulations for the award of Research Degrees, the Syndicate shall have powers to declare an Institution, engaged in research work, as an approved institution of the University.
- 5.19.2 An Institution applying for approval under this Statute shall submit an application to the Dean, College Development Council, containing full information in respect of the following:-
- (i) status of the institution;
 - (ii) constitution and personnel of the Managing Body;
 - (iii) subjects and branches in which research is undertaken in the Institution;
 - (iv) accommodation, equipment and the number of scholars for whom provision for research exists or is proposed to be made;
 - (v) strength of the staff, their qualifications, salaries and the research or other academic work done by them; and
 - (vi) fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment and for continued maintenance and efficient working of the institution;
- 5.19.2.1 Each Research Institute seeking recognition as a Centre of Research for Ph.D. Degree shall remit non-refundable

inspection fee as prescribed from time to time alongwith the application for the purpose. Subsequently, application for recognition in additional subject(s)/area(s) shall be accompanied by non-refundable inspection fee as prescribed from time to time per subject/area.

- 5.19.2.2 Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.
- 5.19.2.3 In case the Syndicate decides to consider the application, it may refer it to the Committee for conducting the inspection of the institution. After considering the report made as a result of such inspection and making such further inquiry as may appear to it to be necessary, the Syndicate may grant or refuse recognition.
- 5.19.2.4 When the permission is granted, the Syndicate shall define the status of the Institution and specify the subject(s)/area(s) for which the Institution is approved/permitted for conducting research work leading to Ph.D.
- 5.19.2.5
- (i) The rights conferred on an Institution may be withdrawn or suspended for any period if it has failed to observe any of the conditions of approval or has conducted itself in a manner prejudicial to the interests of education or in contravention of such provisions of the Act, the Statues/Regulations as are applicable to it as an approved institution.
 - (ii) A motion for such withdrawal or suspension shall be initiated only by the Syndicate. The member of the Syndicate who intends to move such a motion shall give sufficient notice about his move and shall state in writing the grounds on which it is made.
 - (iii) Before taking the said motion into consideration, the Syndicate shall send a copy of the notice and written statement mentioned in clause (ii) to the Head of the institution concerned together with an intimation that any representation in writing submitted within a period of two months from the date of intimation, on behalf of the institution, shall be considered by the Syndicate. Provided that the period so specified. may be extended, if necessary, by the Syndicate.
 - (iv) On receipt of the representation or on expiry of the period referred to in clause (iii), the Syndicate after considering the notice of the motion, statement and representation, and after such inspection. if any, by any competent person or persons appointed by the Syndicate in this behalf and such further enquiry, if any, as may appear to be necessary, shall decide whether the approval should be withdrawn, suspended or continued. Provided that, the approval shall not be withdrawn or suspended unless a resolution of the Syndicate to that effect is

supported by a majority of at least two-third members present at the meeting. Such majority should, however, be not less than one-half of the total membership of the Syndicate.

5.20 PERIODICAL INSPECTION:

- 5.20.1 The Board of Inspection may, at its discretion, arrange periodical inspection of each affiliated /Affiliate college once within a period of three years after grant of privileges of affiliation or after the inspection last held. For this purpose the Board of Inspection shall appoint Inspectors. No inspection fee shall be charged from the College / Institution for periodical inspection.
- 5.20.2 In case a periodical inspection proposed by the Board of Inspection, the Vice-Chancellor shall fix the date for inspection of a College/Institution well in advance, so that intimation is sent to the institution at least two weeks prior to the date fixed for inspection.
- 5.20.3 The duty of the Inspectors is to satisfy themselves fully that the students of the College/Institution live, work and receive instructions under congenial conditions and in accordance with the academic standards prescribed by the University.
- 5.20.4 It shall be the duty of the Inspectors to satisfy themselves that the Institutions continue to comply with the conditions on which the privilege of affiliation was originally granted. There should be no attempt to interfere with the teaching work of teachers, in their own special subject, but the Inspectors should suggest in the report any improvements in the working of the Institution that, in their opinion, would promote efficiency.
- 5.20.5 Before proceeding to the Institution, the Inspectors shall obtain from the Dean, College Development Council, copies of the previous inspection reports of the College/Institution together with any remarks made or action taken upon them by the authorities.
- 5.20.6 Inspectors shall, as soon as possible upon arrival at an Institution, make a cursory inspection of the buildings, grounds and of the classes (seeing them at work, if possible), the library, laboratories, etc. so that they may form a general impression of conditions and if required videography of the same may be taken. They shall then spend some time in studying the records of the Institution and familiarize themselves with the details of its condition and life. In this part of the inspection, they may call for any information that they may require, from Head of the Institution, members of the Teaching Staff, or the office.
- 5.20.7 As soon as Inspectors feel that they have sufficiently familiarized themselves with the conditions of the institution as revealed in reports, returns, etc. they shall proceed to a closer inspection with particular reference to the points detailed in these Statues.

5.20.8 An important part of the inspection would be informal discussions with the Head of the Institution and in some cases with individual members of the staff and other stakeholders including parents of the students or ex-students of the College. At such discussions, a good deal can be discussed which need not necessarily find way into the report, or need only be briefly touched upon therein. In the case of College/Institution not maintained by the Government, it may be desirable to meet members of the Managing Committee of the Institution with a view to impressing upon them the more urgent requirements of the Institution.

5.20.9 Inspectors should preface their report with a brief statement of the procedure followed and of the time consumed by the inspection. They should then report in detail the steps taken by the institution to comply with the recommendations made in previous reports. The report shall be signed by all the Inspectors.

5.20.10 **PERIODICAL INSPECTION REPORT:**

5.20.10.1 The report of the Inspectors conducting periodical inspection of a College/Institution shall cover the following points:

(i) Introduction

Date, time and method of inspection. Previous inspection reports and the extent to which recommendations contained therein have been complied with.

(ii) Staff

a) Whether the staff, as mentioned in the preceding annual staff statement returns, is in conformity with the conditions of affiliation laid down by the University. In case of application for grant of affiliation to a new Law College, the Inspection Committee shall conduct inspection on the basis of a proforma prescribed by the Bar Council of India and in other professional courses as per the proforma/instrument prescribed/developed by the concerned Statutory/Regulatory Body in the field.

(b) Whether any members of the staff teaching subjects for which they are not adequately qualified.

(c) Whether the existing staff strength is sufficient to cope with the work-load in the institution.

(d) Whether the staff is properly paid.

(e) Whether the Institution, if it is not maintained by the Government, has entered into agreements with the staff, in accordance with the provisions of the Statutes.

(f) Whether any members of the staff outside interests or responsibilities which interfere or are likely to interfere with the proper discharge of their duties.

(g) What do the members of the staff do, in addition to teaching, in connection with hostels, games, N.C.C., N.S.S., sports, youth welfare, etc.

(h) What is the practice of the institution with regard to the staff meetings.

iii) Library:

Whether the library and clerical staff is adequate, sufficiently paid and properly qualified.

iv) Finance:

Under this head special attention should be paid to the following :

- a) Whether in the case of College/Institution not maintained by the Government, the income can be expected to meet the annual increment of the staff and the extent to which this is dependent upon increase in fee income.
- b) The provision made for maintenance of the Science departments and the library.
- c) Endowments and emergency or reserve funds, in the case of Colleges/Institutions not maintained by the Government and how these are invested.
- d) Scholarships and prizes.
- e) Audit of accounts.

v) Site, building(s), etc.:

- a) Adequacy and size of class-rooms and laboratories in relation to the number of students likely to be accommodated vis-a-vis prescribed norms in this respect.
- b) Convenience of the staff viz. common / individual rooms, sanitary arrangements, etc.
- c) Equipment.
- d) Class-rooms.
- e) Library-system of cataloguing and issue. Hours when in use. Expenditure on books of various subjects, departmental libraries. Number of volumes in stock.
- f) Science Arrangements of fitting of –Models, Maps, Charts and Apparatus, etc. for practical work and class demonstrations.

vi) Students :

- a) Total number of students in the Institution;
- b) Whether the number of students in a class or section (Lectures and Practicals) is within the limits prescribed by the Statues.

- c) Whether any tutorial system exist in the institution. If so, in which subject(s). Does it need any expansion or improvement and use of ICT in teaching.
- d) What is the system of examination and promotions.
- e) What facilities are provided for research work and what research work has been done in the institution during the last five years.
- f) Facilities and arrangements for social activities, subject societies, athletics, sports, NCC, NSS, medical check-up, etc.

vii) Residence of students:

(A) Hostels:-

- a) Accommodation, size, ventilation and lighting of rooms.
- b) Medical attendance of a qualified Doctor/Medical Assistant, dispensary, sanitation, etc.
- c) Mess arrangements.
- d) Contact between warden(s) and boarders.
- e) Regulations and discipline.
- f) Social and athletic activities.
- g) Common rooms, provision and control of periodicals, books, etc.

(B) Recognised lodging:

Inspectors shall visit and report upon recognised lodging, if any, where students of the Institution reside.

- a) Day students.
- b) What attempt is being made by the College to supervise the conditions of life of the day students?
- c) Arrangements for athletics, etc. Whether there a day Students' Common Room. Where do they spend their leisure period.

viii) General :

- a) Tone and discipline.
- b) Opportunities for encouraging esprit de corps, daily or weekly assembly, general lectures, common dinner, clubs, etc. for students and staff.

ix) Office Administration:

- a) Registers, attendances, students' records and reports, stock books, etc.
- b) Method of calculating attendance of students.
- c) System adopted for issue of progress reports to parents/guardians.

- d) Record of career and conduct for use in issuing certificates.
- x) **Summary:** There should be a summary or the recommendation of the inspectors.

5.20.10.2 The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Dean, College Development Council, to the Head of the College / Institution concerned, and also to the concerned Administrative Secretary in the case of Government institution and to the Chairman of the Managing Committee, in the case of Non-Government Colleges, for such comments as they may desire on the statement of facts contained in the report. The report together with the said comments shall be placed before the Board of Inspection. The recommendations of the Board shall then be submitted to the Syndicate. The decision of the Syndicate shall be sent for information to the Head of the Institution and the Managing Committee of the institution concerned in the case of a Non-Government College.

5.20.10.3 The conditions, if any, laid down by the Syndicate on the recommendations of the Board of Inspection, in regard to staff, equipment and furniture, additions and alterations to the building and construction of new building(s) shall be fulfilled within the following time limit prescribed for each from the date of communication of such conditions to the College :-

- Staff ... within six months ...
- Equipment, furniture and Library within one year ...
- Additions and alterations within two years

New buildings ... within three years and in extreme cases five years with the approval of Board of Inspection.

- Reserve ... within one year
- Improvement of service conditions of staff ... within two years
- Minor deficiencies, if any ... within six months
- Major deficiencies, if any ... within two years

Provided that the Syndicate may, in exceptional cases, extend the above time limit in which case the Syndicate shall specify the time limit by which other conditions, if any, imposed for grant of affiliation are to be fulfilled by the institution.

5.20.11 Remuneration of Inspectors:

5.20.11.1 Each Inspector appointed to conduct inspection of a College or any other educational institution shall be paid remuneration at the prescribed rate. Besides, conveyance charges to the extent of the amount declared by the Inspector as having been actually spent by him/her for the purpose on a particular day shall be paid, unless the University arranges for his/her transport.

5.20.11.2 T.A. and D.A. as permissible under rules shall be paid to the Inspectors.

5.20.12 Surprise Visit/Inspection:

The Dean, College Development Council, may conduct or direct surprise inspection of an Affiliated/Affiliate college, on the basis of a complaint or otherwise to see that the College is being run in accordance with the Statutes/norms of the University/UGC/Statutory/Regulatory body and that the academic calendar is properly adhered to. During the surprise inspection, the Dean, or the Inspection team deputed by the Dean, may check any record, equipments/apparatus, attendance of students, staff, availability of infrastructural facilities. In case surprise inspection is conducted by the Dean, College Development Council, himself/herself, he/she may take such action as is warranted keeping in view the gravity of the shortfall/deficiency/violation, including imposition of any penalty on the College and in case the inspection is conducted by an Inspection Team deputed by the Dean, the Inspection Team shall submit its report to the Dean which would be processed by the Dean in the manner prescribed above. However, before imposing any penalty, the matter with full facts shall be reported to the Vice-Chancellor for approval of penalty on the defaulting college.

Provided that no fee shall be charged from the college(s) for surprise visit(s)/inspection(s).

5.21 CANCELLATION OF AFFILIATION:

In case the College/Institution, to which affiliation had been granted, does not provide instructions in the course(s) for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.

5.22 WITHDRAWAL OF AFFILIATION:

5.22.1 The privileges conferred on a College by affiliation may be withdrawn in part or in full, suspended or modified, if the College, on due enquiry, is found to have failed to comply with any of the provision of the University of Ladakh Act, 2018, the Statutes/Regulations or any other directions or

instruction of the UGC/University/Statutory/ Regulatory body concerned or the Government, or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

5.22.2 If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust or Individual or a group of individuals without the prior approval of the University, the affiliation granted to the College shall lapse automatically, and it shall be treated as a new College for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner.

5.22.3 Without prejudice to the Statutes, the University Grant Commission on its own or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a College, and after giving the College a reasonable opportunity of being heard, may pass an order under Section (12A)(4) of the University Grants Commission Act prohibiting such College from presenting any student then undergoing such specified course/programme of study therein to the University for the award of the qualification concerned and the affiliation of the college shall stand termination as per Section (12A)(5) of the UGC Act.

5.22.4 If the University decides to withdraw the affiliation of the College, or the affiliation stands terminated by the order of the University temporarily or permanently, such decision shall not affect the interest of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time.

5.22.5 The rights conferred on an Institution/College may also be withdrawn or suspended for any period if it has failed to observe any of the conditions of affiliation/approval or has conducted itself in a manner prejudicial to the interest of education or in contravention of such provision of the Act, the Statutes/Regulations as are applicable to it as an approved institution.

5.22.6 **Infrastructural Deficiencies Leading to Withdrawal of Affiliation:**

5.22.6.1 Classes being held in building other than the one where affiliation was granted.

5.22.6.2 Building or Part thereof used for running other courses not related or allied to the course for which permission has been sought or for any other purpose without prior permission of the University.

- 5.22.6.3 The building/s is/are declared unsafe by the concerned authority on account of poor maintenance or other factors.
- 5.22.6.4 Building used for commercial purposes after college hours.
- 5.22.6.5 Building campus used for political/anti-social/authorized purposes.
- 5.22.7 **Deficiencies on Account of Teaching Staff Leading to Withdrawal of Affiliation:**
 - 5.22.7.1 College being run without Principal continuously for more than 3 months.
 - 5.22.7.2 Lesser number of faculty engaged by the Management as per student/teacher ratio requirement.
 - 5.22.7.3 Failure to make arrangement for teaching of all optional papers.
- 5.22.8 **Financial Irregularities Leading to Withdrawal of Affiliation:**
 - 5.22.8.1 Financial misappropriation/embezzlement by the members of the Trust/Society.
 - 5.22.8.2 Unauthorized financial benefits to the members of the Trust/Society.
 - 5.22.8.3 Unauthorized charges from students other than prescribed by the University viz., uniform, books, stationery, mess, hostel charges, fines, examination charges, printing, picnics, developmental charges, etc.
- 5.22.9 **Harassment of Students Leading to Withdrawal of Affiliation:**
 - 5.22.9.1 Imposing fines without adequate reasons.
 - 5.22.9.2 Inadequate messing facilities in hostels.
 - 5.22.9.3 Lack of security in hostels.
 - 5.22.9.4 Complaints of ragging/sexual harassment.

5.22.10 Unauthorized Admission in Colleges Leading to Withdrawal of Affiliation:

5.22.10.1 admission made by the Colleges of their own without any authorization by the University.

5.22.10.2 Students admitted in Management seat quota more than the authorized seats.

5.22.11 Miscellaneous reasons Leading to Withdrawal of Affiliation:

Any other circumstances by way of which the continuation of the College/Institute severely effects the reputation of the University.

5.22.12 Procedure for Disaffiliation:

For any complaint/s of the major/minor violation by the College/Institute, a committee would be constituted to inquire into the allegations and make recommendations following the principles of natural justice. The recommendation should be placed before the Syndicate for consideration and orders thereupon. However, in case of grave violations, the University may, in public interest, disaffiliate the College/Institute without issuing any show cause notice.

Notwithstanding the above, in case of disaffiliation of a College/Institution, the students admitted would be shifted to other College/Institution to complete the remaining part of the course/programme. In case the shift of students is not possible, the University Syndicate shall decide the fate of such students on case-to-case basis.

5.22.13 Re-Affiliation:

College/Institution whose privileges have been withdrawn can apply for re-affiliation which will be granted after a gap of a minimum of two academic sessions.

Provided that the procedure for re-affiliation shall be the same as provided for temporary affiliation in these Statues.

5.23 GENERAL CONDITIONS OF SERVICE OF THE ADMINISTRATIVE STAFF, TEACHING STAFF, LIBRARIANS & PHYSICAL INSTRUCTORS OF COLLEGES & INSTITUTIONS:

5.23.1 Save as otherwise provided in the Statues, the services of the Principals and all other members of the Teaching Staff of the Colleges and Institutions maintained by the Government shall be governed by the Government Civil Service Regulations in respect of their appointment, fixation of pay, allowances, leave, pension, suspension, dismissal, etc.

5.23.2 Selection Committee for Appointment of

5.23.2.1 Assistant Professor/ Physical Director/Instructor/ Librarian:

- i) Chairperson of the Governing body/Managing Committee of the College to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;
- ii) Dean of the Faculty concerned;
- iii) Head of the Department or Senior Professor from the University (of the concerned subject);
- iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;
- v) Two subject-experts not connected with the College to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice- Chancellor; and
- vi) Principal of the concerned College.

5.23.2.2 Associate Professor:

- i) Chairperson of the Governing body/Managing Committee of the College to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;
- ii) Dean of the Faculty concerned
- iii) Head of the Department of the concerned subject from the University;
- iv) Two nominees of the Vice-Chancellor of the University of whom one should be a subject expert;
- v) Two external subject-experts not connected with the University of Ladakhto be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice- Chancellor; and
- vi) Principal of the concerned College – Secretary.

5.23.2.3 Professor:

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee;

- ii) Dean of the Faculty concerned;
- iii) Head of the Department of the concerned subject from the University;
- iv) Two nominee of the Vice-Chancellor of the University of whom one should be a subject expert;
- v) Two external subject-experts not connected with the University of Ladakh to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice- Chancellor; and
- vi) Principal of the concerned College- Secretary.

5.23.2.4 **Principal:**

- i) Chairperson of the Governing body/Managing Committee of the college to be the Chairperson of the Selection Committee; and in the absence of the Chairperson, the Dean Academic Affairs shall act as Chairperson of the Selection Committee;
- ii) Dean Academic Affairs, the University of Ladakh
- iii) One Professor having not less than 15 years of service as a teacher in the University;
- iv) Two nominees of the Vice-Chancellor of the University of whom one should be an expert in administration;
- v) Dean, College Development Council, or his/her nominee; and
- vi) Principal of the Nodal College-Secretariat

At least four members, including two experts, should constitute the quorum.

Note:

Payment of TA & DA and seating charges to all concerned, as admissible under University norms, shall be made by the College concerned. Notwithstanding anything contained in this Statute, if the Chairman of the Managing Committee/Governing Body of the Institution is of the opinion that it is in the interest of the Institution necessary to do so, he may, with the approval of the Vice-Chancellor, appoint any in-service/retiring, or retired eminent teacher in the Institution on contract basis on such terms and conditions as may be mutually agreed upon for a period of one year or till the time a permanent arrangement is made, whichever is earlier. Such arrangement shall not extend beyond the specified period in any case.

5.23.3 **Qualifications of Teachers:**

The qualifications of the teaching staff shall be same as prescribed by the University/Government/UGC from time to time.

5.23.4 **Service Agreement:**

5.23.4.1 The Management in the case of Non-Government Colleges, shall enter into a written contract of permanent/ contractual service (on the proforma(s) given at **Appendix II & III**) with each employee in accordance with these Statues which shall embody the following points :-

Salary and pay scales:

- (a) The pay scale shall be the same as prescribed by the Government/University/UGC, from time to time, for Govt. Colleges.
- (b) The age of superannuation of teachers in the non-Government Affiliated Colleges shall be as prescribed by the University/UGC from time to time. Provided that the Management may engage superannuated employees on contractual basis upto the age of sixty seven years only. However, the number of such superannuated teachers shall, in no case, exceed 30% of total Teaching Staff strength of the College.
- (c) The period of initial probation shall normally be of two years, extendable in very special cases upto a maximum of five years.
- (d) Whole-time services of the members of the Teaching Staff shall be at the disposal of the College and they shall not engage, directly or indirectly, in any trade or business or write short sketches or cheap books for the examinations of the University or take up any occupation which is likely to interfere with the 'duties associated with their appointment, without the sanction of the Managing Committee.
- (e) The services of an employee can be terminated only on one or more of the following grounds:–
 - i. Willful neglect of duty;
 - ii. Misconduct including disobedience of orders of the Principal;
 - iii. Breach of any of the terms of contract;
 - iv. Physical or mental unfitness; and
 - v. Abolition of the post.
- (f) Except when termination of services has taken place under Statute 5.23.4.1 (e) (i), (ii) or (iii), the services of a teacher confirmed, after the expiry of probation period, shall be terminated either by serving him three months notice or in lieu of such notice, by paying him thrice the monthly salary then being earned by him. In the case of those still on probation, one month's notice shall be served or in lieu of such notice, one month's salary shall be paid. The period of notice referred to above shall not include the summer or winter vacation or any part thereof.
- (g) i) The Contributory/General Provident Fund Regulations (including the rates of subscription to the fund by the employees and contribution of the College/Institution) prescribed by the University from time to time for its employees shall also be applicable to the teachers and other employees of the Colleges/Institutions.

- ii) Leave in the case of teachers and other employees of such Colleges/Institutions shall be regulated by the Service Regulations of the Government.
- (h) A tribunal, comprising one member nominated by the Managing Committee of the Institution, one member nominated by the teachers and a person, (not connected with the Institution) nominated by the Syndicate, shall settle disputes arising in connection with termination of services under sub-clause(v) above. The tribunal shall have powers to enquire into facts and to interpret the terms of agreement in order to resolve the dispute. The decision of the tribunal shall be final.
- (i) In all other disputes, the decision of the Managing Committee with prior approval of the Vice-Chancellor shall be final.

5.23.4.2 In case an institution fails to have the required agreement executed within three months of the date of appointment on probation, it will be liable for such action as the Syndicate may deem fit.

5.24 TEMPORARY APPOINTMENT:

Temporary appointment of a teacher may be made by the Principal for a period not exceeding three months.

5.25 DISMISSAL OF A TEACHER:

5.25.1 Every decision by the Management of an Affiliated/ Affiliate College, other than a College maintained by the Government, to dismiss or remove from service a teacher shall be subject to the following provisions :-

- 5.25.1.1 No order of dismissal or removal of a teacher from service shall be passed unless proper charges have been framed against the erring teacher and communicated to him/her with a statement of the grounds on which it is proposed to take action, and he/she has been given adequate opportunity of :-
 - i. submitting a written statement in his/her defence;
 - ii. being heard in person if he/she so chooses; and
 - iii. calling and examining such witnesses in his/her defence as he/she may wish.

Provided that the Managing Committee while conducting the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- 5.25.1.2 The Managing Committee may at any time, not exceeding two months from the date of the receipt of the teacher's explanation in respect of the charge or charges

communicated to him/her, at a meeting convened under Statues, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:

- i. wilful neglect of duty;
- ii. mis-conduct, including disobedience to the orders of the Principal in the case of the teachers; and
- iii. breach of any of the terms of contract.

5.25.1.3 The teacher may at any time within one month after the passing of such a resolution which shall contain the grounds of dismissal or removal, as the case may be, and which shall be communicated to him/her forthwith, apply to have the decision of the Managing Committee reviewed by it at a subsequent meeting and the Committee shall on receipt of such an application be summoned to a second meeting within one month of the receipt of such an application. At such a meeting the teacher may submit an additional statement of his/her case and shall, if he/she so desires, be allowed to appear before the Committee in person to state his/her case and answer any question that may be put to him/her by any member present at the meeting. If the teacher does not apply to have the resolution of the Committee reviewed and if the resolution is confirmed by the Committee at the subsequent meeting by a two-third majority of the members present, further notice of dismissal or removal from service need not be given to the teacher but he/she shall be given a copy of the resolution passed at such a meeting.

5.25.1.4 The Managing Committee may, instead of dismissing or removing a teacher from service, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increments of his/her salary for a specified period and/or may deprive the teacher of his/her pay during the period of his/her suspension, if any. The teacher, in such a case also, shall be entitled to apply to have the resolution of the Committee reviewed as provided above, and if he/she is not satisfied with the decision of the Committee he/she may appeal to the Vice-Chancellor for reconsideration of his/her case and the decision of the Vice-Chancellor shall be final. The resolution of the Committee punishing the teacher shall operate when and to the extent approved by the Vice-Chancellor.

- 5.25.1.5
- i. The Managing Committee shall be entitled to suspend a teacher pending enquiry into the charge or charges against him/her. In case of suspension, the Managing Committee shall supply the teacher with a copy of charge sheet within a week of the date of suspension.
 - ii. During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the Govt. Service Regulations/Rules.

- iii. If the teacher is exonerated from the charge or charges brought against him/her, he/she shall be reinstated in his/her post and shall be paid his/her full salary for the period, if any, during which he/she remained under suspension.

5.25.1.6 The Managing Committee may, in accordance with the terms of agreement, also remove from service a teacher on any of the following grounds provided the Management gives to such teacher at least three months' notice or in lieu of such a notice, makes payment of three months' salary then being earned by the teacher:-

- i. Physical or mental unfitness.
- ii. Abolition of the post.

5.25.1.7 In the case of members of staff of Colleges who are appointed temporarily or on probation, services of a member of the staff can be terminated only by giving to the other party at least one calendar month's notice in writing or by paying to the other party a sum, equal to the salary of one month which shall not include the summer or winter vacation or any part thereof and the member of the staff concerned shall be entitled to receive his/her salary for the period of summer or winter vacation, as the case may be, provided he/ she has put in continuous service in the College for not less than eight months before the summer or winter vacation, as the case may be. The teacher may similarly resign from service by submitting one calendar month's notice in writing to the Committee or by paying a sum equal to his/her salary for one month. The period of one month's notice shall not include summer or winter vacation or any part thereof.

5.25.1.8 In the case of a teacher appointed on probation, which shall initially be of two years, if by the end of the initial period of probation, the same is not extended or no notice of termination or removal from service, as provided for above, has been received by the teacher, he/she will ipso facto be confirmed against his/her appointment:

Provided further that the termination or removal from service of a teacher on probation shall not take effect except with the previous approval of the Vice-Chancellor.

5.25.1.9 If the teacher is not in station at the time when any notice is given to him/her, such notices may be sent to him/her by registered post at his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the date when it would have reached him/her in the ordinary course of the post. If the teacher leaves the station without leaving any address a resolution or decision of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her if he/she had

been in the station, shall be effective whether the teacher gets notice of it or not.

5.25.1.10 Every decision of the Managing Committee about the dismissal or removal from service of a teacher shall be reported forthwith, alongwith a complete report and all connected papers, to the Vice-Chancellor who shall consider whether the provisions of the Statues have been complied with. If he is satisfied that the provisions of the Statues have not been complied with or that the grounds on which the teacher has been dismissed or removed from service are not adequate, he will disapprove of the decision of the Managing Committee. The decision of the Vice-Chancellor, shall be communicated to the Managing Committee within six weeks of the receipt of the proposal for compliance. If, however, the Vice-Chancellor, feels that any particular point needs clarification, he may call upon the Managing Committee and the teacher concerned to give the necessary clarification before recording his decision. The decision of the Managing Committee will operate only if and when approved by the Vice-Chancellor.

5.25.1.11 In case of any dispute not covered by the Statues or the agreement between the College and the teacher, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

5.26 ANY OTHER MATTER:

Any other matter pertaining to affiliation of colleges, not specifically covered under these Statues, shall be dealt with under administrative instructions/orders of the University.

Provided that, apart from statutory requirements contained in these Statues, an Institution/College desirous of having affiliation with the University of Ladakh, should also deposit any other document or complete other formalities, as specified for the purpose from time to time by the University/UGC/Government and/or Statutory/Regulatory bodies.

Appendix I.

Endowment Fund prescribed by the University for non-government colleges to be admitted to the privileges of the University

a)	Affiliated College imparting instruction in B.A., B.Sc., B.Com. & B.Ed. course	Rs. 5.00 lakh
b)	Affiliated Oriental Institution	Rs. 25000/-
c)	Affiliated Medical College	Rs. 25.00 lakh
d)	Affiliated Dental College OR Affiliated College of Engineering	Rs. 20.00lakh
e)	Affiliated Law College imparting instruction in LL.B. 3 (three) years OR B.A. LL.B. 5 (five)years course	Rs. 10.00 lakh
f)	Affiliated Law Colleges imparting instruction in LL.B. 3 (three) years and B.A. LL.B. 5 (five) years course	Rs. 13.00lakh
g)	BBA/BCA/PGDCA/PGDBM/PG Courses/M.Ed. - Each Programme in the Institution [Ref. Notification No. F.Acd/ I/13/58/6376-7475 dated 15.08.2013] ????	Rs. 5.00 lakh
h)	MBA/MCA/B.Sc. Nursing/Post Basic Nursing - Each Programme in the Institution	Rs. 10.00 lakh

Appendix-II

PROFORMA OF AGREEMENT WITH PRINCIPAL

Agreement made this _____ day of _____ 20____ between _____ of the first part (hereinafter called the Principal) and the _____ (hereinafter called the Managing Committee) of _____ through the Chairman of the second part.

Whereas the Managing Committee has engaged the party of the first part to serve the college as Principal subject to the conditions hereinafter contained.

Now this agreement witness that the party of the first part and the Managing Committee hereby contract and agree as follows:-

1. That the agreement shall begin from _____ day of _____ 20____ and shall be determinable as hereinafter provided.
2. That the Principal is employed, in the first instance, on probation for two years, in the pay scale of Rs _____ and shall be paid monthly salary of Rs _____. The period of probation may be extended by the Managing Committee, in very special cases, but the total period of probation shall, in no case, exceed three years. If on or before the expiry of the period of probation, the Principal is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following that for which it is earned and the Managing Committee shall pay it to the Principal not later than the seventh of each month.
4. That the Principal will be entitled to the benefits of the Contributory/General Provident Fund and leave in accordance with the provisions of the Statues of the University/norms of the State Government.
5. That the age of superannuation will be _____ years. The date of birth of the Principal is _____ as is evident from the High School Certificate produced by him/her.
6. That the Principal shall perform all such duties pertaining to the office of the Principal of an affiliated/ Affiliate college/institution and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal arrangement and discipline of the said college/institution including such matters as selection of Text-books in consultation with the Head of the Department concerned, arrangement of _____ time-table, allocation of duties to all the members of the staff, grant of leave to the staff, appointment, promotion, control and removal of the inferior staff such as Class IV employees, etc., grant of Free-ship and Half free-ship to students within the number sanctioned by the Managing Committee, control of the hostel(s) attached to the _____ through the warden, admission, promotion and punishment of students, organization of games and other activities. He/she shall administer the games fund and other similar funds such as Reading Room Fee / Fund, Examination or Magazine Fund, etc., with the help of a Committee constituted by him/her and in accordance with Statues /norms prescribed by the University and subject to audit and scrutiny of accounts by the Managing Committee. He/she shall have all powers necessary

for the purpose including power, in an emergency, to suspend members of the teaching staff pending report to and decision by the Managing Committee. In the spheres of his/her sole responsibility he/she shall follow the directions received from the University or Government in connection with the administration of _____ .In financial

and other matters, for which he/she is not solely responsible, the Principal shall follow the directions of the Managing Committee as issued to him/her through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal. The Principal shall have all necessary powers of control and discipline in regard to the clerical and administrative staff, including the power to withhold increment(s). All appointments in the office of the Principal shall be made with his/her concurrence.

7. That the Principal shall devote his/her whole-time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Managing Committee is likely to interfere with the duties of his/ her appointment, without the sanction of the Managing Committee.
8. That the Principal shall be an ex-officio member-Secretary of the Selection Committee in case of selection of Assistant Professors and equivalents and Secretary for other higher positions.
9. After confirmation, the services of the Principal can be terminated on one or more of the following grounds and with prior permission of the Vice-Chancellor:-
 - (a) wilful neglect of duty;
 - (b) misconduct; including disobedience to the orders of the Managing Committee passed in accordance with the terms of the agreement and the Statues and Regulations of the University;
 - (c) breach of any of the terms of contract;
 - (d) physical or mental unfitness;
 - (e) incompetence;
 - (f) favours obtained from any quarter

Provided that the plea of incompetence shall not be used against the Principal after confirmation.

10. That the services of the Principal shall not be terminated except by a resolution of the Managing Committee passed at a meeting of the Committee expressly called for the purpose and attended by at least two-third of the total membership and such resolution to be effective must be passed by two-third majority of the members present.
11. That before such a resolution is passed, the Principal shall be acquainted in writing with the ground or grounds on which it is proposed to remove him/her from service and he/she shall be given enough time (not less than fifteen days) to submit his/her explanation which shall be duly considered by the Managing Committee before the decision of the removal is taken. The Principal shall also have the right to be personally present at the meeting of the Managing Committee to explain his/her case, but he/she shall withdraw from the meeting when the vote is taken.
12. That the resolution of the Managing Committee removing the Principal shall operate only when approved by the Vice-Chancellor.
13. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause 9 above neither the party of the first part nor the party of the second part shall terminate this Agreement except by giving to the other party three calendar months' notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of

14. the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any part thereof.
14. That any dispute, arising in connection with Clause 9 of this contract between the Managing Committee shall be referred to by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the College/institution_____, one member nominated by the Principal concerned and an Umpire (not connected with the institution) nominated by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
15. If the Principal is not in the station at the time when any notice ought to be given to him/ her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the Principal leaves the station without leaving any address, a decision or resolution of the Managing Committee passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in station, shall be effective whether the Principal gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed this _____day of _____201_____.

On behalf of the Managing Committee by_____

By the Principal_____

In the presence of :

Witness (1)_____

Witness (2)_____

Address_____

Address _____

PROFORMA OF AGREEMENT WITH TEACHERS

Agreement made this _____ day of _____ 201 _____ between _____ of the first part and the Managing Committee of the _____ through the Principal/Secretary of the second part.

Whereas the _____ has engaged the party of the first part to serve the _____ as _____ subject to the conditions and upon the terms hereinafter contained, now this Agreement witnessed that the party of the first part and the _____ hereby contract and agree as follows:-

1. That the engagement shall begin from the _____ day of _____ 19 _____ and shall be determinable as hereinafter provided.
2. That the party of the first part is employed, in the first instance, on probation for two years, in the pay scale of Rs. _____ and shall be paid a monthly salary of Rs. _____. The period of probation may be extended by the party of the second part in very special cases, but the total period of probation shall, in no case exceed three years, If on or before the expiry of the period of probation, the party of the first part is not informed that his/her services are no longer required, he/she will be ipso facto taken as confirmed.
3. That the said monthly salary is due on the first day of the month following that for which it is earned and the party of the second part shall pay it to the party of the first part not later than the seventh of each month.
4. That the party of the first part will be entitled to the benefit of the Provident Fund and leave in accordance with the provisions of the Statutes of the University.
5. That the age of superannuation will be _____ years. The date of birth of the party of the first part is _____ as is evident from his/her High School Certificate produced by him/her.
6. That the party of the first part shall devote his/her whole- time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business, or write notes on books prescribed or recommended for the examinations of this University or take up any occupation which in the opinion of the Principal, is likely to interfere with the duties of his/her appointment, without the sanction of the Managing Committee.
7. That the party of the first part shall not make a representation to the University or to any member of the Managing Committee except through the Principal, who shall forward it to higher authorities.
8. That the party of the first part shall, in addition to the duties prescribed in Statute 8.2 ???(of the set of Statutes governing affiliation of colleges and other institutions) perform such duties as may be entrusted to him/her in connection with the internal administration of the _____.
9. After confirmation, the services of the party of the first part can be terminated only on one or more of the following grounds:-
 - (a) wilful neglect of duty;
 - (b) misconduct including disobedience of the orders of the Principal;
 - (c) breach of any of the terms of contract;
 - (d) physical or mental unfitness;
 - (e) incompetence;
 - (f) favour obtained from any quarter

Provided that the plea of incompetence will not be used against the party of the first part after confirmation.

(f) abolition of the post with prior approval of the Vice-Chancellor.

10. Except when termination of service has taken place under sub-clause (a), (b) or (c) of Clause above, neither the party of the first part nor the party of the second part shall terminate this agreement, except by giving to the other party three calendar months notice in writing or by paying to the other party a sum equivalent to thrice the monthly salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer or winter vacation or any, part thereof.
11. That the decision of the Managing Committee to dismiss the party of the first part shall not take effect unless it has been approved by the Vice-Chancellor.
12. That any dispute, arising in connection with Clause 9 of this contract between the party of the first part and the party of the second part, shall be referred by the aggrieved party to the University for the appointment of a Tribunal consisting of one member nominated by the Managing Committee of the _____, one member nominated by the party of the first part and an Umpire (not connected with the institution) appointed by the Syndicate of the University. The decision of the Tribunal shall be final. In all other disputes, the decision of the Vice-Chancellor shall be final.
13. If the party of the first part is not in the station at the time when any notice ought to be given to him/her in accordance with any of the provisions of this agreement, such notice may be sent to him/her by registered post to his/her address, if known, and a notice so posted (whether ever delivered or not) shall have effect from the day when it would have reached him/her in the ordinary course of the post. If the party of the first part leaves the station without leaving any address, a resolution or the decision of Managing Committee, passed not less than fourteen days after the date when notice would have been given to him/her, if he/she had been in the station, shall be effective whether the party of the first part gets notice of it or not.

In witness whereof the parties hereto hereby sign this deed on this ____ day of ____ 20 ____

On behalf of the Managing Committee by _____

The party of the first part _____

in the presence of:

Witness (1) _____

Witness (2) _____

Address _____

Address _____

CHAPTER – 6

PROCUREMENT AND MANAGEMENT OF STORES

PURCHASE COMMITTEES AND REGULATIONS RELATING TO PROCUREMENT OF GOODS AND MANAGEMENT OF STORES

6.1 PURCHASE COMMITTEES:

There shall be a Central Purchase Committee for purchase of scientific equipment and another Central Purchase Committee for purchase of material other than scientific equipment including computers.

6.1.1 **The Central Purchase Committee:**

The Central Purchase Committee for purchase of Scientific equipments including computers shall consist of:

- 6.1.1.1 Registrar(Chairman);
- 6.1.1.2 Dean, Faculty of Science;
- 6.1.1.3 All Heads of Science Departments;
- 6.1.1.4 Officer I/C Finance; and
- 6.1.1.5 Officer In-charge of Purchase and Procurement.

NB: :For computers and its allied items, there shall be a sub- committee to be constituted by Vice- Chancellor on year to year basis with Dean faculty of Engineering and Technology as convener, two teachers of Computer Sciences/IT by rotation and Officer In-charge Finance. This sub-committee shall work under the overall control of Central Purchase Committee for purchases of scientific equipment.

This committee shall function as recommendatory body of the Central Purchase Committee for scientific equipment.

6.1.2 The Central Purchase Committee for purchase of material other than Scientific equipment shall consist of:

- 6.1.2.1 Registrar(Chairman);
- 6.1.2.2 Three Heads of Departments by rotation every year;
- 6.1.2.3 Officer In-charge Finance; and
- 6.1.2.4 Officer In-charge of Purchase and Procurement.

6.1.3 **Departmental Purchase Committees (DPC):**

6.1.3.1 The Departmental Purchase Committee for purchase of Laboratory Equipment and Scientific Equipment shall consist of the following:-

- (i) Head of the Department (Chairman);
- (ii) At least three teachers of the Department by rotation every year; and

- (iii) Officer In-charge Finance/Officer In-charge for Purchase and Procurement.

6.1.3.2 The Departmental Purchase Committee for purchase of goods, other than Scientific Equipment and Laboratory Equipment shall consist of :-

- (i) Head of the Department (Chairman); and
- (ii) At least three members of the teaching staff by rotation every year.

6.1.4 Purchase Committee for Engineering Store

There shall be purchase committee for purchase of Engineering store consisting of

6.1.4.1 Registrar(Chairman);

6.1.4.2 Two members of the Central Purchase Committee to be nominated by Vice- Chancellor;

6.1.4.3 Executive Engineer R&B J&K Govt., Jammu Province as nominee of Chief Engineer; and

6.1.4.4 Officer In-charge Finance

6.2 PROCUREMENT OF GOODS AND SERVICES:

6.2.1. The term “goods and services” includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard

It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, specific scientific & technical services viz., professional consultant services, computer & network management, software & web design development services, special storage, communication facilities,outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library.

6.3 DIVISION OF STORES:

The purchase of stores and machinery will be divided into following categories:-

6.3.1 Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.

6.3.2 Articles of proprietary, special or unusual character.

6.3.3 It also includes dead stock, such as, plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the ‘engineering stores’.

6.4 PROCEDURES FOR PURCHASE OF GOODS AND SERVICES:

6.4.1 Procedures for Purchases of Goods:

For procurement of article category (6.3.1) above, the following procedures shall be adopted:-

6.4.1.1 Purchase of goods without quotations:

Purchase of goods up to the value of Rs. 25,000/- (Rupees twenty five thousand only) as per Schedule of Delegation of Financial Powers on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the officer in whose name the powers are delegated in the following format.

“I _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.

6.4.1.2 Purchase of goods by Purchase Committee without quotation:

Purchase of goods costing above Rs.25,000/- (Rupees twenty five thousand only) and upto Rs.1,00,000/- (Rupees One lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D./Dean/Dean. The Committee will survey the market to ascertain the reasonability of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-

“Certified that we the members of the Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”. Names and signatures of all members.

NB: *The priority should be given to procurement of goods and services through Government e-Marketplace (GeM).*

6.4.1.3 Purchase of goods directly under rate contract:

The University may directly procure goods under rate contract of the University/State Government/Central Government. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The University/ School / Department / Centre / Division / Section

shall make its own arrangement for inspection and testing of such goods wherever required.

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.

6.4.1.4 Purchase of goods through bids:

The University may follow any of the following standard method, of obtaining bids:

- a. Advertised tender enquiry;
- b. Limited tender enquiry;
- c. Single tender enquiry;
- d. Two bid system.

6.4.1.5 Advertised tender enquiry:

- a. Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs.25.00 lakh (Rupees twenty five lakh) and above. Advertisement in such case should be given in one Local as well as one National Newspaper having wide circulation.
- b. The University shall also upload all the advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in one local and one national newspaper.
- c. The University shall also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- d. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

6.4.1.6 Limited tender enquiry:

- (a) This method may be adopted when estimated value of the goods and services to be procured is up to Rupees twenty-five lakh. Copies of the bidding document shall be sent directly by speed post/registered post/courier/e-mail to firm which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

(b) Purchase through Limited Tender enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs; in the following circumstances:-

- i. The Competent Authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- ii. There are sufficient reasons, to be recorded in writing by the Competent Authority, indicating that it will not be in public interest to procure the goods through Advertised Tender Enquiry.
- iii. The source(s) of supply is/are definitely known and possibility of fresh source(s) beyond those being tapped is remote. Sufficient time shall be allowed for submission of bids.

6.4.1.7 Single Tender Enquiry:

Procurement from a single source may be resorted to in the following circumstances:-

- a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- b. In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Competent Authority obtained.
- c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent Technical Expert and approved by the Competent Authority), the required item is to be purchased only from selected firm.

Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from a single source under the proviso as applicable.

- i. The indented goods are manufactured by _____ M/s_____ only.
- ii. No other make or model is acceptable for the following reasons:-_____.
- iii. Concurrence of the Finance Wing to the proposal has been obtained vide:_____.
- iv. Approval of the Competent Authority vide _____ is on record.

(Signature with date and
designation of the procuring officer)

6.4.1.8 Two-bid System:

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:-

- a. technical bid consisting of all technical details along with commercial terms and conditions; and
- b. financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

6.4.1.9 Late bids:

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) shall not be considered.

6.4.1.10 Contents of bidding document:

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown under the following headings:-

- a. Instruction to bidders.
- b. Conditions of contract.
- c. Schedule of requirements.
- d. Specifications and allied technical details.
- e. Price schedule (to be utilized by the bidders for quoting their prices).
- f. Contract form.
- g. Other standard forms, if any, to be utilized by the purchaser and bidders.
- h. Warranty and post warranty maintenance.
- i. Commercial conditions.

6.4.1.11 Bid Security:

- (i) To safeguard against bidder's withdrawing or altering their bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The SSI units, Public sector Undertakings shall also furnish earnest money

for the amount as specified in the latest Central/State Government orders amended from time to time.

- (ii) The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or CDR from any of the Commercial/Scheduled banks. The bid security is normally to remain valid for a period of forty five days beyond the final date validity period.
- (iii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest by or the 30th day of the award of the contract.

6.4.1.12 Advance payment to supplier:

- a.** Ordinarily, Payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-
 - i. Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipments, etc.
 - ii. Advance payment demanded by firms against Fabrication contract, turn-key contracts etc.
- b.** Such advance payments should not exceed the following limits:
 - i. Thirty percent of the contract value to private firms:
 - ii. Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
 - iii. In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

6.4.1.13 Part Payment to Suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

6.4.2 Procurement of Services:

- 6.4.2.1 The University may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.
- 6.4.2.2 This chapter contains the fundamental principles applicable to all Departments of University regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the University. However, the Departments shall ensure that they do not contravene the basic rules contained in this chapter.
- 6.4.2.3 Identification of Work/Services required to be performed by Consultants:
Engagement of consultants may be resorted to in situations requiring high quality services for which the University / concerned Department does not have requisite expertise. Approval of the competent authority shall be obtained before engaging consultant(s).
- 6.4.2.4 Preparation of scope of the required work/service:
The University /Departments shall prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants shall also be clearly identified at this stage.
- 6.4.2.5 Estimating reasonable expenditure:
The University or Department proposing to engage consultant(s) shall estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organizations engaged in similar activities.
- 6.4.2.6 Identification of likely sources:
- i) Where the estimated cost of the work or service is upto twenty five lakh rupees, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Universities or Departments.
 - ii) Where the estimated cost of the work or service is above twenty five lakh rupees, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the University's website. The website address should also be given in the advertisements. Enquiry for seeking Expression of Interest shall include in brief, the broad scope of work or service, inputs to be provided by the University or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time shall be allowed for getting responses from interested consultants.

- 6.4.2.7 Short listing of consultants:
On the basis of responses received from the interested parties as per **6.4.2.6**, consultants meeting the requirements shall be short-listed for further consideration. The number of short-listed consultants shall not be less than three.
- 6.4.2.8 Preparation of Terms of Reference (TOR):
The TOR shall include the following:
- i) the precise statement of objectives;
 - ii) the outline of the tasks to be carried out;
 - iii) the schedule for completion of tasks;
 - iv) the support or inputs to be provided by the University or Department to facilitate the consultancy; and
 - v) the final outputs that will be required of the Consultant.
- 6.4.2.9 Preparation and Issue of Request for Proposal (RFP):
RFP is the document to be used by the University/Department for obtaining offers from the consultants for the required work/service. The RFP shall be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP shall contain:
- i) A letter of Invitation.
 - ii) Information to Consultants regarding the procedure for submission of proposal.
 - iii) Terms of Reference (TOR).
 - iv) Eligibility and pre-qualification criteria in case the same has not been ascertained through Enquiry for Expression of Interest.
 - v) List of key position whose CV and experience would be evaluated.
 - vi) Bid evaluation criteria and selection procedure.
 - vii) Standard formats for technical and financial proposal.
 - viii) Proposed contract terms.
 - ix) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.
- 6.4.2.10 Receipt and opening of proposals:
Proposals shall ordinarily be asked for from consultants in 'Two bid' system with technical and financial bids sealed separately. The bidder shall put these two sealed envelopes in a bigger envelope duly sealed and submit the same to the University or Department by the specified date and time at the specified place. On receipt, the technical proposals shall be opened first by the University or Department at the specified date, time and place.
- 6.4.2.11 Late bids i.e. bids received after the specified date and time of receipt shall not be considered.
- 6.4.2.12 Evaluation of Technical Bids:

Technical bids shall be analyzed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the University or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.

6.4.2.13 Evaluation of Financial Bids of the technically qualified bidders:

The University or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per 6.4.2.12 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

6.4.2.14 Consultancy by nomination:

Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the University or Department. Full justification for single source selection shall be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

6.4.2.15 Monitoring the Contract:

The University /Department shall be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the University /Department's objectives.

6.4.2.16 Outsourcing of Services:

The University or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines contained in the following paragraphs.

6.4.2.17 Identification of likely contractors:

The University or Department shall prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other University or Departments.

6.4.2.18 Preparation of Tender enquiry:

University or Department shall prepare a tender enquiry containing, *inter alia*:

- (i) the details of the work or service to be performed by the contractor;
- (ii) the facilities and the inputs which will be provided to the contractor by the University or Department;

- (iii) eligibility and qualification criteria to be met by the contractor for performing the required work/service; and
- (iv) the statutory and contractual obligations to be complied with by the contractor.

6.4.2.19 Invitation of Bids:

- a) For estimated value of the work or service upto ten lakh rupees or less: The Ministry or Department shall scrutinize the preliminary list of likely contractors as identified as per **6.4.2.17** above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time as per standard practice. The number of the contractors so identified for issuing limited tender enquiry shall not be less than 6 (six) .
- b) For estimated value of the work or service above ten lakh rupees: The University or Department shall issue advertised tender enquiry asking for the offers by a specified date and time etc. in at least 1 (one) popular largely circulated national newspaper and website of the University or Department.

6.4.2.20 Late Bids:

Late bids i.e. bids received after the specified date and time of receipt shall not be considered.

6.4.2.21 Evaluation of Bids Received:

The University or Department shall evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract.

6.4.2.22 Outsourcing by Choice:

Should it become necessary in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent Authority in the University may do so in consultation with the Financial Adviser. In such cases. the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it will serve shall form an integral part of the proposal.

6.4.2.23 Monitoring the Contract:

The University or Department shall be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

6.5 INVITATION OF TENDERS/QUOTATIONS:

6.5.1 Tenders may not be invited for purchase to be made from:

6.5.1.1 J&K State Handloom Development Corporation;

6.5.1.2 J&K State Handicraft Development Corporation;

- 6.5.1.3 SICOP;
- 6.5.1.4 Govt. Joinery Mills;
- 6.5.1.5 Kashmir Govt. Arts Emporium;
- 6.5.1.6 National textile Corporation of India/Coir Board;
- 6.5.1.7 All Central/State Govt. Undertakings;
- 6.5.1.8 Licensed items;
- 6.5.1.9 Government Stationery Depot/Govt. Ranbir Press/Police Printing Press;
- 6.5.1.10 Autonomous Bodies established by the Government;
- 6.5.1.11 Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser; and
- 6.5.1.12 Articles imported by the Departments concerned from other countries directly or through sole agents of foreign firms in the country.

6.5.2 The following points shall be kept in view while inviting tenders/quotations:

- 6.5.2.1 The tender notice shall always be sent under Certificate of Posting or through a messenger against a proper receipt which shall be maintained in record.
- 6.5.2.2 The place of delivery shall invariably be specified in the notice calling for tenders/quotations.
- 6.5.2.3 In the notice calling quotations/tenders, the date and time by which they will be required to be received shall be clearly specified. Tenders/quotations received after the specified time shall not normally be considered.
- 6.5.2.4 The tenders/quotations shall be invited sufficiently ahead of the actual date of receipt except in emergent cases to enable tenderers to quote rates after due consideration.
- 6.5.2.5 The articles required shall be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition.
- 6.5.2.6 In the case of purchase by open tender/quotations of engineering stores, furniture, equipment exceeding Rs.5000/-, earnest money in cash/Bank Draft shall invariable be demanded, which shall amount to 5% to 10% of the estimated cost of stores. In the event of failure to comply with the supply order, the earnest money shall stand forfeited or utilized to meet expenditure by purchasing from

other sources. The earnest money shall be refunded after three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers shall be required to repair/replace the materials, furniture, equipment etc. at their cost, failing which the material may be repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.

Note: The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in genuine cases where he feels satisfied that the supplier shall not back out.

- 6.5.2.7 In the notice calling for quotations/tenders it shall be specifically stated that the accepting officer has the right to accept the rates of some or all the articles required as considered necessary by him. For this purpose contractors/supplies shall be careful in quoting “the rates for each article quite independent of the rates for other articles. The tenders/quotations received shall be serially numbered by the opening officer who shall also indicate the last tender/quotation as final under his initials.
- 6.5.2.8 The quotations/tenders shall be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
- 6.5.2.9 Comparative Statement of tenders shall be made out and signed by the manufacturers specified therein. The purchase Committee shall record on the comparative statement of tenders the rates accepted which will be specified in the supply order. The Comparative Statement of tenders, alongwith the rejected tenders, shall be kept on record for audit purposes.
- 6.5.2.10 The alterations/over-writings in the tenders/quotation should be under the initials of the officers opening them.
- 6.5.2.11 If response to any invitation to tender/quotations indicates that owing to inadequate publicity or any other reasons, favourable rates have not been received or no satisfactory tender is response to invitation of tenders, fresh tenders/.quotations will be invited and measures taken to bring the invitation to tender to the notice of all possible tenders.
- 6.5.2.12 Where the other conditions are equal, the lowest rates shall be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable or the quality of material to be purchased is found to be inferior, as ascertained by the Purchase Committee the purchase may be effected at rates other than the lowest with the permission of the Vice-Chancellor but reasons

therefore shall be recorded on the comparative statement of tenders

- 6.5.2.13 While accepting tenders, the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or order.
- 6.5.2.14 After the purchase rate has been determined, a written supply order shall invariably be issued indicating the requirements of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply orders shall be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order shall be sent to the supplier.
- 6.5.2.15 In the case of articles frequently required throughout the year viz. stationery etc; efforts shall be made for entering into a running contract for a year or such smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then.
- 6.5.2.16 As far as possible it shall be ensured that the requirements of various kinds of stores required in each department are foreseen sufficiently in advance with a view to ensuring economical purchase by following normal rules of making the purchase and thus avoiding the necessity of making emergency purchases which comparatively cost more.
- 6.5.2.17 Articles which are likely to depreciate or deteriorate during storage shall not be purchased long in advance to more than what are actually required.
- 6.5.2.18 As far as may be considered feasible for purchase of such equipment or articles which are usually purchased by the institutions or Department of the State Government which may be in close touch with the market, their assistance in procurement of such stores may also be obtained.

6.5.3 **General Instructions:**

- 6.5.3.1 The officer in-charge of Purchase & Procurement shall convene meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
- 6.5.3.2 The Purchase Committee shall approve the tendered rates of the firms in different items required and orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.
- 6.5.3.3 If in the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the

convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same placed before the authority in the next meeting.

6.5.3.4 In the event of a change in the rates already approved by the Purchase Committee in its next meeting and when time does not permit the convening of a meeting of the Purchase Committee, the purchase at the revised rates shall be approved by the Competent Authority and the same shall be placed before the Purchase Committee in its next meeting.

6.5.3.5 The Purchase Committee may appoint a Sub Committee consisting of at least three members for market survey and technical evaluation, as and when required.

NB: Notwithstanding anything contained in these Regulations the Vice-Chancellor may constitute Special Purchase Committees for purchase of such articles/equipment the procurement of which is urgently required to be made in the interest of the University Work/Administration.

6.5.4 Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under General Financial Rules of Government of India issued by the Department of Expenditure, Ministry of Finance shall be applicable.

Anything not covered in the above rules will be governed by GFR Rules issued by the Department of Expenditure, Ministry of Finance.

6.6 APPROVAL OF PURCHASES:

All proposals for purchase of stores which require the approval of the Registrar/Vice-Chancellor shall be sent in the forms described below. Proforma of these forms are given at Annexure-1, 2, 3 &4, in this chapter.

6.6.1 Form 'A'

This form shall be used where tenders/quotations have been invited and the purchase is proposed to be made on the basis of lowest rates. (Annexure-1).

6.6.2 Form 'B'

This form shall be used for such proposals where quotations having been invited, the response is not satisfactory and the purchase of stores is proposed to be made on the basis of two tenders. In this case the officer recommending the purchase shall certify that the rates on which the purchase is being recommended are the reasonable and competitive. He shall further indicate the reasons for not inviting the fresh quotations where necessary. (Annexure-2).

6.6.3 Form 'C'

This form shall be used where the purchase of articles of proprietary or special and unusual character is proposed to be made on the basis of a single quotation either from the manufacturer of the particular brand or from the sole distributors.

- 6.6.4 For all purchases of equipment costing more than Rs.1,00,000/- additional proforma 'D' shall be filled in and enclosed with the proposal forms A, B or C as the case may be. (Annexure-4).

As soon as the purchase is approved by the competent authority the order for supply shall always be placed in writing mentioning complete specifications of goods ordered and also specifying the conditions of supply accepted. Copies of orders placed shall be endorsed to the Assistant Registrar (Accounts). A copy of the orders placed shall also be enclosed with the bills recommended for payment to the Accounts Branch.

6.7 **RECEIPT OF STORES:**

- 6.7.1 Immediately on receipt of stores these will be inspected by a responsible officer or a team of officers as may be decided by the Registrar/Head of the Department or Librarian. The Inspecting Officer in the Post-Graduate Department shall be the Head of the Department or any teacher nominated by him. In Registry, an officer not below the rank of an Assistant Registrar; in Library, Assistant Librarian or above; in Engineering Department, Officer not below the rank of an Assistant Engineer; and in Health Centre, the Medical Officer In-charge of the Health Centre.
- 6.7.2 Before accepting the articles for which specifications/tests have been prescribed by the competent authority, these shall be required to conform to such specifications/ tests which shall be carried out before accepting the material.
- 6.7.3 On inspection, if the suppliers are found in accordance with the specifications indicated in the supply orders and samples if any kept, these will be taken on stock register. All stores received whether purchased or transferred from other Department shall also be accounted for in the stock registers.
- 6.7.4 On receipt of supplies bills, a certificate of stores having been inspected and taken in charge shall be recorded on the bills as under :-
"Stores received on _____. Certified that the stores mentioned in the bill have been inspected and found to be in accordance with the supply orders/samples. The goods received have been entered in the stock register at item _____ on page _____. H.O.D./Office
- 6.7.5 All receipt entries in stock register will be attested by the Officer In-charge of the stores.

6.8 **DEAD STOCK:**

The issues of dead stock articles on loan or for use shall not be struck off from the ledgers. The receipts for issues shall be maintained in a separate file. Inventories of dead stock articles lying in all rooms shall be prepared (separately for each room) in duplicate. One copy duly signed by the Branch Officer/In-charge of the section shall be retained by the store-keeper in his file and another copy of inventory shall remain with the Section In-charge/Officer.

6.9 **CONSUMABLE STORES:**

All stores shall be issued to the extent actually required on the authority of issue slips duly signed by the Branch Officer or by any other person authorized to requisition stores. A consolidated account of issues (day book) shall be maintained on the basis of individual indent slips and charged off from the main ledger indicating the reference to the Indent No. and date and balances worked out daily. All entries in the ledgers shall be attested by the officer/In-charge teacher of the stores.

6.10 STOCK VERIFICATION (PERIODICAL CHECKS):

All Heads of Departments and officers shall see that the stocks with them are correct and for this purpose they should carry out periodical checks. Complete verification of stores of each Department shall be carried out by the Head of the Department with the help of selected teachers atleast once in every year. In making physical verification the following instructions shall be observed:-

- 6.10.1 Verification is not entrusted to a person who is the custodian, the ledger keeper or accountant of the stores to be verified or who is nominee of or is employed under the custodian, the ledger keeper or the accountant or who is not conversant with the classification, nomenclature and techniques of the particular classes of stores to be verified.
- 6.10.2 Verification shall not be left to the subordinates below the rank of a Superintendent or as far as possible is entrusted to a responsible officer who is independent of the sub-ordinate authority In-charge of stores.
- 6.10.3 Verifications shall always be made in the presence of the subordinate authority responsible for the custody of the stores or of a responsible person deputed by him.
- 6.10.4 All discrepancies noticed shall be brought to account immediately so that the stores account may represent the true state of stores.
- 6.10.5 There shall be clear markings of identifications, guide letters and numbers on all items of stock and equipment to facilitate stock verification of every item.
- 6.10.6 Stock verification of scientific equipment, chemicals and various specimens in the Science Departments shall be carried out by the Heads of the Department, with the help of teachers of the Department not connected with the maintenance of stores.
- 6.10.7 The stock of the Library books shall similarly be verified at least once in a year in the case of departmental libraries and atleast once in three years in the case of Central Library by a Committee constituted for the purpose by the Vice-Chancellor.
- 6.10.8 The result of the physical verification shall be communicated to the Registrar in such proforma as may be prescribed, together with the list of stores found short, obsolete or unserviceable, indicating the price of each article.
- 6.10.9 For all shortages in stores a detailed report explaining the circumstances leading to the deficiency shall be enclosed with the list.

- 6.10.10 The lists indicating shortages and unserviceable articles shall be considered by a Committee consisting of the following, which shall recommend the writeoff or recovery of the cost of articles found short depending upon the circumstances of each case:-
- 6.10.10.1 Registrar(chairman);
 - 6.10.10.2 Head of the Department concerned;
 - 6.10.10.3 Officer In-charge Stores;
 - 6.10.10.4 Internal Audit Officer; and
 - 6.10.10.5 Officer In-charge Finance (with power to co-opt).
- The report of the Committee shall be placed before the Vice-Chancellor or Syndicate for final orders.
- 6.10.11 The articles as written off shall be charged off the stock ledgers indicating the reference to the orders issued in this behalf.
- 6.10.12 The sale proceeds of the unserviceable articles which are written off and are put to auction shall be deposited into the University account immediately.

6.11 INTERNAL AUDIT:

The Internal Audit Unit, while inspecting the accounts of the Departments, shall report about the unauthorized stores held by any officer or subordinate or any of the items of stores which are surplus to requirements or for which there has been no demand over a year. They will also see if arrangements for proper custody and protection of stores are made. They will particularly examine the following arrangements:

- 6.11.1 **Immediate investigation of large discrepancies:**
Any large discrepancies found as a result of stock verification between the ledgers or other records and the actual count balance shall be investigated on the spot and a detailed report submitted thereon to the Internal Audit Officer, immediately without waiting for the completion of the test check of the other articles of stock.
- 6.11.2 **Erroneous classifications & unauthorized stocks & surplus stores:**
Any wrong classification of stores or unauthorized stocks of stores held by any officer or subordinate, or any items of stores which are surplus to requirement or for which there has been no demand for over a year shall be noted and included in the report of verification to be submitted by the verifier.
- 6.11.3 **Arrangements for custody & protection of Stores:**
The verifiers shall particularly examine and report whether proper arrangements exist for the safe custody and proper storage of material against unnecessary deterioration from weather or any other cause. With this object they shall examine the existing arrangements to see -
- 6.11.3.1 that the godown floors are tiled or cemented;

- 6.11.3.2 that items of common use are always kept under lock and key and that proper arrangements exist for locking the godown and keeping the keys in safe custody;
 - 6.11.3.3 that adequate arrangements exist for fire protection, i.e. fire extinguishers are kept handy and at easily accessible spots, and that fire buckets are always full of water and/or sand where inflammable articles are stocked;
 - 6.11.3.4 that in order to avoid deterioration of stock, issues are not made from fresh receipts as a matter of course but that articles first received are issued first and to ensure this, fresh receipt are not dumped on existing stock but are so arranged that their turn for issue will come only when the existing stocks are exhausted;
 - 6.11.3.5 that in storing of medicines and drugs, arrangements for their issues exist so that their expiry dates are kept in view and time-expired items are not allowed to remain in the stores;
 - 6.11.3.6 that costly and precision scientific and laboratory equipment and their parts are kept with maximum possible care;
 - 6.11.3.7 that the stocks of paper, publications and answer books etc. are kept safely and properly protected against risk of fire, white ant etc;
 - 6.11.3.8 that the records relating to the stores, like Consumable Stock Ledgers, Non consumable stock Ledgers, Register of Assets, Delivery Challans, if any, and Issue Slips are maintained properly and upto date; and
 - 6.11.3.9 that the accounts of priced publications are kept upto date.
- 6.11.4 A certificate of verification of stores with its results shall be recorded on the list, inventory or account as the case may be where such verification is carried out by the Internal Audit. The Physical verification shall always be made in the presence of subordinate authority responsible for the custody of the stores. The discrepancies shall be brought on record immediately so that the stores account represents the true state of stores. Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.
- 6.11.4.1 It shall also be seen that the stores held are not in excess of the requirement of a reasonable period or in excess of any prescribed maximum limit.
 - 6.11.4.2 That the periodical inspections of stores are made by the responsible officer from time to time.
 - 6.11.4.3 That the remaining stores in stock for over a year are reported.

ANNEXURE – 1

DEPARTMENT OF _____ PROPOSAL FORM ‘A’

Notice inviting tenders for the following articles was issued. In all _____ tenders/ quotations were received. From the comparative statement it has been observed that the rates of M/S _____ for the articles mentioned below are the lowest. It is recommended that order may be approved to be placed with them against the allocation made in the Budget under Head _____

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

HOD/Branch Officer

1. It is certified that all formalities as required under rules for inviting tenders have been observed and the rates quoted are competitive and reasonable.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.
- 3.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

- 1.
- 2.
- 3.
- 4.

Grant allocated _____
Expenditure including
This proposal _____
Balance _____

Signature of the competent authority

DEPARTMENT OF _____ PROPOSAL FORM ‘B’

For the following articles quotations were invited but only _____ tenders/quotations were received. It is not possible to invite fresh quotations for the reasons given below. It is proposed that the purchase may be allowed to be made under store Purchase Regulations No.6.6. (ii) against the allocation made in the Budget under Head _____ Brief reasons for not inviting quotations:

S.No	Particulars	Specifications	Qty.	Rate	Total Cost

1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

1. _____
2. _____
3. _____
4. _____

Approved/Not Approved

Grant allocated _____
Expenditure including _____
This proposal _____
Balance _____

Signature of the competent authority

PROPOSAL FORM ‘C’

DEPARTMENT OF _____

The following articles are proposed to be purchased from M/S _____

who are the sole distributors/sole manufactures within the meaning of Regulation 6.4 & 6.5 governing purchase of stores. No tenders have been invited. The purchase may be allowed under Regulation quoted above.

S.No.	Particulars	Specifications	Qty.	Rate	Total Cost

1. It is certified that the rates at which purchase is recommended are reasonable and competitive.
2. It is certified that the specifications of articles proposed to be purchased meet our requirement.

HOD/Branch Officer

Recommendations of the Purchase Committee

Recommended/Not Recommended

- 1.
- 2.
- 3.
- 4.

Approved/Not Approved

Grant allocated _____
Expenditure including
This proposal _____
Balance _____

Signature of the competent
authority

PROPOSAL FORM 'D'

DEPARTMENT OF _____

Proposal for purchase of New Laboratory Equipment/Scientific Equipment costing over Rs.20,000/-.

1. Description of Laboratory Equipment/Scientific Equipment.
2. Purpose for which proposed to be purchased.
3. Whether budget provision exists in the budget.
4. Ref. to Budget Head.
 - a) Whether the Equipment proposed can be operated without employment of trained staff.
 - b) If not, whether the sanction of the competent authority obtained for creation of required posts.
 - c) Whether technical know how to operate the apparatus exists in the Department.
 - d) Whether space for installation of equipment is available with the Department.
 - e) Whether adequate electric load is available to commission the equipment? If not what alternate arrangements are proposed to be made.
6. Whether provision exists for additional recurring charges and maintenance contract.
7. Whether proper procedure as prescribed under rules has been followed for its purchase.
8.
 - a) Whether cheaper alternatives models of equipment are available in the market.
 - b) If so, what are the grounds for ignoring cheaper models?
9.
 - a) Whether a similar model is already available either in the Department or other Departments which may not be utilized upto its optimum capacity.
 - b) If so, what is the justification for purchase of similar equipment.
10. Whether the apparatus would require air conditioner space. If so, whether provision has been got made in the Budget.
11. What additional expenditure is involved for installation of equipment?
12. Whether the equipment proposed will be available as a Central Facility.

Head of the Department

CHAPTER – 7

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARASH)

7.1 DEFINITIONS:

7.1.1 **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:

7.1.1.1 unwanted physical contact and advances;

7.1.1.2 a demand or request for sexual favour;

7.1.1.3 sexually-coloured remarks;

7.1.1.4 displaying pornography, and

7.1.1.5 any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

7.1.2 **Academic Staff:** This shall include any person on the staff of the University who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, visiting, honorary, or on special duty, or employees on a casual or project basis.

7.1.3 **Campus:** This shall include all the places vested, controlled and/or administered by the University.

Students: Students shall mean regular, private/ex-students of the University
7.1.4 on the rolls of Schools/Centres/Departments of Studies/Hostel.

7.1.5 **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a Public Charitable Trust. Such an NGO should be engaged in work connected with gender equality.

7.1.6 **Counsellor:** This shall include any woman from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment

7.1.7 **Non-teaching staff:** This shall include any person on the staff of the University who is not appointed to a teaching and/or research post, whether full time, temporary, adhoc, contractual, part-time, on daily wages, on honorary or on special duty, or on deputation, and shall include employees on a casual or project basis.

7.1.8 **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the University.

7.1.9 **Service provider:** This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

7.2 BODIES OF SPARASH:

Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and shall conduct enquiries to suggest suitable action.

7.3 FUNCTIONS, POWERS AND DUTIES OF ABS:

7.3.1 To uphold the commitment of the University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.

7.3.2 To promote a social and psychological environment which will raise awareness about gender-based discrimination and prevent sexual harassment and other acts of gender-based violence.

7.3.3 To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.

7.4 FUNCTIONS, POWERS AND DUTIES OF UCC:

7.4.1 To ensure implementation of directives of the Apex Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

7.4.2 To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender based violence.

7.4.3 To ensure that the provisions of the Statutes are implemented in letter and spirit through proper reporting and redressal of the complaints.

7.5 CONSTITUTION OF APEX BODY OF SPARASH (ABS):

The ABS shall consist of the following members nominated by the Vice Chancellor:-

7.5.1 Chairperson, a woman nominated by the Vice-Chancellor from amongst the faculty members;

7.5.2 Five members representing various Schools/Departments/Centres of the University, of which at least three should be women and one amongst these shall be nominated as Member Secretary by the Vice-Chancellor;

7.5.3 Two student representatives of which at least one should be a girl student (names to be proposed by the Dean, Students' Welfare for Vice Chancellor's approval);

7.5.4 2 (two) members from the non-teaching staff, of which at least 1(one) should be a woman;

7.5.5 1(one) woman NGO representative; and

7.5.6 1(one) Woman Counsellor.

7.6 CONSTITUTION OF UNIVERSITY COMPLAINTS COMMITTEE (UCC):

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

7.6.1 four teacher representatives of which at least 2 (two) shall be women;

7.6.2 1 (one) non-teaching representative of the University; and

7.6.3 1 (one) person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative;

Chairperson and a Member Secretary shall be nominated by the Vice - Chancellor.

7.7 TERM OF CHAIRPERSONS AND MEMBERS OF ABS AND UCC:

The Chairpersons and Members shall hold office for a term of three years from the date of issue of order. Provided that Chairperson or any Member shall not hold office for more than two terms.

7.8 FILLING OF VACANCY OF CHAIRPERSON OR MEMBER OF ABS AND UCC:

If the office of the Chairperson or any other Member becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for 2 (two) months, whichever is more, another Member shall be nominated to fill in the vacancy. The new Chairperson/Member shall also be nominated by the Vice-Chancellor.

7.9 PROCEDURE FOR TRANSACTION OF BUSINESS OF ABS:

7.9.1 The ABS shall hold at least five meetings in an academic year without more than three (3) months gap between the two meetings.

7.9.2 Proceedings of all the meetings shall be recorded by the Member Secretary, confirmed and adopted by the ABS members.

7.9.3 The quorum for the meeting shall be one-third of the Members of the ABS.

7.9.4 Any Member may request the Chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given.

7.10 PROCEDURE FOR FILING COMPLAINTS WITH UCC:

- 7.10.1 Wide publicity shall be given for filing complaints.
- 7.10.2 Complaints shall be registered in strict confidentiality.
- 7.10.3 The UCC on taking cognizance of complaint(s) pertaining to sexual harassment shall conduct enquiries and recommend penalties and other actions to be taken in the matter. UCC shall also provide assistance and redressal to the victim(s).
- 7.10.4 Any student, resident, service provider, outsider, academic staff or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsider, academic staff or non-teaching staff.
- 7.10.5 Any person(s) may lodge a complaint directly to the Vice Chancellor, or to any member of the UCC.
- 7.10.6 The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- 7.10.7 The UCC shall hear both the parties (complainant and the accused) in a manner, it may deem appropriate and determine the course of action the situation merits.
- 7.10.8 The UCC will be responsible for conducting a formal enquiry against the student, academic staff, non-teaching staff, service provider or resident, as the case may be, allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- 7.10.9 The inquiry shall be conducted under the rules and procedure laid down by the University and will be in conformity with the principles of natural justice.
- 7.10.10 The formal inquiry shall commence within a week and shall be completed within two months from the date of complaint. If the UCC finds it impractical to dispose off the case within the given time, the reasons will be recorded in writing, and the period may be extended by the Vice Chancellor.

7.11 PENALTIES:

Penalties shall be awarded as per University rules for employees. In case of students/service providers, the penalties shall include:

- 7.11.1 Expulsion from the University
- 7.11.2 Rustication for a period which may extend to 3 (three) years.

- 7.11.3 Denial of re-admission.
- 7.11.4 Withholding results.
- 7.11.5 Warning in writing.
- 7.11.6 Debarring entry into hostel/campus.
- 7.11.7 Written apology.
- 7.11.8 Bond of good behaviour.

7.12 HARASSMENT BY AN OUTSIDER:

In case of harassment by an outsider, who does not belong to the University, the University authorities shall initiate action by making a complaint with the appropriate authorities.

CHAPTER – 8

INTEGRATED PH.D RESEARCH PROGRAMME

8.1 DEFINITIONS:

In these Statutes, unless the context otherwise requires:

- 8.1.1 “**Programme**” means Doctoral Programme leading to the award of M.Phil. and/or Ph.D. in various authorized Departments;
- 8.1.2 “**DRC**” means Department Research Committee;
- 8.1.3 “**Supervisor**” means any faculty member who has been recognized as Research Guide;
- 8.1.4 “**Scholar**” means any candidate admitted by the University either under Full-time, Part-time or In-house mode for pursuing research for the award of M.Phil./Ph.D.degree;
- 8.1.5 “**Course work**” means a theory subject of existing PG programme not studied by the scholar prescribed by the DRC for the scholar to undergo as a part of the Ph.D. Programme;
- 8.1.6 “**Seminar**” means presenting first and second parts of Research work done by the scholar through power point presentations;
- 8.1.7 “**Viva Voce examination**” means examining the scholar whether he/she may be awarded Ph.D. degree;
- 8.1.8 “**BORS**” means Board of Research Studies;
- 8.1.9 “**External Examiner**” means an examiner who is not on the pay rolls of the University;
- 8.1.10 “**Registration**” means registration of candidates for integrated Ph.D. granted by the BORS under these Statutes and includes re-registration also;
- 8.1.11 “**M.Phil.**” means Master of Philosophy in a Subject as conferred under these statutes;
- 8.1.12 “**Ph.D.**” means Doctor of Philosophy as conferred under these Statutes;
- 8.1.13 “**Integrated Ph.D.**” means the Ph.D. as conferred under these Statutes with the exit option of conferring M.Phil. Degree under these Statutes;
- 8.1.14 “**RAPAC**” means Research Progress Assessment Committee.

8.2 INTEGRATED PH.D PROGRAMME:

- 8.2.1 The Degree of Ph.D. shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Engineering and Technology, Commerce and

Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.

8.2.2 The Degree of Doctor of Philosophy may be conferred on a student subject to the following conditions :

8.2.2.1 Completion of 6(six) -month Course work with the required number of credits.

8.2.2.2 Completion of Research work that has been carried out at the University under the guidance of Supervisor(s) for at least three years after their date of registration on a topic duly approved by the BORS.

8.2.2.3 The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by three external referees and by the Board of Examiners constituted for the viva-voce examination.

8.2.2.4 Notwithstanding the provision of 8.2.2, a student registered for the degree of Doctor of Philosophy may be permitted to carry out a part or the whole of his/her research work outside the University in other Institute, factory, laboratory, workshop and worksite.

8.2.3 A student pursuing the Ph.D. Programme in any discipline and who has successfully completed 12 credits of course work may be permitted to exit with an M.Phil. Degree by research leading to a dissertation. To obtain an M.Phil. Degree the student must successfully complete 1 (one) year of project work leading to the dissertation including the course work.

Provided that the registered candidate has remained as a full time scholar for a period of 12 months from the date of his enrolment.

The Degree of M.Phil. shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Engineering & technology, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.

8.2.4 The objectives of the M.Phil. programme shall be to provide advanced specialized knowledge in a particular area and initiation in research. It shall also be considered as a Pre-Ph.D. Degree. Its components shall be course work as well as research work including a course in research methodology. This Degree course would aim at providing advanced training in interdisciplinary studies as well as opportunity for undertaking research and where necessary.

8.3 CATEGORIES OF ADMISSION:

The status of the students admitted to the Ph.D. Programme shall be classified under any one of the following categories:-

8.3.1 Regular Full Time Scholar:

Candidates admitted under this scheme shall work full time towards their Ph. D research and will not take any other assignment till the submission of the final thesis. All such candidates shall have to qualify the requisite entrance test except those exempted as in **Statute 8.8.2**. Provided further that candidates shall have obtained not less than 55% marks at PG level in the subject/allied subject in which he or she is otherwise eligible to pursue research.

This Category includes:

- 8.3.1.1 Any Eligible Masters candidates (The University may provide fellowships to these candidates subject to the rules).
- 8.3.1.2 College Teachers under UGC Faculty Improvement Program (FIP). Such candidates works as full time scholar as per rules and regulations of FIP. Written Permission is required for such candidates.
- 8.3.1.3 Faculty under AICTE Quality Improvement Program (QIP). Such candidates works as Full time scholar as per rules and regulations of QIP. Written Permission is however required for such candidates as well.
- 8.3.1.4 Project Fellows working in the Sponsored Projects of the Department of the University Schools or Constituent Colleges

8.3.2 Part Time Scholar:

8.3.2.1 Notwithstanding anything to the contrary contained in Statute 8.3.1, the following categories of employees shall be eligible for registration for Ph.D. Programme as part-time scholars on production of written permission of the employer and subject to the fulfilment of other conditions of eligibility as per Statute 8.7 and 8.8:

- a. Teachers of the Government/Private Degree Colleges appointed on regular basis.
- b. Scientific staff of Research Institutes recognized by the Syndicate as Centres for research leading to Ph.D. Degree.
- c. Employees of the Central/State Government / Public undertakings/Autonomous bodies /Academic NGOs/corporate executives working in Public/Private Limited Companies with a minimum of 3 (three) years managerial experience serving within the State of Jammu & Kashmir.

- d. The candidates who are working as Contractual Teachers/Teaching Assistants in any of the Constituent Colleges of the University with three years' experience
- e. Teachers employed in the University of Kashmir/Jammu may also be considered for registration as research scholars in the University of Ladakh on reciprocal basis in the areas where facilities are not available.
- f. Judges and Advocates of the judiciary with at least three years' experience, and otherwise eligible, may also be registered as part-time scholars.

Provided further that all the candidates shall have to qualify the requisite entrance test. Provided further that candidates should have obtained not less than 55% marks at the PG level in the subject/allied subject in which he or she is otherwise eligible to pursue research.

8.3.2.2 NB:

- a. Regular service for the purpose of registration as a part-time scholar means that the candidate has put in two years service against a clear vacancy after being appointed through a properly constituted Selection Committee.
- b. The employees other than University and Government Degree College teacher seeking part time registration for Ph.D. Degree must have at least two years regular service to their credit.

Registration as research scholar leading to Ph.D. Degree or award of this degree in respect of every member of scientific staff employed by the approved institutions of research shall be subject to the condition that the research conducted by the scholar has been supported by two standard independent research publications.

8.3.3 In-house Scholar:

The following category of staff of the University shall be considered as In-house Scholars.

8.3.3.1 Teachers/Officers who are faculty of the Schools of the University;

8.3.3.2 College Teachers who are Faculty of the Constituent Colleges;

8.3.3.3 Technical Staff of the Schools of the University; and

8.3.3.4 Technical Staff of Constituent Colleges of the University

Such Scholars will be permitted to do course work without the residential requirement with the permission of their College Principal/Head of the Departments of Schools of University, subject to fulfilment the course requirement. These Candidates will be admitted as per the eligibility requirement mentioned in Statute 8.7 and 8.8

8.3.4 Visiting scholar:

A student in the Visiting category is a registered student of another University/Institute in India or abroad. The University will not award any degree to such students.

8.3.5 External Scholars:

This category refers to a student employed in an R&D organization/academic institution/industry having adequate research facilities. The research work leading to the Ph.D. degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization but with the overall guidance provided by a faculty member (Institute Supervisor) of the Department/Centre in which he/she is registered.

8.4 RECOGNITION OF THE DEPARTMENT/RESEARCH CENTRE /SCHOOL/CONSTITUENT COLLEGES:

8.4.1 The Academic Council may recommend to the Syndicate recognition for any Department/Research Centre/School/Constituent Colleges for conducting courses leading to the award of M. Phil. and Ph.D. degrees in the subjects/allied subjects assigned to it.

Provided that the Department/Research Centre/School/Constituent College, as the case may be, satisfies the BORS fulfilling the following requirements:

8.4.1.1 Adequate Infrastructural facilities available in Department/Research Centre/School/Constituent College required for carrying out research work in the concerned subject/s.

8.4.1.2 A research centre should have been established exclusively for carrying out research in the discipline in which recognition as research centre is sought.

8.4.1.3 There should be at least four research supervisors in a Research Centre in the subjects to provide research guidance.

8.4.2 Notwithstanding anything contained in Statute 8.4.1, the Syndicate may, on the recommendation of the BORS and Academic Council, recognize any other Research Centre/ Laboratory that may or may not be affiliated to the University of Ladakh for conducting research programmes leading to the award of M. Phil./Ph.D. degrees.

8.5 RECOGNITION OF RESEARCH SUPERVISOR AND CO-SUPERVISOR:

8.5.1 Research Supervisor:

A teacher working in the University Department/ Research Centre on permanent basis shall be eligible to be the supervisor for guiding Integrated Ph.D. scholars provided he/she has to his/her credit:

8.5.1.1 a Ph.D. Degree;

8.5.1.2 at least 5 (five) research publications in refereed journals in case of Professor and at least 2 (two) research publications in refereed journals for any regular Associate/Assistant Professor of the university. The research papers are required to be as of high standard determined by the BORS; and

8.5.1.3 2(two) years teaching experience on permanent basis and

8.5.1.4 The teacher shall have to apply in the format of Annexure-2 for recognition as research Supervisor/ Co-Supervisor should have cleared his Probation Period.

In exceptional cases, Vice-Chancellor may relax the experience and other requirements.

No external faculty can be recognized as supervisor.

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

8.5.2 Research Co-Supervisor:

The Teachers/Scientists/Eminent Scholars/Retired teachers from Universities/Institutions having Ph.D./M.D./D.M./D.C.L. having standard published work, shall, on the recommendation of the BORS, be entitled to act as co-supervisors. Provided that his/her employer has no objection in having appointed his employee as Co-supervisor.

Provided further that no such person shall be below the rank of Assistant Professor or Scientist B or equivalent and is not beyond the age of 70 years.

8.5.3 Joint Supervisor:

On the recommendations of the Departmental Research Committee concerned, the Board of Research Studies may appoint a Joint Supervisor in any particular case.

However, in case of superannuation of the Supervisor, he/she shall continue to supervise the existing scholars and, if required a Co-supervisor be allotted by the DRC. The scholars whose Supervisor has superannuated and if the progress is 80% as reflected in the report by

the Supervisor and HOD, shall submit his/her thesis within a year.

The fresh scholars shall not be allotted to supervising teachers who are likely to superannuate within one year.

Scholars who have been allotted as Co-supervisors shall be considered over and above the quota of the teachers for supervision. However, the cases of Co-supervision should not exceed 50% of the prescribed limit for a teacher under Statues.

8.5.4 Supervisor-Scholar ratio:

The maximum number of scholars (full time and part-time taken together) that a supervisor shall at a time be entitled to guide shall be as under:

8.5.3.1 Professor or Scientist of an equivalent rank: 8 (eight).

8.5.3.2 Associate Professor or Scientist of an equivalent rank: 6 (six).

8.5.3.3 Assistant Professor or Scientist of an equivalent rank: 4 (four).

The Departments/ Research Centres shall admit scholars as per the infrastructure and research facilities available with them.

8.6 DEPARTMENT RESEARCH COMMITTEE(DRC):

8.6.1 Constitution of DRC:

There shall be a Departmental Research Committee for each subject. Consisting of the following:-

8.6.1.1 Convener of the Board of Research Studies in the subject;

8.6.1.2 Head of the Department (from the Department of School)

8.6.1.3 all Professors;

8.6.1.4 1 (one) Associate Professor (by Rotation);

8.6.1.5 1 (one) Assistant Professor (by Rotation);

8.6.1.6 Head of the Concerned Department from one of the Constituent Colleges (by rotation); and

8.6.1.7 any other teacher of the University School/Constituent College whose participation may be considered essential by the Convener.

Term of the Departmental Research Committee will be coterminous with the tenure of the Head of the Department concerned.

8.6.2 Functions of the DRC:

The DRC shall perform the following functions:

- 8.6.2.1 consolidation of the number of vacancies indicated by Individual supervisors and recommended to the Dean Research Studies for admission;
- 8.6.2.2 drawing up details of the papers in the course work to be undertaken by the students. Of which one will be a Research Methodology Paper. On the recommendation of the DRC, a Department may increase the number of Papers of the Coursework and the students may take one paper in a related or allied subject being offered by the Departments other than the Department in which the student is enrolled;
- 8.6.2.3 assigning of these courses to the concerned teachers of the Department;
- 8.6.2.4 organizing the lectures and seminars and arrange supervision of the dissertation/thesis;
- 8.6.2.5 reviewing the research proposal and finalize the topic of research for dissertation/thesis;
- 8.6.2.6 guiding the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do;
- 8.6.2.7 periodically reviewing and assisting in the progress of the research work of the research scholar;
- 8.6.2.8 holding interview of the candidates admitted for Ph.D course and to decide about the area of research/allotment of the supervisors;
- 8.6.2.9 recommending the names of examiners for Dissertation/Thesis to the University;
- 8.6.2.10 recommending the award of degree to the students on the basis of assessment; and
- 8.6.2.11 deciding whether the Ph.D. Course to which a candidate intends to seek admission is allied to a subject in which he/she has obtained Master's Degree or not.

N.B

In case of any difference of opinion in the DRC, the case will be referred to Board of Research Studies concerned.

8.6.3 Meetings of the DRC:

Meetings of the Departmental Research Committee will be requisitioned by the Head of the Department in consultation with the Convener, Board of Studies concerned and will be chaired by the Convener or the Dean Research Studies in the absence of the Convener. Majority of the members shall form the quorum of the meeting. The Board of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.

8.7 BOARD OF RESEARCH STUDIES (BORS).

The SRAC and DRC will function under overall policy and supervision of the Board of Research Studies (BORS) of the University.

8.7.1 Board of Research Studies (BORS):

There shall be, to begin with, only one Board of Research Studies with the following composition.

- | | |
|---|------------------|
| 1. Vice Chancellor | Chairman |
| 2. Dean of Academic Affairs | Member/Secretary |
| 3. All Deans of the university | Member |
| 4. All Head of Department in Schools | Member |
| 5. One Senior most Professor from each Department | Member |
| 6. At least one subject expert for each department* | Member |

*The term of the member shall be three years. The member recommended by the concerned department through the concerned Dean of schools and approved by the Chairman.

8.7.2 Powers and Duties of BORS in the context of Ph.D. Programme shall be as Follows:

- 1) BORS shall meet at least once in every year.
- 2) BORS shall:
 - a) approve the Topic/Areas of the Thesis in the subject ;
 - b) advise the DRC on measures to improve courses of Studies/Research work at the Doctoral level; and
 - c) approve and confirm the registration of research scholar or candidate based on the recommendation of concerned DRC.

8.8 STUDENT RESEARCH ADVISORY COMMITTEE (SRAC):

There shall be a Student Research Advisory Committee (SRAC) for each Ph.D. scholar proposed by the Research Supervisor concern to the Departmental Research Committee for approval. The Research Supervisor of the scholar shall be the Convenor of this Committee and two eligible supervisors its members. The members can be from the same centre or from other departments of the University relevant to the research problem of the scholar. A co-supervisor shall automatically be a member of the SRAC.

8.8.1 Functions and Responsibilities:

The SRAC shall have the following responsibilities:

1. To review the research proposal and finalize the topic of research.
2. To periodically review and Assist in the progress of the Research work of the Research Scholar.
3. A Research scholar shall appear before the SRAC once every six months to make a presentation of the progress of his/her work for evaluation and further guidance.
4. In case the progress of the research scholar is unsatisfactory, the SRAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails

to implement these corrective measures, the SRAC may recommend to the Centre with specific reasons, for cancellation of the registration of the research scholar.

8.9 ELIGIBILITY FOR ADMISSION TO INTEGRATED PH.D PROGRAMME:

A candidate seeking admission to the Integrated Ph.D. Programme must fulfil the following eligibility criteria:

8.9.1 Candidates for admission to the Ph.D. Programme should have a Master's Degree or a Professional degree declared equivalent to the Master's degree by the corresponding Statutory Regulatory Body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by the Assessment and Accreditation Agency approved, recognized or authorized by an authority, established or incorporated under law, in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

8.9.2 A relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) / Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% in favour of the categories mentioned above are permissible based only on the qualifying marks without including the grace marks.

8.9.3 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale for an equivalent grade in a point scale wherever grading system is followed and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same institution in an integrated programme.

8.9.4 Candidates possessing a degree considered equivalent to M.Phil. Degree of an Indian Institution from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institution, shall be eligible for admission to Ph.D. programme.

8.9.5 Project Fellows appointed in various research projects be allowed to simultaneously pursue a Ph.D. programme subject to the condition that the

topic of Ph.D. be broadly related to the theme of the research project, subject to fulfilment of other eligibility conditions.

8.9.6 There shall be reservation of 8% seats for SC/ST/OBC categories and 3% reservation for persons with disabilities.

8.10 ADMISSIONS TO INTEGRATED PH.D PROGRAMME:

8.10.1 There shall be a Research Entrance Test (CLURET) for admission to Integrated Ph.D. Programme. The notification inviting applications to appear in the Entrance Test shall be issued by the office of the Dean, Research Studies once in a year.

All candidates eligible under Regulations governing Ph.D. (Doctor of Philosophy) in various faculties shall apply to appear in the entrance test for admission to Integrated Ph.D. course in the Departments against notification. Students desirous of being enrolled as Integrated Ph.D. (M.Phil.-Ph.D.) shall state his/her qualification and will indicate their preference for Supervisor/Field of Specialization/Area of Research in the application form. He/she may also (optionally) enclose a statement of the work he/she might have already done in the proposed field of investigation. The application form shall be accompanied by the application fee as may be prescribed by the University from time to time.

The candidates who have appeared in M.A./M.Sc., 4th semester/final examination may also be considered eligible for appearing in Entrance Test (CLURET) of Integrated Ph.D. and their case will be considered only if their result is declared by the time the merit is determined.

8.10.2 Entrance test will not be required for exempted candidates including for M.Phil., DAE-DST-DBT JRF, UGC-CSIR JRF (National Testing Authority), NET/SET/ GATE

8.10.3 After admission of the candidates under exempted category i.e. M.Phil. with entrance test (regular mode), DAE-DST-DBT JRF, UGC-CSIR JRF (National Testing Authority), NET/SET/GATE, the number of vacancies and specializations in each Department for Ph.D. will be communicated by the Head of the Department concerned to the office of Dean, Research Studies for the purposes of Entrance Test (CLURET) on or before 15th of September every year.

The university may decide separate terms and conditions for Ph.D. entrance test for those student who qualify UGC –NET (including JRF) /UGC-CSIR Net (including JRF) SLET/GATE/Teacher fellowship holder and have passed M.Phil. programme.

8.10.4 Every applicant seeking admission to Ph.D. Programme (except the exempted category as mentioned in Statute 8.8.2) shall have to undergo an entrance test.

N.B

However, such exempted candidates will have to apply for the enrolment as per the notification of the Department and shall have to complete other requirements for pursuing the said course. Enrolment of such candidates may take place twice in a year.

80% of the intake capacity in a Department/Research Centre for Integrated Ph.D. programme shall be offered to candidates who will join on full-time basis with preference to students with JRF/ with independent fellowship and the remaining 20% for candidates to join on part-time basis and under in-house category.

Provided that in case the seats fall vacant in either of the two categories due to non-availability of candidates, the seats shall be offered to the candidates eligible in the other category.

The order of preference for grant of admission to Ph.D. Programme shall be as under:

8.10.4.1 M.Phil. with entrance test (regular mode).

8.10.4.2 JRF (if the number of candidates is more than the number of seats, then the merit will be determined on the basis of the marks secured at the Master Degree level).

8.10.4.3 Master Degree with NET/SLET/SET (if the number of candidates is more than the number of seats, then the merit will be determined on the basis of the marks secured at the Master Degree level).

8.10.4.4 Through Entrance Exam (CLURET).

8.8.5 The admission for Ph.D. Programme for the exempted category of students will be finalized and communicated to the office of Dean, Research Studies on or before June 1st every year.

8.11 ENTRANCE TEST:

8.11.1 Each Department, through DRC (Departmental Research Committee), shall devise its independent syllabi for Research Entrance Test (CLURET) which shall be made available to all the desirous eligible candidates on the day of submitting applications.

8.11.2 The paper shall have the following components: -

- a) Research Aptitude Component: -50 marks
- b) Academic Component - 50 marks (as per Post-Graduate Syllabi of the University)

Research Aptitude questions shall be of descriptive nature and there shall be 8 (eight) questions in this section. Every candidate shall attempt 5 (five) questions out of the given eight questions. Each question shall carry (ten) 10 marks and the candidate shall answer every question in about 300 words. The section shall cover all the areas/specialization in a particular discipline as recommended by the Departmental Research Committee. In the academic component, there shall be 50 multiple choice objective type questions (with four alternative responses) covering the syllabi at the Post-Graduate courses of the University. Each question shall carry 1 (one) mark and candidate shall attempt all the 50 questions of this component. The duration of the test shall be 3 (three) hours.

8.11.3 Setting of the question paper shall be done as follows:

- 8.11.3.1 Model Test Papers shall be prepared by all members of the DRC of the Teaching Department which shall be handed over to the Convener of the DRC.
 - 8.11.3.2 The Convener DRC shall prepare three sets of question papers from the Model Test Papers prepared by the DRC Members.
 - 8.11.3.3 Dean, Research Studies shall choose one set out of the three for the entrance test to be conducted by the Department.
 - 8.11.3.4 The test shall be conducted within 45 days from the date of issue of notification by the concerned department.
 - 8.11.3.5 The Head of the Department shall be responsible for the conduct of the Entrance Test.
- 8.11.4 The conduct and evaluation of the paper shall be done under the overall supervision of the DRC concerned which shall have the authority to involve as many evaluators as it deems proper in view of the specializations of the Department.
- 8.11.5 The merit list of the selected candidates shall be notified within one week from the date of conduct of the entrance test and it shall be prepared as per the criteria given below:
- 8.11.5.1 Academic weightage - 50% of the marks obtained by a candidate at the Post Graduate level.
 - 8.11.5.2 Entrance test weightage – 50% of the marks obtained by a candidate in the entrance test conducted by the Department. A candidate shall be required to secure at least 50% marks in the entrance test in aggregate and in each component separately.
- 8.11.6 The candidates who have qualified the Entrance test for Integrated Ph.D. program and those exempted candidates who have submitted their application forms in the Departments will have to appear for an interview before the DRC for finalizing the area of research/allotment of supervisors to be undertaken in Integrated Ph.D. course.
- 8.11.7 The selection for admission to Integrated Ph.D. Programme shall be done on the basis of given preference/interview with the DRC of the students subject to availability of seats.
However, merely qualifying the entrance test will not entitle the students for admission to Integrated Ph.D. Programme.
- 8.11.8 After the interview, the result shall be compiled by the DRC and the list of selected candidates for the Integrated Ph.D. programmes shall be notified by the Head of the Department. A copy of the result notification shall be sent to the office of DRS.

8.12 ENROLMENT TO PH.D PROGRAMME:

- 8.12.1 All candidates selected for admission to Integrated Ph.D. Programme may, in the first instance, be enrolled and registered provisionally. Such enrolled students shall be required to undergo a coursework comprising a minimum of 3 (three) papers. Of these 1(one) will be Research Methodology Paper and the other will be related to the candidate's proposed area of research. If DRC deems it fit, more papers may be added in a particular Ph.D. Programme.
Doctoral Students may be permitted to take courses in related and allied subjects being offered by other Departments of the University.
- 8.12.2 The Course work shall be completed in a period of 1(one) semester of 6 (six) months. At the end of the semester, the students shall be evaluated and if a student is not able to pass a course with 50% marks, he/she shall be allowed to reappear in the examination in the subsequent semester.
- 8.12.3 After the successful completion of the Course Work, the Research Synopsis of the candidates, duly approved by the DRC, will be presented before the BORS (Board of Research Studies) for its approval. On approval of the synopsis, the provisional registration shall be confirmed.
The University shall maintain a list of all the Ph.D. registered students on its website year-wise. The list shall include the name of the registered candidate, the topic of his/her research, the name of his/her supervisor/co-supervisor, and the date of enrolment/registration.
- 8.12.4 For the purposes of fellowships, cases of duty leave and deputation, the date of enrolment and provisional registration will be considered as the date of registration. In case of fellowships, if a student fails to complete the course work or submit the synopsis after six month, his/her fellowship will be discontinued till the time his/her registration is ratified by the BORS.

8.13 ALLOCATION OF SUPERVISOR:

- 8.13.1 The allocation of Supervisor for a selected student shall be decided by the Departmental Research Committee (DRC) of the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/institution on such terms and conditions as may be specified and agreed upon by the consenting Institution/College.

8.13.2 Change of Supervisor:

Ordinarily, the candidate shall continue his/her Ph.D. programme under the Supervisor allotted to him/her by the DRC.

However, in exceptional cases, the change of guide can be considered by the BORS after receiving convincing justification duly recommended by the Dean of the Faculty concerned.

8.14 COURSE WORK:

- 8.14.1 The programme shall be of 6 (six) months duration and shall comprise three papers. A Department may offer course work twice in a year, (1) one after the Combined Entrance Test and (1) one in the subsequent semester.

Examination in respect of 1st and 2nd Papers shall be arranged by the concerned Dean of the Faculty and the 3rd be arranged by the concerned Supervisor.

Paper 1st (Core Paper): This paper shall be common to all the scholars from a Department, a group of Departments or a Faculty (wherever possible). The syllabus for the same shall be drafted by DRCs based on recent advances in the subject(s).

Paper 2nd (Research Methodology): Based on understanding of the principle and application of techniques to the research in the concerned subject/faculty/discipline/area of research including computer applications and quantitative analysis.

Paper 3rd (Specialized paper): This paper shall be based on the topic of research of the student and shall include seminar and/or project writing. The syllabus for this paper shall accordingly be drafted by the individual supervisor and approved by DRC. This paper shall be set and evaluated by the concerned Supervisor.

- 8.14.2 There shall be at least 3 (three) contact hours per week per term for each Course of Study. Every student shall also be required to participate in seminars/group discussions arranged in the Department during the programme of study. The minimum attendance required shall not be less than 75% of the total number of working days in each term.
- 8.14.3 Each paper shall carry 100 marks (4 Credits) and the candidate(s) shall be required to obtain at least 50% marks to secure a pass in each paper.
- 8.14.4 Examination of all the 3 (three) papers shall be held at the end of 6 (six) months by the respective Head of the Department/Deans in accordance with calendar issued by the Dean Research.
- 8.14.5 The duration of examination in each course will be 3 (three) hours. The examination in core/research methodology/special paper will be wholly internal and the mode of assessment and maintenance of record shall be determined by the DRC.
- 8.14.6 A candidate, in order to pass the course, shall be required to obtain at least grade 'C' in each course separately and grade 'B' in the courses taken together.
Provided that if a candidate, after qualifying in each course separately, fails to obtain grade 'B' of the course taken together, he/she may be required to reappear in the course in which he/she has failed to obtain 'B' grade.
- 8.14.7 The question paper for the term examination in each course shall be drawn by the faculty members who conducted the Course. The evaluation will be done by 2 (two) internal examiners to be nominated by the concerned Board of Studies out of which 1 (one) shall be the teacher who has conducted the course.
- 8.14.8 A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either failed to appear in the examination or having appeared/failed to qualify in all the courses of study prescribed for the 1st term, may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch.
Prior to submission of the thesis, the student shall make a pre- Ph.D. presentation in the Department that will be open to all faculty members and research scholars for getting feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.
- 8.14.9 In case a candidate fails to qualify the examination, he/she shall not be registered for Ph.D. programme. However, he/she shall be provided one more chance, within the next 6 (six) Ph.D. Programme months but not before three months from the date of last examination. In case he/she fails again, he/she shall forfeit his/her claim to the programme.

- 8.14.10 The evaluation of the candidates, both in respect of courses of study and M.Phil. dissertation to be submitted by them, shall be done by grading method carrying the following notations:

Notation Scores	Credit points	Equivalent numerical
O	4	80% & above
A	3	65% to 79%
B	2	50% to 64%
C	1	35% to 49%
D	0	Below 35%

The average grade point shall be calculated by dividing the total grade points secured by the total number of papers comprising the course. Provided that the fraction of less than 5 (five) shall be ignored and those of 5 (five) or more shall be raised to a whole for purposes of calculating the average grade points of all grades.

- 8.14.11 For candidates joining Ph.D. with M.Phil. Degree, the Ph.D. Programme shall consist of only research work. They shall be exempted from course work.

8.15 PREPARATION AND SUBMISSION OF SYNOPSIS:

- 8.15.1 The provisional registration of students in the concerned Department shall require ratification by the Board of Research Studies (BORS). After the successful completion (including the declaration of the result) of the course work, the candidate in consultation with the Supervisor shall prepare a synopsis in the prescribed format as given in Annexure-1. The Candidate shall make a small presentation of the synopsis before the DRC. The Synopsis of the candidate, duly approved by the DRC, shall be presented before the Board of Research Studies (BORS) for its approval. On approval of the synopsis, the provisional registration of students shall be confirmed.
- 8.15.2 The Board of Research Studies concerned, after considering the recommendations of the DRC, may, if it deems fit, grant the registration, approve the topic of research and appoint the Supervisor(s).
- 8.15.3 The date of effect of registration shall be counted from the date the students are enrolled through admission to the course work or as the BORS deems it fit in case of those admitted after M.Phil.
- 8.15.4 If a candidate fails to submit synopsis for Ph.D. within 1 (one) year from the date of enrolment, his/her enrolment shall automatically stand cancelled.
- 8.15.5 The Board of Research Studies in each Faculty shall ordinarily meet twice in a year in March and September, to consider applications for registration from 1st April and 1st October of the calendar year. However, a special meeting may be called at any time, if necessary. A majority of the members shall form the quorum of the meeting.

- 8.15.6 A candidate may, not later than 1 (one) year after his/her date of registration, modify his/her topic of research (**change in the title**). This shall be authorized by the BORS only on the recommendation of the DRC. The Board may accord approval to such modification provided that, the modified topic is relevant to the original plan of research submitted at the time of registration.
- 8.15.7 Applications for **precision of title** shall be submitted through the Departmental Research Committee concerned ordinarily not less than 6 (six) months before the submission of thesis.

At the time of seeking modification/precision of the title, as per Statutes 8.15.6 and 8.15.7, the candidates shall submit the original plan of work approved by the Board of Research Studies and indicate clearly the nature and extent of modification/precision sought.

8.16 DURATION OF THE COURSE AND RESIDENCY PERIOD:

- 8.16.1 Every candidate shall pursue as a Full-time research scholar of the University, a course of research for not less than 3 (three) years from the date of confirmation of registration by the BORS. If a candidate joins service before the completion of the residency period of 2 (two) years, his/her admission to Ph.D. Programme shall stand cancelled.

However, a student pursuing Ph.D. Programme in any discipline and who has successfully completed 12 credits of course work may be permitted to exit with an M.Phil. Degree, by Research leading to a dissertation. To obtain an M.Phil. Degree the student must successfully complete at least 6 (six) months of project work leading to the dissertation after the course work.

Provided that the registered candidate has remained as a full time scholar for a period of 12 months from the date of his confirmation of registration by the BORS.

- 8.16.2 In case a student undertakes employment after successful completion of 2 (two) years from the date of confirmation of registration by BORS, his/her status from Full-time to Part-time can be converted by the BORS, if so desired by the candidate. In this case his total maximum duration will increase by 1 (one) year.
- 8.16.3 A scholar must submit his/her thesis after a period of 3 (three) years and a maximum of 5 (five) years (extendable by the Board of Research Studies up to 7 (seven) years in special cases on the recommendation of the Supervisor and the Departmental Research Committee concerned) from the date of confirmation of registration by the BORS. If he/she fails to submit his/her thesis within this period, his/her registration shall stand cancelled.

However, he/she can apply for re-registration as mentioned in Statute 8.16.6.

- 8.16.4 The woman candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of cumulatively 2 (two) years for Ph.D. in the maximum duration.
- 8.16.5 The Residency period for Part-time scholars for integrated Ph.D. Programme shall be 450 days to be completed in 3-5 spells of 3 (three) months each, to account for 15 months.
Provided that Constituent College Teachers, having put in at least 2 (two) years of service on permanent basis shall be deemed to have put in the residency period simultaneously without producing any kind of leave.
- 8.16.6 The scholar who fails to submit his/her thesis within the stipulated period shall be eligible for re-registration to be granted by the Dean Research Studies on the recommendation of the DRC and the Dean of the concerned Faculty for a maximum period of 2 (two) years on the payment of prescribed fee.

8.17 PROGRESS REPORTS AND ASSESSMENT OF PROGRESS:

- 8.17.1 a) During the period of registration, every registered Ph.D. scholar shall be required to submit a written periodic 6 (six) monthly report in the specified format duly endorsed by the supervisor/s regarding the progress in his/her research programme to the DRC concerned.
b) The scholar shall also be required to give atleast 1 (one) seminar every year.
- 8.17.2 During the period of Residency, every scholar shall be assessed by the Research Progress Assessment Committee (RPAC) to monitor his/her progress. This assessment shall be done once in the first year of residency and twice in the second year of residency.

These assessments shall be the responsibility of respective DRCs, having a nominee of the Vice-Chancellor, in the second and fourth assessment process.

The RPAC shall evaluate the progress made by the scholar, assess the attendance records and make suggestions for improvement, if required, modify or revise the title, objectives and methodology on a prescribed format.

Continuance of registration and award/continuance of scholarship/Research Assistantship shall be based on the recommendation of the RPAC

In case of research scholars working on a part-time basis, the RPAC shall pay particular attention to the quantum of effort put in by the scholar towards doctoral studies and progress.

NB: Inadequacy of effort/progress can be a reason for cancellation of registration.

RPAC shall make recommendations for grant of academic clearance or more evaluations (if so desired).

8.17.3 **Research Progress Assessment Committee(RPAC):**

The Research Progress Assessment Committee (RPAC) shall comprise of:

8.17.3.1 Chairperson:

Head of the Department (HoD)/Director of the Research Centre. If the HoD/Director happens to be the Guide of a scholar, the senior most Professor/previous HoD shall be nominated by Dean, Research Studies. The Dean, Research Studies can nominate Dean, Faculty, also as Chairperson of the Committee if there are no other professors in the Department.

Provided that the HoD shall be present for Synopsis/Abstract/ Thesis report /Viva voce meetings of the Scholar.

8.17.3.2 Members:

- a) The concerned research Supervisor or Supervisors
- b) A minimum of 2 (two) faculty members of the Department nominated by the DRS from the suggested panel of names by HoD;
- c) A minimum of 1 (one) external faculty members from another University/Institute with expertise related to the student's general research areas nominated by the DRS out of the panel submitted by the Supervisor.

In case any member goes on leave exceeding 1 (one) year's duration, or resigns or retires from the Institute, the Dean, Research Studies shall nominate another member on the suggestion of the Chairperson, RPAC.

8.18 **SUBMISSION OF ABSTRACT:**

8.18.1 The candidate shall present his/her findings of research to the RPAC, teaching staff and research scholars of the department concerned in a seminar before the submission of the abstract of the thesis (pre-submission). The seminar will be followed by a discussion in which the

candidate shall defend his/her work. Information to the effect that the seminar has been conducted must be communicated to the Dean, Research Studies by the Head of the Department.

8.18.2 As far as possible, the candidate will incorporate suggestions emanating from the discussion in the seminar in his/her following papers/reports and thesis.

8.18.3 A Ph.D. scholar must publish at least 1 (one) research paper in refereed journal and make to 2 (two) paper presentations in conferences/seminars

before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

8.19 ACADEMIC CLEARANCE:

Academic clearance shall be a prerequisite for thesis submission for which every scholar shall produce:

- 8.19.1 an NOC from the concerned Departmental/University Library/DSW/Chief Proctor/Provost/Directorate of Physical Education/Sports/ Laboratory etc. to be submitted to the Head of Department.
- 8.19.2 A certificate about delivery of seminars and overall eligibility certificate to the effect of having at least 1(one) paper published/ accepted for publication in a peer-reviewed/refereed journal. The publication shall necessarily be a part of his/her Ph.D. thesis and should not be a review or commentary.
- 8.19.3 The RPAC recommendation that the scholar has carried out the research work in accordance with the approved objectives.
- 8.19.4 Required documents along with an electronic copy of the scholar's abstract of the thesis and panel of examiners as per Statutes shall be submitted by the Supervisor through the concerned Head of the Department/Director of the Institute/Centre and the Convenor of DRC and Dean of the faculty to the office of the Dean Research Studies for grant of academic clearance.

The academic clearance shall be issued within a period of not more than 15 days from the date of submission of all the requisite documents in the section.

8.20 SUBMISSION OF THESIS:

- 8.20.1 A candidate shall not be permitted to submit his/her thesis for Ph.D. Degree unless his/her Supervisor(s) and RPAC is/are satisfied that the thesis presented is worthy of consideration for the award of Ph.D. Degree.
- 8.20.2 A Ph.D. scholars must publish at least 1 (one) research paper in refereed journal and make to 2 (two) paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.
- 8.20.3 After the receipt of Academic clearance, a candidate shall supply 5 (five) (six in case a candidate is working under two Supervisors) printed/typed/photocopies but not published copies (and one soft copy) of the thesis which shall comply with the following: -
 - a. it shall be a piece of research characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories in either case, it should reflect the candidate's capacity for critical examination and sound judgement. The candidate shall communicate how far the thesis embodies the result of his/her

own observations and in what respect his/her investigations appear to him/her to advance knowledge in the subject;

- b. it shall be satisfactory in so far as its literary presentation is concerned and must be also in a form suitable for publication;
- c. The thesis typewritten or printed or photocopied essentially on both sides must ordinarily be on a paper of 28 cms. x 22 cms., or A4 size with margins of 3 cms. On one side and against one cm. on the other (font size 12 of Times Roman and 1.5 space). It must be properly bound with name of the author and the title printed on the face of the cover.

8.20.4 The thesis shall be accompanied by a certificate from the Supervisor(s) stating-

- a. that the thesis embodies the work of the candidate;
- b. that the candidate worked under him/them for the period required under Regulations;
- c. that the candidate has put in the required attendance in the Department; and
- d. that the candidate has fulfilled the statutory conditions as laid down in Statute 8.18.

8.20.5 The thesis shall be submitted in English provided that in case the subject is connected with one of the Oriental Classical, Modern Indian Languages, the thesis may be written either in English or any other language approved by Departmental Research Committee. Provided that a thesis in the subject of Urdu may be presented in the form of calligraphy.

8.20.6 The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall mention in his/her thesis that he/she has done so but he/she shall not include in his/her thesis any work for which a Ph.D. Degree or any other Degree has already been conferred by this or any other University.

8.21 EVALUATION OF PH.D THESIS AND VIVA VOCE:

8.21.1 The Vice Chancellor, in consultation with the Dean of the Faculty, shall appoint 3 (three) external examiner(s), on receiving information from the Supervisor(s), through the Head of the Department concerned, that the thesis is complete and is likely to be submitted within a period of 3 (three) months. Before appointing the examiners, the Vice-Chancellor shall have before him/her an abstract of the thesis including the contents and brief description of the topic pursued along with the panel of External Examiners.

8.21.2 The following procedure will be adopted for appointment of External Examiners:

- i) The Supervisor shall submit a panel of 5 (five) to 6 (six) persons not below the rank of University Professor to the Head of the Department concerned.
- ii) The Head of the Department may add to the panel 1 (one) or 2 (two) persons not below the rank of University Professor and

forward the same to the Convenor of the Departmental Research Committee.

- iii) The Convenor of the Departmental Research Committee concerned may also add to the panel 1 (one) or 2 (two) persons not below the rank of University Professor and forward the same to the Dean of the Faculty. The Dean shall get the examiners appointed by the Vice-Chancellor.
- iv) In case of a Faculty having one Department only, the Dean of faculty may add to the panel 1 (one) or 2 (two) persons not below the rank of University Professor.
- v) The Vice-Chancellor shall approve the External Examiners in consultation with the Dean of the faculty concerned and the Dean concerned shall forward the same to the Controller of Examinations along with relevant papers for further follow up action.

NOTE:

Scientists and other professionals not below the rank of a University Professor may also be included in the panel for appointment as examiners.

- 8.21.3 The thesis shall be accepted on the recommendations of the majority opinion of External Examiners who will be required to submit their evaluation reports and recommendations in the performa prescribed by the University.
- 8.21.4 The Examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis for its re- submission.
- 8.21.5 The candidate, who is required to re-submit his/her thesis, must do so not earlier than 6 (six) months and not later than 2 (two) years from the date the decision in this respect is communicated to him/her. On re-submission, the thesis may only be examined by the original Board of Examiners, unless they or any of them is/are, not available or unwilling to act, in which case, substitute Examiner(s) shall be appointed, preferably from within the panel submitted earlier.
- 8.21.6
 - a) In case of rejection of Ph.D. thesis by an External Examiner. the Institution shall send the thesis to another External Examiner out of the approved panel of examiners and the viva voce examination shall be held only if the report of the latest Examiner is satisfactory. If the report of the latest Examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
 - b) If all the examiners have recommended conduct of viva-voce, a committee of following shall review, the reports of the Examiners before an examiner is appointed for conduct of the viva-voce: -
 - i. Dean, Research Studies;
 - ii. Dean of concerned Faculty;
 - iii. Controller of Examinations;
 - iv. Head of the concerned Department; and

v. Supervisor(s).

In case, the Examiners have made some suggestions to be incorporated in the thesis before viva-voce, the same may be highlighted by the Committee. The candidate in such like situations will be sent a gist of the changes to be incorporated within three months or as the Committee decides.

Certificate for having completed the desired changes - duly endorsed by the DRC, shall be sent to Dean, Research Studies who will seek the final approval of Vice-Chancellor. Thereafter, the viva-voce may be fixed.

8.21.7 The degree shall be awarded only after viva-voce test is held:

8.21.7.1 The viva-voce shall be conducted by not less than 2 (two) examiners. 1 (one) external and 1 (one) internal (Supervisor) if all the Examiners have recommended acceptance of the thesis: or

8.21.7.2 Not less than 3 (three) Examiners, 2 (two) external and 1 (one) internal (Supervisor) if any of the examiners has not recommended acceptance of the thesis. In case, one of the External Examiners does not recommend acceptance of the thesis, he/she will invariably be invited for viva-voce examination.

8.21.7.3 In case the Supervisor (Internal Examiner) is not available and is not likely to be available in the next 3 (three) months after the receipt of the last report for conducting the viva-voce test, the Vice-Chancellor in consultation with the Chairman, Departmental Research Committee, and Dean of the Faculty concerned may appoint a substitute.

8.21.7.4 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the External Examiners, on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. The Departmental Research Committee members, all faculty members of the department, research scholars and other interested expert/researchers shall be invited to attend the viva-voce. They shall only be observers and not ask any questions.

8.21.8 If a candidate is not recommended for the Degree by the Examiners at the viva-voce examination, he/she may be permitted to re-appear at a subsequent viva-voce examination to be held not earlier than 3 (three) months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original Examiners unless they or any of them is/are not available, or unwilling to act as such. In such case, a substitute Examiners shall be appointed preferably from within the panel submitted earlier.

8.21.9 The report of the Examiners shall be placed before a Committee consisting of the:

8.19.8.1 Vice-Chancellor;

8.19.8.2 1 (one) Professor to be nominated by Vice Chancellor;

8.19.8.3 Dean of the Faculty concerned;

8.19.8.4 Principal/Head of the University Teaching Department concerned; and

8.19.8.5 Supervisor(s).

8.21.10 a) The Controller of Examinations shall provide a photocopy of the original reports of both External and Internal Examiners for future reference to the candidate if he/she is able to defend his/her thesis successfully in the open viva-voce examination and has completed all other formalities. However, permission to publish the thesis will be accorded to the candidate on submission of an application and also a certificate from the Supervisor(s) that the suggestions made by the Examiners in the extent of the reports supplied to the candidate have been incorporated in the revised thesis.

b) The candidate shall, on publication of the thesis, state on the title page that it is a thesis approved for Ph.D. Degree of the University of Ladakh.

c) Following the successful completion of the evaluation process and announcements of the award of Ph.D., the concerned Department of the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of 30 days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities. A soft and a hard copy of thesis may also be sent to the Central Library.

d) Along with the Degree, the Degree awarding University, shall issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions/regulations of the UGC (2009). The Controller of Examination shall complete the entire process of evaluation of Ph.D. thesis within a period of 6 (six) months from the date of submission of the thesis.

8.21.11 The Scholar shall pay the fee as prescribed by the University from time to time.

8.22 RELIEF FROM PH.D. PROGRAMME TO TAKE UPJOB:

8.22.1 A Ph.D. Scholars who gets a job offer can get relief from the programme by converting his/her registration from **Full-time** to **Part-time**, while keeping his/her registration alive on payment of the requisite fees on the following condition:

8.22.1.1 Scholar who take up jobs will be relieved on his/her request, based on the recommendations of RPAC, if he/she has completed his/her minimum residential requirement; and

8.22.1.2 has completed his/her course work.

N.B. The renewal of their registration for every year/semester, however, will be considered only if the RPAC finds his/her progress to be satisfactory and recommends continuance of registration.

8.22.2 Ph.D. Scholars who get a job offer can get relief from the programme, while keeping their registration alive on payment of the requisite fees every semester, on conditions specified from time to time.

8.22.3 Scholars who take up jobs could opt for the exit option with the submission of an M.Phil. dissertation on their request, based on the recommendations of RPAC, if they have:

8.20.3.1 not completed the minimum residential requirement;

8.20.3.2 completed atleast 1 (one) year as a full time scholar; and

8.20.3.3 completed the course work.

8.22.4 The conversions of their Ph.D. registration to the M.Phil. Programme, however, shall be considered only if the RPAC finds his/her progress to be satisfactory and recommend the submission of the M.Phil. dissertation.

8.22.5 The Ph.D. registration of a research scholar whose progress is not found to be satisfactory by the RPAC upto the 4th assessment and who has completed at least 1 (one) year as Full-time, would be recommended by the RPAC to opt for exit option with the submission of an M.Phil. dissertation.

8.23 EXIT OPTION TO M.PHIL. THROUGH DISSERTATION AND ITS EVALUATION:

8.23.1 A candidate, who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or having appeared or failed to qualify in all the courses of study prescribed for the 1st term, may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch.

Prior to submission of the M.Phil. dissertation, the student shall make a pre-M.Phil. presentation in the Department that will be open to all faculty members and research scholars for feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.

- 8.23.2 The dissertation shall be submitted only when the Supervisor concerned is satisfied that the dissertation is worthy of consideration in partial fulfilment of the M.Phil. Degree.

The candidate may incorporate in his/her M.Phil. dissertation the contents of any work which may have been published by him/her on the subject and will inform the Examiner of having done so but he/she will not submit his/her dissertation for which a degree has been conferred on anybody else by this or any other University.

- 8.23.3 A candidate offering dissertation will supply 2 (two) type-written or printed copies of the dissertation on a paper of 28 cms. x 21cms. with margins of 3 cms. on 1(one) side and at least 1(one) cm on the other (style to be used: Times New Roman. 12 font and 1.5 space). Essentially, both sides of the paper are to be used. It may be bound in cloth with the name of the author and title on the outside of the cover. The dissertation shall be accompanied by a certificate from the Supervisor stating:

8.23.3.1 that the dissertation embodies the work of the candidate himself/herself;

8.23.3.2 that the candidate worked under him/her for the period required under Statutes; and

8.23.3.3 that he/she has put in the required attendance and seminars in his Department during that period.

The dissertation for the M.Phil. degree shall be submitted in English. Provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation may be written either in English or in the classical language concerned or the cognate Modern Indian Language.

Provided further that dissertation in the subject of Urdu be presented in the form of Calligraphy.

- 8.23.4 The dissertation shall be evaluated by the following Examiners:
- 1) An external Examiner to be appointed by the Vice-Chancellor out of a panel submitted by the DRC in consultation with the Supervisor; and
 - 2) the Supervisor concerned.

Each Examiner shall state in his/her report with detailed justification

- a) Whether the dissertation be
 - i) accepted;
 - ii) re-submitted after revision; or
 - iii) rejected; and
- b) whether the dissertation is fit for publication by the candidate in the original form or in a revised form.

In case there is a divergence of opinion between two Examiners in regard to the acceptance of the dissertation, the Vice-Chancellor may refer the dissertation to another Examiner to be appointed by him/her whose decision shall be final.

- 8.23.5 Viva-voce shall be compulsory for all the candidates offering dissertation.
- 8.23.6 The viva-voce shall be conducted by a Board of examiners consisting of
- a) the Head of the Department concerned;
 - b) the External Examiner who examined the dissertation failing which another Examiner to be appointed by the Vice-Chancellor; and
 - c) the Supervisor.

Note: The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted and shall be open to be attended by members of the Departmental Research Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

No re-registration shall be allowed for a candidate, who is not able to submit his/her M.Phil. dissertation within a period of 2 (two) years from the date of enrolment.

- 8.23.7 In case a candidate is required to revise his/her dissertation he/she shall re-submit it within a period of 6 (six) months from the date the decision is intimated to him/her.
- 8.23.8 A candidate who has been on rolls of the department for the M.Phil. course for 2 (two) terms and has completed all requirements for eligibility to appear in the examination but has either failed to appear or qualify any of the courses of study prescribed for the degree may be permitted to appear in the courses, in which he/she could not appear or qualify, to pass the examination subsequently without attending a fresh course provided he/she completes and passes the examination in all courses prescribed for the M.Phil. degree within a period not exceeding 2 (two) following terms.
- In case a candidate fails to do so, his/her candidature to the M.Phil. degree/examination shall be treated as cancelled.

- 8.23.9 The evaluation of the candidates, both in respect of courses of study and the dissertation to be submitted by them, shall be done by a grading method carrying the following notations:

Notation	Credit points	Equivalent numerical
Scores		
O	4	80% & above
A	3	65% to 79%
B	2	50% to 64%
C	1	35% to 49%
D	0	Below 35%

The average grade point shall be calculated by dividing the total grade points secured by the total number of papers comprising the course. Provided that the fraction of less than 5 (five) shall be ignored and those of 5 (five) or more shall be raised to a whole for purposes of calculating the average grade points of all grades.

8.23.20 The courses and the topics of dissertation shall be approved by the DRC of the Department.

8.23.21 A candidate may apply to the DRC for permission to modify the topic of his/her dissertation within a period of three months from the date of his/her admission in the second term.

8.23.22 Every candidate for the M.Phil. degree shall be allowed to publish his/her work after successfully completing the course without permission of DRC/Board of Research Studies as a research paper/article.

Depository with UGC:

Following the successful completion of the evaluation process and announcements of the award of M.Phil., the Controller of Examinations shall submit a soft copy of the M.Phil. dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

Prior to the actual award of the degree, the Controller of Examinations shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations 2016.

The Controller of Examinations shall complete the entire process of evaluation of M.Phil. dissertation within a period of 6 (six) months from the date of submission of the dissertations.

8.23.23 Subject to the provisions of these Regulations, the Controller of Examinations shall publish the results on receipt of the decision of the DRC and shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the Regulations of the UGC.

8.23.24 The fees will be charged from each candidate as may be prescribed from time to time by the University.

8.23.25 The Examiner shall be paid remuneration as per rates approved by the University.

8.24 WITHDRAWAL FROM THE PROGRAMME:

A scholar may be permitted by the Dean, Research Studies to withdraw from the programme for 6(six) months or longer for reasons of ill-health or other valid grounds duly recommended by the RPAC. Normally, a scholar shall be permitted to discontinue from the programme only for a maximum continuous period of 1 (one) year.

8.25 CANCELLATION OF REGISTRATION:

The BORS is authorized to cancel registration of the following category of candidates based on the recommendation of the Dean, Research Studies:

1. a research scholar whose progress is not found to be satisfactory by the RPAC or who has not enrolled;

2. a research scholar who has not submitted his/her thesis before the end of the maximum permissible period (as in Statue 8.14); such a candidate can however re-register himself;
3. a candidate giving false information at the time of application/admission;
4. a candidate not conforming to the regulations of the programme;
5. a candidate who is a failure in coursework requirement;
6. a candidate who violates discipline and conduct rules of the University; and
7. a regular (Full-time) or a FIP/QIP category student remaining absent for more than 6 (six) weeks in a semester without sanctioned leave.

8.26 CONDUCT OF RESEARCH IN OTHER INSTITUTES/UNIVERSITY:

The Vice-Chancellor on the recommendations of the Supervisor and HOD, may permit a research scholar registered for pursuing his/her research to go to any other institutions of repute within or outside the country if it is essential for the research project. However, the absence from the main place of research shall not ordinarily exceed more than 6 (six) months.

8.27 RE-EXAMINATION IN A COURSE WORK:

A student shall be permitted to take re-examination for a course in case he/she has failed or fails to appear in a course examination of study in the first term. Such candidate shall be allowed 1 (one) more chance and can continue his/her studies and take the re-examination and appear in the paper(s) of the first term which he/she had not qualified, along with courses of the next batch.

8.28 LEAVE RULES FOR RESEARCH SCHOLARS:

8.28.1 Ordinary Leave:

A Full-time Ph.D. student is eligible for 30 days ordinary leave for every completed year. Saturdays, Sundays or holidays, during the leave period are counted towards leave, except for prefixed or suffixed holidays.

Head of the Department/Centre is competent to sanction ordinary leave on recommendation of the Supervisor.

8.28.2 Maternity/Paternity Leave:

A student/scholar is eligible for 240 days maternity leave or 15 days of paternity leave as applicable only once during the Ph.D. Programme.

The Head of the Department/Centre is competent to sanction the maternity/paternity leave on recommendation of the Supervisor and submission of a certificate from Senior Medical Officer /Medical Officer of the Institute.

8.28.3 **Academic leave:**

Academic leave is permitted on one of the following grounds: -

- a. A maximum of 15 days of leave is permissible in a calendar year to attend conferences/seminars/workshops/trainings/short-term courses.
- b. A maximum of 30 days of leave is permissible in a calendar year for field trips such as data collection, survey work, etc.
- c. Academic leave exceeding 30 days, but up to a maximum of 60 days, for research activities in a calendar year is approved by the Dean, Research Studies on recommendation of the Supervisor and the Head of the Department/Centre.
- d. Academic leave of more than 60 days, but up to a maximum of 6 months is also permissible to carry out part of the research in another Institute/R&D Lab/industry in India or abroad. For sanction of such a leave, a letter of consent from the host Institute shall be required. This leave is permissible only after the scholars/student has passed the course work and has submitted the synopsis.

The Head of the Department/Centre is competent to sanction academic leave, as mentioned at a & b above, on recommendation of the Supervisor.

Dean, Research Studies is competent to sanction academic leave, mentioned at c & d above, on recommendations of the Supervisor and RPAC.

**THE UNIVERISTY OF LADAKH
OFFICE OF THE DEAN RESEARCH/REGISTRAR**

Ph.D. Synopsis:

1. Name of the faculty: _____
2. Department: _____
3. Name of Scholar: _____
4. Name of Supervisor: _____
5. Name of the Co- supervisor: _____
6. Date of registration: _____
7. Scholars unique ID: _____
8. Proposed title: _____
9. Summary of the proposed Research Work: _____
(not more than 250 words)
10. Research objectives and Methodology: _____
(Maximum five objectives of the Research Work with brief description [100 to 200 words for each]). Each objective to be followed with description of methodology for its achievements.
11. Importance (justification of Research Work: _____
(300 to 700 words)
12. State of knowledge (literature survey): _____
National level (300 to 700 words)
International level (300 to 700 words)
13. Work elements and detailed plan of implementation along with time schedule: -

Work elements	
Course work & preparation of the synopsis	Time period
Recent advances in the subject, Methodology, Statistics and Computer Applications	00 – 06 months
Laboratory work/Field work/Survey;etc	07 months to 30 months
Compilation of thesis, presentation of work done and submission of thesis	Last 06 months

14. Reference (Maximum 20)
15. Date of presentation of the synopsis before DRC.
16. Recommendation of the DRC.
17. Signature of DRC members.
Chairman, DRC.
- 18.

THE UNIVERSITY OF LADAKH

(Annexure-2)

**Performa for Recognition/Registration as Research supervisor/ Co-Supervisor
(Attach a copy of Bio-data and Photostat of 2/5 reprints whichever is applicable)**

1. Name of the teacher: _____

2. Qualification: _____

3. Govt. Appointment Order No. and date: _____

4. Designation: _____

5. Name of the institution where posted: _____

6. Subject: _____

7. Field of specialization:

8. Laboratory facility:

9. Place of Research Laboratory:

10. Teaching experience:

11. No. of publication _____ Impact _____

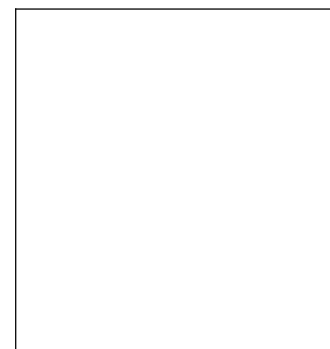
(Minimum two best publications' photostat copies to be attached in case of a minimum 03 years of experience and five in case of freshly appointed Assistant Professor).

12. Post-doctoral fellowship _____ (if any)

13. Report of DRC

14. Approval of Board of Research Studies

Note: S. No. 13 & 14 to be filled by the office of the University of Ladakh.



CHAPTER – 9

CONDUCT OF EXAMINATIONS

9.1 APPLICATION FOR ADMISSION TO EXAMINATIONS:

9.1.1 A candidate eligible to appear in a University examination as per provisions of the Statutes 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 Principal/Head of the Department concerned with a certificate that the applicant has been on the rolls of the College/Department and fulfilled all the eligibility conditions.

9.1.2 A candidate appearing in 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 office of the Controller of Examinations on payment of the prescribed fee. Complete examination form, duly attested by the concerned Principal/Head of the Department, shall be submitted along with the prescribed fee to the Controller of Examinations by or before the last date notified from time to time.

9.2 WITHDRAWAL OF APPLICATION:

Principal/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, the fee paid by the candidate shall be refunded.

9.3 ADMISSION CARD:

9.3.1 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.

9.3.2 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 Principal/Head of the Department concerned.

9.4 WITHDRAWAL OF PERMISSION:

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.

9.5 CONDUCT OF EXAMINATIONS:

- 9.5.1 Subject to overall control and supervision of the Academic Council, conduct of examination in a College/Department shall be the responsibility of the Principal/Head of the department.
- 9.5.2 Principal/Dean of Faculty (Head of the Department) shall appoint Superintendent, Assistant Superintendent and Invigilators and other supporting staff for smooth conduct of an examination of the students of the College/Department.
- 9.5.3 The Controller of Examinations in consultation with Principal/Head of the Department shall finalize and notify the date sheet at least fifteen days before the commencement of an examination.
- 9.5.4 The Controller of Examinations/Head of Department/Principal shall supply question papers wherever required to the appointed Superintendent as per list of the candidates appearing in a centre well in advance of the date of commencement of the examination. The Head of the Department shall hand over the question papers, on each day of the examination, to the Superintendent.
- 9.5.5 Superintendent and supervisory staff shall reach the examination centre half an hour before the start of 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.
- 9.5.6 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 produce it as and when inquired.
- 9.5.7 The Superintendent shall open the sealed packet containing question papers in the presence of at least 1 (one) member of the invigilating staff 10 (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 shall be made up by making photocopies of the question papers in his presence.

- 9.5.8 Answer books shall be distributed to the candidates 5 (five) minutes before start of the examination and collected on expiry of the time specified in the question paper.
- 9.5.9 The Superintendent/ Deputy superintendent shall stamp each answer book or put his/her signature at 3 (three) places i.e. front page and 2 (two) inner pages as also on objective type answer sheet.
- 9.5.10 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.
- 9.5.11 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.
- 9.5.12 Candidate(s) shall fill in and sign his/ her attendance sheet and other related paper(s), if any, supplied by the invigilating staff.
- 9.5.13 After completion of the examination, the candidate shall hand over his/her answer script to the invigilating staff.
- 9.5.14 Answer scripts, collected from the candidates, shall be counted by the Superintendent, serially arranged according to the roll numbers of the candidates, entered in the absentee memo supplied to him/her, packed, sealed in a cover and sent to the head of the department concerned for further action. Description of examination, subject and course number shall be mentioned on the cover.
- 9.5.15 The Superintendent shall maintain proper account of the answer books and question papers supplied to him/her and return unused stationery to the Controller of Examinations.

9.6 **GENERAL:**

- 9.6.1** Any deficiency in the question papers or infringement of Statutes and Regulations affecting the conduct of examinations such as opening of a wrong envelope, etc., shall be immediately reported to the Controller of Examinations.
- 9.6.2** All enquiries with regard to candidates, e.g. admission of candidates, roll numbers, subjects offered, etc., should be addressed to the Assistant Registrar (Examination).
- 9.6.3** From the time the Superintendent reaches the station of examination up to the end of the examination, he shall consider himself as an agent of the University and must not leave the station without the prior permission of the Controller of Examinations.
- 9.6.4** The Superintendent shall make his/her own arrangement for boarding and lodging, if posted outside his normal headquarters.

- 9.6.5 The Superintendent shall ask the supervisory staff to go through the list of their duties and directions for the candidates a day before the commencement of the examination.
- 9.6.6 The Superintendent shall see that the duties assigned to the Deputy Superintendent and the supervisory staff are properly carried out.
- 9.6.7 Any infringement of Statutes and Regulations or disobedience or misbehaviour on the part of any member of the supervisory staff should be reported to the Controller of Examination on the day of the occurrence.
- 9.6.8 The Superintendent shall make a round of all the rooms comprising the centre after short intervals and shall not leave the supervision of any of the rooms or side galleries entirely to the Deputy Superintendent or the Supervisors.
- 9.6.9 The Principal/Dean of the Faculty shall be handed over the parcels containing question papers well in time by the Controller of Examinations and the former shall be responsible for their safe custody from the time of taking the delivery.
- 9.6.10 The Superintendent shall ensure that the examinees have recorded correct roll numbers in a legible manner on the answer scripts as per the roll number series of the Centre.
- 9.6.11 Principal/Dean of the Faculty/Inspector of the Examination Centre/Superintendent of the Centre shall take every care that the conduct of examination is smooth and incident free by taking on-spot decisions with regard to any emergent matter(s) and inform the University authorities accordingly.

9.7 DUTIES OF THE SUPERVISORY STAFF:

9.7.1 Superintendent:

- 9.7.1.1. 1 (one) day before commencement of the examination, the Superintendent shall read over to each member of the supervisory staff the duties as prescribed hereunder in the Statutes and obtain from each member of the staff a declaration to the effect that the duties have been explained to him/her. In case of a person appointed during the course of the examination, a similar declaration shall be obtained from him.
- 9.7.1.2 Any Superintendent or any member of the supervisory staff who commits a breach of trust shall make himself/herself liable to legal or departmental action or both. The Deputy Superintendent and Supervisors must report to the Superintendent at 1 p.m. on the day preceding the examination at the Centre of Examination. On the days of the examination, they shall reach the centre, when on duty, at least half an hour before the commencement of the examination.

9.7.2. Deputy Superintendent:

- 9.7.2.1 The Deputy Superintendent shall assist the Superintendent in the conduct of the Examination, especially in the supervision of side rooms, and, if found necessary, shall perform any of the duties of the Superintendent temporarily, under his/her instructions. He/she is also expected to take charge of the examination in case of any accident to the Superintendent.
- 9.7.2.2 He/she must contact the Superintendent of his/her centre as early as possible, so that he/she can be present when the Superintendent opens the parcel containing envelopes of the question papers one day before the examination. He/she must see that the parcel is

intact and that it has not been tampered with, in any manner whatsoever.

9.7.2.3 He/she shall help Superintendent in checking the envelopes. He/she and the Superintendent have to satisfy themselves that they have all the question papers for the subjects of the examination at their centre and that the number of question papers for each day is sufficient.

9.7.2.4. He/she shall, invariably, be one of the witnesses to the opening of the envelopes of question papers. He/she shall examine the seals and the condition of the envelopes carefully every time and satisfy by him on the day of their opening (one day prior to the start of examination). He/she shall make sure that the envelope to be opened pertains to the date and paper indicated in the date sheet. The entire responsibility of opening the correct envelopes shall be that of the Superintendent. He/she shall remember that the assistance of the Deputy Superintendent does not mitigate his/her responsibility or relieve him/her of it to any extent, whatsoever. Should it be found that the Deputy Superintendent was not careful enough in scrutiny of the envelopes or if a wrong paper was distributed, he/she too shall be deemed to have been guilty of gross negligence and his/her name shall be reported to the appropriate University authority for disqualification for future and /or any other action which may be deemed necessary.

9.7.2.5. He/she shall not leave the station without permission of the Controller of Examinations and shall take over the duties of the Superintendent in case of any accident to the Superintendent and report the matter on telephone to the Controller of Examinations and confirm the report in writing.

9.7.2.6 The Deputy Superintendent shall affix the signature stamp of the Controller of Examinations or record his/her signature, if so authorized by the Vice-Chancellor, on every answer-book and continuation sheet.

9.7.3 Assistant Superintendent (Clerk):

9.7.3.1 The Assistant Superintendent shall be required to do all the clerical work under direct supervision of the Superintendent.

9.7.3.2 He/she shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent.

9.7.3.3 He/she shall help the Superintendent in the dispatch of answer-books.

9.7.3.4 He/she shall keep a record of the attendance of the supervisory staff and the candidates and prepare their bills, etc., at the close of the examination in addition to the duties assigned to him/her by the Superintendent from time to time.

9.7.3.5 He/she shall perform the supervisory duties when the number of examinees is less than 10 (ten) , in addition to his/her normal duties.

9.7.4 Supervisors:

9.7.4.1 Each Supervisor is expected to supervise about 30 candidates.

9.7.4.2 A supervisor shall see that every candidate takes his/her proper seat and writes his correct roll number, in figures as well as in words, and other particulars required of him/her, on the title page

- of the answer-book. Roll numbers should be written on the specified portion of the title page only and nowhere else.
- 9.7.4.3 The Supervisor shall not allow a candidate to enter the examination hall after the question paper has been distributed except with the permission of the Superintendent.
- 9.7.4.4 No Supervisor shall speak or allow anyone else to speak to any candidate in his/her room after the question paper has been distributed. No Supervisor shall disturb candidates by unnecessarily halting near them and trying to read their answers except in a case of suspicion of misconduct/unfair means. He/she is expected to see that the candidates are promptly supplied with blank answer-books, continuation sheets and water etc.
- 9.7.4.5 The Supervisor shall keep moving about in his/her room. No male Supervisor is allowed to sit during the examination time except with the permission of the Superintendent. Women supervisors may sit down for a few minutes at intervals.
- 9.7.4.6 The Supervisor shall distribute blank answer-books to candidates after they have taken their seats. No candidate shall be allowed to leave his/her seat after he/she has received the answer-book unless it is provided in the Statutes, until the expiry of half the time after the distribution of the question paper. Only 1 (one) answer-book will be issued to a candidate in a question paper, save as otherwise provided in the Statutes.
- 9.7.4.7 Before distribution of the question papers to the candidates, the Supervisor should see that the correct paper, according to the date sheet, is given to him/her for distribution. Should he/she find a wrong question paper, it shall be returned to the Superintendent immediately without reading.
- 9.7.4.8 No question paper is to be taken from any candidate for reading it. As soon as the Supervisor has finished distributing the question papers, he/she should return the remaining papers, if any, to the Superintendent without reading them. No question paper is to be given to any outsider under any circumstances.
- 9.7.4.9 The Supervisors are responsible for the safe delivery of the answer-books of the candidates supervised by them to the Superintendent. They shall see that the answer-book and continuation sheets, if any, of each candidate are properly stitched together; that the answer-books delivered to the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question has been attempted and that an absentee slip is inserted in place of the answer-book of an absentee.
- 9.7.4.10 In no case shall a member of the supervisory staff make a change in the roll number of a candidate. Answer-books with doubtful Roll Numbers shall be sent separately to the Controller of Examinations by the Superintendent.
- 9.7.4.11 The supervisor shall see that no candidate makes use of notes; attempts to copy from other candidates; or has in his/her possession or in his/her desk any book or paper not issued in the examination hall. If he/she happens to find a candidate using unfair means, he/she shall take possession of any book, or article so used,

and report the matter to the Superintendent and sign the answer-book and any other document as the Superintendent may direct.

9.7.4.12 Absence of a Supervisor without the written permission of the Superintendent or change of centre by a supervisor, without the written permission of the Controller of Examinations, shall be treated as a serious breach of discipline for which action may be taken against him/her.

9.7.4.13 A Supervisor shall obtain a certificate from the Superintendent showing the number of sessions he/she has worked in the examination.

NB: In case of any other difficulty or emergency not covered by the above Statutes, the Superintendent may be consulted and his/her decision obtained.

9.8 **POSTING OF SUPERVISORS:**

In case no Supervisors have been appointed by the University, the Inspector of the examination should take the initiative and appoint the supervisory staff within the sanctioned strength subject to the confirmation by the Controller of Examinations.

9.9 **RATES OF PAYMENT:**

The rates of payment to the supervisory staff shall be as per the latest notification issued by the University.

9.10 **LEAVING THE STATION WITHOUT PERMISSION:**

From the time the Superintendents reach their stations of examination up to the time of the conclusion of the examination, they shall consider themselves to be the representatives of the University and shall not, therefore, leave the station during the examination days without the previous permission of the Controller of Examination. In case of centres situated within a radius of 15 kilometres from the residence of the Superintendent and, suitable accommodation for the Superintendent is not available, he may, with the permission of the Controller of Examinations, reside at his residence but it shall be his/her responsibility to reach the centre at least an hour before the commencement of the examination. In such cases, the Superintendent shall be entitled only to the actual bus fare (both ways) and shall not be entitled to claim daily allowance.

9.11 **LEAVING THE EXAMINATION CENTRE :**

The Superintendent shall not leave the examination centre during the time allotted for each paper. He/she shall, on no account, speak or permit anyone at the centre to speak to a candidate on any subject pertaining to the question paper during the hours of examination except for the purpose of correcting misprints or other error likely to mislead the candidates.

9.12 **ADMITTANCE OF VISITORS TO THE EXAMINATION HALL:**

No visitors, other than an officer of the University authorized for the purpose and an Inspector of Centres, shall be allowed to enter the centre during the examination unless specific instructions are issued by the Controller of Examinations to the contrary.

9.13 **INFRINGEMENT OF RULES:**

On the conclusion of the examination, the Superintendent shall submit to the Controller of Examinations a report in duplicate, in the prescribed form, about the conduct of the examination at the Centre pointing out there in infringement of rules, if any, either by himself/herself or by any member of his/her supervisory staff or candidates. He/she shall also note that infringement of rules, if any, has to be reported immediately to the Controller of Examinations. He/she shall submit with his/her bills questionnaire duly signed.

9.14 **INSPECTION OF EXAMINATION CENTRE:**

The Controller of Examinations, after taking approval from the Vice-Chancellor, may appoint special team(s) of flying squads to pay surprise visits to centre(s) of examination to ensure smooth and fair conduct of the examination. The members of the flying squads shall provide such guidance to the Superintendent of the examination centre as may be considered essential and shall report to the Controller of Examinations the result of their observations regarding conduct of examination.

9.15 CONCESSIONS TO PHYSICALLY DISABLED CANDIDATES:

9.15.1 An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or are permanently disabled from writing with their own hands.

9.15.2 The Controller of Examinations may arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned or authorize the Superintendent of the centre concerned to make the appointment under rules.

9.15.3 The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.

9.15.4 The Superintendent shall arrange for a suitable room for such a candidate and appoint a Special Supervisor for him/her out of the list supplied by the Controller of Examinations.

9.15.5 Blind candidates may be permitted to type their answers sheets if they are trained/interested in using this facility.

9.16 INSPECTION OF EXAMINATION CENTRE:

9.6.1 The Controller of Examinations, after taking approval of the Vice-Chancellor, may appoint special team(s) of flying squads to pay surprise visits to centre(s) of examination to ensure smooth and fair conduct of the examination. The members of the flying squads shall provide such guidance to the Superintendent of the examination centre as may be considered essential and shall report to the Controller of Examinations the result of their observations regarding conduct of examination.

CHAPTER – 10

MISCONDUCT/UNFAIR MEANS IN EXAMINATIONS

10.1 DEFINITIONS:

In these Statutes, unless the context otherwise requires:

- 10.1.1 **“Examination”** means an examination held by the University of Ladakh and includes Admission Entrance Test;
- 10.1.2 **“Candidate”** means a person appearing, claiming to appear or having appeared in an examination;
- 10.1.3 **“Examination Discipline Committee”** means a committee constituted under the provisions of the Statutes for scrutiny and disposal of unfair means/misconduct cases in an examination;
- 10.1.4 **“Examination Hall”** means the premises specified by the Controller of Examinations/Dean of a School/Principal/Head of a Department for holding an examination;
- 10.1.5 **“Officer In-charge Examination”** means the officer in charge of an Examination Hall whether designated as Superintendent or Practical Examiner or otherwise;
- 10.1.6 **“Year”** means an academic year spread over two semesters;
- 10.1.7 **“Disqualification”** means disqualification from appearing in all/any of the examinations of the University;
- 10.1.8 **“Flying Squad”** means a flying squad appointed by the University for inspection of an examination;
- 10.1.9 **“Supervisory Staff”** means Invigilator(s) appointed for the smooth and fair conduct of examination in the Examination Hall.

10.2 FRISKING OR FRISK-SEARCH OF CANDIDATES:

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 at any time during the course of examination or even at the entrance of the examination hall before the commencement of examination.

10.3 REPORTING OF UNFAIR MEANS:

- a) 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.

- b) In case the candidate refuses to give a statement, he/she is not to be forced to do so, only the fact of his/her refusal shall be recorded by the Officer In-charge Examination and attested by 2 (two) witnesses, out of which, atleast 1 (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 2 (two) members in the supervisory staff, including the Superintendent, then the Assistant Superintendent may be the witness.
- c) 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 of his having done so shall be recorded by the Officer In-charge Examination and attested by 2 (two) other members of the Supervisory Staff on duty. However, if there are only 2 (two) members in the supervisory staff including Superintendent, then Assistant Superintendent may be the witness. It shall be conclusive proof of the fact that the candidate was resorting to unfair means.
- d) Whenever an unfair means case is suspected or detected by a Coding Officer/Head/Sub/Single/Practical Examiner or any other concerned officer of the University, during coding/rechecking/evaluation/re-evaluation, he/she shall make a confidential report on a plain paper to the Controller of Examinations who shall hold a preliminary inquiry and in case he is satisfied that a prima facie case is made out against the candidate, he shall seek his/her explanation and place both the reports and the explanation received, if any, before the Examination Discipline Committee for appropriate action under these Statues.
- e) In case of general disturbance of the nature of strike/boycott/walkout, etc., by the candidates, the Officer In-charge/Overall In-charge/Flying Squad/Inspector/any other authority or committee appointed for fair conduct of examination, shall make a detailed report concerning the incident to the Controller of Examinations, who, after preliminary inquiry, shall place the matter before the Examination Discipline Committee for appropriate action under this statues.

10.4 UNFAIR MEANS/MISCONDUCT:

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

- 10.4.1 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;
- 10.4.2 refuses to obey the orders of the Officer In-charge Examination or anyone concerned with conduct of examination in the examination hall;

- 10.4.3 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 examination on the subject.
- 10.4.4 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;
- 10.4.5 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;
- 10.4.6 makes distinctive mark(s) in the answer book with an intent to disclose his/her identity;
- 10.4.7 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);
- 10.4.8 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;
- 10.4.9 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;
- 10.4.10 approaches or influences, directly or indirectly, a member of the Examination Discipline Committee or any University Official regarding his/her unfair means case;
- 10.4.11 misbehaves or creates disturbance of any kind in or around the examination hall or organized a walkout or instigates others to walkout;
- 10.4.12 abets impersonation or attempts to impersonate or impersonates any other candidate in connection with the examination;

- 10.4.13 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;
- 10.4.14 uses abusive or indecent remarks, caricatures or language in the answer-book or continuation sheet(s);
- 10.4.15 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;
- 10.4.16 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;
- 10.4.17 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 from performing his/her duty or to seek any concession;
- 10.4.18 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;
- 10.4.19 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;
- 10.4.20 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;
- 10.4.21 possesses any lethal weapon/fire arm or comes in inebriated condition to the examination hall; and
- 10.4.22 engages in any other act or omission which, in the opinion of the Examination Discipline Committee, amounts to the use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.

10.5 **EXAMINATION DISCIPLINARY COMMITTEE:**

All cases of alleged unfair means/misconduct by a candidate shall be referred to a Committee called the Examination Discipline Committee to be constituted by the Vice-Chancellor.

10.6 PROCEDURE ADOPTED IN CASE OF UNFAIR MEANS/MISCONDUCT:

- 10.6.1 On receipt of the report, an officer of the University authorized by the Controller of Examinations shall, as 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.
- 10.6.2 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 of notice is served upon the candidate.
- 10.6.3 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.
- 10.6.4 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 statutes.
- 10.6.5 On consideration of the record of the case, if the Examination Discipline Committee is satisfied that the candidate has committed unfair means/misconduct, it may impose punishment as prescribed in Column B for unfair means/misconduct of the nature described in Column A below:

A	B
Nature of unfair means/misconduct	Punishment
1. Clause-4 (10.4.1 to 10.4.10)	Cancellation of paper/course in theory of the examination in which unfair means is used/misconduct is resorted to.
2. Clause-4 (10.4.11 to 10.4.16)	Cancellation of all papers/courses of the concerned semester examination and disqualification from appearing or passing that University examination for a period of 1 (one) year. The period shall be counted from the session in which the candidate had appeared in the said examination.

3. Clause-4 (10.4.17 to 10.4.22) Disqualification from passing that examination and debarring him/her from appearing and from passing all examinations of the University for a period upto 3 (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 S.No.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 S.No.2.

Provided further that in case of unfair means/misconduct of the nature mentioned in column A of S.No. 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 S.No. 3.

Provided also that in case the unfair means/misconduct of the nature, mentioned in column A at S.No. 3 above, is repeated, the Examination Discipline Committee may, with the approval of the Vice-Chancellor, disqualify the candidate from passing that examination and expel him/her from the University. In that case the candidate shall not be eligible to seek admission to the same course or to any other course offered by the University.

- 10.6.6 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 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.

10.7 **OTHER DISCIPLINARY MEASURES:**

- 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 Examination, who shall place it before the Examination Discipline Committee for action under this Statutes.

10.8 **CANCELLATION OF EXAMINATION:**

If the Vice-Chancellor is satisfied on the report of the Officer In-charge Examination or the flying squad team 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 Statues which may be taken by the Examination Discipline committee.

10.9 CONTINUATION OF THE EXAMINATION BY THE CANDIDATE:

Where during the course of an examination any allegation of unfair means/misconduct against a candidate is made, the candidate shall not, unless otherwise directed by the Examination Discipline Committee or provided for in the Statutes, 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 Statute 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.

10.10 COMMENCEMENT OF DISQUALIFICATION:

The period of disqualification of a candidate shall, unless otherwise specified, commence from the date of pronouncement of decision of the Examination Discipline committee.

10.11 ACTION UNDER OTHER LAWS:

10.11.1 The punishment imposed under this Statute shall not exempt a candidate from any other criminal or civil liability under any law for the time being in force.

10.1.2 A person committing an act or acts which would have amounted to unfair means/misconduct under this Statute but he/she is not a candidate for any University examination, shall be dealt with as under:

- a) The officer In-charge may report the case to the Police to be dealt with under the provisions of the law.
- b) A teacher or a person connected with the University abetting the commission of unfair means/misconduct, shall be liable to disciplinary action under the University Service Rules.

10.12 EXAMINATION DISCIPLINE COMMITTEE:

- a) The Committee shall be constituted by the Vice-Chancellor and shall consist of 5 (five) members drawn from amongst the Principals/Teachers of Constituent Colleges and officers of the University. 1 (one) member will be nominated by the Vice-Chancellor as Chairman from amongst them.
- b) A member shall be appointed for a term of 2 (two) years, but shall be eligible for re-appointment.
- c) 3 (three) members present shall constitute the quorum.
- d) All decisions shall be taken by the Committee by a simple majority. In case of a tie, the Chairman will have the casting vote.
- e) Decision taken by the Examination Discipline Committee, imposing punishment described **in column B of Clause 10.6.5** of this Statute, will be placed before the Vice-Chancellor for approval.

10.13 APPEAL:

A candidate may appeal to the Vice-Chancellor, within 10 (ten) days of receipt of the decision of the University, 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 himself on merit.

10.14 IMPLEMENTATION OF DECISION:

The decisions shall be deemed to have come into force with immediate effect, i.e. from the date of issue.

10.16 COMPLAINTS AGAINST QUESTION PAPERS:

Complaints, if any, against an individual question paper must reach the Controller of Examinations by the fourth day of the examination in the particular paper. The Controller of Examinations shall immediately pass on the complaint to the expert nominated by the Vice-Chancellor who will send his comments and suggestions within 2 (two) days. If the expert is of the opinion that the complaint deserves to be entertained, the relevant extracts from the complaint and the comments and suggestions of the expert shall be forwarded to the paper-setter and Head Examiner/Examiner for his remarks and suggestions. After the remarks have been received from the paper-setter and Head Examiner/Examiner, the complaint, along with the connected paper, shall be placed before the Vice-Chancellor.

If the Examiner makes suggestions regarding moderation in the evaluation of answer-books to redress the grievances of the examinees, the Vice-Chancellor may accept the suggestions and the Examiner shall be informed accordingly. In case the Vice-Chancellor feels that the suggestions are not adequate to meet the requirements of the case, he/she may refer the case to the Results Publishing Committee for appropriate action or take any other action as he/she may deem necessary.

10.17 DISQUALIFICATION OF OFFICIALS WORKING AT A CENTRE:

If an unfair means/misconduct case remains undetected in a centre and is later on brought to the notice of the University or if a member of the supervisory staff shows incompetence in the conduct of examination or the observance of Statutes and Regulations, the officials concerned i.e. the Superintendent, the Deputy Superintendent, the Assistant Superintendent and the Supervisor(s) concerned, are liable to disqualification for appointment as members of the supervisory staff and any other penalty that the University authorities may deem fit in the circumstances of the case.

FORM FOR REPORTING CASES OF MISCONDUCT/UNFAIR MEANS IN UNIVERSITY OF LADAKH

(To be filled in by the Superintendent and forwarded to the Assistant/Deputy Registrar (UFM) University of Ladakh, by name, under a registered cover on the very day of the detection of the case).

GENERAL PARTICULARS

1. Name of the Examination _____
2. Centre of the Examination _____
3. Subject _____
4. Paper _____
5. Date and exact time of the detection of the case under report _____
6. Date of dispatching the case to the University _____

I am sending herewith a case of the use of unfair means/misconduct by an examinee whose particulars are given below:

1. Name of the candidate _____ Registration No. _____
2. Parentage _____
3. Roll No. _____
4. Centre _____
5. Permanent address of the candidate _____

This case was detected by _____ as detailed below:

Date _____

Signature _____

Designation _____

I am also enclosing the following evidence in support of allegation of the use of unfair means/misconduct by this examinee in the University of Ladakh examination:

- i) The incriminating material recovered from the candidate (in case of loose papers, please indicate the exact number of pages recovered from the candidate whether printed or written).
- ii) The scripts (answer-books) of the candidate (Please indicate the number of I and II answer-books).
 - a) Number of the 1st answer-book _____
 - b) Number of the 2nd answer-book _____
- iii) The statement of the candidate _____
- iv) A copy of seating plan _____

It is certified that the said incriminating / objectionable material was recovered from the candidate during the course of the University of Ladakh Examination. The material was found in/under the candidate's _____

Describe in detail where found: _____

Note: Please indicate here, the precise nature of misconduct committed.

I further certify that the term "Misconduct/Unfair Means" as defined in the Statutes relating to misconduct/unfair means in the University of Ladakh examinations was fully explained to all candidates before the commencement of the examination and that this was repeated to all late-comers.

Remarks of the Superintendent:

Signature _____

Superintendent _____

Date _____

Examination Centre No. _____

Permanent Address _____

Note: In case the candidate refuses to give his/her statement or refuses to surrender the answer-book and does not accept the second answer-book, this fact shall also be recorded by the Officer In-charge along with his report.

Witness No. I

Signature _____

Deputy Supdt. _____

Address _____

Date _____

Witness No. II

Signature _____

Deputy Supdt./Supervisor _____

Address _____

Date _____

Statement of the candidate at Examination Centre
(use additional sheet, if needed)

Signature _____

Name _____

Permanent Address _____

Name of the College/University _____

Date _____

CHAPTER – 11

REGULATIONS GOVERNING ADVANCES

11.1 PURPOSE OF ADVANCE:

Competent authority may sanction advances to the University authorities or to any person for performing University duty or undertaking any work connected with the University or rendering any service to the University in the manner specified in subsequent paragraphs.

11.2 TYPES OF ADVANCES:

Advances may be sanctioned by the competent authority in accordance with specified norms for the following purposes:-

- 11.2.1 T.A. advances;
- 11.2.2 advances for Examination purpose;
- 11.2.3 advances for purchases;
- 11.2.4 advances for participation in Inter-University and Inter-College Tournaments;
- 11.2.5 advances for conduct of tours;
- 11.2.6 advances for organizing various functions/events;
- 11.2.7 advances to the scholars in anticipation of receipt of funds from the funding agencies;
- 11.2.8 advances for schemes approved by various agencies;
- 11.2.9 advances to teachers for research; and
- 11.2.10 miscellaneous other advances.

11.3 T.A. ADVANCE:

Advance T.A. may be sanctioned in favour of those persons who are going outside the State or beyond 150 kilometres from the headquarters on University duty and finally have to draw T.A. from the University, provided their deputation has been sanctioned by the competent authority. The advance shall not exceed the amount to be calculated as under:-

- 11.3.1 To and fro fare plus D.A. for the days of halt.
- 11.3.2 The amount of incidental charges shall not be included in the advance T.A.

and shall be paid after the return journey is completed.

The officials who draw advance T.A. shall be required to submit their T.A. bills for adjustment immediately after the completion of journey but not later than 30 days from the date of the termination of journey.

11.4 ADVANCE FOR CONDUCT OF EXAMINATION:

Advances for examination purpose shall be granted in accordance with the norms approved for the purpose. The Superintendents shall be required to submit their bills for adjustment of advance within one month from the date of execution of work.

11.5 ADVANCE FOR PURCHASES:

Advance for purchases shall as far as possible be avoided. Where, however, the advance payment for purchase of certain goods is required to be made in pursuance of the terms and conditions of supply order placed with concerned firm, the same may be sanctioned by the competent authority. Such advance will be in the nature of payments which are made for release of documents like railway receipts, goods receipts and other similar documents. The account for such advances shall be rendered immediately, but in no case later than 30 days from the date of receipt of goods.

11.6 ADVANCES FOR CONDUCT OF EDUCATIONAL TOURS:

Such advances may be sanctioned in accordance with the tour Regulations approved by the competent authority and the account shall be rendered within 30 days from the date of termination of tour or before the close of the financial year whichever happens to be earlier. Before sanctioning such advances, the competent authority shall examine the details of anticipated cost of tour in each case carefully.

11.7 ADVANCES FOR PARTICIPATION IN INTER-UNIVERSITY AND INTER-COLLEGE TOURNAMENTS/ EVENTS:

Such advance may be sanctioned in accordance with the actual requirements, the details whereof should be recorded, for the conduct of Inter-University, and Inter-College Tournaments. The account for such advance shall be rendered immediately but not later than 30 days from the date of termination of event; and in no case shall a 2nd advance be given till the account for previous advance is rendered.

11.8 ADVANCES FOR ORGANIZING VARIOUS FUNCTIONS/EVENTS:

Temporary advances may be given to the In-charge of the programmes and accounts for the same should be rendered within 30 days from the date of termination of the function/ event. For example, in case the event is organized in the month of February, the account should be rendered by 1st of March and in case the function is held after 15th of March, the account should be rendered by the 25th of March positively. The accounts for the event/function which are continued after 25th of March shall be rendered after 31st of March.

11.9 ADVANCES TO SCHOLARS IN ANTICIPATION OF RECEIPT OFFUNDS FROM FUNDING AGENCIES:

Advances on account of fellowships and contingent grant to scholars in cases may be sanctioned, where procedural delays take place in the release of grants sanctioned by the various agencies in their favour.

In no case advance shall be sanctioned where the delay for the release of grants is attributed to the research scholar himself or his guide or where the release order of grant from the concerned funding agency has not been received.

The advance on a particular date shall not, however, exceed 50% of the amount due to a scholar on account of fellowship/contingency grant.

11.10 ADVANCES FOR IMPLEMENTATION OF SCHEMES AND TOTEACHERS FOR RESEARCH:

The advances for implementation of schemes shall not normally be paid till the amount from the funding agencies is actually released.

11.11 DRAWAL OF ADVANCES:

The advances shall be applied for and drawn in the forms enclosed as 'A' and 'B' with this chapter.

11.12 GENERAL CONDITIONS:

11.12.1 In case the accounts of the advance drawn are not rendered within the stipulated period, the Vice-Chancellor shall be competent to effect recovery in any way he deems fit including by means of deducting the amount advanced from the pay of official or any other claim that may become due to the advance holder from the University.

11.12.2 The advance drawn for a particular purpose shall not be appropriated for any other purpose and unspent balance out of the advance drawn shall immediately be refunded alongwith the account and verification in regard to the refund shall be obtained from the cashier on the contingent bill form enclosed with the account. Fresh advance may always be drawn for another purpose.

11.12.3 Heads of the Departments, Principals, Teachers, Officers and other officials who draw advance for the purpose other than T.A. shall maintain a separate account of advances drawn by them in the proforma 'C' attached with this chapter. The amount received on account of advance shall be entered on the receipt side indicating the Cheque No. and the date of Cheque, under signature of the Head of the Department/Branch Officer. When the account for the same is rendered, the date of sending the adjustment account together with the amount refunded in cash shall be entered in the appropriate column. On receipt of adjustment account, the Accounts Section after checking the account shall adjust the amount as may be admissible under rules against the advance and send intimation to this effect to the Department concerned. The Heads of the Department shall record the Reference No. and date of adjustment intimation in the Register of advances under his signature.

11.12.4 At the close of the year the 2 (two) sets of advances registers -1 (one) maintained in the Accounts Branch and another maintained by the Drawing Officers - shall be reconciled in the month of April every year. No advances shall be granted to a Department which has not reconciled the accounts in the month of April every year.

11.12.5 Normally, a second advance for the same purpose shall not be allowed to be drawn till the previous advance has been liquidated in full or a proper account for the same has been rendered.

11.12.6 The Vice-Chancellor may, for reasons to be recorded, authorise payment of advance in relaxation of any of the conditions laid down under these Regulations.

11.13 PERMANENT ADVANCES:

A permanent advance may be granted to the officers/ Departments which is required to make petty payments with regard to the day-to-day functioning of the Department. The permanent advance shall be regulated according to the following norms :-

11.13.1 The amount of advance shall be fixed by the Vice-Chancellor. Application for revision of permanent advance shall also be considered by the Vice-Chancellor.

11.13.2 The permanent advance granted to an officer should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should ordinarily meet their requirement out of the advance with him rather than applying for separate advances for them. He shall obtain a receipt from them whenever advance is given which should be retained in the office.

11.13.3 The holder of a permanent advance shall be responsible for the safe custody of the money placed at his disposal and he must at all times be ready to account for the total amount of the money. In case of transfer of charge and at the end of every financial year, i.e. in the month of April, the Officer holding permanent advance shall send an acknowledgement to the Registrar of the amount lying with him as permanent advance as on March 31st, or the date of handing over charge, as the case may be.

11.13.4 Permanent Advances shall be recoupable. Advances out of a permanent advance for such purposes where the recoupment of advance is likely to be delayed should be avoided and for such purposes a temporary advance may be drawn.

ANNEXURE -'A'

APPLICATION FOR GRANT OF ADVANCE OTHER THAN T.A.

1. Name/Designation of the officer. _____
2. Purpose of advance. _____
3. Amount of advance applied for. _____
4. No. & Date of sanction to the purchase/expenditure. _____
5. Head of account to which final account is to be charged. _____
6. Approximate expenditure under the Head incurred/committed, so far, including this advance. _____
7. Brief details of proposed expenditure for which advance is needed.
 - a) _____ Rs. _____
 - b) _____ Rs. _____
 - c) _____ Rs. _____
 - d) _____ Rs. _____
8. Details of previous advance outstanding if any. _____
9. Reasons for not rendering account for previous advance. _____

Received payment

Signature of the Officer

Signature

Address

Payment of advance of Rs.

/- sanctioned.

Sanctioning authority passed for Rs.

By debited to Advance

Asst. Registrar (Acctts.)

Dy. Registrar

Registrar

ANNEXURE – ‘B’

APPLICATION FOR GRANT OF ADVANCE T.A.

1. Name and Designation of the officer

2. Basic Pay

3. Purpose of journey

4. No. & date of

sanction to the

deputation

5. Proposed mode of travel

6. Approximate amount of T.A. due

Fare for both ways
Charges

Incidental

Haltage

Total

Rs.

Rs.

Rs.

Rs.

7. Amount of advance applied for

8. Details of previous advance
outstanding if any

9. Reasons for not rendering
account for previous advance

Received payment

Signature of the Officer

Address

Signature

/- sanctioned.

Payment of advance of Rs.

Sanctioning authority' passed for Rs.

By debited to Advance

Asst. Registrar (Accts.)

Dy. Registrar

Registrar

ANNEXURE – ‘C’

ADVANCE REGISTER TO BE MAINTAINED BY THE DEPARTMENTS

Date	Purpose of Advance	Amount of Advance Received	Cheque No. & Date	Signature of H.O.D.	Date of dispatch of adjustment a/c refund	Amount to be adjusted /refunded	Reference to adjustment intimation	H.O.D. Signature
1	2	3	4	5	6	7	8	9

CHAPTER – 12

LOCAL FUNDS OF THE UNIVERSITY

12.1 DEFINITIONS:

12.1.1 Local Fund:

“Local Fund” shall mean a fund which is maintained and administered by the University, created by fees realized from students and research scholars of the Departments or any source other than the Government, under the following subheads:-

1. Sports Development Fee;
2. Magazine/University News Bulletin Fee;
3. Alumni fee;
4. University Library Development Fee;
5. DIQA Fee;
6. Red Cross Fees;
7. NSS Fee;
8. Cultural Fee;
9. Students Insurance Fee; and
10. any other fee that may be prescribed by the competent authority from time to time.

12.1.2 Consolidated Local Fund:

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub heads of Local Fund as on the 31st day of May of each year shall be credited. This shall include:

- a. Lapsed amount of library and science security deposits.

- b. Interest earned on fixed and savings bank account of local Fund accounts.
- c. Any other collection which is not creditable to a particular Local Fund.
- d. Unutilized amount of any fund from the above.

On the day of notification of these rules, the balance available in all Local Funds as on May 31st shall constitute the Consolidated Local Fund of the University.

12.1.3 **Year:**

For the purpose of these regulations, a year shall mean a period of twelve months from June 1st to May 31st.

12.1.4 **Objectives:**

The aim of the Local Funds shall be to promote social, cultural and academic activities of the University, welfare of the students and general development of the University.

12.1.5 **Local Fund Receipts:**

Subject to students fee dues, notified by the University on account of the following sub-heads at the change that may be notified from time to time, each Department shall collect from the time of admission or during the period of study:

- a. Sports Development Fee;
- b. Magazine/University News Bulletin Fee;
- c. Alumni Fee;
- d. University Library Development Fee;
- e. DIQA Fee;
- f. Red Cross Fee;
- g. NSS Fee;
- h. Cultural Fee;
- i. Students Insurance Fee; and
- j. any other fee that may be prescribed by the competent authority from time to time.

12.1.6 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the University shall be deposited in the bank immediately.

12.1.7 Without prejudice to the provision of the Regulation, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and shall include the following:

- 12.1.7.1 Sports Development Fee:
- a) For promotion of games and sporting activities of the University.
 - b) Maintenance of common room and to provide other recreational amenities to the students.
 - c) Payment of salaries to local fund employees associated with sports activities.
 - d) Any other expenditure connected with the sports.
- 12.1.7.2 Magazine/University News Bulletin Fee:
For printing of University Magazine, Newsletter, any other publication etc.
- 12.1.7.3 Alumni Fee:
To meet the expenses of the function organised for the ex-students of the University.
- 12.1.7.4 University Library Development Fee:
To subscribe for newspapers, magazines and other media of information and for minor infrastructure development of university library in such a manner as Librarian of the Central Library, in consultation with the Statutory Committee would deem proper.
- 12.1.7.5 DIQA Fee:
To create infrastructure helpful in improving the quality of education of the University.
- 12.1.7.6 Red Cross Fee:
For purpose as required by District/State Red Cross Society.
- 12.1.7.7 NSS Fee:
To organise workshops, social service camps etc., by University NSS unit.
- 12.1.7.8 Cultural Fee:
To organise social/cultural functions in the University and to hold debates, seminars, conferences, symposia, other literary activities in the University.
- 12.1.7.9 Student Insurance Fee:
To provide insurance cover to enrolled students of the University through general insurance company against death/disability due to accident.

- 12.1.8 **Expenditures out of the Consolidated Local Fund:**
Expenditure out of Consolidated Local Fund shall be incurred for the following:

- 12.1.8.1 Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students' welfare activities;
- 12.1.8.2 maintenance of Library;
- 12.1.8.3 purchase of new books;
- 12.1.8.4 replacement of lost books or damaged books;
- 12.1.8.5 purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds for the purpose are not available or are short of the requirement of University;
- 12.1.8.6 construction of permanent structures;
- 12.1.8.7 such other items of expenditure connected with the affairs of the University which cannot be accommodated within the budget;
- 12.1.8.8 welfare of students; and
- 12.1.8.9 payment of audit expenses for audit of Local Fund.

12.1.9 **Limit of Expenditure Out of Local Fund:**

- 12.1.9.1 The money collected from the students during a particular year under the individual local fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.
- 12.1.9.2 The Registrar shall, however, be competent to authorise re-appropriation from one sub-head of local fund to another, subject to a maximum, of Rs.5000/- (five thousand rupees only).
- 12.1.9.3 As far as possible, at the beginning of the academic session, the Registrar, in consultation with the Local Fund Committee, shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.
- 12.1.9.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Registrar in consultation with the Local Fund Committee.

12.1.10 **Expenditure Incurring Authority:**

- 12.1.10.1 The expenditure out of the Local Funds shall be sanctioned by the Registrar with concurrence of the Local Fund Committee consisting of the following:
 - a) Registrar/(Chairman/Governor);
 - b) Controller of Examinations;

- c) Dean Students Welfare;
- d) One member of the Syndicate to be nominated by the Vice-Chancellor; and
- e) Account Officer/officer In-charge Finance.

12.1.10.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (Twenty five thousand only) at one time shall require approval of the Vice-Chancellor.

12.1.10.3 All expenditure out of the Local Funds shall be regulated in accordance with the financial rules, as applicable to expenditure incurred out of the general funds of the University.

12.1.11 Maintenance of Accounts:

The officer in charge Finance shall be responsible to:

12.1.11.1 Maintain and operate Local Fund account in the Bank.

12.1.11.2 To deposit money received from the students from time to time in the Local Fund account.

12.1.11.3 Draw and disburse amounts from the Local Fund as recommended by the Committee.

12.1.11.4 Prepare an annual statement of income and expenditure in respect of each Local Fund.

12.1.11.5 Separate accounts shall be maintained for Local Fund collected during the year and Consolidated Local Fund.

12.1.12 Audit:

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of income and expenditure in respect of Local Fund as prepared by the University and duly audited shall be furnished to the Officer In-charge Finance within 6 (six) months from the date of closing of account.

12.1.13 Relaxation of Rules:

Any expenditure in the interest of the University over and above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

12.2 REGULATIONS GOVERNING LOCAL FUND OF THE DEPARTMENTS:

These rules shall be called the “Local Fund Regulation Rules of the Departments”.

Effective

12.2.1 date:

These shall come into force from the date of notification.

12.2.2 Definition:

Local Fund shall mean a fund which is maintained and administered by the University, created by fee realized from the students and

research scholars of the University or any other source, falling in the following sub-heads:

- 12.2.2.1 Department Development Fee;
- 12.2.2.2 Department Library Fee;
- 12.2.2.3 Social Activity Fee;
- 12.2.2.4 SIQAC(School Internal Quality Assurance Cell);
- 12.2.2.5 Computer Fee;
- 12.2.2.6 Laboratory Maintenance Fee wherever Applicable;
- 12.2.2.7 Students Identity Card Fee;
- 12.2.2.8 Medical Assistance Fee;
- 12.2.2.9 Excursion Fee;
- 12.2.2.10 Sports Fee; and
- 12.2.2.11 any other fee that may be prescribed by the competent authority from time to time.

12.2.3 **Consolidated Local Fund:**

Consolidated Local Fund shall mean the combined Local Fund to which savings under different sub heads of local fund as on the 31st day of May of each year shall be credited.

This shall include:

- 12.2.3.1 Lapsed amount of library and science security deposits.
- 12.2.3.2 Interest earned on fixed and savings bank account of local Fund accounts.
- 12.2.3.3 Any other collection which is not creditable to a particular Local Fund.

12.2.3.4 Unutilized amount of any fund from the above.

12.2.4 On the day of notification of these rules, the balance available in all Local Funds, as on May 31st, shall constitute the Consolidated Local Fund of the Department.

12.2.5 **Relevant Year:**

For the purpose of these Regulations, a year shall mean a period of twelve months from June 1st to May 31st.

12.2.6 **Objectives of Local Funds:**

The aim of the Local Funds shall be to promote social, cultural and academic activities of the Department, welfare of the students and general development of the Department.

- 12.2.7 Local Fund Receipts:
Subject to students fee dues, notified by the University on account of the following sub heads at the change that may be notified from time to time, each Department shall collect at the time of admission or during the period of study:
- 12.2.7.1 Department Development Fee;
 - 12.2.7.2 Department Library Fee;
 - 12.2.7.3 Social Activity Fee;
 - 12.2.7.4 SIQAC(School Internal Quality Assurance Cell);
 - 12.2.7.5 Computer Fee;
 - 12.2.7.6 Laboratory Maintenance Fee for Science;
 - 12.2.7.7 Students Identity Card Fee;
 - 12.2.7.8 Medical Assistance Fee;
 - 12.2.7.9 Excursion Fee;
 - 12.2.7.10 Sports Fee; and
 - 12.2.7.11 any other fee that may be prescribed by the competent authority from time to time.
- 12.2.8 **Security Deposits:**
The Department shall realize the security deposit from the students as may be required under rules.
- 12.2.8.1 Security deposits realized from the students at the time of admission shall be entered in a separate register as may be prescribed for the purpose by the University. The amount realized shall be placed in a fixed deposit for a suitable period for which it has not to be claimed by the students.
 - 12.2.8.2 Security deposit of the students, not claimed by them within one year from the date from which he/she ceases to be on the rolls of the Department, shall lapse and shall be credited to the Consolidated Local Fund of the College.
- 12.2.9 All receipts including cash, cheques, bank drafts, postal orders etc., in respect of the Local Funds of the Department shall be deposited in the bank immediately.
- 12.2.10 Without prejudice to the provision of Regulation 12.2.7, the money in the Local Fund of a particular year shall be utilised for the purpose for which it has been collected and including the following:
- 12.2.10.1 Department Development Fee:
 - a) For carrying out the repair and renovation of the Department buildings, internal roads and general up keep of the buildings.

- b) For repairing/replacing the electrical fixtures like lighting, fans, air conditioners etc.

12.2.10.2 Department Library Fee:

For subscribing for news papers, magazines and other media of information including printing and publishing of wallpaper/magazine/journals in such a manner as Head of the Department, in consultation with the Statutory Committee would deem proper.

12.2.10.3 Social Activity Fee:

For organising social/cultural functions in the Colleges and to hold debates, seminars, conferences, symposia, other literary activities in the Department.

12.2.10.4 SIQAC(School Internal Quality Assurance Cell):

For establishing quality works in the departments.

12.2.10.5 Computer Fee:

For establishing Computer Laboratory in the department and also maintenance and upgradation of Computer Laboratories.

12.2.10.6 Laboratory Maintenance Fee:

- a) For purchasing, repair and maintain the science equipment required for the conduct of practical of science subjects.
- b) For repairing and renovate science laboratories, creation of partition, fix and repair of electrical fixtures etc.

NB: HODs, in consultation with the teaching staff of the Departments, shall prepare list of the new equipments required and repairing of the existing for utilization of the funds under this sub-head. Funds under this sub-head shall be allocated to subject/course-wise according to number of students and fee collected from them.

- 12.2.10.7 Student Identity Card Fee:
For providing identity cards to the students of the Department.
- 12.2.10.8 Medical Assistance Fee:
For maintaining the dispensary of the department and for keeping the required medicines and other first aid items required to meet any medical emergency in the department to provide first-aid during sporting events in the department.
- 12.2.10.9 Excursion Fee:
For organising excursions/picnics for students.
- 12.2.10.10 Sports Fee:
- a) For promotion of games, sports, cultural and social activities of the department;
 - b) maintenance of common room and to provide other recreational amenities to the students;
 - c) payment of salaries to local fund employees associated with sports activities; and
 - d) any other expenditure connected with the sports.

12.2.11 **Expenditure from the Consolidated Local Fund:**

Expenditure out of consolidated local fund shall be incurred for the following:

- 12.2.11.1 Payment of salary/remuneration etc. to incumbents engaged on whole time or part time basis for arranging students' welfare activities.
- 12.2.11.2 Maintenance of Library.
- 12.2.11.3 Purchase of new books.
- 12.2.11.4 Replacement of lost books or damaged books.
- 12.2.11.5 Purchase/replacement for Laboratory and other equipment or repairs of damaged equipment, provided the funds under laboratory funds are not available or short of the requirement of any particular department of the college.
- 12.2.11.6 Construction of permanent structures.
- 12.2.11.7 Such other items of expenditure connected with the affairs of the department which cannot be accommodated within the budget.
- 12.2.11.8 Welfare of students.
- 12.2.11.9 Payment of audit expenses for audit of Local Fund.
- 12.2.11.10 Any other expenditure with the approval of the Vice-Chancellor.

12.2.12 **Limit of Expenditure Out of Local Fund:**

- 12.2.12.1 The money collected from the students during a particular year under the individual Local Fund shall be presumed as annual budget of fund account and expenditure out of these funds shall be restricted to this extent in that particular year for the purpose it has been collected.
- 12.2.12.2 Head of the Department shall, however, be competent to authorise re-appropriation from one sub-head of local fund to another, subject to a maximum of Rs.5000/-(five thousand only).
- 12.2.12.3 As far as possible at the beginning of the academic session, the Head of the Department, in consultation with the Local Fund Committee, shall prepare annual plan for expenditure out of Consolidated Local Fund and arrange to keep funds in liquid state accordingly.
- 12.2.12.4 Local Fund money, which is not anticipated to be utilized immediately, may be arranged to be placed in fixed deposit for such period as may be decided by the Head of the Department in consultation with the Local Fund Committee.

12.2.13 Expenditure Incurring Authority :

- 12.2.13.1 The expenditure out of the local funds shall be sanctioned by the Head of the Department with the concurrence of the Local Fund Committee consisting of the following:
- a) Head of the Department concerned (Chairman);
 - b) two teachers to be nominated by the Head of the Department;
 - c) one representative of the students from the senior most class; and
 - d) Accounts Officer/Officer, In-charge Finance.
- 12.2.13.2 Any expenditure out of the Consolidated Local Fund exceeding Rs.25000/- (twenty five thousand only) at one time shall require approval of the Vice-Chancellor.
- 12.2.13.3 All expenditure out of the Local Fund shall be regulated in accordance with the financial rules applicable to the expenditure incurred out of the general funds of the Departments.

12.2.14 Maintenance of Accounts:

The Head of the Department shall be responsible :

- 12.2.14.1 To maintain and operate Local Fund account in the Bank.
- 12.2.14.2 To deposit money received from the students from time to time in the Local Fund account.
- 12.2.14.3 To draw and disburse amounts from the Local Fund as recommended by the Committee.

12.2.14.4 To prepare an annual statement of income and expenditure in respect of each Local Fund.

12.2.14.5 Separate accounts shall be maintained for Local Fund collected during the year and also in respect of Consolidated Local Fund.

12.2.15 **Audit:**

The accounts of Local Fund shall be checked annually by the Internal Audit Unit of the University or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the Department and duly audited shall be furnished to the Registrar within 6 (six) months from the date of closing of account.

12.3 **REGULATIONS GOVERNING CORPUS FUND:**

There shall be a “Corpus Fund” of the University of Ladakh governed by the following Regulations which shall come into force from the date of its notification.

12.3.1 The Corpus Fund shall be raised through the following sources:-

12.3.1.1 donations;

12.3.1.2 interest earnings;

12.3.1.3 contributions from local funds of the University;

12.3.1.4 students contribution in the form of fee realized at the time of admission; and

12.3.1.5 contributions from Alumni Associations.

12.3.2 a) An amount of Rs. 10.00 crore shall always remain as a minimum balance in the fund.

b) On the recommendation of the Corpus Fund Committee, the accumulations in the fund, beyond the limit of Rs. 25.00crore, shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished.

c) The investment of the Corpus Fund, in the shape of FDRs, is the appropriate option. However, FDRs shall be made for a period of 1(one) year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest.

d) The ceiling of Rs. 25.00crore shall be reviewed by the Corpus Fund Committee after every five years.

e) The Loan can be raised out of the Fund for meeting the expenditure under non-plan head including salary/pension and other expenses whenever grant-in-aid under non-plan head are not received from the

State Government in time. The loan shall however, be recouped when the grant-in-aid are received from the state Govt. In such cases, the ceiling of Rs.25.00crore as at 12.3.4 (a) above shall not apply.

f) The Vice-Chancellor is authorized to sanction non-interest bearing loan out of Corpus Fund, to be recouped 100% by 31st March of the same financial year.

12.3.3 There shall be a Director of the Fund to be nominated by the Vice-Chancellor who shall hold office for a period to be determined by the Vice-Chancellor from time to time.

12.3.4 The fund shall be governed by a committee consisting of the following:

12.3.6.1 Vice-Chancellor;

12.3.6.2 Financial Advisor or his/her nominee;

12.3.6.3 Director of the Fund;

12.3.6.4 2 (two) teachers of the University, to be nominated by the Vice-Chancellor from time to time;

12.3.6.5 Registrar; and

12.3.6.6 Accounts Officer/ Officer In-charge Finance (Member Secretary).

12.3.5 There shall be a Fund Raising Committee to be constituted by the Vice-Chancellor from time to time.

12.3.6 Maintenance of Accounts:

12.3.6.1 All the receipts of the funds shall be deposited in a separate Branch Account to be maintained by Accounts Officer/Officer in-charge Finance.

12.3.6.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through an Internal Audit party.

12.3.6.3 Surplus money in the fund which may not be required immediately shall be placed on short/ long term fixed deposit.

12.3.7 Interpretation of Rules:

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these Regulations and his interpretation shall be final and binding.

12.4 **REGULATIONS GOVERNING APPLICATION/ ENTRANCE PROCESSING FUND:**

12.4.1 **Application/Entrance Processing Fund:**

There shall be an 'Application/Entrance processing Fund' of the University.

12.4.2 **Objective of the Fund:**

The Fund shall be used for effective and efficient conduct of the Entrance examination, processing of application form and other related needs of the university. It shall include processing of all entrance examinations to be conducted by the University.

12.4.3 **Sources of the Fund:**

12.4.3.1 Entrance Test Fee realized from each candidate at the time of his/her application for the Entrance Test;

12.4.3.2 any contribution made by Constituent Colleges of the University/Department or any other source of the University;

12.4.3.3 Entrance Test Fee realized from any other sources; and

12.4.3.4 interest earned through the deposit of the Fund.

12.4.4 **Utilization of the Fund:**

The Fund shall be utilized for the following purposes:

12.4.4.1 Expenditure incurred on admissions in the University and its Constituent Colleges.

12.4.4.2 Hiring of professional services of agencies involved in developing software and/or collection/printing/packing of question booklets for entrance purposes.

12.4.4.3 All expenses to be incurred for making admission in the University Departments and Constituent Colleges which include remuneration and refreshment to the staff engaged for the purpose.

12.4.4.4 The expenditure on account of publication of such notifications/public notices/publicity schedules as are deemed appropriate for the information of the general public from time to time in relation to entrance examinations.

12.4.4.5 All expenditure incurred in relation to the safe storage, transaction, evaluation, preparation of final result, distribution of material, etc., pertaining to the conduct of aforesaid entrance examinations.

12.4.4.6 The Fund can be utilized for expenditure related to I.T. equipments, student facilities, infrastructure development etc.

12.4.4.7 The Fund can be utilized to meet expenditure for any other item/purpose with the approval of the Vice-Chancellor.

12.4.4.8 Audit fee, if any, shall be paid out of the Fund.

12.4.5 **Fund Management Committee:**

- 12.4.5.1 The Fund shall be managed by a Committee comprising the following:
- a) Registrar(Convener);
 - b) Dean, Academic Affairs
 - c) Controller of Examinations;
 - d) 2(two) nominees of the Hon'ble Vice-Chancellor;
 - e) Account Officers/Officer In charge Finance; and
 - f) Assistant Registrar (Academics)-Member Secretary.
- 12.4.5.2 Two/Thirds of the total strength shall form the quorum of its meeting
- 12.4.5.3 All decisions with regard to individual items of expenditure shall be presented before the Committee which shall meet as frequently as deemed necessary by the Registrar.
- 12.4.5.4 The Committee shall have the powers to approve proposal(s) to be implemented through the Fund. In exceptional circumstances, Dean, Academic Affairs is empowered to accord Approval to emergent type of proposals for expenditure, which shall be placed before the Committee at its next meeting for confirmation of the action taken.
- 12.4.5.5 For financial sanction, all proposals shall be sent to the Budget & Finance Section after the approval of the Competent Authority.
- 12.4.5.6 After the sanction from Budget & Finance Section, the payments shall be released by the office of the Accounts Officer/Officer In-charge (Finance), who shall be operating the "Application/Entrance processing Fund" Account.
- 12.4.6 **Maintenance of Accounts:**
- 12.4.6.1 All receipts of the Fund shall be deposited in a separate Account.
- 12.4.6.2 An annual statement of Income and expenditure shall be prepared and surplus money shall be placed in short/long-term fixed deposit or in any other scheme which may attract higher rate of interest/return.
- 12.4.6.3 The Reconciliation of the Account shall be conducted on half yearly basis and Audit of Account on yearly basis through a Chartered Account to be appointed by the University.
- 12.4.7 **Interpretation of Rules:**
- In case of any doubt, the Vice-Chancellor shall have the power to interpret these Regulations and his/her interpretation shall be final and binding.

12.5 REGULATIONS GOVERNING STUDENTS AID FUND:

12.5.1 Objective of the Fund:

There shall be a "Students Aid Fund" of the University for providing financial assistance to the poor students.

12.5.2 Source of the Fund:

- 12.5.2.1 the Fund shall be raised through contribution by every student on an annual basis;
- 12.5.2.2 voluntary contribution received from the staff members and other sources;
- 12.5.2.3 grants received from the University Grants Commission or any other agency, if any; and
- 12.5.2.4 interest earned through the deposit of the Fund.

12.5.3 **Fund Management Committee:**

The fund shall be governed by a Committee consisting of the following:

- a. Vice-Chancellor or Dean Academic Affairs as his/her nominee (Chairperson);
- b. Dean Students Welfare;
- c. 2 (two) heads to be nominated by the Vice-Chancellor;
- d. Accounts Officer/Officer In-charge Finance;
- e. 8 (eight) students (Class Representatives) to be nominated by the Vice-Chancellor;
- f. 1 (one) senior scholar to be nominated by the Vice-Chancellor; and
- g. Assistant Registrar (Academics) Member Secretary.

12.5.4 **Utilization of the Fund:**

- 12.5.4.1 Financial assistance out of the Fund shall be admissible to the poor and needy students to meet the following:
 - a) Tuition fee.
 - b) Examination Fee.
 - c) Purchase of books.
 - d) Hostel/Mess Charges.
 - e) Clothing.
 - f) Audit fee if any shall be paid out of the Fund.

- 12.5.4.2 The following factors shall determine the eligibility of the students for benefit out of the Fund-
 - a) The family income slab shall be up to Rs. 1.00 lakh per annum.
 - b) The cap of “Students Aid Fund” shall be Rs.10,000/-during the entire period of stay of a student in the University.
 - c) The beneficiaries should not have any backlog.

Provided the beneficiaries are regular in attendance, maintain proper discipline in the campus and the Head of Department is satisfied about their progress in studies.

In each academic session, the Dean, Students Welfare will invite applications from students through Heads of Departments for

assistance out of the “Students Aid Fund” in the first week of September. However, in case of emergency, the Head(s) of the Department(s) may forward application(s) of deserving students(s) at any time for assistance from the Students Aid Fund. The number of students to be benefitted shall be decided by the Local Fund Management Committee.

12.5.5 Maintenance of Accounts:

12.5.5.1 All receipts of the Fund shall be deposited in a separate Bank Account to be maintained by Accounts officer/officer In-charge Finance.

12.5.5.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through a Chartered Accountant/Internal Audit Party.

12.5.5.3 Surplus money in the Fund, which may not be required immediately for expenditure, shall be placed in a short/ long term, fixed deposit.

12.5.6 Interpretation of Rules:

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these Regulations and his/her interpretation shall be final and binding.

12.6 REGULATIONS GOVERNING EXAMINATION DEVELOPMENT AND MAINTENANCE FUND

12.6.1 Objective of the Fund:

There shall be an “Examination Development and Maintenance Fund” of the University for smooth functioning of the Controller of Examinations wing.

12.6.2 Source of the Fund:

The Fund shall be raised through an annual fee realized from students at the time of admission as:-

12.6.2.1 Examination Development Fee;

12.6.2.2 Examination Maintenance Fee received as services charge; and

12.6.2.3 Interest earned through the deposit of the Fund.

12.6.3 Fund Management Committee:

The Fund shall be managed by a Committee consisting of the following:

a. Vice-Chancellor Chairperson;

b. Registrar;

c. Dean Students Welfare;

d. Controller of Examinations;

e. Account Officer/Officer In-charge Finance; and

f. Assistant Registrar (Exams) -Member Secretary.

12.6.4 Utilization of the Fund:

- 12.6.4.1 For development of infrastructure including construction of new building Blocks/Rooms, etc.
- 12.6.4.2 Automation of Examination Wing, net-working of various places with the Examinations Wing and introduction of new technologies.
- 12.6.4.3 Engagement of work force to accomplish work specified in the Act/Regulations of the University with regard to examinations.
- 12.6.4.4 Purchase of new equipment.
- 12.6.4.5 Skill development and training of the work force.
- 12.6.4.6 Providing contingent facilities for Evaluation and Coding Centres.
- 12.6.4.7 Making immediate alternative arrangement of accommodation on temporary basis in connection with the examination work if funds for the same are not available in the University Budget.
- 12.6.4.8 Providing for purchase, hiring and repair of desks for examination work urgently required if the funds for the same are not available in the University Budget.
- 12.6.4.9 Creation of other necessary facilities for students in the examination halls.
- 12.6.4.10 For transportation of desks from one venue to another for examination purposes.
- 12.6.4.11 For any purpose other than the aforementioned ones where there is no budgetary provision or there is deficit in budgetary provisions as assessed by the Controller of Examinations.
- 12.6.4.12 Audit fee, if any, shall be paid out of the Fund.

12.6.5 Expenditure:

- 12.6.5.1 The Committee shall be responsible for monitoring the Examination Development Fund to ensure proper utilization of the Fund.
- 12.6.5.2 The Controller of Examinations shall be competent to make an expenditure up to Rs.20000/- in an emergent situation.
- 12.6.5.3 The Controller of Examinations shall be competent to incur expenditure up to Rs.50000/- in an emergent situation with the prior approval of the Vice-Chancellor and to report the expenditure in the meeting of the Examination

Development/Maintenance Fund Committee as and when it meets next.

12.6.5.4 The Controller of Examinations (in consultation with the Registrar) may incur expenditure upto Rs.1,00,000/-(Rupees one lakh) with prior approval of the Vice-Chancellor and the same shall be reported to the Examination Development Fund Committee as and when it meets next.

12.6.6 Maintenance of Accounts:

12.6.6.1 All receipts of the Fund shall be deposited in a separate Bank Account to be maintained by the Officer In-charge Finance.

12.6.6.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through a Chartered Accountant/Internal Audit Party.

12.6.6.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed in a short/ long term, fixed deposit.

12.6.7 Interpretation of Rules:

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his/her interpretation shall be final and binding.

12.7 REGULATIONS GOVERNING DIGITALIZATION FUND:

12.7.1 Objective of the Fund:

There shall be a “Digitalization Fund” of the University for establishment and maintenance of digitalization processes and net working system of the University.

12.7.2 Source of the Fund:

12.7.2.1 The fund shall be raised through digitalization fee realized from students at the time of admission in any of the courses run by Constituent Colleges and Schools of the University;

12.7.2.2 Interest earned through the deposit of the fund; and

12.7.2.3 Any other receipts/donations.

12.7.3 Fund Management Committee:

The Fund shall be administered and managed through a committee consisting of the following:

- a. Vice-Chancellor (Chairperson);
- b. Registrar;
- c. Dean, Academic Affairs;

- d. One member of the Syndicate to be nominated by the Vice-Chancellor;
- e. One Principal of the constituent colleges to be nominated by the Vice-Chancellor;
- f. Controller of Examinations; and
- g. Accounts Officer/Officer In-charge Finance.

12.7.4 **Utilization of the Fund:**

The Fund shall be utilized for the following purposes:

- 12.7.4.1 Development of central facilities/support system by way of networking and computerization of the University including expenses for purchase of hardware, software and other related work where budgetary provisions are not provided or are inadequate to meet the requirements.
- 12.7.4.2 Implementation and management of enterprise resource planning (ERP) in the University and its Constituent Colleges.
- 12.7.4.3 Development of infrastructure requirements, such as, setting up of computer lab/furniture fixtures and other essential items required for the purpose.
- 12.7.4.4 Installation and management of CCTV cameras in University and Constituent Colleges.
- 12.7.4.5 To meet expenditure on extra man-power etc for running/maintaining the digitalization processes.
- 12.7.4.6 To meet the expenditure on the training of employees in the field of computerization.
- 12.7.4.7 Audit fee if any shall be paid out of the Fund.
- 12.7.4.8 Any other purpose of the University with the approval of the Vice-Chancellor.

12.7.5 **Maintenance of Accounts:**

- 12.7.5.1 All receipts of the Fund shall be deposited in a separate Bank Account to be maintained by officer in-charge finance.
- 12.7.5.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through a Chartered Accountant/Internal Audit Party.
- 12.7.5.3 Surplus money in the Fund which may not be required immediately for expenditure shall be placed in a short/ long term, fixed deposit.

12.7.6 Interpretation of Rules:

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his interpretation shall be final and binding.

12.8 REGULATIONS GOVERNING COMMON POOL FUND:

12.8.1 Objective of the Fund:

There shall be a “Common Pool Fund” of the University to meet the emergent requirements of the Faculty students and University.

12.8.2 Source of the Fund:

The Fund shall be raised by collecting the following fee dues from students notified every year as University share of fee:

12.8.2.1 money received from the students for the purpose as part of the fee charged at the time of admission;

12.8.2.2 University share of fee for professional/honours courses received from colleges;

12.8.2.3 University share of fee for self-financing courses;

12.8.2.4 voluntary contributions from the staff members, other sources, and grants received through agencies, if any; and

12.8.2.5 interest earned through the deposit of the Fund.

12.8.3 Fund Management Committee:

The Fund shall be administrated and managed through a Committee consisting of the following:-

- a. Vice-Chancellor (Chairperson);
- b. Dean, Academic Affairs;
- c. one member of the Syndicate to be nominated by the Vice-Chancellor;
- d. two Principals of the constituent colleges to be nominated by the Vice-Chancellor;
- e. two Teachers nominated by the Vice-Chancellor;
- f. Registrar; and
- g. Accounts Officer/Officer In-charge Finance.

12.8.4 Utilization of the Fund:

- 12.8.4.1 The fund may be utilized for effecting such purchases as are necessary for smooth running of the University, for which the grants are not available under budgetary provision.
- 12.8.4.2 To create infrastructure for the University and payment of salary/remuneration to the incumbents engaged on contractual/part time basis for smooth running of the academic and administrative activities of the University.
- 12.8.4.3 For the maintenance and development of the University campus.
- 12.8.4.4 To meet any emergent expenditure considered as un-avoidable with the approval of the Vice-Chancellor.
- 12.8.4.5 Audit fee, if any, shall be paid out of the Fund.

12.8.5 Maintenance of Accounts:

- 12.8.5.1 All receipts of the Fund shall be deposited in a separate Bank Account to be maintained by Account officers/Officer in-charge Finance.
- 12.8.5.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Account on yearly basis through a Chartered Accountant/Internal Audit Party.
- 12.8.5.3 Surplus money in the fund which may not be required immediately for expenditure shall be placed in a short/ long term, fixed deposit.

12.8.6 Interpretation of Rules:

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his/her interpretation shall be final and binding.

12.9 REGULATIONS GOVERNING DEVELOPMENT FUND:

12.9.1 Objective of the Fund:

There shall be a “Development Fund” of the University to create additional infrastructure for the University.

12.9.2 Source of the Fund:

The fund shall be raised through:

- 12.9.2.1 contribution by the students as Development Fund fee to be realized at the time of annual admissions;
- 12.9.2.2 receipts/donations from other sources, if any; and
- 12.9.2.3 interest earned through the deposit of the Fund.

12.9.3 Fund Management Committee:

The fund shall be managed by a Committee consisting of the following:

- a. Vice-Chancellor(Chairman);

- b. one member of the Syndicate to be nominated by the Vice-Chancellor;
- c. Registrar;
- d. one Dean of a Faculty to be nominated by the Vice-Chancellor, by rotation;
- e. Dean Students Welfare;
- f. Account Officer/Officer in-charge Finance; and
- g. Officer In-charge Planning (Member Secretary).

12.9.4 **Utilization of the Fund:**

- 12.9.4.1 To carry out emergent repairs of class rooms, laboratories, workshops, libraries and other University buildings used for academic or administrative purposes.
- 12.9.4.2 To construct additional accommodation for offices, classes, research work, canteens, playfields and other accommodation connected with the development of the University.
- 12.9.4.3 To provide drinking water facilities, purchasing equipment, furniture, electric installations, generator set, etc.
- 12.9.4.4 To meet any expenditure pertaining to opening of new Departments in the University.
- 12.9.4.5 For any other purpose that the Development Fund Committee may decide.
- 12.9.4.6 Audit fee, if any, shall be paid out of the Fund.

12.9.5 **Maintenance of Accounts:**

- 12.9.5.1 All the receipts of the fund shall be deposited in a separate Bank Account to be maintained by Officer In-charge Finance.
- 12.9.5.2 The Reconciliation of Accounts shall be conducted on half yearly basis and Audit of Accounts on yearly basis through internal Audit/Chartered Accountant.
- 12.9.5.3 Surplus money in the Fund, which may not be required immediately for expenditure, shall be placed in a short/ long term fixed deposit.

12.9.6 **Interpretation of Rules:**

In case of any doubt, the Vice-Chancellor shall have the powers to interpret these regulations and his/her interpretation shall be binding and final.

CHAPTER - 13

STUDENT DISCIPLINE IN THE UNIVERSITY/CONSTITUENT COLLEGE

13.1 DEFINITION:

Student Discipline includes observance of good conduct and orderly behaviour by the students of the university.

13.2 OBSERVANCE OF DISCIPLINE BY STUDENTS:

- 13.2 As provided in clause 13.1 above, the students of the University shall strictly observe the following and such other rules framed by the University from time to time:
- 13.2.1 Every student shall maintain discipline and behave decently at all places within the University/Constituent College.
 - 13.2.2 No student shall visit any place or area declared as “out of bounds” for the students.
 - 13.2.3 Every student shall always carry with him/her the identity card issued by the competent authority of the University/ Constituent College and produce the same on demand.
 - 13.2.4 Loss of identity card, whenever it occurs, shall immediately be reported in writing to the competent authority of the University/Constituent College.
 - 13.2.5 Every student shall obey the instructions of teachers and the authorities of the University.
 - 13.2.6 No student shall cause disturbance in class or office or library or auditorium or play grounds or hostels or residence or at any other place in the University/Constituent College.

13.3 TREATMENT OF STUDENT INDISCIPLINE:

In case of violation of any of the above rules, amounting to an act of indiscipline, 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 any 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.

- 13.3.1 The following shall be competent authorities within the meaning of clause 13.3 above:
- 13.3.1.1 Head of the Department/ Principal in case the act of indiscipline takes place in the Department/ Constituent College;
 - 13.3.1.2 Librarian in case the act of indiscipline takes place in the Departmental Library/Constituent College Library;
 - 13.3.1.3 Director Sports in case the act of indiscipline takes place on the play ground;

13.3.1.4 Warden in case the act takes place in a hostel; and

13.3.1.5 in all other cases, the Dean, Students Welfare of the University.

13.3.2 The proceedings in all such cases shall be summary.

13.3.3 The competent authority shall inform Dean, Students Welfare of any action taken against any student with complete details. The Dean, Student Welfare shall maintain complete record of such cases.

13.3.4 In case of action taken by a competent authority other than the Head of the Department/Principal, the Head of the Department/Principal concerned shall be informed.

13.4 **ACTS OF SERIOUS INDICIPLINE:**

13.4.1 An assault, an attempt to assault or using criminal force within the University/ Constituent College;

13.4.2 causing damage to or an attempt to cause damage to, spoiling or disfiguring the University/Constituent College property or equipment;

13.4.3 any act of sexual harassment or any act inciting communal hatred;

13.4.4 engaging in unlawful activities or being member of a banned organization;

13.4.5 mischief or nuisance committed by a resident of a hostel;

13.4.6 inciting any student for the acts or activities mentioned herein above, and

13.4.7 any other conduct unbecoming of students as may be decided by the Discipline Committee.

13.5 **LIABILITY OF STUDENT FOR SERIOUS INDISCIPLINE:**

A student found guilty of any or more act(s) of serious indiscipline shall be liable to any of the below mentioned punishments:-

13.5.1 Fine to the extent of Rs. 5000/-.

13.5.2 Rustication upto a period of 3 (three) years:

13.5.3 Expulsion.

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

Provided further that the Vice-Chancellor shall be competent to suspend the erring student from attending classes, participating in games/sports, cultural activities 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/ Constituent College.

13.6 **RAGGING:**

Ragging in any form whatsoever is strictly 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.

13.7 **STUDENT DISCIPLINE COMMITTEE:**

Without prejudice to the provisions, there shall be a Discipline Committee comprising the following members.

- a. Vice-Chancellor’s nominee;
- b. Dean, Students Welfare: (Member Secretary);
- c. 2 (two) Deans of Schools nominated by the Vice Chancellor;
- d. Head of the Department concerned;
- e. Principal of the Constituent College concerned;
- f. 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.

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

13.7.2 The term of members, other than ex-officio members, shall be 3 (three) years.

13.7.3 One-third of the members shall constitute the quorum for a meeting of the aforesaid committee.

13.8 **PUNISHMENTS FOR STUDENT INDISCIPLINE:**

Subject to any power conferred by the Act, the Statues and Regulations and 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/Constituent College and shall have the powers to punish the erring student as it deems appropriate.

13.9.1 The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor for his/ her decision. The Vice- Chancellor, if he/she is of the opinion that the case merits review, may refer it back o the Discipline Committee for reconsideration.

13.9.2 Appeal against the decision of the Vice-Chancellor will be dealt with as per the provisions of the University of Ladakh Act, 2018.

13.9.3 The Discipline Committee shall make such Rules as it may deem 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/Constituent College.

CHAPTER – 14

REGULATIONS GOVERNING HOSTELS

14.1 **ADMINISTRATIVE COMMITTEE :**

There shall be an administrative committee for overseeing the affairs of hostels of the university, constituted by the Vice-Chancellor of the university. The Administrative committee shall lay down the broad policy guidelines for the management of the University and college hostels.

14.2 **HOSTEL WORKING COMMITTEE:**

There shall be a working Committee for each hostel of the University/College to look after the day-to-day problems relating to its management. It will also function as Advisory Committee to the Administrative Committee of the University/College hostels. The Working Committee will consist of:

14.2.1 Provost (Boys/girls Hostels): (Chairperson)

14.2.2 Warden and Resident Warden of the Hostel concerned;

14.2.3 Senior boarders to be nominated by the Warden / Resident Warden of the hostel for this purpose; and

14.2.4 two boarders to be nominated by the Provost (Hostels) as representatives of the hostel.

14.3 **APPOINTMENT, POWERS AND FUNCTIONS OF WARDEN:**

14.3.1 Wardens of Hostels shall be permanently appointed. In case there is no position of warden, the appointment shall be made by the Vice-Chancellor from among the employees of the university for a period of two years and the concerned shall be eligible for re-appointment. In that case, the Warden shall be entitled for suitable honorarium as may be decided from time to time by the Vice-Chancellor for rendering additional duty.

14.3.2 Subject to the guidelines of the University the Warden shall allot rooms to the students and maintain a record 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.

14.3.3 In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the following duties:

14.3.3.1 Overseeing welfare and maintenance of discipline amongst the residents in the hostel and to keep daily record of the resident students, such as students present each day, students absent from the hostel together with reasons for absence.

14.3.3.2 Overseeing health, hygiene and general life of the students in the hostel and ensuring that the students observe the

regulations and discipline in accordance with the rules framed in this respect.

14.3.3.3 Reporting to the Provost all cases of misbehaviour, indiscipline and illness of students residing in his/her hostel.

14.3.3.4 Safe custody and maintenance of such properties of the concerned hostel as are entrusted to them including their repairs within the funds allotted and norms laid down by the University authorities from time to time.

- 14.3.4 The Wardens shall have the right to inspect rooms in their hostels.
- 14.3.5 The Wardens shall have administrative control over the staff assigned to the hostel.
- 14.3.6 The Wardens shall be available in the hostel office everyday at specified hours to attend to official business and problems of resident students.
- 14.3.7 The Wardens shall be responsible for the proper up-keep and maintenance of such properties of the concerned hostel as are under their charge.
- 14.3.8 The Wardens shall allot and supervise rooms and guest rooms.
- 14.3.9 The Wardens shall check the registers of Resident Students and the Guest Rooms.
- 14.3.10 The Wardens shall take disciplinary action against resident student(s) for keeping any unauthorized guest(s).
- 14.3.11 The Wardens shall order double-locking of rooms of resident students and their re-opening, when required.
- 14.3.12 The Wardens shall take action for the eviction of resident students when required in consultation with the Provost.
- 14.3.13 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 or obtaining additional furniture.
- 14.3.14 In case of misuse/damage of the property in the Hostel by the students, the Wardens shall impose necessary fines including withholding of the hostel security.
- 14.3.15 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 University may determine from time to time.
- 14.3.16 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 Provost concerned for retaining the room.

14.4 **SELECTION PROCESS FOR STUDENT HOSTELERS:**

- 14.4.1 The Provost (Hostels) shall communicate to the Principal/Head of the University Teaching Departments the number of seats available for the students of each department in accordance with the decision of the Administrative Committee.
- 14.4.2 Applications by the students for accommodation in hostels shall be addressed and submitted to the Head of the Department/Principal concerned.
- 14.4.3 The Head of the Department/Principal on the recommendation of DAC (Departmental Affair Committee)/Hostel Committee, shall forward applications, on merit basis, to the Provost (Hostels) for allotment. The number of students selected for admission to a hostel shall not exceed the number of seats allotted to the Department by the Administrative Committee.
- 14.4.4 A student so recommended shall be allotted a seat by the Warden/ Resident Warden of the hostel concerned after he pays the hostel fees and securities.
- 14.4.5 Principal/Head of the University Department while granting admission shall inform each student desirous of seeking admission to the hostel that admission to the hostel and the decision of the Principal/ Head of the Department to recommend or reject any request will be binding on him/her. Admission to hostels shall not be granted to those students (boys /girls) who live within the radius of 45 km/30 km., respectively. However, they may be granted admission if seats are available.
- 14.4.6 A student who has been admitted to a hostel shall not claim allotment of a particular room nor shall he/she be allowed to shift from the seat allotted to him to another seat. The Warden/Resident Warden shall, however, have the right to shift a boarder from one room to another in the interest of hostel discipline. Any boarder, who does not stay personally in the room dully allotted, shall forfeit his admission to the hostel.
- 14.4.7 A student who has been allotted a hostel shall not claim to shift to the hostel of his choice. Refusal to avail the allotted accommodation within given time shall forfeit his/her claim to admission to the hostel.
- 14.4.8 A student must fill the form in his /her own handwriting and it must carry:
 - 14.4.8.1 Recommendation of the Head of the Department/Principal of the College concerned.
 - 14.4.8.2 Signatures of Father /Mother / Guardian.
 - 14.4.8.3 Two passport size photographs attested by the concerned Head of Department/Principal of the College concerned.

14.4.9 Admission in the hostel shall be cancelled and security deposit forfeited if false statement/address is given in the hostel admission form.

Note: If the parents are alive, guardian's signature will not be accepted.

14.4.10 Ignorance of hostel rules will not be taken as an excuse for any purpose.

14.4.11 Every boarder and his/her Parents/Guardian shall have to sign an affidavit, issued by UGC, regarding prevention of ragging to accompany the admission form.

14.5 ELIGIBILITY CONDITIONS FOR ADMISSION TO HOSTELS:

The following categories of students shall be eligible for admission to hostels:

14.5.1 Students enrolled in a Teaching Department of the University/College.

14.5.2 Students registered for a research degree of the Constituent Colleges/ University (for a maximum period of four years in the case of Ph.D. and two years in the case of M.Phil.)

14.5.3 The total hostel stay of a scholar (M.Phil./Ph.D.) of any department of the University shall not exceed after the stage of submission of dissertation or six years in any case.

14.5.4 The hostel accommodation shall not be provided to part-time M.Phil./Ph.D. scholars.

14.5.5 Admission to hostels shall be granted to boys and girls who live outside the radius of 45 km. and 30km., respectively. Preference shall be given to the students seeking admission in the University/ Constituent College in an academic programme for the first time. Those eligible will be admitted on the basis of inter-se-merit. However, admission may be granted to students living inside the radius of 45 km./30km. if seats are available.

14.5.6 The boarders shall have to vacate the rooms during vacations or whenever it is deemed necessary for annual repairs of the rooms.

14.5.7 The boarders shall have to accommodate students (in hostels) representing other Universities of the country for participation in National or International , Educational, Cultural and Literary events of short duration to be organized by the University.

14.5.8 The accommodation as mentioned above shall be permissible subject to the fulfilment of terms and conditions and satisfaction of the Provost (Hostels).

14.5.9 After completion of one programme/course, a student/scholar is required to apply a fresh for hostel seat for the next programme.

14.5.10 All students/scholars are required to submit the renewal applications annually duly signed by their respective Head of the Department/Principal of the concerned College.

- 14.5.11 Students who belong to Leh or Kargil towns(or whose parents or guardians are living in these towns)or those living independently in these towns shall not be eligible for admission to a hostel seat in the town, except in exceptional cases at the discretion of the Vice-Chancellor.
- 14.5.12 All the boarders are required to submit an affidavit to the effect that they are not in any regular service (Government or Private). In case of joining any service temporary/permanent, the boarder shall forfeit the right to stay in a hostel.
- 14.5.13 Each boarder residing in a hostel shall be responsible for the safe custody of furniture, fittings, ceiling fans and other articles provided to him in the room or in the premises of a hostel. Any damage to or loss of an article(s) shall have to be recovered from the erring boarder(s) on the spot. In case she/he fails to do the same, the Warden/Resident Warden shall take appropriate action as warranted.
- 14.5.14 No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the room allotted to him/her. Infringement shall render a boarder liable to fine and disciplinary action.
- 14.5.15 Boarders shall not keep cash or any other valuables in their rooms. In no case University shall be responsible for the safety of any cash or articles belonging to the boarder.
- 14.5.16 Unless otherwise notified by the Warden/Resident Warden, the gates of the hostels shall ordinarily be closed at 10.00 p.m. for boys and 8.00 p.m. for girls. The boarders shall report at the time notified by their respective hostel authorities. The gates shall not open during the night except in case of an emergency such as serious illness of a boarder who may have to be rushed to the hospital for a medical aid. Prior permission of the Warden/Resident Warden shall invariably be obtained for the purpose.
- 14.5.17 The boarders shall have direct access to the Warden/Resident Warden and they shall report any grievance or any complaint against the employee(s) of the hostel if any, directly to them and in no case shall any boarder deal with the employee(s) on his/her own.
- 14.5.18 All boarders shall vacate their rooms as soon as they complete their annual examination and they shall hand over the possession of the room, furniture and other articles of the hostel to the office of the hostel. If any boarder is found to have locked room and left the hostel without prior permission of the Warden/Resident Warden, the room may be forcibly opened under the supervision of the Warden/Resident Warden or any other authority authorized by the University for the purpose and all belongings of the erring boarder in that room shall be deposited in the store of the hostel. Suitable fine may also be imposed on the student for the action.
- 14.5.19 All boarders have to get NOC from hostel at the time of submission of dissertation /thesis. M.Phil/Ph.D. scholars are required to complete all the formalities and vacate the hostel at the time of submission of their dissertations. However, they can stay in hostel as a guest for viva-voce.
- 14.5.20 No boarder shall refuse to accept any notice that is served to him/her by the hostel authorities, either on their own or on behalf of the University.

Refusal to receive a notice shall be treated as a form of misconduct, rendering the boarder concerned liable for disciplinary action.

- 14.5.21 No relative or friend of the boarder shall stay in the hostel without the prior permission of the Warden/Resident Warden and that too for a period not exceeding 3 (three) days.
- 14.5.22 No boarder shall leave the hostel/station temporarily without obtaining prior permission of the Warden/Resident Warden in writing for the purpose.
- 14.5.23 No boarder shall indulge in any act of violence or instigations or any anti-social activity such as smoking, drinking, gambling etc. in the hostel. Infringement thereof shall make such a boarder liable for disciplinary action including cancellation of the hostel seat. The premises of the hostel cannot be used for activities other than academic and social nature.
- 14.5.24 No press conference can be held in the premises of the hostel.
- 14.5.25 No boarder shall keep with him in the premises of the hostel or campus any lethal weapons or firearm. If found in possession of any lethal weapon or firearm, the boarder shall be immediately expelled from the hostel and apart from legal action, his /her security deposit will be confiscated.
- 14.5.26 A boarder may be expelled from hostel and, apart from legal action, his /her security deposit may be confiscated for unauthorized use and for of the hostel rooms.
- 14.5.27 Hostel residents are prohibited to remove the furniture from any rooms, canteen or mess to their rooms and for illegal possession of banned items.
- 14.5.28 Hostel residents are advised to keep the Hostel Identity Cards always with them and should produce the same whenever asked to do so by the concerned authorities.
- 14.5.29 At night the boarders shall sleep in their own rooms. A boarder shall not sleep in another room without prior permission of the Warden.
- 14.5.30 Boarders will wear proper dress while going to the common room, dining hall, guest room, and office or roaming on the campus.
- 14.5.31 In boys hostel, only males shall be allowed to enter the hostel room. Similarly in girls hostel, only females shall be allowed to enter the hostel room.
- 14.5.32 All rules of the hostel shall apply to research scholars as well.
- 14.5.33 If parents/guardians of the boarders do not respond to the call of authorities in an urgent situation, the entire responsibility would fall upon the parents/guardians.
- 14.5.34 If any student is suffering from a serious chronic disease, he/she shall mention the same in the hostel admission form. He/she shall be allotted

accommodation in the hostel only on recommendation of the Senior Medical Officer.

14.5.35 In the hostel, on the campus, home delivery of cooked food/fast food is strictly prohibited. Any boarder violating this rule shall be immediately expelled from the hostel.

14.5.36 No boarder shall be allowed to accommodate any other student in his/her room. If it is found that the boarder is not staying in his/her room, the hostel admission shall be liable to be cancelled.

14.5.37 Admission in the academic programmes in different Departments/ Colleges provides no guarantee for hostel seat as number of seats are generally limited in the hostels.

14.5.38 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, shall be accommodated in a hostel during the tenure of the project subject to availability of accommodation.

14.6 RESERVATION OF SEATS IN HOSTELS:

Out of the available seats assessed by the Hostel Administrative Committee at the beginning of each academic session, the reservation shall be as per the rules prescribed by the University from time to time.

Selection of candidates against reserved categories shall be made on the basis of comparative/composite merit at the University level. The beneficiary candidate must be the permanent resident of Ladakh. There shall be no reservation for the self-financing courses of the University/College.

14.7 HOSTEL COMMITTEES:

After the admissions to the hostels are made at the beginning of each academic session, the Warden/Resident Warden shall constitute the following Committees from amongst the boarders of the Hostel:

14.7.1 Advisory Committee of Senior boarders;

14.7.2 Mess Committee;

14.7.3 Sports and Common Room Committee;

14.7.4 Anti-Ragging Committee; and

14.7.5 any other Committee consisting of senior boarders with the Warden/Resident Warden as its chairperson and co-chairperson, respectively, to perform the following functions:

14.7.5.1 Smooth functioning of the hostel mess, the canteen and the common room.

14.7.5.2 Organization of social and cultural activities.

14.7.5.3 Building up a healthy academic and social environment in the hostel.

- 14.7.5.4 Promotion of friendly atmosphere in the hostel.
- 14.7.6 The hostel mess shall be run on co-operative basis. In case Warden/Resident Warden finds that it is no longer possible to run the mess on co-operative basis without running into loss, he/she may, in consultation with the Hostel Advisory Committee, make any other alternative arrangements. No mess shall function in case the number of boarder is less than 30.
- 14.7.7 The Hostel Mess Committee in every hostel shall fix a monthly minimum amount to be deposited every month in advance by the boarders for ensuring smooth functioning of the hostel's co-operative mess.
- 14.7.8 The University may make it mandatory for a hostel boarder to join the hostel mess in the interest of smooth running of the hostel.
- 14.7.9 Security deposit of each boarder shall be refunded only after the boarder has vacated the hostel and settled all accounts with it.
- 14.7.10 The boarders shall have to vacate the hostels whenever a Seminar or Conference is organized by the University/College during vacations or at any other period as may be decided by the University/College.
- 14.7.11 At the time of admission to the hostel, the Warden/Resident Warden of the hostel shall obtain an undertaking from each boarder that he/she has read the regulations relating to the residence of students in the hostels and that he/she shall abide by them.
- 14.7.12 Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the regulations relating to the maintenance of discipline of students in the University Teaching Department/College as prescribed by the University.

CHAPTER – 15

EMPLOYEES’/ STUDENTS’ GRIEVANCE REDRESSAL MECHANISM

15.1 DEFINITIONS:

- 15.1.1 Student means any student who is admitted/registered for a programme of study in any Department/College/ Campus/Centre maintained by the University.
- 15.1.2 Employee means any person appointed by the University and includes teachers and other staff of the University.

15.2 GENERAL GRIEVANCES COMMITTEE:

There shall be constituted a committee for the redressal of grievances of employees and students of the University. The Grievances Committee shall ensure observance of the following general principles:

- 15.2.1 the campus community should be made fully aware of the grievance redressal mechanism;
- 15.2.2 every grievance from a student/staff member should be registered and acknowledged;
- 15.2.3 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;
- 15.2.4 as a matter of general rule, all the grievances should be disposed off within a period of three months;
- 15.2.5 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 in a week at fixed timings; and
- 15.2.6 the two in clause 15.2.5 should take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal of governance by them may approach the Vice-Chancellor for a decision.

15.3 STUDENTS’ GRIEVANCE REDRESSAL COMMITTEE:

Students Grievances Redressal Committee shall comprise the following:

- 15.3.1 a Chairperson to be nominated by the Vice-Chancellor;
- 15.3.2 Dean of the concerned Faculty (Special Invitee);
- 15.3.3 one Teacher to be nominated by the Vice Chancellor;
- 15.3.4 Principal of the concerned college;
- 15.3.5 a representative of Student’s Council; and

15.3.6 Dean, Students Welfare (Member Secretary)

15.4 POWERS AND FUNCTIONS OF STUDENTS GRIEVANCE COMMITTEE:

The Committee shall:-

15.4.1 entertain written complaints and petitions of students in respect of matters directly affecting them individually or as a group;

15.4.2 enquire into the grievances and submit a report along with recommendations to the Vice-Chancellor for suitable action; and

15.4.3 recommend appropriate action against the complainant if allegations made in the documents are found by him to be baseless.

15.5 TEACHERS' GRIEVANCES COMMITTEE:

The Committee shall be constituted by the University consisting of the following:

15.5.1 Vice Chancellor or his/her representative (Chairperson)

15.5.2 five representatives from the teaching faculty representing gender, SC/ST;

15.5.3 Principal of the concerned College; and

15.5.4 a Vice Chancellor's nominee (Member Secretary)

15.6 POWERS AND FUNCTIONS OF TEACHERS' GRIEVANCES COMMITTEE:

The Committee shall:-

15.6.1 entertain written complaints and petitions of teachers in respect of matters directly affecting them individually or as group;

15.6.2 enquire into the grievances, and submit report along with the recommendations to the Vice-Chancellor for suitable action; and

15.6.3 recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

15.7 NON-TEACHING STAFF GRIEVANCES' COMMITTEE:

The Committee shall comprise:

15.7.1 A Chairperson to be nominated by the Vice-Chancellor;

15.7.2 four representatives from the non-teaching community representing gender, SC/ST, to be nominated by Vice-Chancellor;

15.7.3 Principal of the concerned College;

15.7.4 Head of the University Department; and

15.7.5 a nominee of the Registrar (Member-Secretary)

**15.8 POWERS AND FUNCTIONS OF NON-TEACHING STAFF
GRIEVANCES' COMMITTEE:**

The Committee shall:

15.8.1 accept and consider written complaints and petitions of staff (non-teaching) in respect of matters directly affecting them individually or as a group;

15.8.2 enquire into the grievances, and submit a report along with recommendations to the Vice-Chancellor for suitable action; and

15.8.3 recommend appropriate action against the complaints if allegations made in the complaint are found to be baseless.

CHAPTER-16

ADMISSION OF STUDENTS TO COLLEGES, UNIVERSITY DEPARTMENTS AND RECOGNISED INSTITUTIONS

16.1 GENERAL STATUTES:

Nobody shall be denied admission to a programme of study in the University on the basis of sex, creed, race, class, religious belief or any of them.

No candidate who wishes to enter upon a course of study prescribed by the University shall be admitted to a Constituent College or Affiliated College or a University Teaching Department or a Recognised Institution unless he/she has passed the qualifying examination for admission to such course prescribed by the Statues.

A student shall be recognized as a member of a Constituent/Affiliated College or University Department as soon as he/she has been accepted for enrolment by the Principal or the Head of the University Department and has paid the fee, if any, demanded by the College or University Department.

Provided that nothing in this Statute shall be deemed to require the Colleges or Departments to admit to any course of study, a larger number of students than the number of seats available in a particular class in the College/Department.

Provided further that a student of a College or a University Department, who absents from or fails at an examination of the University, shall cease to be a member of that College or Institution thereafter and the question of his/her re-admission to the same class of the college shall rest with the Principal of the College/Institution or the Head of the University Department.

Provided also that payment by a student of an amount (which is refundable in case admission or re-admission to a class is refused) shall not establish a claim to admission to a class of a College or Department.

16.1.1 Production of Conduct Certificates on Admission: A student, when applying for admission to a University Post-graduate Department, constituent College or Affiliated College, shall submit with his/her application a certificate as to his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the College or University Department University.

Provided that a student who has not previously attended any College or Institution as a regular student shall, in lieu thereof, furnish to the College/University Department in which he/she desires to prosecute his/her studies, a certificate of conduct signed by a First Class Magistrate.

16.1.2 Cancellation of Admission:

The Principal/ Head of University Department of an Constituent/ Affiliated College shall be competent to cancel admission of a student enrolled for a course of study in the college if:

- 16.1.2.1 a student remains absent without permission of the Principal concerned for a period of 15 days continuously; or
- 16.1.2.2 a student who attends less than 50% of the total lectures delivered in the first term in an academic year: after an opportunity has been given to him to explain as to why such an action be not taken against him.
- 16.1.3 **Date of Admission of Students and Academic Calendar:**
The date of admission of students to different Constituent /Affiliated Colleges /University Departments shall be such as notified by the University from time to time.
The academic calendar and date of commencement of class-work for all programs of study shall be notified separately at the start of the session.
- 16.1.4 **Late Admission:**
Late admission wherever applicable shall be notified by University in admission prospectus.
- 16.1.5 **Admission of Students Disqualified for Using Unfair Means in Examination:**
A candidate, who has been disqualified for a specific period in an examination of the University for having used unfair means in the examination shall not be permitted to join an examination before the expiry of that period. He will also not be permitted to join any College /Institute/Department at any time during the period of his/her punishment.
- 16.1.6 The attendance of all students admitted to a class shall be counted from the date the class work started, provided that the attendance of a student :
- 16.1.6.1 who fulfils the requirements for admission and applies in time, but is granted late admission by the University for no fault of the student, shall be counted from the date he is required to attend the class;
- 16.1.6.2 who seeks late admission for one reason or the other shall be counted from the date the class work started:
Provided that a student, who having completed all the required conditions for admission to an examination appears in the same but his result is declared late by the University and he seeks late admission to a course as a result thereof, shall not fall under this category and his attendance for that course shall be counted from the date he is required to attend the classes; and
- 16.1.6.3 who is not admitted to a professional course and is granted late admission in a course of a Constituent/Affiliated College or a Teaching Department of the University under the existing Statues/Regulations shall be counted from the date he is required to attend the classes.
- 16.1.7 All admissions effected under the Statues/Regulations relating to late admission must be reported separately to the Controller of Examination within a week from the date of such admissions.

- 16.1.8 The Principal of a Constituent/Affiliated College may admit a person to a particular class as a casual student to attend lectures or laboratory work in a subject or subjects offered by him for a University examination, provided he/she is eligible for admission to that examination under the Statues/Regulations relating to the admission of private candidates to University examinations:

Provided further that the full particulars of each such student are supplied to the Controller of Examination within a week of his/her admission as casual student.

16.1.9 **One Course at a Time:**

A candidate can take admission in another course in the University Department or a Constituent/Affiliated College or Institution provided that residential period of the previous course in which he/she had taken admission, is over. In no case a candidate will get two degrees in one academic year. The total period of study should not be less than that prescribed for the number of courses he/she wishes to complete. Provided further that a candidate cannot pursue more than 2 (two) courses at a time even if the residential period of both the courses have been completed.

16.1.10 **Eligibility Certificate:**

No student from another University, or any other examining body, shall be admitted to a University Department or a Constituent/Affiliated College or a Recognised Institution except on production of a certificate of eligibility issued by the University. He shall apply on the prescribed form to the Registrar through the Head of the University Department or College/Institution to which he/she is seeking admission, for a certificate of eligibility and shall at the same time pay a fee as prescribed by the University from time to time, one half of which may be refunded, if the certificate cannot be issued by the University for any reason. All such applications shall be accompanied by the original qualification or provisional certificate of the qualifying examination and migration certificate from the University/Board or body he/she intends to leave. Such a student shall furnish details of subjects which he/she took in the University/Board from which he/she is migrating and in case a student is migrating after having joined a course in another University/Board but has not completed it and seeks admission to this University for completion of the corresponding course and there is a specific provision in the Statues of the University governing that examination, allowing admission during the course, shall furnish a statement of lectures and attended, from the Head of the Institution recently attended by him/her along with reasons of migration.

Provided, however, that in case a student is not able to produce all the documents required for the issue of eligibility certificate, the Vice-Chancellor, on the recommendation of the Principal of the College/Institution or the Head of the University Department concerned may authorize his/her provisional admission at his/her own risk and responsibility on production of some documentary evidence in original of his/her having passed the last examination on the basis of which admission is sought. An undertaking in writing, in the prescribed form, shall in this case be obtained from the applicant duly attested by a Magistrate or an Oath Commissioner or a Public Notary and forwarded to the University along with the application of the student for grant of eligibility certificate.

In case original qualification certificate of the qualifying examination does not indicate the subjects offered by him/her and the information regarding the subjects is essential for determination of eligibility the candidate be required to produce the Point Certificate also issued by the University/ Board.

OR

In case the candidate is not in a position to produce the original qualification certificate or provisional certificate, he is required to produce the marks certificate of the qualifying examination issued by the University/Board. But if the Point certificate does not indicate the parentage, the candidate is required to produce along with the Point Certificate some other evidence in support of his parentage, such as the following undertaking:

“I _____ son/daughter of _____ R/O _____ hereby declare that I am seeking provisional admission to _____ class of the _____ course in the _____ College/institution/ Department on the understanding that my admission to the class is provisional and is subject to confirmation on the issue of certificate of eligibility by the University under rules. If for any reason, whatsoever, the University declines to issue the said certificate, my provisional admission will automatically stand cancelled”.

Such provisional admission shall entitle a student to join the University Department or College/Institution at his/her own risk and on condition that he/she obtains a final certificate of eligibility before the declaration of the result of the University examination to which the student has been admitted.

Provided further that the request for grant of provisional admission should be made to the University immediately as soon as the student applies to the Head of the Department or the Principal of the College/Institution for seeking admission to the University.

Provided also that the conditions governing the issue of eligibility certificate shall not apply to such students as have passed any of the examinations of the Jammu and Kashmir Board of School Education.

16.1.11 **Production of Migration Certificate:**

Students seeking admission to a University Department, College or Recognized Educational Institution or private candidates seeking admission to an examination of the University, after having been admitted as members of another University incorporated by law for the time being in force, shall not be registered unless their applications for registration are accompanied by a migration certificate from the previous University.

16.1.12 **Registration Returns (R/Rs):**

The Principal of a Constituent College/ Affiliated College or Head of University Department concerned shall forward to the Controller of Examinations three copies of Registration Returns (R/Rs) containing the name and other particulars of each student admitted or re-admitted for a particular programme in that College in Semester I, III, V, (along with a soft copy) within 30 days after the last date of admission with late fee, on the prescribed proforma along with the fee prescribed by the University from time to time.

If the name of a student is struck off from the rolls of a College/ Institution or University Department, or a student migrates to another College or Institution, such fact shall immediately be reported to the Controller of Examinations.

16.1.13 **Late Fee Submission of Registration Return:**

For first count of ten days after the last date prescribed, i.e. after 30 days after last date of admission, a late fee, as prescribed by University per candidate shall be charged. For another count of ten days delay, another late fee as prescribed by University per candidate, shall be charged. Thereafter, no Registration Return shall be accepted and the sole responsibility for non-determination of eligibility of such candidate shall lie on the part of the concerned College/ University Department.

- 16.1.14 **Registration Fee:**
The Registration Fee prescribed by the University shall be paid once only irrespective of the number of times the candidate appears at the examinations of the University either as a student or as an ex-student of a Constituent College/ Affiliated College or a Department of the University or any Recognised Institution, or as a private candidate.
No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off from the rolls of a College/University Department in which case, he/she shall pay the fee prescribed by the University to have his/her name re-entered in the Register of Students.
- 16.1.15 **Record of Students:**
The Controller of Examinations shall maintain a record of all students registered in the University. In this record, name of each registered student, his/her parentage, permanent address, date of birth based on the certificate of Matriculation or any other recognised examination passed by the candidate, the dates of admission or re-admission and/or leaving any college, every success or failure in a University examination with his/her number, any migration, any University scholarship, medal or prize won by or any punishment awarded to the student shall be recorded. Each entry in the record of students shall be authenticated by an authorised official of the University. No one shall be admitted to any examination of the University unless he/she has been so registered as a student of the University.
- 16.1.16 **Copy of Entries in the Register of Students:**
Any registered student may, at any time, ask for a certified copy/copies of all the entries relating to him/her in the Register of Students on payment of the prescribed fee.
- 16.1.17 **Change in Name & Parentage:**
A registered candidate applying for correction/change in his/her name or parentage is required to pay a prescribed fee and follow the following procedure:
- 16.1.17.1 An affidavit duly sworn in before a 1st class Magistrate by the father or the guardian of the student and advertisement in at least one newspaper shall be necessary in all case for the purpose of proving identity.
- 16.1.17.2 No application shall be entertained unless it is forwarded by the Head of Department, Principal of a College or a Recognised Institution, as the case may be, last attended by the applicant and is invariably accompanied by an affidavit and cuttings from the newspaper in which the advertisement is published. Provided that a candidate who has not been a regular student of any Department/College/Recognised Institution may apply direct to the Controller of Examinations.
- 16.1.18 **Change in Date of Birth:**
Date of birth as entered in the University records of students shall not be altered except:
- 16.1.18.1 on the Controller of Examinations being satisfied that there has been a clerical error in either a College office or the University Department office; or

16.1.18.2 on the Controller of Examinations receiving information from the Secretary of the Jammu & Kashmir Board of Secondary Education or any other recognised Board/Body or the Registrar of a recognised University, from where the student has passed the Matriculation examination to the effect that the University/Board/Body has ordered an alteration in the date of birth of the candidate concerned.

16.1.19 **Inter-College Migration:**

No student shall be allowed to migrate from one College or Institution to another without an inter-college migration certificate in the prescribed form. The Principal concerned shall not issue the transfer certificate until the migration has been sanctioned by the University.

Provided that no student shall ordinarily be allowed to migrate during the session from one college or institution to another after his/her application or admission to the ensuing examination has been forwarded to the University. In genuine cases, however, as that of transfer of a parent/guardian, a student could be permitted to be admitted to a College or Institution located at the place to which the parents have been transferred. Such a student shall be treated as a student of the College/Institution to which he migrates.

Provided further that attendance of such a student in the College or Institution from where he/she migrates shall be taken into account by the institution where he/she is admitted after migration.

16.1.19.1 A student desiring to leave the College or a Recognised Institution, of which he has become a member and joins another college or other Recognised Institution during an academic year, shall

- a) apply for migration on the prescribed form;
- b) make payment of all College fees, if any, due upto date; and
- c) refund whatever scholarship or bursary has been paid to him/her from the College or Recognized Institution funds, if required by the College or Recognized Institution to do so.

16.1.19.2 Every application for inter-college migration must be accompanied with a prescribed fee which shall not be refunded even if the application is rejected.

16.1.19.3 Migration shall not be sanctioned unless the Principals of both the Colleges/Institutions agree and prescribed fee has been paid.

16.1.19.4 When migration of a student has been sanctioned by the University, he/she must join the new College or Institution immediately and not later than the 7th day after the migration certificate has been approved.

16.1.19.5 If a student changes his/her mind for migration, he/she must inform the Controller of Examination immediately through the Institution from which he/she intended to migrate.

16.1.19.6 No migration certificate can be issued unless the student has been registered already.

16.1.19.7 Inter-college migration shall be allowed only once in an academic year.

- 16.1.19.8 Tuition fee, if any, shall be payable by the student to the Principal of the College or the Recognised Institution from which he/she migrates upto and including the month in which he/she obtains the migration certificate. Tuition fee, if any, for the same month shall not be charged by the College or the Recognised Institution to which he/she migrates.
- 16.1.19.9 When migration has been sanctioned by the University and student has made all payments required by these Statues/Regulations, the Principal shall grant a transfer certificate on the prescribed form.
- 16.1.19.10 No student once admitted to a particular University Department for Post-Graduate study shall be allowed to transfer to another Department.

16.1.20 Additional Credits:

A candidate who is pursuing course in any of the faculty under the CBCS and desires to appear in additional subject(s)/paper(s) prescribed for different semester examination as additional credits, shall appear in different semesters during or after passing the course as per the upper limit prescribed by UGC, provided he/she fulfils the other conditions prescribed under Statues.

Provided that in the case of subject(s)/paper(s) involving practical examination, a candidate must have attended at least a minimum number of practical sessions prescribed for the subject(s)/paper(s).

16.1.21 Inter-University Migration/Transfer:

If a student wishes to join another University or Educational Institute, he/she may be granted a migration certificate on his/her applying on the prescribed form and paying prescribed fee. In the case of an applicant who is on the rolls of a University Department, College or any other Recognized Institution, such application shall be forwarded by the Head of the University Department or the Principal of College/Institution concerned.

The certificate shall ordinarily be issued within a week after the receipt of the application form and the fee, provided that the form is complete in all respect.

No person is entitled to apply on behalf of another person or to receive his/her certificate personally from the office. The certificate will always be sent by registered post.

Provided that the Controller of Examinations may, in exceptional circumstances, authorise personal delivery of the certificate to the student or his/her guardian.

Provided further that when a transfer certificate is not demanded by the particular University which a student intends to join, he/she may be granted the following certificates by the Head of the University Department/ College / Institution last attended by him/her stated that he/she has not been debarred, rusticated or otherwise disqualified from continuing his/her studies, by the University for any malpractice at any University examination or for any kind of misbehaviour; and that he /she does not owe any amount to the University. The Head of the University Department/ College/ Institution shall communicate to

the Registrar the particulars of each such candidate, including his registration No. to whom such a certificate is granted.

16.1.22 Duplicate Inter-University Migration Certificate:

Duplicate copy of the Inter-University Migration Certificate shall be granted on payment of prescribed fee in cases in which the Controller of Examination is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force, that the applicant has not utilized the original certificate for appearing at an examination and has lost the same or that the same has been destroyed and that applicant has a real need for a duplicate.

Provided further that in cases where the Controller of Examination is satisfied that the original certificate was miscarried in post and did not reach the applicant, the requirement of an affidavit may be dispensed with.

16.1.23 Lapse of Membership:

In the case of a student who migrates to another University, his/her membership of the University shall lapse till such time as he/she subsequently produce a migration certificate from that University or clearance certificate from the Institution of that University where he has been studying, in order to take some further examination of this University. No fresh registration in such cases shall be necessary.

Provided that this lapse of membership shall not debar a student from appearing at an examination of the University in an additional subject of an examination already taken in the University, or from completing an examination of the University for which permission has been granted to him/her on migration.

**16.2 STATUES GOVERNING ADMISSIONS TO THREE YEAR
B.A./B.Sc./ B.Sc. HOME SCIENCE/ B.COM.(GEN.)/ BBA /BCA
PROGRAMMES IN THE CONSTITUENT COLLEGES:**

The University has adopted the Choice Based Credit System (CBCS) from the Academic Session 2020-21 for under-graduate courses offered in various Constituent Colleges of the University.

16.2.1 Eligibility Conditions:

16.2.1.1 B.A. Programme:

The admission to B.A. (General) Programme Semester-I shall be open to a candidate who has passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto.

- a) No candidate shall offer Mathematics/Applied Mathematics for B.A. Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.
- b) No candidate shall opt for Statistics for B.A. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics/Statistics.

16.2.1.2 B.Sc. Programme:

The admission to B.Sc. Programme Semester-I shall be open to

candidate who have passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent thereto with Science stream. Except in the case of Geology & Geography, no candidate for the B.Sc. Semester-I examination, shall take up any subject unless he had taken up the same subject in Higher Secondary Part-II of 10+2 pattern or an equivalent examination. Provided that a candidate having passed Higher Secondary Part-II examination with-

- a) Biology-based subjects in Higher Secondary Part II will be eligible to take up Botany or Zoology or Biotechnology in the B.Sc. Semester-I; and
- b) Mathematics and Physics as subjects will be eligible to take up Electronics in the B.Sc. Semester-I.

No candidate shall offer Mathematics/Applied Mathematics for B.Sc. Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.

No candidate shall opt for Statistics for B.A./B.Sc. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics/Statistics.

No candidate shall opt for Geology for B.Sc. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Science stream.

16.2.1.3 B.Com. Programme:

The admission to B.Com.(General) Programme Semester-I shall be open to candidates who have passed the Higher Secondary Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognized as equivalent. However, preference will be given to candidates which has passed 10+2 with commerce or maths as an option. Those candidates without Commerce or Maths in 10+2 will have to pass Basic Maths in 1st semester. A candidate after having passed Higher Secondary Part-II examination in a stream other than Commerce with atleast 50% marks in the aggregate shall be allowed to seek admission to the B.Com. Semester-I

16.2.1.4 Bachelor of Business Administration (BBA)Programme:

Admission to Semester-I of BBA Programme, shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto and has obtained not less than 50% of the aggregate points in the qualifying examination in case of General Category candidates and 45% Marks in case of SC/ST/OBC candidates.

16.2.1.5 Bachelor of Computer Applications (BCA) Programme:

Admission to Semester-I of BCA Programme shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto with Mathematics as one of the elective subjects and has obtained not less than 50% of the aggregate points in the qualifying examination in case of General Category and 45% Marks in case of SC/ST/OBC candidates.

16.2.1.6 **B.Sc. Home Science:**

Admission to Semester-I of B.Sc. Home Science Programme, shall be open to candidate who have passed Higher Secondary Part-II examination (10+2 pattern) of the Jammu & Kashmir Board of School Education or an examination recognized as equivalent thereto with full Home Science or Home Science or Science (Medical / Non- Medical) as a subject(s).

16.2.2 Submission of Application Form:

Application for admissions to Three Year B.A./B.Sc./ B.Sc. Home Science/ B.Com.(Gen.)/ BBA /BCA Programmes in the Constituent Colleges shall be submitted online as per the dates specified in the admission notification.

16.2.3 Dates of Admission For Students:

The admission of students to B.A./B.Sc./B.Com./BBA/BCA etc course Odd Semesters, under CBCS, of Constituent Colleges shall start as per the dates specified in the admission notification. The Principal of a College may grant late admission to students who fail to seek admission within the statutory period on payment of late a fee, as admissible from time to time, subject to availability of seats, for a period of 10 (ten) days after the last date of admission. The Vice-Chancellor may consider grant of late admission for one month after the expiry of last date on payment of such fee as prescribed at that time.

16.2.4 Seats Number and Distribution:

The number of seats in the Constituent Colleges under different programmes of study shall be determined before the commencement of the academic session.

16.2.5 Reserved Category Seats:

A grace of 5% marks shall be given to students belonging to reserved categories as listed in SRO-126 dated 28-06-1994 and 294 of 2005 dated 21-10-2005. This benefit shall only be considered on the basis of documentary proof. In no case Under Process Certificate of categories shall be considered.

16.2.6 Assessment in Sports Category:

Credit for achievement in Sports category (an increment of 5% marks) shall be given to a candidate seeking admission under this reserved category subject to participation of the candidate in one of the following Events/Activities during the two-year tenure of the qualifying degree/diploma programme as a regular student:-

S. No. Event/Activity participated:

1. National School Games under the auspices of School Games Federation of India.
2. Vijay Hazare U-17 Tournament under Board of Central for Cricket.

3. Vijay Merchant Tournament U-17/U-15/U-14.
4. U-19 C.K. Naidu Trophy or U-19 Cooch Behar.
5. Women Sports Competition under Sports authority of India or Federation Cup or All India Open Tournament Under respective Federations.
6. All India Rural Sports Competition under Sports authority of India.
7. Mini National Championship under respective Federation.
8. National Sub-Junior Championship under respective Federation.
9. National/International Ice-Hockey championship.

16.2.7 General:

16.2.7.1 No candidate who wishes to enter a course of study prescribed by the University shall be admitted to a Constituent College unless he/she has passed the qualifying examination for admission to such course as prescribed by the Statues/Regulations.

16.2.7.2 A candidate shall be deemed to be student of a Constituent College as soon as he/she has been accepted for enrolment by the Principal and has paid the prescribed fee for the course. The admission shall, however, be provisional unless regularized by the University. Provided that nothing in this Statute shall be deemed to require the Colleges to admit, to any course of study, more than the sanctioned intake capacity in a particular course in the college.

Provided that a student of a Constituent College, who remains absent or fails in an examination of the University, shall cease to be a student of that College or Institution thereafter and the question of his/her re-admission to the same class of the college shall rest with the Principal of the college.

Provided also that payment made in shape of fee paid by a student (which is refundable in case admission or re-admission is refused) does not automatically confer the right of admission or continuation as a student in the College.

16.2.7.3 Production of Conduct Certificate on Admission:

- a) A candidate, while applying for admission to a constituent College, shall submit with his/her application a certificate of his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the College.
- b) Provided that a student who has not previously attended any college as a regular student shall, in lieu thereof furnish to the Principal of the College in which he/she desires to pursue his/her studies, a certificate of conduct signed by a First Class Magistrate or Principal of any Constituent/Affiliated college.
- c) The Principal of a Constituent College shall be competent to cancel admission of a student enrolled for a programme of study in the college if he/she remains absent continuously for a period of 20 days without permission of the Principal concerned.

16.2.8 Notification and Fee:

Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the Concerned Department/website of the University. The candidates shall be required to watch such notifications and comply with the instructions given in all respects failing which their selection shall be cancelled and no complaint shall be entertained in this regard.

Admission fee and other charges payable by each student selected for admission to a program of study shall be such as may be prescribed from time to time.

Provided that if a student having been admitted to a program in a teaching department and having deposited the required fees is selected subsequently, in the same session, in any other Department/Constituent College of the University, shall be allowed transfer of fee deposited by him/her, by the Admission Committee.

16.2.9 Refund of Fee:

If a student having been admitted to a program discontinues, deduction of fee deposited shall be as under:

Open/Reserved Categories

Refund	Amount to be deducted
Within the period of admission	Rs.1000/-
Thereafter, no refund shall be entertained.	

16.2.10 Merit Determination:

Admission to various under-graduate courses of the University shall be made on the basis of academic merit of the eligible candidates in the qualifying examination. The merit shall be calculated considering English and four Core Courses taken together.

16.2.11 Appellate Committee:

In case a candidate has any specific grievance regarding deviation from Statues/Regulations governing admission, he may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form along with the requisite fee by the date notified for the purpose. Such an appeal along with the observation of the Head of the Department shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the Committee if called upon to do so.

16.2.12 Interpretation of Statues:

In case an interpretation of Statues is required, the matter shall be referred to the Vice-Chancellor whose decision shall be final and binding.

16.3 STATUES GOVERNING ADMISSION TO MASTERS, HONOURS AND INTEGRATED DEGREE PROGRAMS OF STUDY IN THE CONSTITUENT COLLEGES AND PG SCHOOLS:

The University has adopted the Choice Based Credit System (CBCS) from the Academic Session 2020-21 for Masters, Honours and Integrated Degree programmes.

16.3.1 Eligibility for Two- Year PG Programmes:

16.3.1.1 M.A. English:

For admission to the program, the first preference will be given to the candidates who have passed/appeared in BA (Hons.) in English, the second preference will be given to the candidates who have passed /appeared in the qualifying examination with English Literature as the main, elective, or additional subject irrespective of whether the examination passed is in Arts, Science or Commerce stream. A candidate who has passed/appeared in the qualifying examination without English Literature subject may also be considered subject to the availability of vacant seats, left if any, provided the candidate has secured a minimum of 60% in the qualifying examination.

16.3.1.2 M.A. Music (Vocal & Instrumental):

A candidate seeking admission to the program must have passed/appeared in final year of Bachelor Degree in the stream of Music. The candidate with Music as an elective/additional subject at Under Graduate Level or Honours in Music is also eligible.

16.3.1.3 M.Sc. Food Science & Technology:

A candidate seeking admission to the program must have passed / appeared in the final year of Bachelor Degree examination with

Food Science & Quality Control as an elective subject / B.Sc. Home Science as full stream/B.Sc. Medical stream.

- 16.3.1.4 M.Sc. Geology:
A candidate seeking admission to the program must have passed/ appeared in the final year of B.Sc. examination with Geology as one of the elective subjects.
- 16.3.1.5 M.Sc./MA Mathematics:
A candidate seeking admission to the program must have passed/appeared in the final year of Bachelor Degree examination with mathematics as one of the elective subjects.
- 16.3.1.7 M.COM.:
- a) A candidate seeking admission to the program must have passed/appeared in the final year of qualifying B.Com (Gen.) & B.Com (Hons.) under the 10+2+3 pattern.
 - b) 10% of the total number of seats will be available to students who have passed/appeared in B.A/ B.Sc./B.B.A/ BCA/ any other recognized Bachelor's Degree with not less than 60% Marks.
- 16.3.1.8 M.Ed.:
A candidate seeking admission to M.Ed. programme must have passed B.Ed. with 50% marks.
- 16.3.1.9 M.Sc. Zoology:
A candidate seeking admission to the program must have passed/ appeared in the final year of B.Sc. examination with Zoology as one of the elective subjects.
- 16.3.1.10 M.Sc. Chemistry:
A candidate seeking admission to the program must have passed/ appeared in the final year of B.Sc. examination with Chemistry as one of the elective subjects.

16.3.2 Eligibility for Three-Year Honours Programmes:

- 16.3.2.1 B.Sc. Chemistry (Hons.):
Admission to B.Sc. Chemistry (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Chemistry as one of the subjects & 50% Marks (45% in case of SC/ST/OBC).
- 16.3.2.2 B.Sc. Geology (Hons.):
Admission to B.Sc. Geology (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) with Science stream of The Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with at least 50% marks (45% in case of SC/ST/OBC).
- 16.3.2.3 B.Sc. Mathematics (Hons.):

Admission to B.Sc. Mathematics (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II

316

Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics & 50% Marks (45% in case of SC/ST/OBC).

16.3.2.4 B.Sc. Physics (Hons.):

Admission to B.Sc. Physics (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics with 50% marks (45% in case of SC/ST/OBC).

16.3.2.5 B.A. English (Hons.):

Admission to B.A. English (Honours) Course shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with at least 50% marks (45% in case of SC/ST/OBC).

16.3.2.6 B.Com. (Hons.):

Admission to B.Com. (Honours) Course shall be open to a candidate who has passed/appeared in the Higher School Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognised as equivalent thereto, with atleast 50% marks along with papers in the subject of Commerce (45% in case of SC/ST). However, in case of candidates who have not qualified higher Secondary part II examination in Commerce stream are also eligible against 25% of the total seats provided they have 60% of marks in their qualifying examinations (55% in case of SC/ST/OBC).

16.3.3 Eligibility for Integrated Programs:

16.3.3.1 Integrated M.Ed. (B.Ed. + M.Ed.):

Admission to three Year Integrated M.Ed. Course (B.Ed.+ M.Ed.) shall be open to a candidate who has passed/appeared in PG Examination of any recognized University with atleast 55% marks.

16.3.3.2 Integrated M.Sc. in Chemistry (B.Sc. Hons. +M.Sc. Hons.):

Admission to Five- Year Integrated M.Sc. Course in Chemistry shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with Physics, Chemistry and Mathematics/ Physics, Chemistry and Biology/ Physics, Chemistry, Biology and Mathematics with 50% Marks (45% in case of SC/ST/OBC).

16.3.3.3 Integrated M.Sc. in Geology (B.Sc. Hons. +M.Sc. Hons.):

Admission to Five-Year Integrated M.Sc. Course in Geology shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) with Science Stream of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with atleast 50% marks (45% in case of SC/ST/OBC).

16.3.3.4 Integrated M.Sc. in Mathematics (B.Sc. Hons. +M.Sc. Hons.):

Admission to Five-Year Integrated M.Sc. Course in Mathematics shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics & with atleast 50% marks (45% in case of SC/ST/OBC).

16.3.3.5 Integrated M.Sc. in Physics (B.Sc. Hons + M.Sc.Hons.):

Admission to 5 (five)- Year Integrated M.Sc. Course in Physics shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with Physics, Chemistry & Mathematics and with atleast 50% marks (45% in case of SC/ST/OBC).

16.3.3.6 Integrated M.Sc.in Family& Community Science (Home Science) (B.Sc. Hons + M.Sc.):

Admission to Five- Year Integrated M.Sc. in Course Family & Community Science shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education, or an examination recognized as equivalent thereto, with Home Science/Science & with atleast 50% marks (45% in case of SC/ST/OBC).

16.3.3.7 Integrated M.A. in English (B.A. Hons. + M.A.Hons.):

Admission to Five- Year Integrated M.A. Course in English shall be open to a candidate who has passed/appeared in Higher Secondary Part-II Examination (10+2 Pattern) of the Jammu & Kashmir State Board of School Education or an examination recognized as equivalent thereto, with atleast 50% marks (45% in case of SC/ST/OBC).

16.3.3.8 Integrated M.Com. (B.Com. Hons. + M.Com.Hons.):

Admission to 5 (five)-Year Integrated M.Com. Course shall be open to a candidate who has passed/appeared in the Higher School Part-II examination (10+2 Pattern) of the Jammu and Kashmir State Board of School Education or an examination recognised as equivalent thereto, with atleast 50% marks along with papers in the subject of Commerce (45% in case of SC/ST). However, in case of candidates who have not qualified higher Secondary part II examination in Commerce stream are also eligible against 25% of the total seats

provided they have 60% of marks in their qualifying examinations (55% in case of SC/ST/OBC).

NB: Candidates who are not permanent residents of the territorial jurisdiction of the University of Ladakh, but have passed the qualifying examination with not less than 60% marks from a Board/University, shall also be considered for admission subject to the condition that the number of seats under this category shall not exceed 10% of the total number of seats available in the programme of study.

16.3.4 Submission of Application Form:

Applications for admission to Master, Honours and Integrated Programmes in the Constituent Colleges and PG Schools shall be submitted online as per the dates specified in admission notification.

16.3.5 General:

After the declaration of the result of University of Ladakh/Cluster University Entrance Test (CLUET), the applicant shall have to apply online through the University website. The detailed procedure for the same will be available on the website.

16.3.6 Seats-Number and Distribution:

The number of seats in a programme of study shall be determined before the commencement of the academic session

16.3.7 Open Merit Seats:

Sixty-Seven percent (67%) of the total number of seats available in a course of study shall be filled up on the basis of open merit.

16.3.8 Reserved Category Seats:

16.3.8.1 After selection of candidates is made on the basis of open merit, the remaining thirty-three percent (33%) seats shall be filled under reserved categories given below

16.3.8.2 Break-up of the Reserved Categories:

(i) Scheduled Caste	8%
(ii) Scheduled Tribe	7 %
a) Sports category	4%
b) Persons who have excelled In Cultural & Literary Activities	2%
(iii)	
c) Persons who have participated with distinction in NCC activities	2%
d) Persons who have participated with distinction in National Service Scheme/Bharat Scouts & Guides Activity	2%
(iv) Defence Service Personnel including Ex-Servicemen and their children who are permanent residents of the State and have had a satisfactory service record.	2%

(v) Candidates belonging to the Areas adjoining the Line of Actual Control (LAC)/(LOC) 2%

(viii) Candidates belonging to Backward area 2%

(ix) Candidates belonging to Weak and Under-privileged Classes as notified in S.R.O.by the State from time to time. 2%

Total = 33%

16.3.8.3 Supernumerary Seats:

In addition to the normal intake the following supernumerary seats (i) shall be available to the eligible candidates:

Candidates with disabilities, such as Orthopedically Handicapped and Blind candidates) 3%

(ii) Single Girl Child one seat in each program

(iii) Self-financing 20% seat in each program

NB:

- a) Candidate suffering a disability of 40% and above and visually impaired candidates are eligible for admission under category **16.3.8.3 (i)**. Certificate of an Orthopedically Handicapped or visually Impaired shall be considered only if it is issued by the Head of the Department of Orthopaedics and Ophthalmology, respectively, of a Government Medical College/District Hospital. The Vice-Chancellor, if he/she so desires, may seek advice in the matter, of a Committee to be appointed by him/her on the recommendations of the Registrar.
- b) Visually Impaired and Physically Challenged candidates as defined in the Statues/Regulations shall be exempted from payment of the entire fee including charges for supervision and amanuensis.
- c) Copy of Ration Card and an affidavit duly sworn in before the First Class Magistrate shall be required on account of proof of single girl child. (see **Annexure-13**).

Explanation:

(i) In case only one seat is available under category (ii) (a and b) or category (iii), (a and b) the same shall be filled on the basis of comparative merit of all the candidates under each category.

ii) For determining the number of seats under any reserved category mentioned at **16.3.8.1**, fraction of less than one-half shall be ignored and fraction of one half and more shall be treated as one.

The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.

(ii) In case any of the seats remains vacant in a reserved category for want of eligible candidates, the same will be added to the candidates of non-reserved i.e. open merit group.

16.3.8.3 Selection of candidates against reserved seats specified at **16.3.8.2** shall be made on the basis of comparative merit in the respective

category which will be determined in accordance with the criteria prescribed for categories (i), (ii), (v), (vi), (vii) and for categories (iii) as under explanation in Statute **16.3.12**

16.3.8.4 To be a beneficiary of reservation, the candidate must be a permanent resident of J&K State, except when applying under categories (iii), i.e. Sports/Cultural & Literary activities and (iii) i.e. N.C.C./National Service Scheme/Bharat Scouts & Guides activities, for which he must have passed the required qualifying examination from any recognized Board/University.

16.3.9 Left Over Seats:

Under no circumstances, the seats remain vacant in the Constituent Colleges & PG Schools on the last prescribed date for completion of admission (as notified) shall be filled up with a candidate by the Head of the Department/Centralized Admission Committee unless the candidate falls immediately next in merit to the last admitted candidate. If some seats still remain vacant, these will be referred to the Appellate Committee for consideration.

16.3.10 Appellate Committee:

In case a candidate has any specific grievance regarding deviation from Statutes governing admission, he may appeal to the Appellate Committee through Head of the concerned Department, on the prescribed form along with the requisite fee by the date notified for the purpose. Such an appeal along with the observation of the Head of the Department shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the Committee if called upon to do so.

16.3.11 Assessment in Achievement Categories:

16.3.11.1 Credit for achievement in Sports/Cultural and Literary, and N.C.C./National Service Scheme/ Bharat Scouts & Guides activities, (i.e. reserved categories under (iii) at Statute 16.3.8.2) shall be given to a candidate seeking admission under these reserved categories subject to the following conditions also statutes 16.3.12 below:

- (i) Credit shall accrue only for those events/activities which the candidate has participated during the three year tenure of the qualifying degree when he/she has remained a regular student on the rolls of a College/Institution at the undergraduate level. In case of admission to two-Year PG Programmes; and in case of admission to Honours and Integrated Programmes Course, on the basis of last two years of qualifying degree, i.e. class 11th and 12th. Extra time spent for the qualifying degree and achievement during that period in the above activities will not fetch any credit and thus, shall not count in determining comparative merit of the candidates.
- (ii) Credit for being active in the field of Sports to a candidate shall be given only for those games/sports which the University recognises/participates at various levels. (See Annexure 15 & 16).
- (iii) The College, where a candidate applying under reserved categories Sports/Cultural and N.C.C./National Services

Scheme/ Bharat Scouts and Guides has been a regular student during the 3 year tenure of the qualifying degree, should maintain a record of participation and performance by the candidates in these activities to be signed by Teacher In-charge of the activity and the Principal concerned. One counterfoil of the record to be retained in the College and the other sent to Sports/Cultural and N.C.C./N.S.S. wing of the University every quarter of the year so that claims of the candidates, if need be, could be verified.

- (iv) The candidate seeking admission under Achievement category shall have to furnish an affidavit (Annexure 14) at the time of admission to the effect that he/she shall continue to take part in respective Achievement category for which the candidate has taken the benefit of admission till he or she is otherwise eligible for participation; failing which, his/her admission shall be liable to be cancelled. For this purpose, he/she has to secure a certificate from the concerned office for seeking admission during subsequent year/years.

16.3.11.2 The point(s) for achievement in Sports/Cultural and Literary, and N.C.C./National Services Scheme/ Bharat Scouts and Guides fields shall be calculated by a Committee to be constituted by the Vice-Chancellor, whose decision in the matter shall be final and binding on the candidates. Separate Point/points for achievement in each event/activity mentioned in the Schedule given hereinafter, shall be awarded on the basis of relevant certificate(s) submitted by a candidate applying under the reserved categories (iii) (sub-categories (a) Sports, (b) Cultural and Literary activities) (c) N.C.C., (d) National Services Scheme/ Bharat Scouts and Guides). Achievement in an event/activity participated in more than once, shall also be awarded separately. All these achievements, however, must pertain only to the three year tenure of the qualifying degree spent as a regular student. Also, each relevant certificate shall be evaluated only for the event/activity for which it has been issued. (See Statute 16.3.12)

16.3.12 **Schedule for Calculation of Marks/Points for:**

Achievements made by a candidate during the three-year tenure of the qualifying degree programme as a regular student, in sports/cultural and literary/ NCC/ national service scheme/ Bharat Scouts and Guides activities are to be classified as under:

16.3.12.1 Sports:

S. No.

Event/Activity participated:

- 1 Represented the country in any Sport/Game competition recognized by the Indian Olympic Association and organized by concerned International Federation - 8 Points
- 2 Performance /participation at individual/team level in any sport/game in a Senior National Competition recognized by concerned All India

Sports Federation/Association/Board of Control for Cricket in India (BCCI)

First Position - 7 Points;
Second Position - 6.5 Points;
Third Position - 6 Points;
Participation only without securing any position – 5 Points.

- 3 Performance /participation at individual/team level in any sport/game in an All India Competition/Federation Cup Competition recognized by concerned All India Sports Federation/Association/Association of Indian Universities (AIU)/BCCI

First Position - 6 Points;
Second Position - 5.5 Points;
Third Position - 5 Points;
Participation only without securing any position – 4 Points.

- 4 Performance/participation at individual/team level in any sport/game in Inter-Zonal competition recognised by AIU/BCCI

First Position - 6 Points;
Second Position - 5.5 Points;
Third Position - 5 Points;
Participation only without securing any position - 4 Points.

- 5 Performance/participation at individual/team level in any sport/game in Inter-State North Zone competition recognized by concerned All India Sports Federation/ Association/BCCI

First Position - 6 Points;
Second Position - 5.5 Points;
Third Position - 5 Points;
Participation only without securing any position - 4 Points.

- 6 Performance/participation at individual/team level in any sport/game in Inter-University North Zone competition recognized by AIU/ BCCI

First Position - 6 Points;
Second Position - 5.5 Points;
Third Position - 5 Points;
Participation only without securing any position - 4 Points.

- 7 Having attended an All-India Coaching Camp organised by concerned All India Sports Federation/Association/AIU/BCCI for selection to represent the country in any sport/game or having been member of a Combined Universities team/contingent constituted/recognized by AIU for any sport/game - 6 Points.

- 8 Performance/participation at individual/team level in any sport/game in Junior National competition recognized by concerned All India Sports Federation/Association/ BCCI/ Athletic Federation of India.

First Position - 3 Points;
Second Position- 2.5 Points;
Third Position - 2 Points;
Participation only without securing any position - 1.5 Points.

- 9 Performance/participation at individual/team level in any sport/game in Inter-College competition organized by the University of Ladakh.
 First Position - 2 Points;
 Second Position - 1.5 Points;
 Third Position - 1 Points;
 Participation only without securing any position - 0.5 Points.

NB: Outstanding sportspersons having played in any Senior National event in any of the games shown in **Annexures-15 & 16** shall also be considered for admission under sports category.

16.3.12.2 Cultural & literary activities:

- | <u>S. No.</u> | Event/Activity participated |
|---------------|--|
| 1 | Having attended Youth Cultural Exchange Programme at an International Level or having participated and performed in any International Youth Festival organized through Association of Indian Universities (AIU)/State/Central Government Agencies -12 Points. |
| 2 | Having participated and performed as a member of the State/the University of Ladakh contingent in any solo/group item in a National competition organized by the Association of Indian Universities (AIU)/ State/Central Government agency.
First Position- 10 Points;
Second Position- 9 Points;
Third Position- 8 Points ;
Fourth Position - 7 Points;
Participation only without securing any position - 6 Points. |
| 3 | Having participated and performed as a member of the University of Ladakh contingent in any solo/group item in an Inter University Zonal Competition.
First Position - 9 Points;
Second Position - 8 Points;
Third Position - 7 Points;
Participation only without securing any position- 4 Points. |
| 4 | Having participated and performed as a member of the contingent of an affiliate College/University/Teaching Department in any solo/group item in a competition namely "Display Your Talent" or any other competition organized by the Department of Students Welfare of the University.
First Position- 8 Points;
Second Position- 7 Points;
Third Position- 6 Points;
Certificate of Merit/Consolation Prize-4 Points. 324 |
| 5 | Such of the candidates who distinguish themselves individually in a team event shall get awards in addition to the above score in the team event - 3 Points;
For over-all best performance - 3 Points;
For Acting Award in One-Act Play or Skit - 2.5 Points;
Best Actor/Actress - 2.5 Points;
2nd Best Actor/Actress - 2 Points;
3rd Best Actor/Actress - 1.5 Points;
Certificate of Merit/Consolation - 1 Point. |

- 6 Having participated and performed as a member of the contingent of an affiliated college/university team in any solo/group item in a competition organised by the J&K Academy of Art, Culture & Languages
First Position - 7 Points;
Second Position - 6 Points;
Third Position - 5 Points.
- 7 Having secured recognition as approved Music/Drama Artist of Akashwani (Primary Service)/Doordarshan Kendra as certified/countersigned by the Dean, Prasar Bharati, Leh/Kargil- 4 Points

NB: Student Accompanists will get only 50% marks.

Cultural and Literary activities shall include:

- a) FINE ARTS: Painting, Thangka & Fresco Painting, Sketching, Poster-making, Cartooning, Collage, Clay modelling, Rangoli, Flower arrangement, Installation & Photography;
- b) MUSIC: Light Vocal (Solo), Semi-Classical Vocal (Solo), Classical Vocal (Solo), Western Vocal (Solo), Western Group Song, Indian Group Song, Classical Instrumental (Solo) (Percussion and Non-Percussion);
- c) DANCES: Classical Dance (Solo), Creative Dance (Solo) and Folk/Group Dance;
- d) THEATRICALS: Mime, Skit, Mono-acting, Mimicry and One-Act Play presentation; and
- e) LITERARY: Short Story and Essay Writing, Debate, Elocution, Poetry Recitation, Quiz Competitions and Youth Parliament. Participation in the aforesaid activities will fetch credits only if these are organized and/or authenticated by the concerned Wing/Authority of the University i.e. Office of the Dean, Students Welfare. Certification to that effect by any other Organization, Body, Society, Club, University Teaching Department, College, Institution, NGO, etc. shall not be entertained. Concerned Government Departments/Agencies organizing competitions in such activities and awarding participants, therein, shall have to provide the list of prize winners/participants to the Office of the Dean, Students Welfare of the University within a month from the date of completion of such a competition, failing which no credit shall accrue to a candidate seeking admission under Cultural and Literary Activities, though participated therein.

16.3.12.3 National Cadet Corps (NCC):

S. No. Event/Activity participated

1. Having attending NCC Youth Exchange Programme in foreign countries: 9 Points
2. Having attended Republic Day (RD) camp at Delhi and adjudged/secured position in an individual/team competition as under:
Best Cadet - 7 Points;
First Position - 6.5 Points;
Second Position - 6 Points;
Third Position - 5.5 Points;

Participation only without securing any position - 5 Points;
Participation in Local Republic Day and Independence Day Parades - 3 Points.

NB:

Cadets attend minimum 10 to 15 days of preparatory parades for participation in local Republic Day and Independence Day parades held at all District Levels are eligible. The certificates must be issued/authenticated by Divisional Commissioner/DC of the concerned division/districts.

16.3.12.4 Thal Sainik (TSC)/Vayu Sainik (YSC) /Nau Sainik (NSC) Camps:

TSC/YSC/NSC: These are all India Camps held every year and are for a duration of 12 days. In these camps, cadets represent their Directorate in Inter-Directorate Competitions. The following All India Inter-Directorate Competitions are held during these camps:

- a) Shooting
- b) Map Reading
- c) Communication
- d) Health & Hygiene
- e) Obstacle Course
- f) Line Area

NB: To select and prepare cadets for the above competitions, three camps of 12 days' duration each are held at the Group and Directorate levels. Hence, a cadet who finally represents the Directorate at Delhi has to attend four camps of 12 days' duration each.

<u>S.No</u>	Event/Activity participated
1	The process of selection and nomination is akin to Republic Day (RD) Camp. Hence TSC/YSC/NSC should be treated at par with RD Camp and points awarded should be equivalent to RD Camp - 7 Points
2	Having been awarded Defence Secretary's/ Dean General's (DG) medal/ commendation card- 6 Points.
3	Having received/been awarded any of the following: <ol style="list-style-type: none">1. Commendation/appreciation letter from Deputy DG,NCC, J&K- 5 Points;2. Medal of Duke of Edinburgh Award- 5Points;3. Governor's/Chief Minister's Medal- 5 Points;4. Best Cadet Cash Award for over-all performance from Deputy D.G, NCC, J&K - 5 Points.5. Participation in Slithering/Para-sailing/Para-diving- 3 Points.
	(These are individual events that are not included in the list. A cadet has to undergo 7 (seven) to 10 (ten) days' training prior to undertake this adventure activity).
4	Having passed "C" certificate examination of NCC in: A grade- 5 Points; B grade- 4.5 Points; C grade- 4 Points.

- 5 Having attended any of the following All India NCC Camps of not less than 10 (ten) days' duration and adjudged/secured position therein in an individual/team competition as under:
 Best cadet- 5 Points;
 First Position - 4.5 Points;
 Second Position- 4 Points;
 Third Position-3.5 Points;
 Participation only without securing any position - 3 Points.
- (EXPLANATION: The Camps are: i) Army Attachment Training Camp; ii) National Integration Camp; iii) Advanced Mountaineering Camp; iv) Trekking Expedition Camp; v) Basic and Advanced Leadership courses Camp; vi) Snow Skiing and Water Sports courses Camp. vii) Rock Climbing Camp).
- 6 Having successfully undergone NCC para-training course at Agra/ courses conducted at IMA/Women Training Camp at Gwalior.
- (i) Basic Mountaineering Course-4 (This is a 15-day camp held at various mountaineering institutes).
 - (ii) Pre-TSC-I, II and Pre-RDC, I to III-4Points. (These camps are of 12 days' duration each. They should be treated at par with Annual Training Camp(ATC) which is also of 12 days' duration- 4 Points.
- 7 Having passed "B" certificate examination of NCC in:
 A grade- 3 Points;
 B grade- 2.5 Points;
 C grade- 1 Point.
- 8 Having secured position in an Inter-Collegiate Competition Organised by the University through NCC:
 First Position- 2 Points;
 Second Position- 1.5 Points;
 Third Position- 1 Point.
- 9 Having attended NCC Annual Training Camp (ATC) of not less than 10 (ten) days' duration - 2 Points.
- 10 Having donated blood in a camp organised by NCC, subject to a maximum of 3 (three) donations per year to be assessed @ 2 marks/point per donation. (Certificate of the donation must be issued by designated Red Cross Authority/Chief Medical Officer of the District/Blood Bank Officer of Medical College and duly authenticated by the camp In-charge - 2 Points.

NB:

1. No provisional certificate(s) shall be entertained for 'B' and 'C' certificate examination.
2. A candidate has to earn a minimum score of 8 (eight) credits to be eligible for consideration for admission under NCC category.
3. No certificate shall be entertained unless issued by the concerned authorities/agency with proper seal and signature.
4. The highest point of an event in the same category shall be awarded.
5. RD/ID Certificates issued only by Divisional Commissioner/Deputy Commissioner shall be considered.

6. For admission under the category of NCC participation during the 3 (three)-year tenure of B.A./B.Sc./B.Com./B.B.A./B.C.A.(General course 10+2+3) shall be considered- 2 Points.

16.3.12.5 National Service Scheme (NSS):

<u>S. No.</u>	Event/Activity participated
1	Having participated in international NSS Youth Exchange Programme- 9 Points.
2	Having been awarded for NSS activities with any of the following: a) Governor's Medal- 8 Points; b) Education Secretary's Commendation card/Medal- 6 Points; c) Certificate of rendering 120 hours of social service continuously for 2 (two) years (Vice-Chancellor's Commendation Certificate)- 5 Points.
<p>EXPLANATION: To obtain 120 hours social service certificate, as mentioned above, report concerning 120 hours social service rendered in addition to the regular, special and NSS camping activities along with 'NSS Work Diary' certified and verified by concerned NSS Programme Officer, Principal/Chairman, along with documentary evidence, shall be submitted to the NSS Coordinator. The Chairman, NSS Advisory Committee/Vice-Chancellor shall issue such a certificate on the basis of the report of NSS, Programme Coordinator. All documents as per directions & norms should be submitted in the month of April.</p>	
3	Having participated in Republic Day Camp, New Delhi as follows: Attended and been adjudged as Best NSS Volunteer/ Commander in the RD Camp- 7 Points; Attended the Camp only- 6 Points; Attended Pre-Republic Day Camp organised by Government of India- 5 Points; Attended 2 (two)- day selection workshop for Pre RD Camp organised by the University- 3 Points.
4	Having participated in all India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organised by University/Regional Centre, NSS in collaboration/sponsored by Government of India, Ministry of Youth Affairs & Sports. Best Volunteer (overall)- 6 Points; Participation- 5 Points; Participated in Inter College NSS Camp organised by University/College for duration of not less than 7 (seven) days & sponsored by University/State Government- 5 Points; Overall Best Volunteer- 5 Points; Participation- 4 Points.
5	Having participated in NSS Camp of not less than 10 (ten)days' duration organised by the College. (subject to the submission of list of the participants with their full description in the office of NSS, Programme Coordinator.) No credit will be given in case of such colleges where the records of the Special Camps have not been

submitted in the NSS Office within 1 (one) month of the organisation of such camps.

A maximum of 3 (three) Annual Camps (10 days' duration) at U.G. level shall be considered for admission under NSS achievement category- 4 Points.

- 6 Having secured in any recognised individual inter-collegiate/ collaboration with Government of India/State Government/any Government Department.
First Position- 3 Points;
Second Position- 2.5 Points;
Third Position- 2 Points.
- 7 Having participated in a 2(two)/3(three) Days' Training Workshop on Youth Leadership or on any relevant social issue organised in the Office of the Programme Coordinator, NSS in collaboration with State Government/GOI/NGO(s) OR having participated in 2(two)/3(three) Days' Training Workshop Course on Youth Leadership or on any relevant social issue organised by the College NSS Unit(s). Provided that permission for such workshop has been obtained 15 days prior to the commencement from the Programme Coordinator (NSS) of University on the recommendations of the Programme Officer of the concerned college. The list of the participants has to be submitted in the office of the Programme Coordinator (NSS) of the University within 10 (ten) days of the completion of workshop- 3 Points.
- 8 Having participated as a member of the NSS Unit of College in camps/courses of not less than 7 (seven) days' duration organised by Government/Semi-Government agencies/NGOs/Social Organisation(s) in coordination/collaboration with NSS, Programme Coordinator/Regional Centre. Provided that permission for such participation has been obtained 15 days prior to the commencement of the camp/course from the Programme Coordinator, NSS on the recommendation of the Programme Officer of the concerned unit and the Principal of the concerned college- 3 Points.
- 9 Having donated blood through NSS Unit of the colleges subject to a maximum of 3 (three) donations per year, to be assessed @ 2 Point(s) per donation, on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by In-charge NSS Unit P.O./ Principal: 2 Points.

NB:

1. The certificate issued with effect from 2007-08 Session should bear the VEC (Volunteer Enrolment Code) number issued by the office of NSS Programme Coordinator. No certificate without VEC number will be eligible for the admission purpose.
2. The highest point of an event in same category shall be awarded.
3. Each certificate issued by the NSS units should be authenticated by the office of NSS Programme Coordinator. No certificate without proper authentication shall be considered for admission under NSS category.
4. The Programme Officer(s), NSS of the college and concerned has to submit a list of participants of an event duly forwarded by the Principal along with the certificates to be authenticated by the Programme Coordinator (NSS) of the University.

5. No inter-college activity can be organised at the college level without the prior permission of the office of the Programme Coordinator (NSS) of the University. For admission under the category of NSS participation during the 3 (three)-year tenure of B.A./B.Sc./B.Com./B.B.A./B.C.A. (General course 10+2+3) shall be considered.

16.3.12.6 Bharat Scouts & Guides:

The admission under the Bharat Scouts & Guides may be offered to such students who fulfill the eligibility conditions to be determined on the basis of the list of activities given below:

<u>S. No.</u>	Event/Activity participated
1	Participated in International Events organised by National HQRS of Bharat Scouts & Guides - 9 Points;
2	President Awardee (Scouts & Guides / Rovers & Rangers) - 8 Points;
3	Vice President Awardee (Rovers & Rangers)- 7 Points;
4	Prime Minister Shield Competition Awardee (Scouts & Guides)- 6 Points;
5	Governor's Rajya Purskar& Certificate of Honour (Scouts & Guides)- 6 Points.
6	Participation in Jamboree/National Camps organised by National Headquarters of Bharat Scouts & Guides (Scouts & Guides/Rovers & Rangers)- 5 Points;
7	Participation in State Level Special Camps organized by J&K Bharat Scouts & Guides (Scouts & Guides/Rovers & Rangers)- 4 Points;
8	Having completed Parvesh, Parveen and Nipun stages of Rovers & Rangers of J&K Bharat Scouts & Guides(Rovers & Rangers)- 3 Points;
9	Blood donation through Bharat Scouts & Guides to a maximum of 3 (three) donations per year to be assessed @ 2 marks/points per donation on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by State Chief Commissioner, J&K Bharat Scouts & Guides- 2 Points.

16.3.13 Schedule For Calculation of Marks/Points for:

Achievements made by a candidate during two-year tenure of the qualifying degree/diploma programme as a regular student in sports activities

16.3.13.1 Sports:

<u>S. No.</u>	Event/Activity participated
1	National School Games under the auspices of School Games Federation of India: First position- 7 Points;

- Second position- 6 Points;
Third position- 5 Points;
Participation only without securing any position - 4 Points.
- 2 Vijay Hazare U-17 Tournament under BCCI:
First position- 7Points;
Second position- 6 Points;
Third position- 5 Points;
Participation only without securing any position- 4 Points.
- 3 Vijay Merchant Tournament U-17/U-15/U-14
First position - 7 Points;
Second position- 6 Points;
Third position - 5 Points;
Participation only without securing any position - 4 Points.
- 4 U-19 C.K. Naidu Trophy or U-19 Cooch Behar
First position - 7 Points;
Second position - 6 Points;
Third position- 5 Points;
Participation only without securing any position - 4 Points.
- 5 Women Sports Competition under Sports Authority of India or Federation Cup or All India Open Tournament Under respective Federation.
First position- 7 Points;
Second position - 6 Points;
Third position - 5 Points;
Participation only without securing any position - 4 Points.
- 6 All India Rural Sports competition under Sports Authority of India.
First position - 6 Points;
Second position - 5.5 Points;
3rd position - 5 Points;
Participation only without securing any position – 4 Points.
- 7 Mini National Championship under respective Federation.
First position- 5 Points;
Second position- 4 Points;
Third position- 3 Points;
Participation only without securing any position- 2 Points.
- 8 National Sub Junior Championship under respective Federation
First position - 6 Points;
Second position - 5.5 Points;
Third position- 5 Points;
Participation only without securing any position - 4 Points.

16.3.13.2 National Cadet Corps (NCC):

- | <u>S. No.</u> | Event/Activity participated |
|---------------|--|
| 1 | Having attended NCC Youth Exchange Programme in foreign countries- 9 Points; |

- 2 Having attended Republic Day (RD) camp at Delhi and adjudged/secured position in an individual/team competition as under
- Best Cadet- 8 Points;
 First Position- 7 Points;
 Second Position- 6 Points;
 Third Position- 5.5 Points;
 Participation only without securing any position- 5 Points;
 Participation in local Republic Day and Independence Day Parades- 3 Points.
- NOTE: Cadets attend minimum 10 to 15 days preparatory parades for participation in local Republic Day and Independence Day parades held at all District Levels. The certificates must be issued /authenticated by Divisional Commissioner / **Deputy Commissioner** of the concerned division/districts. **The certificate must have date, number and stamp of the issuing authority, failing which it shall be treated as invalid.**
- 3 Having been awarded Defence Secretary's/ Dean General's (DG) medal/ commendation card - 7 Points.
- 4 Having attended any of the following All India NCC Camps like Army Attachment Training Camp; National Integration Camp; Advanced Mountaineering Camp; Trekking Expedition Camp; Basic and Advanced Leadership courses Camp; Snow Skiing and Water Sports courses Camp; Rock Climbing Camp; NCC National Games; Camel Safari; Yachting Regatta; Ship Attachment; Sea Training Camp and adjudged / secured position therein in an individual/team competition as under:
- Best Cadet- 5 Points;
 First Position - 4.5 Points;
 Second Position-- 4 Points;
 Third Position - 3.5 Points;
 Participation only without securing any position – 3 Points.
- 5 Having passed "A" certificate examination of NCC- 5 Points.
- 6 Having attended NCC Annual Training Camp ATC/CATC of not less than 10 (ten)days' duration- 4 Points.
- 7 Having donated blood in a camp organised by NCC, subject to a maximum of 3 (three) donations per year to be assessed @ 2 marks/point per donation. (Certificate of the donation must be issued by designated Red Cross Authority/Chief Medical Officer of the District/Blood Bank Officer of Medical College and duly authenticated by the camp in charge- 2 Points.

NB:

- i. No provisional certificates shall be entertained for 'A' certificate examination.
- ii. No certificate shall be entertained unless issued by the concerned authorities / agency with proper seal and signature.
- iii. The highest point of an event in the same category shall be awarded.

- iv. RD/ID Certificates issued only by Divisional Commissioner/Deputy Commissioner with seal/stamp and signature shall be considered.
- v. For admission under the category of NCC participation during the 2 (two)- year tenure of 11th and 12th shall be considered.

16.3.13.3 National Service Scheme (NSS):

S.No.	Event/Activity Participated
1	Having participated in international NSS Youth Exchange Programme- 9 Points.
2	Having been awarded for NSS activities with any of the following: a) Governor's Medal-8 Points. b) Education Secretary's Commendation card/Medal- 7 Points.
3	Having participated in all India Camp such as National Integration Camp/All India Youth Camp/Youth Festival organised by Regional Centre, NSS/Dean, School Education in collaboration / sponsored by Government of India, Ministry of Youth Affairs & Sports. Overall Best Volunteer- 6Points; Participation- 5 Points.
4	Having participated in Inter-school NSS Camp organised by NSS Unit of the School for duration of not less than 10 (ten) days and sponsored by State Government authorities. Over-all Best Volunteer- 5Points; Participation- 4 Points.
5	Having participated in 10 (ten)- days NSS School Special Camp organised by NSS Unit of the School- 4 Points.
6	Having participated in Civil Defence Training Camp of not less than 7 (seven) days' duration organised by the School in collaboration with the authorities - 3 Points.
7	Having participated in a 2 (two)/3 (three)- Days Training Workshop on Youth Leadership or on any relevant social issue organised by the State Government/ GOI/NGOs or the School NSS Units- 3 Points.
8	Having donated blood through NSS Unit of the School, subject to a maximum of 3 (three) donations per year, to be assessed @ 2 marks/points per donation, on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by the In-charge NSS Unit/ Principal - 2 Points.

16.3.13.4 Bharat Scouts & Guides:

<u>S. No</u>	Event/Activity participated
1	Participated in International Events organised by National Headquarters of Bharat Scouts & Guides - 9 Points;
2	President Awardee (Scouts & Guides) - 8 Points;
3	Vice-President Awardee (Scouts & Guides) - 7 Points;
4	Prime Minister Shield Competition Awardee (Scouts & Guides) /Governor's Rajya Puraskar& Certificate of Honour (Scouts & Guides) - 6 Points;
5	Participation in Jamboree / National Camps organised by National Headquarters of Bharat Scouts & Guides (Scouts & Guides)- 5 Points
6	Participation in State Level Special Camps organised by J&K Bharat Scouts & Guides (Scouts & Guides)- 4 Points;
7	Having donated blood through Bharat Scouts & Guides to a maximum of 3 (three) donations per year to be assessed @ 2 Marks/ points per donation on the production of a certificate to be issued by District Chief Medical Officer/Blood Bank Officer of a Medical College/Red Cross Authority and duly authenticated by State Chief Commissioner J&K Bharat Scouts & Guides- 2 Points.

16.3.13.5 Cultural and Literary Activities:

<u>S. No.</u>	Event/Activity participated
1	Having attended Youth Cultural Exchange Programme in Foreign Countries- 12 Points.
2	Having participated and performed as a member of the State/School contingent in any solo/group item in National competition, organised by State/Central Government agency. First Position- 10 Points; Second Position- 9 Points; Third Position-8 Points; Fourth Position-7 Points; Participation only without securing any position - 6 Points.
3	Having participated and performed as a member of the State/School contingent in any solo/group item in Zonal Competition, organised by State/Central Government agency.
3	

First Position- 9 Points;
Second Position- 8 Points;
Third Position- 7 Points;
Participation only without securing any position- 4 Points.

- 4 Having participated and performed as a member of State/School contingent in any solo/group item organised by State/Central Government agency in a competition organized by the Dean, School Education, J&K State/CBSE or any Government organization
First Position -8 Points;
Second Position- 7Points;
Third Position - 6 Points;
Certificate of Merit/Consolation Prize - 4 Points;

NB: Student Accompanists will get only 50% Points.

- 5 Having participated and performed as a member of the contingent of an affiliated college/university team in any solo/group item in a competition organised by the J&K Academy of Art, Culture & Languages,
First Position- 7 Points;
Second Position- 6 Points;
Third Position-5 Points.
- 6 Having secured recognition as approved Music/Drama Artist of Akashwani (Primary Service)/ Doordarshan Kendra as certified/ countersigned by the Dean, Prasar Bharati, Leh/Kargil- 4 Points.

16.3.14 Merit Determination:

Admission to two-Year PG, Honours and Integrated Programme of the Cluster University of Ladakh shall be made on the basis of inter se merit of the eligible candidates. The following weightage shall be given for admission to the various courses:

- i) Academic Merit of the qualifying examination 70%
- ii) Entrance Test 30%.

16.3.14.1 Academic Merit as Selection Criterion:

The criteria to determine merit shall be as follows:-

The point(s) secured by a candidate in the qualifying degree examination shall be calculated in the manner and out of the base specified against each course of study. Admission shall be made in descending order of merit thus calculated.

16.3.14.2 Selection Criteria for Achievement Categories:

Merit of the candidates applying under reserved categories of Sports/Cultural & Literary and NCC/NSS/Bharat Scouts and Guides activities as specified at Statute 6 shall be determined on the basis of:

- a) Marks/points awarded to such a candidate for these activities, plus
- b) one-fourth (1/4) of the composite merit (70% of the qualifying examination + 30% of CLUET Score). The composite score, thus calculated, shall form the basis of admission; provided that the candidate seeking admission unless covered under Statute 11 has not been admitted to any programme of study in the University in an earlier session under the aforesaid reserved categories; provided also, that where candidates have obtained equal composite score, the tie shall be resolved by reference to their achievement merit in the respective activity determined as per Statute. Higher achievement merit shall determine priority in admission.

16.3.15 Notwithstanding anything contained in these Statutes, a student, who having fallen short of attendance for reasons beyond his/her control, becomes ineligible to appear in the University examination shall be considered for fresh admission in the next consecutive year in the same programme of study in which he/she fell short of lectures in the preceding year along-with those who apply for admission to a program of study in the University for the first time. This concession shall be available to a candidate only once provided that he/she figures in the merit list and also, that conduct of such a candidate during his/her previous stay in the department has been to the entire satisfaction of the Head of the Department concerned.

The University may, subject to fulfilment of eligibility conditions consider the admission of single girl child in each programme, in order of merit, not exceeding 1(one) in a particular programme, provided that such a candidate produces documentary evidence and an affidavit duly sworn in before the First Class Magistrate for being a single girl child. Such admission may be authorized by the Registrar against a seat which shall be supernumerary in a programme of study in the Department.

16.3.16 Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to any whole time program i.e. a program conducted during the day time in the University teaching departments. Such a person may, however, be considered for admission, provided that:

337

16.3.16.1 if in employment, he/she will produce a certificate from his/her employer that the employer has no objection to his/her pursuing a whole time programme in the University and that the employee is on authorised leave for the purpose of study in the University; and

16.3.16.2 if self-employed or engaged in a business or a profession, he/she will give a written undertaking to devote his/her whole time for studies as a student during the period he/she remains on rolls of the University teaching department and he/she shall not engage in any business or profession or a vocation during this period or engage in any activity which is likely to interfere with his/her studies in the University. Such cases will be examined by the

Admission Committee which will make appropriate recommendations to the Registrar. (EXPLANATION: All programmes shall be treated as whole time programmes of study, except if provided otherwise).

16.3.17 **Cancellation of Admission:**

A candidate, who is granted admission, shall not take up any employment or engage in any business or profession so long as he/she is on the rolls of the University. Any student who takes up an employment or engages in business or profession in violation of the Statues, his/her name shall be struck off from the rolls of the teaching Department of the University.

The Admission Committee concerned, with the approval of the Vice-Chancellor, shall have the authority to refuse or cancel admission of a candidate/student who:

16.3.17.1 either fails to produce the requisite certificate in original within the time prescribed or provides information in his/her application form which is found incorrect or produces a certificate which is not genuine;

16.3.17.2 in the opinion of the Admission Committee, has taken up employment or a vocation which is likely to interfere with his/her studies in the University; and

16.3.17.3 fails to pay the fees and deposits including Hostel fees and deposits, within the time prescribed by the Warden of the Hostel concerned.

NB: The Head of the Department shall be competent to cancel admission of a student enrolled for a programme of study in the department if the student remains absent without permission of the Head of the Department concerned for a period of 15 days continuously and/or does not attend less than 50% of the total lectures delivered in the Semester concerned, provided that before cancellation of admission, the concerned Head of the Department will provide an opportunity to such a candidate to explain within seven days why action be not taken against him/her.

16.3.18 **Notification and Fee:**

Names of the candidates selected for admission shall be notified from time to time on the Notice Board of the Concerned Department. The candidates shall be required to watch such notifications and comply with the instructions given in all respects failing which their selection shall be cancelled and no complaint will be entertained in this regard.

Admission fee and other charges payable by each student selected for admission to a programme of study shall be such as may be prescribed from time to time.

Provided that if a student having been admitted to a program in a teaching department and having deposited the required fees is selected subsequently, in the same session, in any other department of the University, shall be allowed transfer of fee deposited by him/her, by the Admission Committee.

16.3.19 Refund of Fee:

If a student having been admitted to a programme discontinues, deduction of fee deposited shall be as under:

S. No	Open/Reserved Categories		Self-Financing Seats	
	Refund	Amount to be deducted	Refund	Amount
1	During the period of admission	Rs.550/-	Within the period of admission.	5% of total amount of fee deposited.
2	After the last date of admission but before the meeting of Appellate Committee	Rs.1100/-	After the last date of admission but before the meeting of Appellate Committee	7% of total amount of fee deposited
3	Within five days after the Appellate Committee meeting	Rs.3300/-	Within five days after the Appellate Committee meeting	10% of total amount of fee deposited
Thereafter, no refund claim shall be entertained.				

16.3.20 Interpretation of Statutes:

In case of interpretation of statutes, the matter shall be referred to the Vice-chancellor whose decision shall be final and binding.

AFFIDAVIT

ANNEXURE-1

FOR ALL CANDIDATES

"I _____ son/daughter of _____ R/o _____
hereby declare:

1. that I am seeking provisional admission to _____ class of the _____ course in the _____ College in the academic session _____ on the basis of my merit in the qualifying examination
2. That I have not sought admission in any academic /professional /technical/ Government/ private institution inside or outside the State.
3. That, in case I seek admission or get selected in any academic/professional /technical/Government/private institution inside or outside the State, I shall immediately bring it into the notice of the College authorities and get myself discharged from the College before getting myself admitted to any of the above mentioned institutions.
4. That I shall abide by the rules and norms of the College in order to keep the decorum and discipline of the institution.
5. I further undertake that I shall not misbehave/indulge in any unlawful and anti-social activity. In case I am found involved in such like activities, I shall be punished.

DEPONENT

**FOR CANDIDATES PASSING CLASS-XII FROM A BOARD OTHER
THAN J&KBOARD OF SCHOOL EDUCATION**

"I _____ son/daughter of _____ R/o
_____ hereby declare that I am seeking provisional
admission to _____ class of the _____ course
in the _____ College on the understanding that my admission to
Semester-I is provisional and is subject to confirmation on the issue of certificate of
eligibility by the University under rules. If for any reason, whatsoever, the University
declines to issue the said certificate, my provisional admission will automatically stand
cancelled".

Such provisional admission shall entitle a candidate to join the college at his/her own risk
and responsibility on the condition that he/she obtains a final certificate of eligibility before
the declaration of the result of the University examination to which the candidate has been
admitted.

Provided further that the request for grant of provisional admission should be made to the
University immediately as soon as the candidate applies to the Principal of the College for
seeking admission to the University.

Provided also that the conditions governing the issue of Eligibility Certificate shall not apply
to such students who have passed an examination of the Jammu & Kashmir Board of School
Education.

DEPONENT

ANTI-RAGGING AFFIDAVIT

I, _____ (full name of student), S/o D/o
Mr./Mrs./Ms. _____
_____ having been admitted to
_____ College

- 1) (a) will not indulge in any behaviour or act that may be construed as ragging under Regulations;
(b) will not participate in or abet or propagate through any act of commission or omission that may be construed as ragging under Regulations;
- 2) hereby affirm that, if found guilty of ragging, shall be liable for punishment according to the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force;
- 3) hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, am aware that my admission is liable to be cancelled;
- 4) along with the above mentioned points do hereby declare that:
 - a) I will obey the code of conduct of the institute and would not indulge in any kind of indiscipline on and off the campus of the institution/institution.
 - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause(4.a).

DEPONENT

FOR CANDIDATES WITH GAP

I.....Son/Daughter of.....resident of
..... do hereby solemnly declare as under:

(a) that I have passed 10+2 examination during the session..... in the year
..... from.....Board.

(b) That I am seeking admission in
..... during the session _____.

(c) That, during the gap period, I was neither employed nor sought admission in any
Academic/Professional/Technical/Private Institution or got it cancelled before applying for
admission.

DEPONENT

*For candidates applying for admission after a lapse of time following graduation.

ANNEXURE-5

FOR CANDIDATES WITH GAP

- a) I.....son/daughter of..... resident of hereby solemnly declare that I have passed/appeared in the final year of my qualifying examination, in the yearfrom the University ofI further declare that I have neither been admitted to any course/programme of study of this University/any other University nor have passed any post graduate examination as a private candidate, after passing my graduation examination in the previous year.

The above statement made by me is true to the best of my knowledge and belief and in the event of this having been proved otherwise, my admission shall stand automatically cancelled besides any other action that may be taken against me under law for my civil or criminal liability.

- b) I further, hereby, solemnly declare that I was not involved in any criminal /anti-social activities prior to submission of this application form.

DEPONENT

*For candidates applying for admission after a lapse of time following graduation.

ANNEXURE-6

FOR CANDIDATES SEEKING ADMISSION UNDER RESERVED CATEGORY

- a) I.....son/daughter of..... resident of..... hereby solemnly declare that I am seeking admission to the course/programme of study namely..... in the Department of University of Ladakh on the basis of Reserved Category. I further declare that the Reserved Category Certificate, submitted by me, is genuine and in the event of this having been proved otherwise, my admission shall stand automatically cancelled, besides any other action may be taken against me under law for my civil or criminal liability.
- b) I further, hereby, solemnly declare that I was not involved in any criminal/ anti-social activities prior to the submission of application form.

DEPONENT

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE
BELONGING TO SCHEDULED CASTE IN SUPPORT OF HIS/HER CLAIM**

This is to certify that Mr./Ms./Mrs.....Son/Daughter of
.....of Village/Town District/Division..... of
the State.....belongs to the Caste which is recognised as
Scheduled Caste under the constitution (Jammu & Kashmir) Scheduled Caste Order,
1956.

SIGNATURE.....

DESIGNATION.....

(With seal of the Officer)

(Competent authority for issuing this Certificate is a Revenue Officer not below the rank of
Tehsildar)

Date.....

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE
BELONGING TO SCHEDULED TRIBES IN SUPPORT OF HIS/HER CLAIM**

This is to certify that.....Son/Daughter of
of Village/Town..... District/Division..... of the
State.....belongs to the Tribe which is specified as
a Scheduled Tribe under the constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
as amended from time to time.

SIGNATURE.....

DESIGNATION.....

(with seal of the Officer)

(Competent authority for issuing this Certificate is a Revenue Officer not below the rank of
Tehsildar)

Date.....

CERTIFICATE OF BEING A MEMBER OF A SOCIALLY AND EDUCATIONALLY BACKWARD CLASS

This is to certify that Mr./Ms./Mrs..... Son/Daughter of of Village/Town.....District/Division..... of the State..... is a member of the Socially and eventually backward class; and to the below mention categories as tick-marked:

- i) Resident of Backward Areas;
- ii) Resident of area adjoining Line of Actual Control;
- iii) Weak and Under privileged class (Social Caste)

It is also certified that the said Mr./Ms./Mrs..... (on behalf of applicant) submitted his application for grant of this certificate to this Office on.....and the certificate has been delivered to him under my hand and seal today on the

SIGNATURE.....

DESIGNATION.....

Name in Block Letters.....

Authorised Officer

(with seal)

*(Competent authority for issuing this certificate is a Revenue Officer not below the rank of Tehsildar)

* No certificate other than that issued by the competent authority shall be entertained/ considered.

CERTIFICATE OF BEING CHILD OF DEFENCE PERSONNEL

This is to certify that Mr./Ms./Mrs.....son/daughter of
..... of Village/Town..... District/Division..... of
the State.....serving or has served as member of Army/Navy/Air Force.

Authorised Officer (with seal)

* (Competent authority for issuing of Certificate is authorised Officer of Zila Sainik Board/Commanding Officer of the Unit where serving or has served)

* No certificate other than the competent authority shall be entertained/ considered.

CERTIFICATE OF BEING AN EX-SERVICEMAN

This is to certify that Mr./Ms./Mrs..... son/daughter of
..... of Village/Town..... District/Division.....
of the State.....is an ex-serviceman of the..... Force and has been
honourably discharged from the service of the said Force on.....

Signature of the Authorised Officer (with seal)

*(Competent authority for issuing of Certificate is authorised Officer of Zila Sainik Board/Commanding Officer of the Unit where serving or served)

* No certificate other than the competent authority shall be entertained/ considered.

FOR ALL CANDIDATES

I..... son/daughter of resident of..... solemnly declare that:-

- a) I have passed/appeared in the final year of my last qualifying examination from.....;
- b) I have gone through the contents of the Brochure-cum-Application Form, published by the University of Ladakh and read the Statutes thoroughly and shall abide by the instructions mentioned therein;
- c) I have personally filled in the Admission Form;
- d) I shall attend the Department concerned as per the schedule to be notified separately by the University of Ladakh;
- e) If I fail to attend the Department concerned as per the notified date, I shall automatically lose the right of admission to the course /courses for which I have applied;
- f) I have not been debarred/disqualified by the any University;
- g) I have applied for admission in open category/reserved category/payment seat category (mention whichever is applicable) _____ .
- h) the certificatessubmitted by me are genuine and the above statements, made by me, are true to the best of my knowledge and belief. In the event of this being proved otherwise, my admission shall stand automatically cancelled. Besides, I shall be responsible for any other action that may be taken against me under law; and
- i) I shall not indulge in ragging. In case of any violation, I shall be liable to any action under law, including cancellation of my admission.

WITNESSES:

DEPONENT

**FOR CANDIDATES SEEKING ADMISSION UNDER THE SINGLE GIRL CHILD
CATEGORY**

Duly sworn in before the First Class Magistrate

I son/daughter of
resident of hereby solemnly declare that I am seeking
admission in the course/programme of study namely in the
Department of in the University of Ladakh on the basis of
being a Single Girl Child of my parents. I further declare that the certificate submitted by me is
genuine and in the event of this having being proved otherwise, my admission shall stand
automatically cancelled, besides any other action may be taken against me under law for my
civil or criminal liability.

DEPONENT

FOR CANDIDATES SEEKING ADMISSION UNDER ACHIEVEMENT CATEGORY

- a) I..... son/daughter of..... resident of..... hereby solemnly declare that I am seeking admission to the course/programme of study namely..... in the Department of University of Ladakh on the basis of my achievements in the field of (Sports/Cultural and Literary Activities/NCC/NSS/Bharat Scouts and Guides). I further declare that the certificate submitted by me in favour of my achievement category is/are genuine and in the event of this having been proved otherwise, my admission shall stand automatically cancelled, besides any other action may be taken against me under law for my civil or criminal liability.
- b) I further hereby solemnly declare that I shall continue to take part in respective achievement category i.e..... for which I am taking the benefit of admission, otherwise eligible for participation, failing which, my admission shall liable to be cancelled.

DEPONENT

**LIST OF GAMES/SPORTS WHICH THE UNIVERSITY
RECOGNISES/PARTICIPATES IN AT VARIOUS LEVELS AND RECOGNISED
FOR ADMISSION TO PG COURSES**

S.No.	Games (Men)	Games (Women)	S.No.	Games (Men)	Games (Women)
1	American Football	---	25	Kho-Kho	Kho-Kho
2			26	Power & Weight Lifting	Power & Weight Lifting
3	Archery	Archery	27	Table Tennis	Table Tennis
4	Athletics	Athletics	28	Taekwondo	Taekwondo
5	Badminton	Badminton	29	Tennis	Tennis
6			30	Tug of war	Tug of war
7	Baseball	Baseball	31	Volleyball	Volleyball
8	Basketball	Basketball	32	Wrestling	Wrestling
9	Best Physique	---	33	Wushu	Wushu
10	Boxing	Boxing	34	Yoga	Yoga
11	Chess	Chess			
12	Pistol & Air Rifle Shooting	Pistol & Air Rifle Shooting			
13	Cricket	Cricket			
14	Cross Country	Cross Country			
15	Cycling Road	Cycling Road			
16	Fencing	Fencing			
17	Football	Football			
18	Greco Roman Style Wrestling	Greco Roman Style Wrestling			
19	Gymnastics and	Gymnastics and			
20	Mallakhamb	Mallakhamb			
21	Handball	Handball			
22	Hockey	Hockey			
23	Judo	Judo			
24	Kabaddi	Kabaddi			

ANNEXURE-15 (continued)

ARTISTIC				RHYTHMIC	
Men		Women		Women	
Floor Exercise	Pummelled Horse	Beam Balance	Vaulting Horse	Ball	Ribbon
Horizontal Bar	Roman Rings	Floor Exercise	-----	Club	Rope
Parallel Bar	Vaulting Horse	Uneven Bar	-----	Hoop	----

LIST OF GAMES/SPORTS (FOR 12TH QUALIFYING DEGREE/DIPLOMA)

S. No.	Games (Men)	S. No.	Games (Men)
1	Athletics	25	Billiards and Snooker
2	Badminton	26	Chess
3	Basketball	27	Golf
4	Cricket	28	Kabaddi
5	Football	29	Karate
6	Hockey	30	Kayaking and Canoeing
7	Swimming	31	Polo
8	Table Tennis	32	Power Lifting
9	Volley ball	33	Taekwondo
10	Tennis	34	Yachting
11	Weight Lifting	35	Kho Kho
12	Wrestling (International Style)	36	Body Building
13	Boxing	37	Ball Badminton
14	Cycling	38	Bridge
15	Gymnastic	39	Tenni-Koit
16	Judo	40	Carrom
17	Shooting	41	Softball
18	Archery	42	Wushu
19	Equestrian Sports	43	Sport Climbing
20	Handball	44	Thong-Ta
21	Rowing	45	Baseball
22	Roller/Ice Skating	46	Women Cricket
23	Skiing	47	Women Football
24	Squash		All other games falling within the purview of the Indian Olympic Association or by the Government of India.

CHAPTER - 17

CHOICE-BASED CREDIT SYSTEM (CBCS) FOR VARIOUS DEGREE COURSES:

17.1 TITLE AND COMMENCEMENT OF STATUTES:

17.1.1 These Statutes shall be called “Statutes Governing the Choice Based Credit System (CBCS) for U.G. (General)/U.G. (Honours)/P.G / Integrated Courses to be run in the University/Constituent Colleges/Affiliated Colleges”.

17.1.2 These Statutes shall come into force w.e.f. the 2020-21 session.

17.1.3 These Statutes shall apply to the following programmes:

17.1.3.1 B.A./B.Sc./B.Com./B.Sc.(Home Science) ;

17.1.3.2 B.A./B.Sc./B.Com. Honours ;

17.1.3.3 B.C.A./B.B.A.;

17.1.3.4 M.A./M.Sc./M.Com.; and

17.1.3.5 Integrated Programmes.

17.2 DEFINITIONS:

“**Academic Year**” means two consecutive (one odd + one even) semesters constituting 1 (one) academic year;

“**Semester**” means academic work of 15-16 weeks, equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters shall be scheduled from June/July to November/ December, and even semester from November/ December to April/May;

“**Programme**” means an educational programme leading to award of a Degree, Diploma or Certificate in a discipline;

“**Course**” means a component of a programme or, in other words, “Course” refers to a subject offered under the degree programme. Each course is identified by a unique course code and course title. All courses need not carry the same weight. The courses should define learning objectives and students learning outcomes. A course may be designed to comprise Lectures/Tutorials/Laboratory work/Field work/Outreach activities/Project work/ Vocational training/Viva/Seminars/Term papers/Assignments/Presentations/Self-study, etc. or a combination of some of these;

“**Choice Based Credit System (CBCS)**” means a system which provides choice for students to select from the prescribed courses (Core, Elective or Minor or Soft skill courses);

“**Credit**” means the quantum of content/syllabus prescribed for the course. It determines the number of hours of instructions required per week. 1(one) credit is equivalent to 1 (one)hour of teaching (lecture or tutorial) or 2 (two) hours of practical work/field work per week;

“**Credit Point**” means the product of grade point and number of credits for a course;
“**Credit Based Semester System (CBSS)**” means the requirement for awarding a Degree or Diploma or Certificate in terms of number of credits to be completed by the students;
“**Grade Point**” means numerical weight allotted to each letter grade on a 10-pointscale;
“**Letter Grade**” means an index of the performance of students in a said course. Grades are denoted by letters O, A⁺, A, B⁺, B, C, P and F;
“**Semester Grade Point Average (SGPA)**” means a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to 2 (two) decimal places;
“**Cumulative Grade Point Average (CGPA)**” means a measure of over all cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to 2 (two)decimal places;
“**Transcript or Grade Card or Certificate**” means a grade certificate based on the grades earned, to be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

17.3 SCOPE AND COVERAGE OF PROGRAMMES:

- 17.3.1 The CBCS is applicable to all full-time Undergraduate, Undergraduate Honours, Postgraduate, Five year Integrated Postgraduate Honours, B.Ed., M.Ed. and B.Ed.-M.Ed. Integrated, Programmes of study approved by the University.
- 17.3.2 It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.
- 17.3.3 The learning and evaluation is based on the Semester pattern.
- 17.3.4 Eligibility, qualifications and admission procedure for each Programme of study is as approved by the University.

17.4 COURSE STRUCTURE:

- 17.4.1 **Types of Courses for UG(General)/UG(Hons.)(including integrated UG(Hons.)):**
The courses offered under a Programme of Study will be:

- 17.4.1.1 **Core Course:**
There will be a Core Course in every semester. A course which should be compulsorily studied by a candidate as a core requirement to complete the requirement of a degree in a said programme/ discipline of study is termed as a “Core Course or a Discipline Specific Course (DSC)”. The Core Course cannot be substituted by any other course. Number of core papers constituting a Course for General Programme in Science there shall be 12 core papers for U.G.(General). For General Programmes in Arts & Commerce there shall be only 8 (eight) Core Papers each. Besides, there will be 2 (two) Papers each of General English and MIL to be studied by all the students of General Programmes in Arts and Commerce as Compulsory Courses. Number of core papers constituting a course for all UG(Hons.) Programmes is 14. The curriculum designed for

courses under this category shall aim to cover the basics that a student is expected to imbibe in that particular discipline.

17.4.1.2 Elective Course:

An Elective course is generally a course that can be chosen from a pool of courses and are:

- a) very specific or specialized or advanced to the discipline/ subject of study;
- b) supportive of the discipline/ subject of study;
- c) providing an expended scope;
- d) enabling an exposure to some other discipline/subject/domain; and
- e) nurturing candidate's proficiency/skill.

NB: An elective course may be:

- (i) A discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. Two DSEs related to each Core Course for General Courses and four DSEs in case of all Honours courses;
- (ii) ¹Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure/ add generic proficiency is called a

Generic Elective(A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective. Two each for B.A./B.Com. General Course and 4 for Honours Courses); and

- (iii)Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as Project work/ Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. (The Project work/Dissertation work involving application of knowledge in solving/analysing/exploring a real life situation/difficult problem can be of 2 (two) types, namely, Minor Project work (4-8 credits) and Major Project work (10-12credits)

17.4.1.3Ability Enhancement Courses (AEC):

The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are based on the content that leads to knowledge enhancement, such as:

Ability enhancement:-

- a) Environmental Science
- b) Communication English
- c) MIL Communication national and regional languages); and
- d) Disaster Management.

These are mandatory for all under-graduate (Honours, General, Integrated) programmes.

- (i) Skill Enhancement Courses (SEC) (4 for Regular Courses and 3 for Honours Course):-

These courses shall be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and shall contain both theory and lab/hands-on training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase employability. The lists provided under this category are suggestive in nature and the respective Boards of Under-graduate Studies shall have complete freedom to suggest their own papers under this category based on the availability of expertise, specialization, requirements, scope and need.

- (ii) Practicals/Tutorials (One each with every Core and Discipline Specific/Generic Elective Course):-

The respective Boards of Under-graduate Studies shall have the freedom to add / subtract from the list suggested by UGC depending on their faculty and infrastructure available. Addition should, however, be of similar nature.

17.4.1.4 Introducing Research Component in Under-Graduate Courses:

Project work/Dissertation is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation/difficult problem. A Project/Dissertation work would be of six credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper at least in one semester for UG/ UG(integrated)/UG (Honours) Programme.

17.4.2 **Course Structure for P.G(General) and P.G. (Hons.)Programme:**

Post Graduate Boards of Studies in all subjects shall identify courses of the following 3 (three) categories:-

- i. Core Courses
- ii. Elective Courses
- iii. Research Courses

17.4.2.1 Core Course:

There will be a Core Course in every semester. A course which should be compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a PG (Master's) Degree (Hons. or General) for a discipline of study is termed as a "Core Course" or a Discipline Specific Course (DSC)". The Core Course cannot be substituted by any other course. The curriculum designed for courses under this category shall aim at covering the basics that a student is expected to imbibe in that particular discipline. Core courses comprise a set of at least twelve courses that are identified as compulsory for the students registered for the PG (Honours or General) Degree in a

particular subject. The category of core courses may further be divided into two sub-categories, namely:

a) Hard Core:

These are a set of compulsory core courses that have to be done by all students doing Master's Degree in a subject. There is no choice available in this category. Degree is not completed without doing all the Hard Core Courses.

b) Soft Core:

These are a set of courses in which there is a choice or option available to the student. The student may choose some courses out of this set.

The total number of core courses to be completed by a student doing PG Honours/Integrated PG Honours Degree in a subject will be such that he/she accumulates at least 52 credits (say 13 courses of four credit each).

The total number of core courses to be completed by a student doing master's degree in a subject will be such that accumulates at least 48 credits (say 12 courses of four credit each).

NB: Core courses of subject other than the subject of a student's Master's Degree will be considered as elective course for a student's PG (Hons. and General) programme.

17.4.2.2

Elective Course:

An Elective course is generally a course that can be chosen from a pool of courses and are;

- a) very specific or specialized or advanced to the discipline/ subject of study;
- b) supportive of the discipline/ subject of study;
- c) providing an expended scope;
- d) enabling an exposure to some other discipline/subject/domain; and
- e) nurturing candidate's proficiency/skill.

An elective course is a course that can be chosen from a number of options from a student's subject of Master's (Honours or General) Degree or from outside (subjects other than a student's Master's Honours or General subject). In choosing the course here, student has considerable freedom of choice. He / she does not need to remain confined to his/her subject of PG (Honours or General) Degree only. These may be very specific or specialized or advanced or supportive to the discipline / subject of a student's PG (Honours or General) degree or which provides an extended scope or which enables an exposure to some other discipline /subject/domain or nurtures a candidate's proficiency/skill etc. All courses that a candidate takes after completing the core requirements will be considered as elective courses in case of a student's Master's programme.

An elective course chosen from an unrelated discipline/ subject with an intention to seek exposure is called an Open Elective.

An elective course that is specially designed to acquire special/advanced knowledge (might be for the specialization required for a particular student's programme) as a supplement study / support study to a project work or an elective course for which no teacher is available in the department and so a candidate studies such a course on his/her own (with might be an advisory support by a teacher) is called a Self-Study Elective.

All courses (core as well as elective) offered in the disciplines / subjects other than the subject of a student's PG (Honours or General) Degree are treated as elective courses for the PG programme of that student.

17.4.2.3 Practical's/Tutorials:
These are courses with Core or Discipline Specific/Generic Elective Course The respective Boards of Studies shall have the freedom to add / subtract from the list suggested by UGC depending on their faculty and infrastructure available. Addition should, however, be of similar nature.

17.4.2.4 Introducing Research Component in Post Graduate Courses:
Project work/Dissertation is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation/difficult problem. There will be no prescribed syllabus for a research course. However, the contents of these courses will be governed by the directions of the Department. Project work/Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. The Project work/Dissertation work involving application of knowledge in solving/analysing/ exploring a real life situation/difficult problem can be of two types, namely; Minor Project work (4-8 credits) and Major Project work (10-12credits).

17.5 IMPLEMENTATION OF THE CBCS:

- 17.5.1 The implementation of the CBCS are to follow a Common Minimum Curriculum and syllabi of the Core papers provided by the UGC. The allowed deviation from the syllabi being 30% at the maximum.
- 17.5.2 University has the flexibility to add to the list of elective papers prescribed by the UGC, as per the available facilities.
- 17.5.3 Number of Core papers for UG Honours and UG Regular Courses has to be same across the Universities.
- 17.5.4 Credit score earned by a student for any elective paper has to be

included in the student's overall score tally irrespective of whether the paper is offered by the parent University (Degree awarding University/Institute) or not.

17.5.5 For the introduction of AE (Ability Enhancement) Courses in the Undergraduate Programs, they may be divided into two categories:

17.5.5.1

AE Compulsory Courses:

The University shall have the following compulsory courses in 1st & 2nd Semesters:-

- a) English/MIL Communication,
- b) Environmental Studies.

AECC (Ability Enhancement Compulsory Course) should compulsorily be studied by a candidate to complete the requirement of an Undergraduate Degree in a said programme/ discipline of study. AECC cannot be substituted by any other course

17.5.5.2 Skill Enhancement Courses (SEC):

The University/Department/Colleges shall decide the papers they may want to offer from a common pool of papers as prepared by the concerned BOS and approved by the Academic Council. The university shall offer two or more than two paper per semester for these courses.

17.5.6 The students may choose any course offered by a University School/Colleges under CBCS as Elective Course with the advice of his/her Faculty Mentor and the Course Instructor.

17.5.7 The University School/Colleges/Institute shall plan the number of seats per elective paper as per the facilities and infrastructure available.

17.5.8 An undergraduate degree in Science disciplines shall be awarded if a student completes four core papers each in three disciplines of choice, two Ability Enhancement Compulsory Courses (AECC), minimum 4 (four) Skill Enhancement Courses (SEC) and 2 (two) papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.

17.5.9 An Undergraduate Degree in Humanities/ Social Sciences/ Commerce shall be awarded if a student completes 4 core papers each in two disciplines of choice, two core papers each in English and MIL, respectively, two Ability Enhancement Compulsory Courses (AECC), minimum four Skill Enhancement Courses (SECs), two papers each from a list of Discipline Specific Elective papers based on the 2 (two) disciplines of choice selected above, respectively, and two papers from the list of Generic Electives.

17.5.10 A Post-Graduate (General) degree in Humanities/Arts/Social Sciences shall be awarded if a student completes 11 Hard Core papers in discipline, one

Project work (Hard Core), six Soft Core papers each from a list of Discipline Specific Elective based on specialization and 2 Open Elective papers from the list of Open electives from other departments.

- 17.5.11 A Post-Graduate (General) degree in Sciences shall be awarded if a student completes 10 Hard Core papers in discipline, two Hard Core Practical's, 1 Soft Core Practical's, 1 Project Work (Soft core), four Soft Core papers each from a list of Discipline Specific Elective based on specialization and two Open Elective papers from the list of Open electives from other departments.
- 17.5.12 An undergraduate degree with Honours in any discipline shall be awarded if a student completes 14 Core papers in that discipline, two Ability Enhancement Compulsory Courses (AECC), minimum of three Skill Enhancement Courses (SEC) and four papers each from a list of Discipline Specific Elective and Generic Elective papers, respectively.
- 17.5.13 A Post-graduate degree with Honours (Integrated Programme) shall have 12 Hard Core Courses, six Soft Core Courses from a pool of courses offered by the Department and two Open Electives offered by other departments.
- 17.5.14 An Integrated degree with Honours in any discipline shall be awarded if a student completes the list of papers as prescribed under Statutes.
- 17.5.15 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.18 for B.Sc./ B.A. /B.Com. and Table 17.19 for BBA/BCA, respectively.
- 17.5.16 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.20 for M.Sc. and for M.A/M.Com. Programmes as per Table 17.21.
- 17.5.17 The credit(s) for each theory paper/practical/tutorial/project/dissertation will be as per the details given in Table 17.22 for B.Sc. Honours, B.A./B.Com. Honours and Table 17.23 for M.Sc. (Hons.) and Table 17.24 for M.A/M.Com.(Honours) respectively.
- 17.5.18 An applicant for a particular M.A./M.Sc./Technical/Professional course should have studied a specific discipline at the undergraduate level, a requirement of obtaining 24 credits in the concerned discipline at the undergraduate level shall be deemed sufficient to satisfy such a requirement for admission to the M.A./M.Sc./Technical/Professional course.
- 17.5.19 The University shall review the course structure and syllabi for UG/PG graduate courses after one academic session in order to rectify anomalies, if any, based on the feedback from stakeholders.
- 17.5.20 For the purpose of computation of work-load, the following mechanism shall be adopted:

- 1 Credit =1 (one) Theory period of 1 (one) hour duration per week for a minimum of 15 weeks.
- 1 Credit = 1 (one)Tutorial period of 1 (one) hour duration per week for a minimum of 15 weeks.
- 1 Credit = 1 (one) Practical period of 2 (two) hours duration per week for a minimum of 15 weeks.

The duration of classes may be decided accordingly by respective Principal of the Colleges/Head of the School/Department .

- 17.5.21 As per standard, the size of tutorial/practical is 8 to 10 students. The Principals of respective Colleges/Head of the School Department may decide about the class-size and tutorial/practical size as per their requirements according to the prescribed standards.
- 17.5.22 The generic/open elective courses offered by the department will be taught by teachers of the same Department.
- 17.5.23 Depending on the course/availability of faculty, the Principal of Colleges/Head of the School Department may take decision for offering a pool of two or more than two Generic Elective Papers/Skill Enhancement Elective/Open Elective/Soft Core to be opted by students in each semester.
- 17.5.24 A student admitted in a particular department can opt for Generic Elective paper offered by other department, e.g. a student admitted under B.A. English cannot opt for Generic Elective courses offered by Department of English or a student admitted under M.A. English can opt for Open Elective courses offered by Department of Psychology or a student admitted under B.A (Hons.) English cannot opt for Generic Elective courses offered by Department of English.
- 17.5.25 The generic papers offered by different specialization of Family & Community Science Course/Home Science course can be opted as open Elective courses by student admitted in M.Sc. Food Science &Technology considering that different specialization as different department and in confirmation with Statutes.
- 17.5.26 The students admitted under BBA/BCA Programme can opt for generic papers offered by the specialization different from the one in which they are admitted.
- 17.5.27 The core papers of English/MIL as part of 2 (two) languages required to be studied is different from the courses of English/Hindi/MIL Communication under ability enhancement compulsory course (AECC). In view of the above, a student of B.A. Programme can opt for English language as one of his/her core papers and also opt for English as AECC under the scheme mentioned as in Table 17.1, Table 17.2,Table 17.3.
- 17.5.28 The students admitted under B.Sc. Programme and willing to pursue PG in Physics/Chemistry/Electronics must opt for a paper of Mathematics as Generic Elective, if Mathematics is not one of the core subjects being studies.

17.5.29 The students of B.Sc /B.A/B.Com. in order to be eligible for PG in any discipline may opt for generic Elective of a particular subject in each semester to earn 24 credits in the concerned discipline.

17.6 APPLICATION OF THE CHOICE BASED CREDIT SYSTEM (CBCS):

17.6.1.1 Applicability of CBCS and Grading system:

17.6.1.1 The Regulation herein specified applies to all full-time, Integrated Post-Graduate Honours, Under-Graduate Honours, Under-Graduate General, B.Ed., M.Ed. and B.Ed.-M.Ed. Integrated Programmes under Choice-Based Credit System by the University of Ladakh herein after referred to as the University.

17.6.1.2 The Colleges that will cater to various Under-Graduate General, Under-Graduate (Honours) and Post-Graduate General/Honours Courses, hereinafter, referred to as Constituent Colleges. The various Constituent Colleges of the University of Ladakh are:

- 1) Eliezer Joldan Memorial College, Leh
- 2) Government Degree College, Kargil
- 3) Government Degree College, Nubra
- 4) Government Degree College, Drass
- 5) Government Degree College, Khaltsi
- 6) Government Degree College, Zanskar

17.6.1.3 The Schools of the University that will cater to five-year Integrated Post-Graduate (Honours) courses, hereinafter, shall be referred to as University schools.

The various Faculties/Schools of University of Ladakh are:

- 1) School of Sciences;
- 2) Schools of Humanities and Arts;
- 3) School of Social Sciences;
- 4) School of Engineering and Technology;
- 5) School of Education and Physical Education;
- 6) School of Commerce and Business Management.

17.6.2 PROGRAMMES OF THE STUDY:

List of programmes offered by the university:

17.6.2.1 Integrated M.sc/M.A/M.Com (Honours) Programmes (after 10+2)

Each Five-year integrated Honours programme (10 semester) shall be 256 credits and three-year integrated B.Ed.-M.Ed. programme (6 semester) shall be of 165 credits. Following are the integrated courses offered by the university of Ladakh:

- 1) Integrated in M.A. Honours in Sociology
- 2) Integrated in M.A. Honours programme in Pol. Science
- 3) Integrated in M.A. Honours programme in History

- 4) Integrated in M.A. Honours programme in Geology
- 5) Integrated in M.A. Honours programme in Mathematics
- 6) Integrated in M.A. Honours programme in Economics
- 7) Integrated in M.Sc. Honours programme in Botany
- 8) Integrated in M.A. Honours programme in English
- 9) Integrated in M.A. Honours programme in Philosophy
- 10) Integrated M.Ed. Programme in Education

17.6.2.2

M.Sc./M.A .General Programmes (after Graduation):

Each two Year PG programme (4 semesters) shall be of 96 Credits except for M.Ed. Programme which shall be 86Credits. The schools offering these programmes are:-

- 1) School of Sciences including Botany, Zoology, Physics, Chemistry, Environmental Sciences, Geology, Geography, Mathematics.
- 2) School of Social Sciences including Economics, Political Science, Sociology, History, Central Asian Studies.
- 3) School of Commerce and Business Management including Commerce, MBA.
- 4) School of Behaviour including Psychology, Education, Philosophy.
- 5) School of Art and Languages including English, English Literature, Music.

17.6.2.3

Undergraduate Honours/General Programmes:

Each Three Year UG Honours Programme (6 semesters) shall be of 152 Credits and Three-Year UG General Programme shall be of 132 Credits. The Three-Year BBA Programme (6 semesters) shall be of 148 Credits. The Two-Year B.Ed. Programme(4 semesters) shall be of 90 Credits

- 1) History
- 2) Economics
- 3) Sociology
- 4) Political Science
- 5) English and Modern Indian Language
- 6) Commerce
- 7) Psychology
- 8) Zoology
- 9) Botany
- 10) Chemistry and Bio-Chemistry
- 11) Philosophy
- 12) B.Com. (Honours)
- 13) B.Sc.
- 14) B.A.
- 15) B.Com.
- 16) B.Ed.
- 17) BCA
- 18) BBA
- 19) Physics
- 20) Maths and Statistics
- 21) Geology and Geo-Physics
- 22) Biology and Biotechnology
- 23) Nursing (B.Sc. Nursing)
- 24) Environmental Science
- 25) Textile and Apparel
- 26) Food Science and Technology

17.6.3

Duration (Time Frame):

Each Semester shall be of 6 (six) months duration including the Admission Process, Classification, Conduct of Examinations and the Preparation of Results with a provision of Teaching-Learning Activity of at least 15 Weeks as reflected in the Academic Calendar:

- 17.6.3.1 The duration of the UG programme (General/Hons.) for a regular student shall be for a period of 3 (three) years (6 Semesters) and the maximum duration of upto 5 (five) years (10 Semesters) from the date of admission of the candidate.
- 17.6.3.2 The minimum duration for completion of any PG Programme (Hons./General) shall be 4 (four) Semesters (2 academic years) and the maximum duration shall be 8 (eight) Semesters (4 academic years). Each academic year shall comprise of 2 (two) semesters, viz. Odd and Even Semesters.
- 17.6.3.3 The minimum duration for completion of any Integrated Honours Programme shall be 10 (ten) semesters (5 academic years) and the maximum duration shall be 14 semesters (7 academic years) with an option of an exit from the programme after U.G.(Hons).
- 17.6.3.4 Each academic year shall comprise of two Semesters, viz. Odd and Even Semesters.
- 17.6.3.5 Odd Semesters shall be from April/May to August/September and the Even Semester shall be from October / November to April/May.
- 17.6.3.6 In respect of candidates who had discontinued for a valid reason (with the permission of competent authority) and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the maximum period prescribed in the clause.
- 17.6.3.7 A semester may be declared a zero Semester in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship or any other valid reason accepted by the Vice-Chancellor subject to the fulfilment of requirements as laid down by the relevant rules. Such Zero Semester shall not be counted for calculation of the duration of the programme in case of such a student.

17.6.4 Academic Calendar Under Semester System:

Events	Period
Period of odd semesters including Admission and Examinations	February to ending July
Admission to odd Semesters, classification and Finalization of Time Table	February
Class-work of Odd Semesters	March to June
Commencement and Completion of Semester-end Examinations of Odd Semesters	July
Period of Even Semesters including Examinations and Evaluation	August to January
Class-work of Even Semesters	August to November
Commencement and Completion of Semester End Examination of Even Semesters	December
Winter Breaks	50 days (1 st January to 20 th February)
Summer Breaks	10 days (1 st August to 10 th August)

17.6.5 **Authority for Prescription of Courses of Studies:**

The Courses of Study and the Syllabi for each course (UG/PG/Integrated) shall be prescribed and revised, as per need, by different Boards of Studies of the University and shall be approved by the Academic Council in tune with the UGC guidelines. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge as well as understanding of the course. However, the concerned Boards of Studies shall ensure that the course content of each theory paper, irrespective of the credit weightage, is uniformly distributed into 5 (five) units with equal weightage.

17.6.6 **Additional Courses:**

17.6.6.1 A candidate who has already qualified all the Semesters of the B.A./B.Sc./B.Com. General/Honours Programme shall be permitted to appear in one additional course for different Semesters as a casual student after having registered him/herself and having attended the minimum essential contact classes. No formal certificate shall be issued in lieu of having passed Semester-I, II, III, IV & V examination as an additional course. However, a candidate who qualifies all the 6 (six) Semesters of additional course shall be conferred a formal certificate of having qualified the additional course in question.

17.6.6.2 A candidate who has already qualified all the Semesters of the M.A./M.Sc./M.Com.(General) Programme shall be permitted to appear in 1 (one) additional course for different Semesters as a casual student after having registered him/herself and having attended the minimum essential contact classes. No formal certificate shall be issued in lieu of having passed Semester-I, II, III, IV & V examination as an additional course.

17.7 **COURSE AND CREDITS:**

- a. Course structure for each General/Honours/Integrated Programme shall be designed by the respective Boards of Studies, keeping in view the curriculum proposed by the UGC, the currency and relevance of Course/s, the expertise and the infrastructural facilities available in the Colleges in accordance with the scheme and procedure prescribed in relevant Regulations, as detailed in the sub-heads given below:-

- b. Boards of Studies shall have, subject to prior authorization and approval of the Vice-Chancellor, power to affect from time to time, such minor change(s) in Course(s) offered as are deemed desirable in the academic interest.
- c. Except in the cases for which a different structure is provided under the regulations, the Course matter of each Course shall be divided into different units/credits, which shall also include the practical/tutorial component(s) to be evaluated in accordance with the relevant Regulations.
- d. Each level of certification for a given duration has a typical structure of courses of study with well-defined name for each Course/Paper, instruction hours per week translated into credits, marks for comprehensive continuous assessment and term end examination as percentage of total marks/grades.
- e. Every course offered will have three components associated with the teaching-learning process of the course, namely:
 - (i) Lecture – L, (ii) Tutorial – T and (iii) Practical’s – P

Where ‘L’ stands for ‘Lecture Session,’ ‘T’ stands for ‘Tutorial Session’ consisting of participatory discussion/self-study/desk work/brief seminar presentations by students and such other novel methods that make a student absorb and assimilate more effectively the contents delivered in the lecture classes. Normally, the tutorial sheets prepared by the Teacher are distributed in advance to help learner prepare for interaction systematically. ‘P’ stands for ‘Practice Session’ and it consists of Hands- on Experience/Laboratory Experiments/Field Studies/Case Studies that equip students to acquire the much required skill component.

- f. Credit defines the quantum of content/syllabus prescribed for the Course. It may be a unit prescribed for a Course and is determined by the number of hours of instruction required per week. Thus, in each course, credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the Course in a Single Semester. In terms of credits, every one-hour session of ‘L’ or ‘T’ amounts to one credit per semester and a minimum of two hour session of ‘P’ amounts to one credit per Semester, over a period of one Semester of 16 weeks for teaching-learning process. That is to say:

1 credit = 1 hour of direct teaching per week

1 credit = 2 hours of lab work/field work/project work per week

Thus, 1 credit course requires one hour per week during a 15-18 week Semester and accordingly a three credit or four credit courses requires three or four hours per week during a 15-week Semester. The total duration of a semester is 20 weeks inclusive of semester-end examination.

- g. A Course shall have either or all the three components. That means, a Course may have only lecture component or only practical component or a combination of any two or all the three components.

- h. The total credits earned by a student at the end of the Semester upon successfully completing the course are L + T + P. The credit pattern of the Course is indicated as L: T: P. If a course is of four credits, then the different credit distribution patterns in L : T : P format could be:

4 : 0 : 0, 1 : 2 : 1, 1 : 1 : 2, 1 : 0 : 3, 1 : 3 : 0,
 2 : 1 : 1, 2 : 2 : 0, 2 : 0 : 2, 3 : 1 : 0, 3 : 0 : 1,
 0 : 2 : 2, 0 : 4 : 0, 0 : 0 : 4, 0 : 1 : 3, 0 : 3 : 1,

A course of three credits may be so designed that all three credits are assigned for theory or two credits for theory and one credit for lab-work/ field work/ project work or one credit each for Theory, Tutorial and lab work/ field work/ project work. A course of two credits may be designed either two credits for theory or two credits for lab-work/ field work/ project work.

- i. The concerned Board of Studies shall choose the convenient credit pattern for every course based on the requirement. However, generally a full course shall be two, three, four or six credits. The courses offered for five-year integrated P G and other PG programmes carry two, three, four or five credits. Normally, no theory course shall have more than five credits. Typically, a course will comprise five units. PG programmes wherein project work is included may carry four to eight credits. Up to 12 credits can be assigned if an entire Semester is assigned for project work. The project includes submission of a written Project Report and a viva-voce examination (one credit is assigned for the viva-voce).
- j. The total number of minimum credits for various Courses is given in Table 17.18 to Table 17.24. appended with the chapter.
- k. A candidate who has successfully completed all the Core Courses and a Project work, if any, and accumulated not less than minimum number of credits prescribed shall be eligible to receive the Degree.
- l. ***All Departments shall provide a brief write-up about each paper (Course Hand-Out), outlining the salient features, learning objectives, course outcome, pre-requisites.*** Each Course shall carry certain number of credits. Credits normally represent the weightage of a Course and are a function of teaching, learning and evaluation strategies such as the number of contact hours, the course content, teaching methodology, learning expectations, maximum marks etc. In the proposed programmes, generally one to two hours of instructions per week in a Semester is assigned one credit. On this basis, generally, a Three-Year (six-semester) UG(General) Degree programme will have 132 credits (except for BBA Programme that will have 148 credits). A Three-Year (six-Semester) Honours Programme will be of 152 credits, a Five-Year (ten-Semester) Master's Degree Programme will have 256 credits . A Two-Year (4 Semester) PG General Programme will have 96 Credits

The general features of the Credit Based Semester Scheme are:

- i) The relative importance of subjects of study are quantified in terms of credits.
- ii) The subjects of study include Foundation, Core and Skill Development Courses.
- iii) The students shall take part in co-curricular and extension activities.
- iv) The declaration of result is based on the Aggregate Percentage of marks obtained as well as on Aggregate or Cumulative Grade Point Average (CGPA) earned.

17.7.1 Curriculum Structure:

Curriculum structure in different programmes shall contain different types of courses as under:

17.7.1.1 B.Sc. Programme (General)/BCA Programme:

- a) Core Courses: There will be four papers each of the three Core Subjects from 1st to 4th Semester carrying a weightage of six credits (4 Credits for Theory & 2 Credits for Practical's) each.
- b) Elective Courses: There will be three Discipline- Specific Elective Courses each of six credits to be taught in the 5th and 6th semesters. These are the Courses which can be chosen from a pool of such Courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group.
- c) Ability Enhancement Courses (AECs): The Ability Enhancement (AE) Courses may be of two kinds:
 - a) **Ability Enhancement Compulsory Courses (AECC):** These include two papers of four credits, each based upon the content that leads to knowledge enhancement in the below mentioned fields. The candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:
 - i. Environmental Studies
 - ii. Communicative English/ Communicative MIL
 - b) **Skill Enhancement Courses (SEC):** These include four papers of four credits each to be taught from the 3rd to 6th Semester based upon the content that leads to knowledge-enhancement. These Courses shall be to seek knowledge of different Open/Soft Skill-based courses from a basket of such courses.

Table 17.1 The model format of the B. Sc. General/BCA Programme shall be as under (Illustration at ANNEXURE 17.1)

Semester	CORE COURSES (12) 4+2=6 Credits Each	Ability Enhancement Compulsory Course (AECC) (2) 4 credits for each course	Skill Enhancement Course (SEC) (4) 4 Credits each	Discipline Specific Elective DSE (6) 4+2 = 6 Credits Each	Total Credits
1	DSC- 1 A	Environmental Studies or Communicative English/ Communicative MIL			22
	DSC- 2 A				
	DSC- 3 A				
2	DSC- 1 B	Communicative English /Communicative MIL or Environmental Studies			22
	DSC- 2 B				
	DSC- 3 B				
3	DSC- 1 C		SEC-1		22
	DSC- 2 C				
	DSC- 3 C				
4	DSC- 1 D		SEC-2		22
	DSC- 2 D				
	DSC- 3 D				
5			SEC-3	DSE-1 A	22
				DSE-2 A	
				DSE-3 A	
6			SEC-4	DSE-1 B	22
				DSE-2 B	
				DSE-3 B	
Total Credits	6 x 12 = 72	4 x 2 = 8	4 x 4 = 16	6 x 6 = 36	132

17.7.1.2 B.A/B.Com. Programme (General) and BBA Programme:

- a) **Core Courses:** There will be four papers each of the two Core Subjects from 1st to 4th Semester carrying a weightage of six credits each. In addition, there will be a paper of MIL of six credits each to be taught in the 1st & 3rd Semesters **or** 2nd and 4th Semester and a six Credit Papers of General English to be taught in 2nd and 4th Semesters **or** 1st & 3rd Semesters. Candidates who opt for MIL in 1st and 3rd Semester, will opt for English in the 2nd and 4th Semesters. Candidates opting for any of the languages Hindi/Sanskrit/Persian/Urdu) as Core papers, cannot opt for the same language as a MIL paper. He/she will opt for another language as the MIL papers.

- b) **Elective Courses:** There will be four Discipline-Specific Elective Courses each of Six credits, two Courses to be taught in the 5th and 2 Courses to be taught in 6th Semester. These are the Courses which can be chosen from a pool of such courses as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group. In addition, there will be two Generic Elective Courses to be taught in 5th and 6th Semester each of six credits from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice.
- c) **Ability Enhancement Courses (AECs):** These Courses may be of the following two kinds:
- a) **Ability Enhancement Compulsory Courses (AECC):** These include two papers of four credits, each based upon the content that leads to knowledge-enhancement in the below mentioned fields. The candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:
- Environmental Studies
 - Communicative English/ Communicative MIL
- b) **Skill Enhancement Courses (SECs):** Courses with four papers of four credits each to be taught from the 3rd to 6th Semester based upon the content that leads to Knowledge-enhancement. These Courses shall be to seek knowledge of different Open / Soft Skill-based Courses from a basket of such courses as per Candidate' likings.

Table 17.2 The model format of the BA/B. Com. General (Illustration at ANNEXURE 17.1)

Semester	CORE COURSES (12) 4+2 or 5+1 = 6 Credits Each	Ability Enhancement Compulsory Course (AECC) (2) 4 credits for each course in each semester <i>examination</i>	Skill Enhancement Course (SEC) (4) 4 Credits each	Discipline Specific Elective DSE & Generic Elective (6) 4+2 or 5+1 = 6 Credits Each	Total Credits
1	DSC- 1 A	Communicative English/ Communicative MIL or Environmental Studies			22
	DSC- 2 A				
	MIL/English -1				
2	DSC- 1 B	Environmental Studies- or Communicative English/Communicative MIL			22
	DSC- 2 B				
	English/MIL -1				
3	DSC- 1 C		SEC-1		22
	DSC- 2 C				
	MIL/ENG-2				
4	DSC- 1 D		SEC-2		22
	DSC- 2 D				
	ENG/MIL-2				
5			SEC-3	DSE-1 A	2
				DSE-2 A	2
				GE-1	
6			SEC4	DSE-1 B	2
				DSE-2 B	2
				GE-2	
Total Credits	6 x 12 = 72	4 x 2 = 8	4 x 4 = 16	6 x 6 = 36	132

17.7.1.3 BBA Programme:

- a) **Core Courses:** There will two papers each of the Core Subjects from 1st, 2nd, 5th and 6th Semester and three papers each of core subjects in 3rd and 4th Semester carrying a weightage of six credits (4 Credits for Theory & 2 Credits for Practical's) each.
- b) **Elective Courses:**
- i. There will be four Discipline Specific Elective Courses each of six credits, two Courses to be taught in the 5th and 6th Semesters. These are Courses which can be chosen from a pool of such Courses as may be very specific or specialized or advanced or supportive to the discipline/subject of study chosen in the Core Group.
 - ii. There will be four Generic Elective Courses each of six credits one each to be taught in the 1st to 4th Semesters. These are the Courses which can be chosen from a pool of such Courses as may be very generic nature to be taken from other subjects not related to Core courses. The general elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.
 - iii. **Ability Enhancement Courses (AECs):**The Ability Enhancement (AE) Courses may be of the following 2 (two) kinds:
 - (i) **Ability Enhancement Compulsory Courses (AECC):** These include two papers of four credits, each based upon the content that leads to Knowledge enhancement in the below mentioned fields. The candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester. These are:
 - i. Environmental Studies
 - ii. Communicative English/ Communicative MIL
 - (ii) **Skill Enhancement Courses (SEC):** These include two papers of four credits each to be taught in the 3rd and 4th Semester based upon the content that leads to knowledge-enhancement. These Courses shall be to seek knowledge of different Open/Soft Skill-based courses from a basket of such Courses.

Table 17.3 The model format of the BBA Programme (Illustration at ANNEXURE 17.1)

Semester	CORE COURSE (14) 4+2 = 6 Credits Each	Ability Enhancement Compulsory Course (AECC) (2) 4 Credits each	Skill Enhancement Course (SEC) (2) 4 Credits each	Discipline Specific Elective:DSE (4) 4+2 = 6 Credits Each	Generic Elective: (GE) (4) 4+2 = 6 Credits Each
1	DSC-1	Communicative English/MIL (4 credits) or Environmental Studies-(4 credits)			GE-1
	DSC-2				
2	DSC-3	Environmental Studies-II (4 credits) or Communicative English/MIL (4 credits)	SEC-1		GE-2
	DSC-4				
3	DSC-5		SEC-2		GE-3
	DSC-6				
	DSC-7				
4	DSC-8				GE-4
	DSC-9				
	DSC-10				
5	DSC-11			DSE-1	
	DSC-12			DSE-2	
6	DSC-13			DSE-3	
	DSC-14			DSE-4	
Total Credits	6 x 14 = 84	4 x 2 = 8	4 x 2 = 8	6 x 4 = 24	6 x 4 = 24
Grand Total					148 Credits

17.7.1.4 M.A/M.Com. Programme (General) except M.A. Music:

- a) **Hard Core Courses:** There will be 11 Hard Core papers from 1st to 4th Semester out of which six papers are carrying a weightage of six credits (These shall be 6 credits of Theory or 5 Credits for Theory & one credit for Tutorials or four credits of theory and two credits of seminar each). Besides, this, there will be one Hard Core Project in the last semester carrying a weightage of eight credits.
- b) **Elective Courses:**
 - (i) **Soft Core Papers:** There will be six Soft Core Elective Courses and two Soft Core Courses theory each in 1st and 4th Semester and one Soft Core Theory Course each in 2nd and 3rd Semester of four credits to be taught from the 1st to 4th Semesters. These are the Courses which can be chosen from a pool of such Course as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group.
 - (ii) **Open Courses:** There will be two Open Elective Courses which can be chosen from a pool of Courses. These Courses may be very generic in nature to be taken from other subjects not related to the Core Courses. The general elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

Table 17.4 The model format of the M.A/M.Com. General Programme could be as under (Illustration at ANNEXURE 17.1)

Semester	Hard CORE THEORY COURSES (HC) (11) 5 of 4 credits and 6 of 6 credits each	Soft Course (SC) (6) 4 credits for each course	Practicals/ Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 4 Credits each	Open Elective OE (2) 4 Credits Each	Total Credits
1	HC -1 (6)	SC-1 and SC-2			24
	HC- 2 (6)				
	HC -3 (4)				
2	HC -4 (6)	SC-3		1 OE(4)	24
	HC- 5 (6)				
	HC -6 (4)				
3	HC -7 (6)	SC-4		1 OE(4)	24
	HC- 8 (6)				
	HC -9 (4)				
4	HC -10 (4)	SC-5 and SC-6	1 Proj(H)(8)		24
	HC- 11 (4)				
Total Credits	6 x 6+5x4 = 56	6 x 4 = 24	1 x 8 = 8	2x 4 = 8	96

17.7.1.5 M.Sc. Programme (General):

- a) **Hard Core Courses:** There will be 10 Hard Core papers from 1st to 4th Semester carrying a weightage of four credits each. Besides this, there will be two Hard Core Project in the 1st and 2nd Semester carrying a weightage of eight credits each .
- b) **Elective Courses**
- (i) **Soft Core Papers:** There will be four Soft Core Elective Courses of four credits two each to be taught in the 3rd and 4th Semesters. These are the courses which can be chosen from a pool of such courses as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group. Besides this, there will be one Soft Core Practical Course in the 3rd Semester carrying a weightage of eight credits and one Soft Core Project in the 3rd Semester carrying a weightage of eight credits.
- (ii) **Open Courses:** There will be two Open Elective Courses which can be chosen from a pool of Courses. These Courses may be very generic in nature to be taken from other subjects not related to the Core Courses. The general elective courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

**Table 17.5 The model format of the M.Sc. General Programme could be as under
(Illustration at ANNEXURE 17.1)**

Semester	Hard CORE THEORY COURSES (HC) (10) 4 credits each	Soft Course (SC) (4) 4 credits for each course	Practicals/ Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 8 Credits each	Open Elective OE (2) 4 Credits Each	Total Credits
1	HC-1		1 Prac-HC		24
	HC-2				
	HC-3				
	HC-4				
2	HC-5		1 Prac-HC	1 OE(4)	24
	HC-6				
	HC-7				
3	HC-8	SC-1 and SC-2	1 Prac-SC	1 OE(4)	24
4	HC-9	SC-3 and SC-4	1 Proj-SC		24
	HC-10				
Total Credits	10 x 4 = 40	4 x 4 = 16	4 x 8 = 32	2x 4 = 8	96

17.7.1.6 **B.A(Hons)/B.Com.(Hons.)/B.Sc.(Hons.) Programme:**

- a) **Core Courses:** There will be two papers each of the Core Subjects from 1st, 2nd, 5th and 6th Semester and three papers each of Core subjects in 3rd and 4th Semester carrying a weightage of six credits (4 Credits for Theory & 2 Credits for Practical's) each.
- b) **Elective Courses:**
- I) There will be four Discipline-Specific Elective Courses each of six credits, two courses to be taught in the 5th and 6th Semesters. These are the Courses which can be chosen from a pool of such Courses as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group. A candidate is required to select the project work/dissertation as one of the discipline-specific elective Courses in either of the Semesters.
 - II) There will be four Generic Elective Courses each of 6 (six) credits one each to be taught in the 1st to 4th Semesters. These are the Courses which can be chosen from a pool of such Courses and which may be very generic in nature to be taken from other subjects not related to a candidate's Core Courses. The general Elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

a. Ability Enhancement Courses (AECs): The Ability Enhancement (AE) Courses may be of the following two kinds:

a. **Ability Enhancement Compulsory Courses (AECC):**
These include two papers of four credits, each based upon the content that leads to knowledge-enhancement in the below mentioned fields. The candidate is required to choose one of the two in 1st Semester and the other in the 2nd Semester:

(i) Environmental Studies.

(ii) Communicative English/ Communicative MIL.

b. **Skill Enhancement Courses (SEC):** These include 3 (three) papers of 4 (four) credits each to be taught from the 3rd to 5th Semester based upon the content that leads to knowledge-enhancement. These Courses shall be to seek knowledge of different Open/Soft Skill - based Courses from a basket of such Courses.

**Table 17.6 The model format of the BA/B.Sc./B.Com. Honours Programme
(Illustration at ANNEXURE 17.1):**

Semester	CORE COURSE (14) 4+2 = 6 Credits Each	Ability Enhancement Compulsory Course (AECC) (2) 4 Credits each	Skill Enhancement Course (SEC) (3) 4 Credits each	Discipline Specific Elective: DSE (4) 4+2 = 6 Credits Each	Generic Elective: (GE) (4) 4+2 = 6 Credits Each
1	DSC-1	Communicative English (4 credits) or Environmental Studies-(4 credits)			GE-1
	DSC-2				
2	DSC-3	Environmental Studies-II (4 credits) or Communicative English- (4 credits) &	SEC-1		GE-2
	DSC-4				
3	DSC-5		SEC-2		GE-3
	DSC-6				
	DSC-7				
4	DSC-8		SEC-3		GE-4
	DSC-9				
	DSC-10				
5	DSC-11			DSE-1	
	DSC-12			DSE-2	
6	DSC-13			DSE-3	
	DSC-14			DSE-4	
Total Credits	6 x 14 = 84	4 x 2 = 8	4 x 3 = 12	6 x 4 = 24	6 x 4 = 24
Grand Total					152 Credits

17.7.1.7 **M.Sc. (Hons.) Programme:**

- a) **Hard Core Courses:** There will be 12 Hard Core papers from 1st to 4th Semester each carrying a weightage of 4 credits and 2 Practical Courses each in the 1st and 2nd
- b) **Elective Courses:**
- (i) **Soft Core Papers :** There will be six Soft Core Elective Courses (4 Soft Core Courses theory two in each 3rd and 4th Semesters of 4 credits and Two Projects Soft Core Course in each 3rd and 4th Semester of 8 credits) to be taught from the 1st to 4th Semesters. These are the Courses which can be chosen from a pool of such Courses as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the Core Group.
- (ii) **Open Courses:** There will be two Open Elective Courses which can be chosen from a pool of courses. These Courses may be very generic in nature to be taken from other subjects not related to the Core Courses. The general Elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

Table 17.7 The model format of the M.Sc. (Hons.) General Programme could be as under (Illustration at ANNEXURE 17.1)

Semester	Hard CORE THEORY COURSES (HC) (12) 12 of 4 credits each	Soft Course (SC) (4) 4 credits for each course	Practicals/ Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 4 Credits each	Open Elective OE (2) 4 Credits Each	Total Credits
1	HC-1(4)		1 Prac(H)(8)		24
	HC-2(4)				
	HC-3(4)				
	HC-4(4)				
2	HC-5(4)		1 Prac(H)(8)	1 OE(4)	28
	HC-6(4)				
	HC-7(4)				
	HC-8(4)				
3	HC-9(4)	SC-1 and SC-2	1 Proj(Sc)(8)*	1 OE(4)	28
	HC-10(4)				
4	HC-11(4)	SC-5 and SC-6	1 Proj(Sc)(8)*		24
	HC-12(4)				
Total Credits	12x4 = 48	4 x 4 = 16	4 x 8 = 32	2x 4 = 8	104

17.7.1.8 **M.A/M.Com.(Hons.) Programme:**

- a) **Hard Core Courses:** There will be 12 Hard Core papers from 1st to 4th Semester out of which six papers are carrying a weightage of six credits (These could be 6 credits of Theory or 5 Credits for Practical's & 1Credit for Tutorials) and six papers of four credits each. Besides this, there will be two Hard Core Seminars in the 1st and 2nd Semesters carrying a weightage of two credits.
- b) **Elective Courses**
 - (i) **Soft Core Papers:** There will be six Soft Core Elective Courses (4 Soft core Courses theory two in each of 3rd and 4th Semester of 4 credits and Two Soft Core Project Course in each of 3rd and 4th Semester of 8 credits) to be taught from the 1st to 4th Semesters. These are the Courses which can be chosen from a pool of such Courses as may be very specific or specialized or advanced or supportive to the discipline/ subject of study chosen in the core group.
 - (ii) **Open Courses:** There will be two Open Elective Courses which can be chosen from a pool of Courses. These courses may be very generic in nature to be taken from other subjects not related to the Core Courses. The general Elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

17.7.1.9 **M.A Music Programme (General):**

- a) **Hard Core Courses:** There will be 8 Hard Core papers from 1st to 4th Semesters each carrying a weightage of 4 credits each. Besides, there will be 1 Hard Core Project in the last Semester carrying a weightage of 8 Credits and 2 Hard Core Practical's of 4 Credits each in each Semester from 1st to 3rd.
- b) **Elective Courses:**
 - (i) **Soft Core Papers:** There will be six Soft Core Practical Courses of four credits each. two Soft Core practical's in Semester 1st, one Soft Core Practical each in Semesters 2nd and 3rd and 2 Soft Core Practical's in Semester 4th.
 - (ii) **Open Courses:** There will be two Open Elective Courses in Semester 2nd and 3rd (one each) which can be chosen from a pool of Courses. These courses may be very generic in nature to be taken from other subjects not related to the Core Courses. The general Elective Courses will be offered by other Departments and will be taught by Teachers of the Department offering the same.

Table 17. 8 (A) The model format of the M.A/M.Com(Hons.) General Programme could be as under (Illustration at ANNEXURE 17.1)

		Soft Course (SC) (4) 4 credits for each course	Practical's/ Projects/Seminars (Soft/Hard)(Prac/Proj/Sem) 4 Credits each	Open Elective OE (2) 4 Credits Each	Total Credits
1	HC-1(6)		1 Seminar(HC)(2)		24
	HC-2(6)				
	HC-3(6)				
	HC-4(4)				
2	HC-5(6)		1 Seminar(HC)(2)		28
	HC-6(6)			1 OE(4)	
	HC-7(6)				
	HC-8(4)				
3	HC-9(4)	SC-1 and SC-2	1 Proj (H)(8)*	1 OE(4)	28
	HC-10(4)				
4	HC-11(4)	SC-5 and SC-6	1 Proj (H)(8)*		24
	HC-12(4)				
Total Credits	6 x 6+6x4 = 60	4 x 4 = 16	2 x 8+2x2 = 20	2x 4 = 8	104

* For M.A./M.Sc./M.Com.(H), the Project Work will begin in 3rd Semester and will be continued in the 4th Semester. The weightage in each Semester will be 100 marks. At the end of the 3rd Semester, students will submit their literature work in the form of a review on the topic selected. There will be a presentation before a panel of teachers appointed by the Head of the School. At the end of 4th Semester, the student will present a dissertation followed by the presentation/viva voce examination before the panel of teachers (including an external expert) appointed by the Head of the School.

Table 17. 8 (B) The model format of the M.A. Music Programme (Illustration at ANNEXURE 17.1)

Semester	Hard CORE THEORY COURSES (HC) (08) of 4 credits each	Practical's/ Projects/Seminars (Soft/Hard) (Prac/Proj/Sem) 4/8 Credits	Open Elective (2) Each	OE 4 Credits	Total Credits
1	HC-1 (4)	HP-1 (4) HP-2 (4)			24
	HC-2 (4)	SP-1 (4) SP-2 (4)			
2	HC-3 (4)	HP-3 (4) HP-4 (4)		1OE (4)	24
	HC-4 (4)	SP-3 (4)			
3	HC-5 (4)	HP-5 (4) HP-6 (4)		1OE (4)	24
	HC-6 (4)	SP-4 (4)			
4	HC-7 (4)	SP-5 (4) SP-6 (4)			24
	HC-8 (4)	1 Proj (H) (8)			
Total Credits	4x8= 32	4x12=48, 1x8=8	2x4=8		96

17.7.2 Subject Combinations:

Table 17.9 Subject Combinations for B.Sc. General Programme (Life/Earth Sciences Group)

Core Subjects: Any 3 (three) courses from Groups I to VI with maximum of one from a group and one Ability/Skill Course from Group VII in each Semester.

Core Courses						Ability / Skill Courses
Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
Chemistry	Botany	Zoology	Geology	Geography	Food Science & Quality Control	Communicative English/MIL& Environmental Studies in 1 st & 2 nd Semesters
					Industrial Chemistry	
				Biotechnology	Fruit Preservation and Mushroom Cultivation	Skill Enhancement Courses from 3 rd to 6 th Semester
					Remote Sensing and GIS	

NB: Subject combinations may vary depending on physical infrastructure, human resources etc. available at different points of time. Accordingly, the contexts of table 17.9 will change.

Table 17.10 Subject Combinations for B.Sc. General Programme (Physical/Earth Sciences Group)

Core Subjects: Any 3 (three) courses from Groups I to VI with maximum of 1 (one) from a group and 1 (one) Ability/Skill Course from Group VII in each Semester. Any student opting for Physics or Electronics or Information Technology shall have to compulsorily take up Mathematics also as a Core (DSC) Course:

		Core Courses				Ability/Skill Courses
Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
Mathematics	Physics	Chemistry	Geology	Statistics	Geography	Communicative English/MIL& Environmental Studies in 1 st & 2 nd Semesters
					Computer Applications	
		Electronics			Remote Sensing and GIS	Skill Enhancement Courses from 3 rd to 6 th Semester

NB: Subject combinations may vary depending on physical infrastructure, human resources etc. available at different points of time. Accordingly, the contexts of table 17.10 will change.

Table 17.11 Subject Combinations for B.A. General Programme:

Compulsory Course (Group-I): MIL in 1 st & 3 rd (or 2 nd and 4 th) General English in 2 nd & 4 th (or 1 st & 3 rd) Semesters each; Core Courses: Any two courses from other groups G II to G VIII with a maximum of 1 (one) from a group, 1 (one Ability / Skill Course from Group IX in 1 st or 2 nd Semester									
Compulsory	Core Subjects								Ability / Skill Courses
Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII	Group VIII	Group IX	
MIL (6 Credits) (Urdu/Kashmiri/Hindi/Punjabi/Dogri) (1 st &3 rd Semester or 2 nd and 4 th Semester)	Education	Geography	Psychology	Statistics	Sociology	Functional English	Economics	Communicative English & Environmental Studies in 1 st & 2 nd Semesters	
		Philosophy	Home Science	Pol Science	Mathematics	Hindi Literature	Sanskrit		
General English (6 Credits) (2 nd & 4 th Semester or 1 st & 3 rd Semester)	Marketing Management	Computer Applications	History			Dogri Literature		Skill Enhancement Courses from 3 rd to 6 th Semesters	
Generic Elective (6 Credits) 5 th & 6 th Semesters each				Music	Business management	Punjabi Literature	Persian		

1. NB: The option of selection of core subjects shall be available to the students pursuing the B.A./B.Sc.(General) Programmes alone. Whereas, for the rest of the Programmes, including Honours Programmes in different subjects, B.Sc. Home Science (General), B.Com.(General) and the Specialised Programmes of BCA, BBA, and the combination of core subjects to be pursued during a programme shall be as specified for the programme. In addition, every student, irrespective of the programme, shall have to study 1 (one) of the 4 (four) Credit Ability Enhancement/Skill Enhancement Course compulsorily in each semester. The students of B.Com.(General Programme) shall have to take up the Compulsory MIL in 1st and 3rd (or 2nd and 4th) Semesters and General English in 2nd & 4th (or 1st and 3rd) Semesters in addition to Discipline-Specific/other as is applicable to the students of B. A. (General) Programme.
2. Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.11 will change.

17.7.3 Open Elective Combinations for Post Graduate Programmes:

Table 17.12 Open Electives for M.Sc. Programme

For each core subject the Open Electives is: Any 1 (one) subject from Groups II (2 papers from each subject to be taken in 2nd and 3rd Semesters)

Core Subjects		Generic Elective	
Group I		Group II	
Geology		Physics	
		Chemistry	
		English	
		Zoology	
		Botany	
		Biotechnology	
		Computer Applications	
		Mathematics	
		Statistics	
		Geography	
Mathematics		Physics	
		Statistics	
		English	
		Computer Applications/Science	
		Economics	
		Chemistry	
		Electronics	
		Botany	
Apparel Science		Sociology	
		Psychology	
		Food Science and Technology	
		Biotechnology	
		Computer Applications/Science	
		Statistics	
Food Science and Technology		Chemistry	
		Biotechnology	
		Computer Applications/science	
		Botany	
		Mathematics	
	Statistics		

NB: Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.12 will change.

Table 17.13 Open Electives for M.A. Programme

For each Masters Degree in a discipline/subject, the Open Electives is: Any 1 (one) subject from Group II (2 papers from each subject to be taken in 2nd and 3rd Semesters)

Core Subjects	Open Elective
Group I	Group II
English	Political Science
	History
	Education
	Psychology
	MIL literature
	Economics
	Sociology
	Sanskrit
Music	Philosophy
	History
	Physics
	Sanskrit
	Psychology

NB: Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.13 will change.

Table 17.14 Open Electives for M.Com. Programme

For each Masters Degree in Commerce subject, the Open Electives is: Any 1 (one) subject from Group II (2 papers each to be taken in 3rd and 4th Semesters)

Core Subjects	Open Elective
Group I	Group II
Commerce	Political Science
	History
	Economics
	Statistics
	Computer Applications
	English

NB: Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.14 will change.

**17.7.4 General/Open Elective Combinations for Bachelors (Hons.)/Masters (Hons.)/
Integrated(Hons.) Programmes:**

Table17.15 General Electives for B.Sc. (Hons.) Programme

For each core subject, the Generic Electives is : Any 2 (two) subjects from Group II (2 papers from each subject to be taken in 1st to 4th Semesters) and 1 (one) Ability Enhancement Compulsory Course in 1st and 2nd Semesters and Skill Course in each of the 2nd to 4th Semesters. For each subject in Group I, the open Elective is : Any 1 (one) subject from Group II (1 paper each in semester 2nd and 3rd)

Core Subjects		Generic Elective	Ability / Skill Courses
Group I	Group II	Group III	
Chemistry	Physics	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters	Skill Enhancement Courses from 3 rd to 4 th
	Mathematics		
	English		
	Zoology		
	Botany		
	Biotechnology		
	Computer Applications		
	Geology		
	Statistics		
Physics	Chemistry	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters	Skill Enhancement Courses from 2 nd to 4 th Semesters
	Electronics		
	English		
	Mathematics		
	Economics		
	Computer Applications		
	Botany		
	Statistics		
Geology			
Geology	Physics	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters	Skill Enhancement Courses from 3 rd to 4 th Semesters
	Chemistry		
	English		
	Zoology		
	Botany		
	Biotechnology		
	Computer Applications		
	Mathematics		
	Statistics		
	Geography		

Mathematics	Physics	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters 3 rd 4 th Skill Enhancement Courses from 3 rd to 4 th Semesters
	Statistics	
	English	
	Computer Applications	
	Economics	
	Chemistry	
	Electronics	
	Botony	
	Biotechnology	
Family & Community Science	Sociology	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters Skill Enhancement Courses from 3 rd to 4 th Semesters
	Psychology	
	Food Science and Technology	
	Biotechnology	
	Computer Applications/Science	
	Statistics	
	Chemistry	
	Botany	
Mathematics		

NB: Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.15 will change.

Table 17.16 General Electives for B.A. (Hons.) Programme

For each core subject the Generic Electives is : Any 2 (two) subjects from Group II (2 papers from each subject to be taken in 1st to 4th semester) and 1 (one) Ability Enhancement Compulsory Course in 1st and 2nd Semester and Skill Course from in each of the Semester to 2nd to 4th : For each subject in Group I, the open Elective is: Any 1 (one) subject from Group II (1 paper each in 2nd and 3rd Semesters)

Core Subjects		Generic Elective	Ability / Skill Courses
Group I	Group II	Group III	
English	Political Science	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters Skill Enhancement Courses from 2 nd to 4 th Semester.	
	History		
	Education		
	Psychology		
	MIL literature		
	Economics		
	Sociology		
Sanskrit			

NB: Subject combinations may vary depending on physical infrastructure human resources etc. available at different points of time. Accordingly, the contexts of table 17.16 will change.

Table 17.17 General Electives for B.Com. (Hons.) & B.B.A. Programme

For each core subject the Generic Electives is : Any 2 (two) subjects from Group II (2 papers from each subject to be taken in 1st to 4th Semester) and 1 (one) Ability Enhancement Compulsory Course in 1st and 2nd Semesters and Skill Course in each of the 2nd to 4th Semesters:

Core Subjects		Generic Elective	Ability / Skill Courses
Group I	Group II	Group III	
Commerce & B.B.A	Political Science	Communicative English/MIL or Environmental Studies in 1 st & 2 nd Semesters Skill Enhancement Courses from 3 rd to 4 th Semesters	
	History		
	Economics		
	Statistics		
	Computer Applications		
	English		
	Psychology		
	Commerce for BBA		
	Sociology		
Geology			

17.7.5 Number of Courses with Credit weightage:

Table 17.18 Number of courses with credit weightage for BA/B.Com. /B.Sc. (General) Programmes

Programme	B. Sc. (General) Programme		B. A. / B. Com. (General) Programme	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st & 2 nd Semesters	4 each	22 each	4 each	22 each
3 rd & 4 th Semesters	4 each	22 each	4 each	22 each
5 th & 6 th Semesters	4 each	22 each	4 each	22 each
Total	2 x 3 x 4 = 24	6 x 22 = 132	2 x 3 x 4 = 24	6 x 22 = 132

Table 17.19 Number of courses with credit weightage for BBA/BCA Programme

Programme	BBA Programme		BCA Programme	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st Semester	4	22	4	22
2 nd Semester	5	26	4	22
3 rd Semesters	5 each	28	4 each	22 each
4 th , 5 th & 6 th Semesters	4 each	24	4 each	22 each
Total	5x2 + 4x4 = 26	1x22 + 1x26 + 1x28 + 3x24 = 148	2x 4x3 = 24	6 x 22 = 132

Table 17.20 Number of courses with credit weightage M.Sc. (General) Programmes

Semester	Hard Core Courses (HC)		Soft Core Courses (SC)		Open Elective(OE)		Total	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st to 4 th Semester	Theory 10 Practical's 02	40 16	Theory 04 Practical's 01 Project 01	16 08 08	Theory 02	08	20	96

Table 17.21 Number of courses with credit weightage M.A/M.Com. (General) Programmes

Semester	Hard Core Courses (HC)		Soft Core Courses (SC)		Open Elective(OE)		Total	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st to 4 th Semester	Theory 11 Project 01	56 08	Theory 06	24	Theory 02	08	20	96

Table 17.22 Number of courses with credit weightage for B.A./B.Com. (Hons.) Programme

Programme	B. Sc. (Hons) Programme		B. A. / B. Com. (Hons.) Programme	
Semester	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st Semester	4	22	4	22
2 nd Semester	5	26	5	26
3 rd & 4 th Semesters	5 each	28 each	5 each	28 each
5 th & 6 th Semesters	4 each	24 each	4 each	24 each
Total	5x3 +4x3 = 27	1x22+26+2x28+2x24 =152	5x3 +4x3 = 27	1 x 22 +26+2x28+2x24 = 152

Table 17.23 Number of courses with credit weightage M.Sc. (Hons.) Programmes

Semester	Hard Core Courses (HC)		Soft Core Courses (SC)		Open Elective(OE)		Total	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits
1 st to 4 th Semester	Theory 12 Practicals 02	48 16	Theory 04 Project 01 (*spread over 2 semesters)	16 16	Theory 02	08	21	104

Table 17.24 Number of courses with credit weightage M.A/M.Com. (Hons.) Programmes

Semester	Hard Core Courses (HC)		Soft Core Courses (SC)		Open Elective(OE)		Total	
	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Courses	No. of Credits	No. of Course	No. of Credits
1 st to 4 th Semester	Theory 12 Seminar 02	60 04	Theory 04 Projects* 01 (*spread over 2 semester)	08 16	Theory 02	08	21	104

17.8 **GUIDELINES FOR COURSE SELECTION:**

- 17.8.1 Each student, on admission, shall be assigned to a Mentor who shall be a permanent faculty member of the respective department. The faculty Mentor shall advise her/him about the academic programmes and counsel on the choice of courses considering the academic background and student's career objectives.
- 17.8.2 With the advice and consent of the Faculty Mentor, the student shall register for a set of Courses he/she plans to take up for the Semester.
- 17.8.3 If a student finds that he/she has registered for more Courses than possible to study in a Semester, he/she can drop one or more of Courses before the end of the 3rd week of the Semester.
- 17.8.4 A student, to retain his/her status, should register for a minimum of 12 credits in a Semester.
- 17.8.5 The maximum number of students to be registered in each Course shall depend upon the infrastructure facilities/faculty available.
- 17.8.6 The information on list of all the Courses offered in every Department specifying the course code, course title, credits, the prerequisites, a brief description of syllabus or list of topics, the Instructor who is offering the Course and the time slot shall be made available on the University website.
- 17.8.7 In any Department, preference for registration shall be given to those students of a Department for whom the course is a Core Course.
- 17.8.8 The registration for the Elective Course shall be on first-come-first-served basis, provided the student fulfils prerequisites for that Course, if any. The number of students to be registered shall be based on the class room and laboratory capacity. Every effort shall be made by the Department/Centre to accommodate as many students as possible.
- 17.8.9 Normally, every lecture-based Course shall be taken by one Teacher.
- 17.8.10 No Course shall be offered unless a minimum of five students are registered.

17.9 **ATTENDANCE:**

- 17.9.1 Students are required to attend at least 75% of the classes actually held and seminars, sessional and practical in each Course of study as may be prescribed and at least 60% in the Redo Course.
- 17.9.2 Attendance shall not be mandatory for students repeating only the end-semester examination.
- 17.9.3 Absence on medical reasons shall be supported by a medical certificate which has to be submitted within five working days after recovery/ re-joining after illness.

- 17.9.4 No student, who has less than 75% attendance in any Course, shall be permitted to appear in the end-semester examination and he/she shall be given a grade of FA-failure due to lack of attendance.
- 17.9.5 He/she shall be asked to appear in that Course by enrolling for it the next time it is offered.
- 17.9.6 If a student attends NCC/NSS/Sports Activities/Cultural Activities, attendance will be given as per Statutes.
- 17.9.7 Condonation of shortage of attendance below 75% may be considered by the Vice-Chancellor on valid medical and other reasons such as personal calamities on case-to-case basis as per Statutes 17.11

17.10 **CONDONATION:**

- 17.10.1 In particular and without prejudice to the generality of Statutes or any clause of these Statutes, where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:
 - 17.10.1.1 Principal of the College/Head of the School Department up to a maximum of five lectures in theory and three in practicals in each course for a Semester end examination; and
 - 17.10.1.2 Vice-Chancellor up to a maximum of five lectures in theory and three in practical's in each Course for a Semester-end examination, beyond the competence of the Principal. Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the College.
- 17.10.2 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
- 17.10.3 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the Course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates as have attended at least 50% classes in the said Course(s). Candidates having attended less than 50% of the lectures in a particular Course(s) shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate(s) shall appear in the examination along with the other candidates of the Semester with whom he/she has been readmitted in regular capacity.
- 17.10.4 Provided that a student, who has not completed the required attendance in a Course(s) or Paper(s) of a particular Semester and whose deficiency in attendance is not condoned, shall be allowed to appear in the examination of the Course(s) only in which he/she has completed the required attendance.

- 17.10.5 Provided further that the Principal concerned/Head of the School Department, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

17.11 CONCESSIONS IN ATTENDANCE:

Concession in attendance for participating in different activities will be subject to the following conditions:

- 17.11.1 participation in Co-curricular /Extra-curricular Activities:
Inter-University, Intra- and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals, Cultural Programmes and Sports Tournaments organized by the Sports Council, etc;
- 17.11.2 participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University/Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.;
- 17.11.3 participation in N.S.S. Programmes;
- 17.11.4 participation in Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University; (a candidate who participates in the above mentioned activities may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as being present on all working days of his/her absence on such account subject to a maximum of twelve days in an academic semester);
- 17.11.5 Participation in N.C.C. Programmes: (the students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 15 days including journey days for purposes of condoning deficiency in attendance);
- 17.11.6 Participation in more than one activity: (a candidate who has participated in more than 1 (one) activities as prescribed above may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account. Provided further that if 1 (one) of the activities is participation in NCC camps he/she shall be treated as present on all working days not exceeding 20 days including the days of travel); and

- 17.11.7 the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above. Further, a Special Examination shall be conducted in favour of such students as miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter- University/National and International level.

NB: The candidate(s) participating in such events must produce a copy of the certificate to the Head of University School/Principal of the College within one month from the end of the event, failing which no such benefit shall be given. The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the name, roll number of the candidate and the date(s) on which the activities were conducted within a month's period from the end of the event.

17.12 **EXAMINATIONS:**

17.12.1 **Medium of Instruction:**

17.12.1.1 English shall be the medium of instructions and examinations in all Papers/Courses except in Oriental Classical and Modern Indian Languages where the medium of instructions and examinations shall be in the language concerned. Project report/Dissertation/Field work report/Training report etc., if any, shall have to be written in English except in case of the programmes of study in languages/literature, where the same may be required to be written in the respective languages.

17.12.1.2 It shall be incumbent upon all candidates to cross the blank pages of Answer Script, if any, during the examination. If any candidate leaves any page/s between any two written pages in the answer book blank without crossing or does not write the correct Roll Number/Subject at the relevant place on the title page or writes a wrong Roll Number/Subject or commits any other similar mistake which goes against the guidelines issued for the purpose by the University, it shall entail a punishment in terms of the guidelines which may include the cancellation of the concerned paper.

17.12.1.3 Preservation Period of an Answer Script shall be defined on the basis of whether an examinee applies /does not apply for re-evaluation during the stipulated time period. The Answer Scripts of L.O./N.A./D.E. and other such category cases shall be preserved up to their result declaration and completion of the re-evaluation process. In all other cases, the Answer Scripts shall be disposed of immediately after the last date prescribed for re-evaluation is over.

17.12.1.4 In addition to determination of basic eligibility for appearing in the Semester-end examination, a minimum of 75% attendance is required.

17.12.1.5 The Attendance award record thereof shall be maintained in accordance with the regulations prescribed for the purpose. In case of failure/re-appear category the attendance, earned by the candidate as a regular student shall be carried forward to the subsequent examination.

17.12.1.6 In case of industry-related/field-related courses, as prescribed by the University from time to time, appropriate attendance shall be reserved for internship/field work/internal assessment, etc.

17.12.2 Examination Fee:

The examination fees shall be as prescribed by the University from time to time and shall have to be paid by each student at the time of admission to the Semesters within the stipulated time. In addition to the examination fee prescribed for each end-Semester examination, every candidate shall have to pay the Degree Certificate Fee, Degree Verification Fee and the Transcription Fee at the time of admission to the 5th Semester for U.G. Courses (Honours/General) and 3rd Semester for P.G Courses (Honours/General)

17.12.3 Dates of Examinations:

The examination for all the Semesters shall be held as per the prescribed Academic Calendar every year. However, exact dates and the centres of examination shall be notified by the Controller of Examinations. Ordinarily the University shall not deviate from the prescribed academic calendar and the conduct of examinations subsequent to the issuance of Date Sheets in order to ensure time-bound declaration of results, however, in the event of any unforeseen exigency, the Controller of Examinations shall be competent to effect minor adjustments in the schedule.

17.12.4 Exemption to Re-appear in Practical Examination once qualified:

A candidate who appears and passes in the Practical Examination of a course but fails to qualify in the Theory Course shall be exempted from appearing in the Practical Examination of the Course subsequently and the marks obtained by him/her in the Practical Examination shall be carried over. Consequently, he/she shall be required to appear in the Theory part of that course only at the subsequent examination.

17.12.5 Re-Appeal Category for Failures:

A candidate who passes in any component of a course(s) in an end-Semester Examination shall be exempted from appearing in such a component of course/s in the subsequent examination(s) under the re-appear category.

Provided that a candidate under the re-appear category may also appear in the exempted Course(s) if he/she chooses so. His/her result shall be declared only if he/she improves upon the previous performance. Provided also that re-appear/failure candidates shall have to appear in the end-Semester Examination as per the syllabi in vogue at the time of examination and on fulfilment of other statutory conditions.

17.12.6 Re-Appeal for Grade Improvement:

- 17.12.6.1 a) A candidate who has passed the B.A./B.Sc./B.Com (General and Honours); BBA/BCA/B.Sc. Home Science; M.A./M.Sc./M.Com. (General and Honours) and Integrated Programme Examination from the University/Constituent Colleges and is desirous of improving his/her grade shall have the option to improve his/her grade after paying the normal fee prescribed by the University for the purpose up to a period of two years after having passed the B.A./B.Sc./B.Com. (General and Honours)/ BBA/BCA/B.Sc. Home Science Programme examination; M.A./M.Sc./M.Com. (General and Honours) Programme Examination and Integrated Programme Examination and for this purpose, he/she may appear in the consecutive examinations in the Courses as per his/her choice except practical's, field work, surveys, viva-voce etc. (For example, a student re-appearing in a paper prescribed in Semester-I examination may do so along with subsequent 3rd Semester and not along with papers for 4th Semester). The grade already earned by the candidate in other Courses in which he/she does not re-appear shall be carried forward. The result of such a candidate shall be declared if he/she improves the grade, otherwise no modification of result will be notified. In case the candidate wishes to improve his grade after two years of completing his/her graduation he/she shall have to deposit double the fee prescribed for the purpose up to a period of five years. Beyond five years, the fee to be paid for the purpose shall be five times the normal fee.
- b) A candidate, who has cleared examinations of third academic year (4th& 5th Semester) in case of UG (General or Honours) Courses (3rd& 4th Semester), may re-appear in any paper of two Semesters of the last year only once, at the immediate subsequent examinations on foregoing in writing his/her previous performance in paper/s concerned within the prescribed span period. **(Note : The candidates of this category will not be allowed to join only PG Courses).**
- c) A candidate who has cleared examinations of the second academic year (3rd& 4th Semesters) of PG (General or Honours) Course may re-appear in any paper of two Semesters of the last year only once, at the immediate subsequent examinations on forgoing in writing his/her previous performance in paper(s) concerned within the prescribed span period.
- d) In the case of a candidate who opts to re-appear in any paper(s) under the aforesaid provisions on surrendering his/her earlier performance but fails to reappear the marks previously secured shall be taken into account while determining his/her result of examination held currently.
- e) Reappearing in practical examination passed shall not be allowed.
- f) There will not be any special examination for grade improvement.
- g) A student who re-appears in a Course shall carry forward the attendance marks originally awarded. Such a candidate shall have to return the Graduation Degree and marks transcript, in original, to the University if issued to him/her, in case of a positive change in grade.

17.12.7 Issuance of Marks Certificate/Grade Card/Transcript:

- 17.12.7.1 No formal Certificate/Marks Certificate/Transcript of having passed B.A./B.Sc./B.Com. General and Honours Programme; BBA/BCA/ Programme, Semester- I, II, III, IV & V examinations shall be issued.
- 17.12.7.2 No formal Certificate/Marks Certificate/Transcript of having passed M.A./ M.Sc./M.Com. General or Honours Programme, Semester- I, II & III examinations shall be issued.
- 17.12.7.3 The grades secured in each Course/Paper (separately in Theory/ Practical's, wherever applicable) of each candidate will, however, be available on the University website immediately after the declaration of the result of each Semester-end Examination.
- 17.12.7.4 Once the degree is complete, a transcript indicating the Grade Performance of the candidate from 1st to the last Semester shall be issued. Any student seeking migration to any other University shall be provided a transcript of Semesters along with the SGPA/CGPA qualified from the University against the payment of a prescribed fee.

17.12.8 Issuance of Photostat Copies /Re-evaluation of Answer Scripts:

- 17.12.8.1 Providing Photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-end examination of B.A./ B.Sc./B.Com. General or Honours; B.C.A./B.B.A./B.Sc. Home Science; M.A./M.Sc./M.Com. General or Honours Programme as per the University Statutes, for which a candidate shall have to apply on-line along with the prescribed fee, till the University switches over to the digitization of Answer Scripts, for which subsequent statutory modifications will be sought.
- 17.12.8.2 Time duration within which a candidate can apply for Photostat copy of Answer Script (s) with or without RTI shall be ten days after the declaration of the result and the University shall provide the copies within 10 (ten) days after the last date for applications for the purpose.
- 17.12.8.3 Time duration within which a candidate can apply for Re-evaluation of Answer Script (s), shall be 15 days after the declaration of result.
- 17.12.8.4 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce etc.
- 17.12.8.5 Final result after re-evaluation shall be based on average marks of 1st& 2nd Examiners. As such, the marks may increase or decrease after the re-evaluation result is declared.
- 17.12.8.6 In case there appears to be deviation of 30% or more marks in the original and the re-evaluation result in a particular Descriptive Answer Script it shall be referred to a panel of subject experts, constituted for the purpose, for final assessment and suitable action shall be initiated

against the negligent evaluator after affording him / her a chance to be heard, and the decision of the panel with regard to the result of the candidate and the punitive action, if any, for the negligent evaluator shall be final and binding. If, after the final evaluation of such Answer Script, there is a positive change in the result of the candidate to the extent of 30% or more marks the Re-evaluation fee charged from the candidate shall be refundable and the same shall be levied from the negligent evaluator in addition to the penalty imposed by the panel.

17.12.8.7 On receiving the Answer Script, if any candidate notices that any question has remained un-evaluated or the marks for any question have not been counted the same shall be brought in to the notice of the Controller Examinations for immediate remedial action.

17.12.8.8 No re-checking of Answer Scripts shall be permissible in the normal course.

17.12.8.10 The University shall evolve a mechanism for digitisation of the Answer Scripts so that the students can access their scripts any time.

17.12.9 **Award of Degree:**

Subject to the Provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the Bachelor's Degree, on the satisfaction of the following conditions: -

17.12.9.1 he/she has pursued a full-time Programme in the concerned discipline; and

17.12.9.2 he/she has qualified in all the theory and practical courses, wherever applicable;

The candidate/s shall be declared to secure the CGPA/Letter Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these Statutes ✓ /Regulations provided that the candidate/s secure/s not less than qualifying grade in each theory/practical/attendance for the award of the Degree.

17.12.10 **Degree Certificate:**

Only a Single Transcript, indicating the SGPAs, CGPA and the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme. No Provisional Certificates, in this regard, shall be issued by the University.

A candidate shall not be eligible to pursue 2nd UG/PG Programme after completing the 1st UG/PG Programme as a regular candidate.

17.13 **PATTERN OF EXAMINATION:**

The Continuous Internal Assessment (Minor) and End-Semester Examination (Major) will form the basis for evaluating/ grading the student performance in each Paper/ Course.

17.13.1 **Break-up of Minor Test and End-Semester Examination (Major Test):**

17.13.1.1 U.G General and U.G Honours Programme [Including the UG Honours Programme of Integrated Courses]:

- a) **Theory:** A candidate shall have to appear for a written examination for the Minor Test(CIA) and End of the Semester(Major Test). All theory subjects in UG (General) and UG (Honours) [including the UG(Honours) Integrated Programme] shall carry a Continuous Internal Assessment (Minor Test) component to the extent of 20 marks for a four Credit Course/lab oriented Theory Course and 30 marks for the six credit Course(Non-lab oriented Theory Course). The End of the Semester exam shall carry 80 marks for four Credit Course and 120 marks for six credit Course.
- b) **Practical's:** The practical examination of all the Semesters shall be conducted by examiners appointed by the Principal of the College concerned as per the guidelines notified by the University, immediately after the completion of the class work. Each practical examination shall carry one Continuous Internal Assessment (Minor Test) component to the extent of 25/50/100 marks and End Semester for 25/50/100 marks or as is prescribed in the concerned syllabus of the subject. Submission of practical records and project file is compulsory.
- c) **Projects:** The project examination of all the Semesters shall be conducted by examiners (external only for ESE) appointed by the Principal of the College/Head of the School Department concerned as per the guidelines notified by the University, immediately after the completion of the class work; Each student will submit a project report which shall be made in consultation with the Project Supervisor. Submission of the Project Report shall compulsory. Each Project Examination shall carry a one Minor Test (C1) component to the extent of 50/75 marks and End Semester test for 50/75 marks or as is prescribed in the concerned syllabus of the subject. The examination shall be based on the presentation of the student and followed by a viva voce.
- d) **Minor Test:**
 - (i) For all B.A/B.Sc./B.Com. (General or Honours) and BBA/BCA/B.Sc. Home Science Programmes, the concerned HOD shall prepare/collect three sets of question papers for Continuous Assessment Test and submit the same to the Principal/Convener, Examination Committee of the College in properly sealed envelopes. The Principal/Convener, Examination Committee shall choose one of the question papers for the Continuous Assessment Test.
 - (ii) Evaluation of the answer books of continuous assessment test/tests shall be done by the Faculty Member responsible for the courses

- (iii) There shall be one test in each subject for UG General and UG Honours Courses.
- (iv) The tests shall be held in a Semester at least 15 days before the Commencement of the End Semester Examination.
- (v) The schedule of Internal Assessment Tests shall be prepared at the beginning of the Semester.
- (vi) In case of UG a Course, the Minor Test and score process shall be completed after finishing 40% of the syllabus and within 45 working days of the Semester programme. In case of PG Programme, test 1(C1) to be held after finishing 20% and within 30 working days and test 2 (C2) to be held after 60 days of this Semester programme.
- (vii) It is mandatory for all students to appear in all the Internal Assessment tests and in various course- work related activities for the award of the marks.
- (viii) The result of the continuous assessment of the students shall be communicated to the students immediately after the assessment.
- (ix) If a student remains absent or scores low or nil marks in Minor Test, he/she shall be permitted to reappear. However the student shall not be permitted to reappear for internal assessment after the Semester is over.
- (x) A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End Term Examination.
- (xi) In case of the student who fails to appear in the End-Semester Examination but secures a pass mark in Internal Assessment (continuous evaluation) of the Course, marks of Minor Test of the student will remain valid for that Course until he/she obtains a pass mark in the End-Semester Examination.
- (xii) A record of such assessment procedure will be maintained by the Department and shall be open for clarification by the students. Students shall have the right to appeal to the Head of the Department/Dean of the School in case of glaring disparities in marking.
- (xiii) The final result in each Semester shall be calculated on the basis of this continuous assessment and performance in the End Semester Examination.
- (xiv) In case of a student who has failed to attend any of the minor tests on the scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the Test due to genuine reasons, such a candidate may appeal to the programme Co-ordinator/Principal. The Programme Co-ordinator/Principal, in consultation with teachers, shall determine about the genuineness of the case and decide to conduct a special test for such candidate but before commencement of the End-Semester Examination.

e) Major Test:

- (i) During the 18th- 20th week, the Semester-End Examination in each theory paper in case of a lab-oriented subject shall consist of one written paper carrying 80 marks and a practical paper of 25 marks.
- (ii) In case of a non-lab oriented subject, where no practical's are involved, the paper shall carry 120 Marks.
- (iii) A candidate shall be required to pass in all the components of assessment.
- (iv) At least 50% of Core Courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the Semester shall be undertaken by external examiners from outside the University conducting examination, who may be appointed by the competent authority.
- (v) In such Courses, the question papers shall be set by external examiners and evaluated by external/internal examiners.
- (vi) For the rest of the Courses, including Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Electives and Generic Electives Courses, the question papers will be set as well as assessed by the internal examiners. A set of five question papers shall be set/collected from the Convener /Dean of the concerned subject by the Controller of Examinations, out of which any one question paper shall be chosen by COE for the End Term Examination.
- (vii) An End-Semester Examination shall be conducted for all courses offered in the Department. The duration of the End-Semester Examination shall be for 2.5/3 hours.
- (viii) A schedule of End-Semester examinations shall be prepared and displayed by the Department/Centre/College Concerned Section at least one month ahead of the examination.
- (ix) Each Convener/Dean of Faculty offering Courses in UG (General or Honours) shall prepare a model question paper, a panel of external examiners and submit the same to The CoE of the University by the 8th week of the Semester. The question paper should cover all the units of syllabus as per the criterion fixed in the guidelines.
- (x) The Convener, Examination Committee shall coordinate the conduct of examination/ consolidation of marks and grades and, with the approval of the concerned Head of the Department or equivalent, send the consolidated marks and grades to the Controller of Examination to provisionally publish the results.
- (xi) The candidate(s) shall be required to secure a minimum Qualifying Letter Grade "P" or Grade Point four in each course including Theory/Practical's.
- (xii) There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th Semesters.
- (xiii) Where a candidate fails in any Course/s, he/she shall be required to appear in such Course/s as and when the 1st/2nd/3rd/4th Semesters examinations for the next batch of students shall be held.
- (xiv) Where a candidate fails in any Course in 5th/6th Semester Examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar.

However:

- no candidate shall be admitted to such examination of a Semester unless he/she is a regular student and has completed the prescribed Course of lectures delivered/ practical's or tutorials

conducted during the Semester and qualified the Practical Examination; and

- the candidate was otherwise eligible to appear in the examination in a particular Semester but:
 - did not appear or
 - was unable to pass the examination in any course(s).

Subject to the provisions of these Regulations, a candidate who fails to secure the required percentage of marks/grade in one or more papers of a Semester Examination may be permitted to re-appear in such paper(s) at a subsequent examination.

17.13.1.2 P.G. General and P.G Honours Programme
[P.G. Honours Programme of Integrated Courses]:

- a. **Theory:** A candidate shall have to appear for two written examinations for the Minor Tests(C1 and C2) and one Major Test which will be at the end of the Semester(ESE). All theory subjects in PG (General or Honours) [including the PG(Hons.) Integrated Programme] shall carry a Minor Test component for a credit of 40 marks for a 4 (four) Credit Course/Lab-Oriented theory course and 60 marks for the 6 (six) Credit Course(Non-lab oriented theory course). The Major Test shall carry 60 marks for 4 (four) credit course and 90 marks for six credit courses.
- b. **Practicals :** The practical examination of all the Semesters shall be conducted by examiners (external & internal examiners only for ESE) appointed by the Principal of the College concerned/Head of the School Department as per the guidelines notified by the University, immediately after the completion of class work; Each practical examination shall carry a 1 Minor Test (C1) component to the extent of 50 marks and End- Semester Examination for 50 marks or as is prescribed in the concerned syllabus of the subject. Submission of practical records is compulsory. In laboratory courses (having only practical (*P*) component), the students shall be tested on the basis of laboratory exercises given by the Course teacher concerned.
- c. **Projects:** The project examination of all the Semesters shall be conducted by examiners (external & internal examiners only for ESE) appointed by the Principal of the College concerned/Head of the School Department as per the guidelines notified by the University, immediately after the completion of class work. Each student will submit a project report which will be prepared in consultation with the Project Supervisor. Submission of the Project Report is compulsory. Each Project Examination shall carry a 1 Minor Test (C1) component to the extent of 50 marks and End-Semester Test for 50 marks or as is prescribed in the concerned syllabus of the subject. The examination shall be based on the presentation of the student and followed by a viva voice.

d. Minor Test

- (i) In case of PG programmes (General or Honours) of different subjects, there will be 2 minor tests(C1 & C2). For each Test, the concerned Teacher teaching the course shall prepare a set of three question papers and submit the same to the concerned HOD/Convener of Examination Committee and HOD/Convener of Examination Committee shall choose any one of the three for the Continuous Assessment Test.
- (ii) Evaluation of the answer books of continuous assessment test/tests shall be done by the Faculty Member responsible for the courses.
- (iii) There shall be two tests for all PG courses.
- (iv) The tests shall be held in a Semester but at least 15 days before the commencement of the End-Semester Examination.
- (v) The schedule of Internal Assessment Tests shall be prepared at the beginning of the semester.
- (vi) In case of PG Programme Minor Test 1(C1) to be taken after finishing 20% and within 30 working days and Minor Test 2 (C2) to be taken after 60 days of this Semester programme.
- (vii) It is mandatory for all students to appear in all the Internal Assessment Tests and in various course-work related activities for the award of the marks.
- (viii) The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.
 - (ix) If a student remains absent or scores low or gets nil marks in minor test, he/she shall be permitted to reappear. However, the student shall not be permitted to reappear for internal assessment after the Semester is over.
 - (x) A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End -Term Examination.
 - (xi) In case of the student who fails to appear in the Major End Semester Examination(ESE) but secures a pass mark in Internal Assessment (continuous evaluation) of the Course, marks of Minor Tests of the student will remain valid for that Course until he/she obtains a pass mark in the End-Semester Examination.
- (xii) A record of such assessment procedure will be maintained by the Department and shall be open for clarification by the students. Students will have the right to appeal to the Head of the Department/ Dean of the School in case of glaring disparities in marking.
- (xiii) The final result in each Semester shall be calculated on the basis of this continuous assessment and performance in the End-Semester Examination.
- (xiv) In case of a student who has failed to appear in any of the Minor Test on schedule date, it shall be deemed that the student has dropped the test. However, in case of student who could not take the test due to genuine a reason, such candidate may appeal to the

Programme Co-ordinator/Principal. The Programme Co-ordinator/Principal in consultation with Teachers shall determine about the genuineness of the case and beside to conduct a special test for such candidate but before commencement of End Semester Exam.

e) Major Test

- (i) During the 18th-20th week, the Semester-End Examination in each theory paper in case of a four Credits Course, there shall be one written paper carrying 60 marks and a practical paper of 50 marks.
- (ii) In case of a non-lab oriented subject, where no practical's are involved, the paper shall carry 90 marks.
- (iii) A candidate shall be required to pass in all the components of assessment.
- (iv) At least 50% of Core Courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester shall be undertaken by external examiners from outside the University conducting examination, who may be appointed by the competent authority.
- (v) In such Courses, the question papers will be set by external examiners and evaluated by external/internal examiners.
- (vi) For the rest of the Courses including Open Elective Courses, the question papers will be set as well as assessed by the internal examiners. A set of five question papers shall be set/collected from the Convener /Dean of the concerned subject by the Controller of Examinations, out of which any one question paper shall be chosen by COE for the End-Term Examination
- (vii) An End-Semester Examination shall be conducted for all Courses offered in the Department. The duration of the End-Semester Examination shall be for 2.5 / 3 hours.
- (viii) A schedule of End-Semester Examinations will be prepared and displayed by the Department/Centre/Concerned Section at least one month ahead of the conduct of the examination.
- (ix) Each Convener/Dean of faculty offering courses PG (General) Programmes, in each of the disciplines, shall prepare a model question paper, a panel of external examiners and submit the same to The C.O.E of the University by the 8th week of the Semester. The question paper shall cover all the units of syllabus as per the criterion fixed in the guidelines.
- (x) The Convener, Examination Committee shall coordinate the conduct of exams/consolidation of marks and grades and with the approval of the concerned Head of the Department or equivalent send the consolidated marks and grades to the Controller of Examination to provisionally publish the results.
- (xi) The candidate(s) shall be required to secure a minimum Qualifying Letter Grade "P" or Grade Point four in each Course including Theory/Practical's;

- (xii) There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th Semesters;
- (xiii) Where a candidate fails in any Course(s), he/she shall be required to appear in such Course(s) as and when the 1st/2nd/3rd/4th Semester Examinations for the next batch of students shall be held;
- (xiv) Where a candidate fails in any Course in 5th/6th Semester Examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar:.

Besides:-

- a) no candidate shall be admitted to the examination of a Semester unless he/she is a regular student and has completed the prescribed course of lectures delivered/practical's or tutorials conducted during the Semester and qualified the Practical Examination; and
- b) the candidate was otherwise eligible to appear in the examination in a particular Semester but:
 - i) did not appear or
 - ii) was unable to pass the examination in any course.
- (xv) Subject to the provisions of these regulations, a candidate who fails to secure the required percentage of marks/grade, in one or more papers of a Semester examination may be permitted to re-appear in such paper(s) at a subsequent examination.

17.13.2 Guidelines for Paper Setting:

- 17.13.2.1 End-Semester Examination for all programmes shall be conducted by the Controller of Examinations by inviting question papers from potential examiner(s) and in coordination with the respective Departmental Examination Committee (DEC)
- 17.13.2.2 Question papers shall be moderated for the coverage of syllabus and pattern of questions.
- 17.13.2.3 An alternative question paper should also be made available for any contingency.
- 17.13.2.4 The Examiner(s) shall prepare a detailed scheme of valuation.

The End of Semester Examination shall have assessment from the following perspective with respect to all Courses:

- a) evaluation with respect to knowledge;
- b) evaluation with respect to understanding;
- c) evaluation with respect to skill;
- d) evaluation with respect to applications; and
- e) higher order thinking skills.

With respect to all the above components, the types of questions can be:

- a) Multiple Choice Questions;

- b) Short Questions;
- c) Long Answer Questions; and
- d) Very Long Answer Questions.

17.13.3 Structure of Question Paper:

17.13.3.1 Theory paper setting for UG General and UG Honours for Minor Examination:

A candidate shall have to appear for one written Minor Test examination (C1);

- a) Minor Test theory paper carries a maximum of 20 marks for a four credit course (lab course) and 30 marks for six Credit course (Non-Lab Course) and will be of one hour duration.
- b) The time allotted shall be one hour for a question paper, including the distribution/ collection of Question Papers/ Answer Scripts.
- c) The Minor Test (C1) will be from 20% of the syllabus which is first unit of the syllabus.
- d) Answer script shall be designed in such a manner where there is space for answering each question without requirement for any additional Continuation Sheet(s).
- e) Each Minor Test theory paper will be of two parts;
 - i). **Part A:** It will comprise of short answer/objective type seven questions for a four Credit Course and ten questions for six credit course. Each question will be of two marks each. Students will have to attempt five questions for four credit course and seven for a 6 Credit Course.
 - ii). **Part B:** It will comprise three long answer questions of 5/8 marks for a 4/6 credit course. Students will have to attempt any two questions.

17.13.3.2 Theory paper setting for U.G. General and U.G. Honours for Major Examination:

- a) Each theory paper carries a maximum of 80 marks for a Course of 4 credits or for a lab-oriented course. The maximum of 120 marks is for non-lab-oriented (6 Credit) courses.
- b) The time allotted shall be (two and a half) hours for a question paper of four Credit Course and three hours for a question paper of six Credit Course, respectively, including the distribution/collection of Question Papers /Answer Scripts.
- c) Answer Scripts shall be designed in such a manner as to allow students to answer all questions so that no additional sheet is required to be provided for the purpose.
- d) End-Semester Theory Paper will be of two parts;
 - i). **Part A:** It shall comprise of short answer/objective type questions of 16/24 marks covering all five units.
 - ii). **Part B:** It shall comprise of eight long answer questions

of 16/24 marks each from 2nd, 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e. she/he will have to attempt any one from two given questions in each unit).

- a) Each question of 16/24 marks will have two parts:
 - i) Long Answer question of 12/18 marks; and
 - ii) Short Answer/Numerical question of 4 /6marks.
- b) Weightage to the numerical problems shall be as prescribed in the syllabus of the concerned discipline.
- c) The Long Answer question of 12/18 marks can be divided into three parts of long, short and very short answer questions as per the convenience of the paper-setter.

17.13.3.3 Theory paper setting for PG General/ Integrated PG Honours for Minor Examination:

A candidate shall have to appear for two written Minor (Continuous Internal Assessment) Examination,(C1 and C2).

- a) Each Minor Theory paper carries a maximum of 20 marks for four credit course (lab course) and 30 marks for six Credit Course (Non-Lab Course) and will be of one hour duration.
- b) The time allotted shall be one hour for a question paper, including the distribution/collection of Question Papers/Answer Scripts.
- c) The First Minor Test (C1) will be from 20% of the syllabus which is the first unit of the syllabus and the Second Test (C2) will be of next 20% of the syllabus which is the second unit of the syllabus.
- d) Answer script shall be designed in such a manner as to allow space for answering each question there, without requirement for any additional Continuation Sheet/s.
- e) Minor Theory Paper will be of two parts:
 - (i) **Part A:** It will comprise of short answer/objective types seven questions for a four Credit Course and ten questions for six credit course. Each question will be of two marks. Students will have to attempt 5 (five) questions for four Credit Course and seven for a six Credit Course.
 - (ii) **Part B:** It will comprise of three long answer questions of 5/8 marks for a 4/6 Credit Course. Student will have to attempt any two questions of them.

17.13.3.4 Theory paper setting for PG General /Integrated PG Honours for major Examination:

A candidate shall have to appear for a written examination at the end of the Semester.

- a) Each theory paper carries a maximum of 60 marks for a four credit course (lab course) and 90 marks for six Credit Course (Non-Lab Course) and will be of 2.5/3 hours duration.
- b) The time allotted shall be two and a half hours for a question paper of a four Credit Course and three hours for a question paper of a four and six Credit Course, respectively, including the distribution/collection of Question Papers/Answer Scripts.

- c) Answer script shall be designed in such a manner as to allow space for answering each question or a part of the question, without requirement for any additional continuation sheets.
- d) End Semester Theory paper will be of two parts:
 - i) **Part A:** It shall comprise of short answer/objective type questions of 24/30 marks covering all five units.
 - ii) **Part B:** It shall comprise six long answer questions of 12/20 marks each from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e. he/she will have to attempt any one from two given questions in each unit)
- e) Each question of 12/20 marks shall have two parts:
 - i. Long Answer question of 8/14 marks
 - ii. Short Answer/Numerical question of 4/6marks.
- f) Weightage to the Numerical problems shall be as prescribed in the syllabus of the concerned discipline.
- g) The long answer question of 14 marks can be divided into three parts, long, short and very short answer questions, as per the convenience of the paper-setter.

17.13.3.5 Practical Examination Scheme:

In case of the assessment of practical component of such Core Courses, the team of examiners should be constituted on 50-50% basis. i.e. half of the examiners in the team should be invited from outside the University/College conducting examination. The Practical examination of all the Semesters shall be conducted by examiners appointed by the Principal of the College/HOD of the School concerned as per the guidelines notified by the University, immediately after the completion of the class work:

- a) Each Practical examination is of three (3) hours duration, with a maximum of 100/50 marks, consisting of 50/25 marks for End Examination exercises and 25 marks for the Practical record and Internal Assessment or as is prescribed in the concerned syllabus of the subject. Submission of practical records shall be compulsory.
- b) The Practical examination is to be conducted in batches, with not more than 15 candidates per batch.
- c) There will be one Internal Examiner and one External Examiner to conduct the Practical Examination for each batch.
- d) Each Theory paper shall carry 20 marks for internal assessment and each Practical paper will carry 25 marks for internal assessment. (Tests, Assignment and Attendance)

Note: Minimum pass percentage in each paper, both theory and practical, is 40 %.

17.13.3.6 Seminar Examination Scheme:

- a) The seminar lecture is designed to train students in self study, collection of relevant matter from books and internet resources, editing, document writing, typing and presentation.
- b) In M.A/M.Com.(Hons.), a student shall deliver one seminar lecture from the Core subject per Semester in the I and II Semesters with a weightage of 25 marks or one credit each. Out of these 25 marks, 15 marks shall be allotted for the write-up of the topic of the Seminar and 10 marks for the presentation.
- c) The list of the seminar lectures to be delivered in the Departments, during I and II Semesters, shall be prominently displayed on the notice board of the Department. Seminar Lecture Programme is allotted two hours per week in the time table.
- d) The seminar lectures shall be open to all the students and faculty of the Department.
- e) The text of the seminar lecture must be typed and should be of at least 4 to 5 pages, which is evaluated for 15 marks and should be deposited in the Department Seminar Library and also made available on the University website.
- f) 10 marks shall for attendance.

17.13.3.7 Project Examination Scheme:

In case of the End-Semester Examination assessment of project component of such core courses, the team of examiners shall be constituted on 50-50% basis, i.e. half of the examiners in the team should be invited from outside the University/College conducting examination. The project examination of all the Semesters shall be conducted by examiners appointed by the Principal of the College/HOD of the School concerned as per guidelines notified by the University, immediately after the completion of the class work.

- a) The project work is a part of the regular course work of the UG(Hons.) Programme in the 4th Semester. In the 4th Semester, a student shall compulsorily undertake a project work leading to dissertation and the marks for this shall be 8 Credits. Every UG(Hons.) student shall do the project work under the supervision of a teacher.
- b) The project work is a part of the regular course work of the PG(Hons.) Programme in the 3rd and 4th Semesters. In the 3rd and 4th Semesters, a student shall compulsorily undertake a project work leading to dissertation and the credits for this shall be 8 (eight) credits. Every PG(Hons.) student shall do the project work under the supervision of a teacher.
- c) Every UG/PG(Hons.) student shall do an individual project.
- d) The project work is assigned 8 (eight) credits and evaluated for 100 marks of which 50% marks are allotted for the project and 25% for the presentation and viva-voce in Internal Exam and 25% as End-Semester Exam.

- e) For M.A./M.Sc./M.Com.(H) the Project Work shall begin in the 3rd Semester and will be continued through the 4th Semester. The weightage in each Semester will be 100 marks. At the end of the 3rd Semester, a student shall submit his/her literature work in the form of a review on the topic selected. There shall be a presentation before a panel of Teachers appointed by the Head of the School. At the end of 4th Semester, the student shall present a dissertation followed by the presentation/viva-voce examination before the panel of teachers (including the external expert) appointed by the Head of the School.
- f) The project work shall be submitted by the student in the 13th week of the 4th Semester. The student shall be allowed to sit in the End-Semester Examination for the 4th Semester Theory only on submission of project dissertation/report.
- g) The dissertation must be typed and be limited to 50 to 75 pages of A4 size.
- h) Project work shall be evaluated by an external and one internal examiner which shall be followed by presentation of work and viva-voce.
- i) The evaluation of the project shall be completed before the commencement of the 4th Semester theory examinations.

Continuous assessment/end-term exam criterion for UG General and Honours programmes are given in Table 17.27 and for PG General and Honours in Table 17.28.

In case of the assessment of project reports/thesis/dissertation etc., the work shall be undertaken by internal as well as an external examiner. The distribution of marks for question papers with different credit weightages for UG General and Honours Courses shall be as given in the following tables 17.27-17.28.

Table 17.25 Distribution of Marks for UG Courses (General and Honours)

Component	2 Credit Courses (Theory)	4 Credit Courses (Theory Paper of Lab. Oriented Course & Ability / Skill Enhancement Course)	6 Credit Courses (Non-Lab. Course)	2 Credit Courses (Practicals)
Marks	40	80	120	25/50
Total Time Allotted	Two and Half Hours (2.5)	Two and Half Hours (2.5)	Three Hours (3.0)	Three Hours (3.0)
Description of Paper Setting				As Prescribed in the Syllabus by the BoS concerned
Section A: This section will cover the whole Syllabus	4Q x 1 = 4 Marks	6Q x 1 = 6 Marks	9Q x 1 = 9 Marks	
04/06/09 Multiple Choice/Short Answer type Questions of 1 mark each	2Q x 2 = 4 Marks	5Q x 2 = 10 Marks	5Q x 3 = 15 Marks	
02/05/05 Multiple Choice/Short Answer type Questions of 2/2/3 mark each				
Section B: Four (4) questions with one question from each of the 2 nd , 3 rd , 4 th , 5 th Unit with Internal Choice. Each question will have 2 parts (a and b). Part a : Long Answer Type of Questions Part b : Medium Answer Type of Questions	4Q x 5 = 20 Marks 4Q x 3 = 12 Marks	4Q x 12 = 48 Marks 4Q x 04 = 16 Marks	4Q x 18 = 72 Marks 4Q x 06 = 24 Marks	
Total Semester End Examination Marks in each Course	40 Marks	80 Marks	120 Marks	25/50 Marks*
Attendance Marks				20%
Grand Total Per Course	40 Marks	80 Marks	120 Marks	25/50 Marks

NB: -

1. Break-up of Internal Practical Examination is 20% for attendance, 40% Internal Test including Viva-Voce and 40% for day- to-day performance.
2. Contents of Table 17.25 are liable to change from time to time depending on the availability of physical infrastructure, human resources, etc. available from time to time.

Table 17.26 Distribution of Marks for PG Courses

Component	2 Credit Courses (Theory)	4 Credit Courses (Theory Paper of Lab.- Oriented Course & Ability / Skill Enhancement Course)	6 Credit Courses (Non-Lab. Course)	2 Credit Courses (4 and 8 credit) (Practicals)
Marks	30	60	90	25/50/100
Total Time Allotted	Two and Half Hour (2.5)	Two and Half Hour (2.5)	Three Hours (3.0)	Three Hours (3.0)
Descriptive:				As prescribed in the syllabus by the BoS concerned
Section A: This section will cover the whole syllabus 02/09/10 Multiple Choice/Short Answer type Questions of 1 mark each	2Q x 1 = 2 Marks 5Q x 2 = 10 Marks	9Q x 1 = 9 Marks 5Q x 3 = 15 Marks	10Q x 1 = 10 Marks 5Q x 4 = 20 Marks	
Section B: 3 (three) questions with 1 (one) question from each of the 3 rd , 4 th , 5 th Unit with Internal Choice. Each question will have 2 parts (a and b). Part a : Long Answer Type of Questions Part b : Medium Answer Type of Questions	3Q x 4 = 12 Marks 3Q x 2 = 06 Marks	3Q x 08 = 24 Marks 3Q x 04 = 12 Marks	3Q x 14 = 42 Marks 3Q x 06 = 18 Marks	
Total Semester- End Examination Marks in each Course	30 Marks	60 Marks	90 Marks	25/50/100 Marks
Attendance Marks				20 %
Grand Total Per Course	30 Marks	60 Marks	90 Marks	25/50/100

NB:-

1. Break-up of Internal Practical Exams is 20% for Attendance, 40% for Internal Test including Viva Voce and 40% for day-to-day Performance.
2. Contents of Table 17.26 are liable to change from time to time depending on the availability of physical infrastructure, human resources, etc. available from time to time.

Table 17.27 Continuous Assessment/End-Term Exam Criterion For Under Graduate (General or Honours) Programmes

Theory				
Examination (Theory)	Syllabus to be Covered in examination	Time allotted for the examination	Weightage (Marks)	Remarks
Minor Test	20%	1 Hour	20 %	The Internal Assessment test shall be held for the first 20% of the syllabus having 20/30 marks i.e. covering first unit out of 5 (five) units. It will comprise 2 (two) parts Part A: 3(three) long answer type questions of 5/8 marks each and student will have to attempt any 2 (two). Part B: 7/10 short answer type questions of 2 (two) marks each and a student will have to attempt any 5/7 questions.
Major Test	100% Syllabus	2.5/3 Hours for 4/6 credit courses	80% 80/120 marks for 4/6 credit courses	End-Semester Test will be of 2 (two) parts Part A: It will comprise of 5 (five) questions of 2/3 marks and 6/9 questions of 1 (one) mark. (Short answer /objective type question of 16/24 marks) covering all five units with equal weightage to all units. Part B: Comprising 8 (eight) long answer questions of 16/24 marks Each from 2 nd , 3 rd , 4 th and 5 th units. 2(two) questions shall be set from each unit and student will have the internal choice. Each question of 16/24 marks will have 2 (two) parts: long answer question of 12/18 marks short answer question/numerical of 4/6 marks .
Total			100%	Marks may be rounded off to nearest integer
Practicals				
Daily evaluation of practical records /Assignment/ Viva-Voce/ Attendance etc.	100% Syllabus	One Hour	50%	Internal evaluation of 25/50 marks including 5/10 marks for attendance, 10/20 marks for internal test and 10/20 marks for day-to-day Performance.
Final Practical Performance + Viva Voce	100% Syllabus		50%	External evaluation of 25 marks (as prescribed in the syllabus of concerned course)
Total			100%	Marks may be rounded off to nearest integer

NB:- Contents of Table 17.27 are liable to change from time to time depending on the availability of physical infrastructure, human resources, etc. available from time to time.

Table 17.28 Continuous Assessment/End-Term Criterion For Post-Graduate (General/Honours) Programmes

Theory				
Examination (Theory)	Syllabus to be covered in examination	Time allotted for the examination	Weightage (Marks)	Remarks
2 (two) Minor Tests	1st 20% 2nd Test for next 20%	1 Hour Each Test	20 % for each	1st (C1) and 2nd (C2) Internal Assessment tests shall be held for the first 20% and next 20% of the syllabus having 20/30 marks for each test i.e. Covering first unit in 1st test and 2nd unit in 2nd test out of 5 (five) units. Each Test will comprise of 2 (two) parts. Part A: 3 (three) long answer type questions of 5/8 marks each. Students will have to attempt any 2 (two). Part B: 7/10 short answer type questions of 2 (two) marks each and students will have to attempt any 5/7 questions.
Major Test	100% Syllabus	2.5/3 Hours for 4/6 credit courses	60% marks for 4/6 credit courses	End-Semester Test will be of 2 (two) parts 1) Part A: It will comprise of 5 (five) questions of 3/4 marks and 9/10 questions of 1(one) mark (Short answer/objective type question of 24/30 marks) covering all 5 (five) units with equal weightage to all units. 2) Part B: Comprising of 6 (six) long answer questions of 12/20 marks each, from 3rd,4th and 5th units. 2 (two) questions shall be set from each unit and student will have the internal choice 3) Each question of 12/20 marks will have 2 (two) parts: i) long answer question of 8/14marks ii) Short answer question/numerical of 4/6 marks.
Total			100%	Marks may be rounded off to nearest integer
<u>Practicals</u>				
Daily evaluation of practical records/Assignment/ Viva Voce/ Attendance etc.			50%	Internal evaluation of 25/50/100 marks including 10% marks for attendance, 40% marks for internal test and 40% marks for day-to-day performance
Final Practical Performance + Viva Voce	100% Syllabus		50%	External evaluation of 25/50/100 marks (as prescribed in the Syllabus of concerned course)
Total			100%	Marks may be rounded off to nearest integer

NB:-

- 1) For Projects and Seminar evaluation see 0Error! Reference source not found. (g) and (0) above
- 2) Contents of Table 17.28 are liable to change from time to time depending on the availability of physical infrastructure, human resources, etc. available from time to time.

17.14 **ACADEMIC MONITORING:**

- 17.14.1 Regardless of the number of credits for any Course, Course Completion (Credit Achievement) shall be authenticated by the Course Review Committees (CRCs) in a college, comprising the Principal, Head of the concerned Department, Subject Teacher concerned and a Student Representative with more than 75% attendance.
- 17.14.2 Mere attendance record of the students shall not suffice with regard to Course Completion.
- 17.14.3 Course Completion Progress shall also be subject to monitoring and inspection/audit by the university.
- 17.14.4 In view of the fact that there is a major shift in the course content of various subjects under CBCS the institutions shall ensure to make the Course Oriented Textbooks, recommended by the UGC, available in the Libraries within a reasonable time.

17.15 **EVALUATION:**

17.15.1 **Evaluation of Theory Papers:**

- 17.15.1.1 Evaluation of each student enrolled in various programmes will be done under the Grading System at the end of the Semester.
- 17.15.1.2 The students pursuing UG General/Honours, PG General/Honours, Integrated Programmes should pass separately in both the Internal and External Examinations.
- 17.15.1.3 The final result in each Course shall be determined on the basis of continuous internal assessment and performance in the End-Semester Examination.
- 17.15.1.4 At the end of all Semesters, a transcript indicating the grade performance of the candidates from 1st to last semester shall be issued.
- 17.15.1.5 The answer papers of Minor Test and Major Examination should be evaluated by the examiner(s) immediately after the completion of the exam and marks of Minor Test shall be published on the notice board of the Department/College/School for information of the students.
- 17.15.1.6 For the conduct of practical examinations of all the Semesters, the guidelines notified by the University shall be followed and the process completed before the students are let off for preparation leave or immediately after the Theory Exam is over.

- 17.15.1.7 For each Minor Test and End Semester Exam(Major Examination), the Principal of each College will form a Department Examination Committee (DEC).
- 17.15.1.8 All Minor Test papers shall be evaluated internally by the Faculty Members who are the eligible Course Co-ordinators as appointed by the Principal in consultation with the Head(s) of the Department(s) for Constituent Colleges, and for Courses in the Schools will be evaluated by the teacher Concerned.
- 17.15.1.9 For End-Semester Theory Papers, 50% of Question Papers of the Core Courses in each Semester-End Examination shall be got evaluated externally by the eligible Faculty Members of a Constituent College/other Colleges out of the panel of Evaluators, submitted by the Convenor of the subject, under the supervision and co-ordination of the Controller of Examinations.
- 17.15.1.10 The remaining 50% of Core Papers and other Elective/Compulsory Papers shall be internally evaluated by the eligible Faculty Members at the Constituent Colleges/Departments of the School (Evaluation Centre) where the candidates are registered. The Principal of the College/Heads of the Department of the Schools where an Evaluation Centre is established shall prepare the panel of Evaluators and Head Examiners. 5-10% of the Answer Scripts evaluated by each evaluator may be got revised at random through the Head Examiners, in the case of all major subjects.
- 17.15.1.11 Students failing to secure the minimum pass percentage marks in internals will not be allowed to take the End-Semester exam of that particular subject in that Semester. He/she has to appear again in the Course by attending classes for a Semester to gain the pass percentage in the internal tests in order to take the End Semester Examinations.
- 17.15.1.12 Students failing a Course due to lack of attendance have to appear again in the Course.
- 17.15.1.13 A student may appear again in a Course to improve his/her internal marks by re-attending classes for the Course. However, the freshly secured internal marks only will be considered for computing the final marks.
- 17.15.1.14 Students failing only in the End Semester Examination can retain their internal marks and reappear for only the End Semester Examination, when it is conducted.
- 17.15.1.15 Students failing a Course due to their absence in the end Semester Examination (Major) can reappear only for the End Semester Examination (Major), when it is conducted.

- 17.15.1.16 A student failing in a Course/ Paper shall register for that course only when it is offered by the concerned Faculty/ Department.
- 17.15.1.17 The answer scripts of the End-Semester Examinations (Major) shall not be returned to the candidates but will be shown by the Teacher on the specific request of the student concerned. The result of the continuous assessment of the students shall, however, be communicated to students and the scripts also shown by the Teacher to the students immediately after the assessment.
- 17.15.1.18 In case the student is not satisfied, at the End of Semester Examination, wherever required, the Teacher concerned along with the Dean/Head of the Department/Centre of the School/Principal of the Constituent College or equivalent and the Chairperson, Department Examination Committee (DEC) may moderate the evaluation.
- 17.15.1.19 Students who obtain “F” Grade or “Unsatisfactory” grade in any Course, may be permitted to appear again in the Course for the End-Semester Examination when it is conducted depending upon their attendance and marks obtained in Minor Examination.
- 17.15.1.20 Students who have passed in a Course of a Semester even with a “C” (or “B”) grade shall not be allowed to repeat the End-Semester Examination or reappear in the course for improving their grades.
- 17.15.1.21 Re-evaluation is applicable only for Theory papers and shall not be entertained for other components such as Practical/Thesis/Dissertation, etc.
- 17.15.1.22 Separate application for every Course to be revaluated should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within two weeks of obtaining the photocopy of the answer-script.
- 17.15.1.23 Re-evaluation of answer-scripts can be sought only with at least one affirmation by a Teacher relevant to the subject as mentioned below and after satisfying any of the criteria below:
- On finding that any answer(s) to question(s) that has/have not been evaluated; and
 - On finding that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.

17.15.2 Evaluation of Project Work/Dissertation/Seminar:

- 17.15.2.1 The Project Work/Dissertation of all students of the UG, PG and Integrated Programmes will be evaluated by the concerned Teacher and external examiner.
- 17.15.2.2 The candidate shall submit the record book for Practical Examination/Dissertation/Report duly certified by Course Teachers and HOD/Staff In-charge it will be evaluated at the end of the semester.
- 17.15.2.3 A record of decisions by the concerned Teacher/BOS on the percentage of marks shall be maintained by the department for clarification by the students.
- 17.15.2.4 The qualifying grade for the Dissertation/Project Report/Monograph/Research Paper in all programmes offered in the *University* is “C” (for all Under-Graduate and Integrated Masters Programmes) or “B” (for all Post-Graduate Programmes). Students who obtain less than the said grade in the Dissertation/Project work/Monograph/ Research Paper shall be required to rewrite it within such further period as may be allowed by the Board of Studies concerned on the recommendation of the Supervisor(s).
- 17.15.2.5 Evaluation of the seminar shall be conducted by the concerned Teacher/DEC/BOS of the Department.

17.16 PASS PERCENTAGE:

- 17.16.1 No candidate shall be declared to have passed the Semester examination the 1st- 3rd year unless he/she obtains at least 40% marks in theory examination/practical examination and 40% marks in internal assessment put together in each subjects and 40% marks (including IA) in Project work and viva voce wherever prescribed.
- 17.16.2 If a candidate fails in a subject, either in Theory or in Practical, he/she shall appear for the subject only at subsequent regular examination, within the maximum period prescribed for completing the programme. He/she must obtain the minimum marks for a pass in that subject (Theory and Practicals separately).

13.5 PROMOTION:

17.17.1 U.G (General/Honours) Programs [including Integrated]:

Subject to the provisions contained in the Statutes and Regulations, promotion to the next higher semester shall be open to:

- 17.17.1.1 A candidate from 1stSemester to 2ndSemester, 2ndSemester to 3rdSemester, 3rdSemester to 4thSemester and 5thSemester to 6thSemester in case he/she has been admitted to the 1st, 2nd, 3rd, 4th or 5th Semesters, as the case may be, under rules.

- 17.17.1.2 A candidate from 4th Semester to 5th Semester in case he/she has not a backlog of more than 50% credits of study in the 1st to 3rd Semester End-Examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfilment of the statutory requirements of attendance in all Courses of study including Practicals, and has also passed in Practicals and completed the required Survey/Field-work/Map-work etc. of the 4th Semester.
- 17.17.1.3 A candidate who has not completed the requirement of Attendance/Practicals/Survey/Field-work/Map-work, etc. of a particular Semester shall not be allowed to sit in the examination of that Semester. However, he/she shall not be debarred from joining the next Semester if otherwise eligible under rules. Such a candidate can complete the missing Semester/s in subsequent session/s, as and when possible.
- 17.17.1.4 Students, who do not fulfill the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.
- 17.17.1.5 A student who wants to re-appear for improvement for marks in paper prescribed for I/II/IV may do so only in the Semester Examination to be held in November and for Semester II/IV/VI may do so only in the examination held in May.

17.17.2 P.G (General/Honours) Programmes [including Integrated]:

Subject to the provisions contained in the Statutes and Regulations, promotion to the next higher semester shall be open to:

- 17.17.2.1 A candidate from 1st Semester to 2nd Semester and 2nd Semester to 3rd semester, in case he/she has been admitted to the 1st, 2nd, 3rd Semesters, as the case may be, under rules.
- 17.17.2.2 A candidate from 3rd Semester to 4th Semester in case he/she has not a backlog of more than 50% credits of study in the 1st to 2nd Semester End Examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfilment of the statutory requirements of attendance in all Courses of study including Practicals, and has also passed in Practicals and completed the required Survey / Field- work/Map-work etc. of the 4th Semester.
- 17.17.2.3 A candidate who has not completed the requirement of Attendance/Practicals/Survey/Field-work/Map-work, etc. of a particular Semester shall not be allowed to sit in the examination of that Semester. However, he/she shall not be debarred from joining the next Semester, if otherwise eligible under rules. Such a candidate can complete the missing Semester(s) in subsequent session(s), as and when possible.

17.17.2.4 Students, who do not fulfill the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.

17.17.2.5 A student who wants to re-appear for improvement for marks in paper prescribed for I/III may do so only in Semester Examination to be held in November and for Semester II/IV may do so only in the examination held in May.

17.18 **CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

Each Semester result shall be declared in terms of classes on basis of percentage of aggregate marks scored and in terms of grading system based on marks scored: The results of successful candidates at the end of IV, VI & X Semester shall be classified on the basis of aggregate percentage of marks obtained in all IV, VI & X Semesters and aggregate or Cumulative Grade Point Average (CGPA) for award of :

17.18.1 Bachelors Degree in Arts, Science and Commerce;

17.18.2 Bachelors Degree in Computer Application;

17.18.3 Bachelors Degree in Business Administration;

17.18.4 Masters Degree in Arts, Science and Commerce;

17.18.5 Integrated Honours Masters Degree in Arts, Science and Commerce;

17.18.6 Bachelors Honours Degree in Arts, Science and Commerce; and

17.18.7 Masters Honours Degree in Arts, Science and Commerce.

17.19 **GRADING SYSTEM AND CONVERSION OF PERCENTAGE TO GRADE:**

17.19.1 **Grading System:**

17.19.1.1 Grading constitutes the core of CBCS as it tries to reduce the subjective element in assessment/evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular Course. It is the transformation of scaled marks secured by a student in a Course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a Course.

17.19.1.2 The Department End-Semester Examination Committee (DEC) shall prepare 2 (two) copies of the results - one with marks to be sent to the office of the Controller of Examinations and the other for the Department.

- 17.19.1.3 Grades shall be awarded as indicated below in a meeting of the Committee to be held at the earliest, not later than 15 days after the last day of Semester Examinations.
- 17.19.1.4 A student in order to be eligible for the award of Degree in all Under-Graduate and Integrated Master's Programme must obtain a minimum of "P" grade in each Course.
- 17.19.1.5 The results of successful candidates will be classified as indicated below on the basis of the Cumulative Grade Point Average(CGPA).
- Cumulative Grade Point Average (CGPA):**
- | | |
|---------------------------------------|-------------------------|
| CGPA of 9.0 and above and up to 10 | Outstanding |
| CGPA of 8.0 and above and up to < 9.0 | First Class Exemplary |
| CGPA of 7.0 and above and up to < 8.0 | First Class Distinction |
| CGPA of 6.0 and above and up to < 7.0 | First Class |
| CGPA of 5.50 and above and up to <6.0 | High Second Class |
| CGPA of 5.00 and above and up to <5.5 | Second Class |
| CGPA of 4.00 and above and up to <5.0 | Pass Class |
| CGPA of below 4.00 | Fail |
- 17.19.1.6 To satisfactorily complete the programme and qualify for the Degree, a student must obtain a minimum CGPA of 4 (four). No student with "F" grade on record shall be eligible for award of the Degree.
- 17.19.1.7 A student, in order to be eligible for the award of the Degree in all Under-Graduate Programmes, must obtain a minimum of "B" grade in each of the Courses as well as in the Dissertation / Project Report/ Monograph.
- 17.19.1.8 The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the Degree certificate.
- 17.19.1.9 The results of the successful candidates shall be classified as given the table below:

17.19.2 **Final Result/Grades Description:**

Table 17.29 Grades Description for Final Results

Semester / Programme %	Semester GPA/ Programme CGPA	Letter Grade	Result / Description	Class
90.0-100	9.00-10.00	O (Outstanding)	Outstanding	
80.0-<90.0	8.00-<9.00	A+ (Excellent)	First Class Exemplary	
70.0-<80.0	7.00-<8.00	A (Very Good)	First Class Distinction	
60.0-<70.0	6.00-<7.00	B+ (Good)	First Class	
55.0-<60.0	5.50-<6.00	B(Above Average)	High Second Class	
50.0-<55.0	5.00-<5.50	C (Average)	Second Class	
40.0-<50.0	4.00-<5.00	P (Pass)	Pass Class	
Below 40	Below 4.00	F (Fail)	Fail/Reappear	
Absent	0	FA (Absent)	Failure due to lack of attendance	

17.19.3 **GRADES AND GRADE POINTS:**

Absolute grading system shall followed by the University under this system; the marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performances of students in each Course are expressed in terms of marks as well as in Letter Grades. **The grades may be awarded as given in the following tables**

Table 17.30 Description of Grades Awarded

Grade	Grade Point	Percentage of marks
O (Outstanding)	10	Marks \geq 90 and Marks \leq 100
A+ (Excellent)	9	Marks \geq 80 and Marks $<$ 90
A (Very Good)	8	Marks \geq 70 and Marks $<$ 80
B+ (Good)	7	Marks \geq 60 and Marks $<$ 70
B (Above Average)	6	Marks \geq 55 and Marks $<$ 60
C (Average)	5	Marks \geq 50 and Marks $<$ 55
P (Pass)	4	Marks \geq 40 and Marks $<$ 50
F (Fail)	0	Marks $<$ 40
FA (Absent)	0	Failure due to absence

17.19.4 **computation of semester grade point average (SGPA):**

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the Courses and the total numbers of credits assigned to the courses in a Semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of credits of all the Courses undergone by a student, i.e.,

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of Credits of the i^{th} Course and G_i is the grade point scored by the student in the i^{th} course.

Table 17.31 Illustration for SGPA:

Core type	Course Type	Credit assigned	Marks obtained by student (in %)	Grade letter	Grade point (GP)	Credits assigned x (GP)
Course 1	Core	4	78	A	8	32
Course 2	Core	4	67	B+	7	28
Course 3	Core	4	77	A	8	32
Course 4	Core	4	96	O	10	40
Course 5	Elective	3	86	A+	9	27
Course 6	Core	2	66	B+	7	14
Course 7	Core Lab)	2	50	B	6	12
		23				185

$$SGPA = 185/23 = 8.04$$

17.19.5 **Computation of Cumulative Grade Point Average (CGPA):**

CGPA is obtained by dividing the total number of credit points earned in all the Semester by the total number of credits in all the Semester of a programme, i.e.,

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} Semester and C_i is the total number of credits in that Semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Grade card/ sheet or transcripts. Example:

Table 17.32 Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Credit: 22 SGPA: 6.9	Credit: 22 SGPA: 7.8	Credit: 23 SGPA: 5.6	Credit: 23 SGPA: 6.0	Credit:23 SGPA:6.3
Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Credit: 23 SGPA:8.0	Credit: 23 SGPA:7.0	Credit: 23 SGPA: 7.2	Credit: 23 SGPA:6.8	Credit: 25 SGPA:7.0

Thus,

$$\begin{aligned} & (22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0) \\ = & \frac{\text{-----}}{\text{-----} (22+22+23+23+23+23+23+23+23+25)} \\ & \frac{1577}{230} = 6.85 \end{aligned}$$

17.19.6 **Grade Card/ Sheet:**

The Controller of Examination shall issue a Grade card/ sheet to the students, containing the marks and grades obtained by the student in the previous Semester and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The grade card/ sheet shall list:

- 17.19.6.1 the title of the Courses taken by the student;
- 17.19.6.2 the Credits associated with the course;
- 17.19.6.3 the type of Course;
- 17.19.6.4 the marks and grade secured by the student;
- 17.19.6.5 the total Credits earned by the student in that Semester;
- 17.19.6.6 the SGPA of the student;
- 17.19.6.7 the total Credits earned by the students till that Semester; and
- 17.19.6.8 the CPGA of the student.

Table 17.33 Conversion of Percentage of Marks into Grade Points in a Paper

%Marks in a paper/practical	Grade Point (GP)
96-100	10.0
91-95	9.5
86-90	9.0
81-85	8.5
76-80	8.0
71-75	7.5
66-70	7.0
61-65	6.5
56-60	6.0
51-55	5.5
46-50	5.0
41-45	4.5
40	4.0
Below 40	0

17.20 GRIEVANCE AND APPEAL:

17.20.1 GRIEVANCE COMMITTEE:

- 17.20.1.1 Every Department shall constitute a DEC which will act as a Grievance Committee every Semester to examine the complaints received from the students regarding their assessment, both minor test and Major (End-Semester Examination).
- 17.20.1.2 The Committee shall consist of three or four Faculty Members from the Department.
- 17.20.1.3 The requests for review from the students concerned should reach the Dean of the Faculty concerned through the Head of the Department/Centre/Principal of College within 15 days of the announcement of the results of that assessment.
- 17.20.1.4 If a student is not satisfied with the decision of Department Grievance Committee on his/her grievance, the Dean of the Faculty, on a request from the student, may refer the matter to the Controller of Examinations for getting the paper evaluated by an external examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be decided by the University.

17.20.2 PROVISION TO APPEAL:

- 17.20.2.1 There shall be a provision for appeal for a candidate who may be dissatisfied with the marks/grade (s) he has been awarded.

17.20.2.2 The appeal may be made for C.I.A. marks as well as the End of Semester Examination. Such appeals shall be referred to an Appeals Committee whose decision shall be final.

a) Continuous internal assessment (Minor Test):

(i) In the case of dissatisfaction with C.I.A. marks, the students may approach the concerned Department Head or equivalent with separate written submission for every Course within three working days from the declaration of C.I.A. marks by the Course instructor/ faculty member offering the course.

(ii) The student shall not pay any fee for the appeal on C.I.A. marks.

b) End Semester Examination (Major Test):

i) The student shall approach the Grievance Cell with a written submission within 15 days of the publication of the End-Semester results.

ii) Appeal for each paper should be made separately.

ii) Fee as prescribed by the University for each Course under appeal shall be paid.

iv) The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

17.21 TEACHERS COURSE FILE:

A course teacher will maintain a Teachers Course File in which all the detail of the course he/she is teaching will be entered. This file will contain details about all the students enrolled in the course, including the details about the attendance, minor /mid-term tests, course time table, unit and sub-unit wise content delivery (with dates), end-semester examination, grade points earned, etc. This file will be a semi-permanent record to be maintained by the teacher and will be retained with the teacher or in the Department /College for at least 5 (five) years:

17.21.1 Documentation of the Teachers Course File:

To bring transparency in the whole system, maintenance of complete Course file by Teacher to be handed over to the designated Head of Department having following documents shall be essential:

17.21.1.1 Course Time table;

17.21.1.2 Learning goals of the Course;

17.21.1.3 Unit-wise, Sub-unit-wise, Lecture-wise Course plan for content delivery along with learning/instructional objectives with dates;

17.21.1.4 Tutorial sheets/Assignment sheets;

17.21.1.5 Quizzes;

17.21.1.6 Question papers of minor tests;

17.21.1.7 Question paper of End-Semester Examination;

17.21.1.8 Attendance record* ;

17.21.1.9 Complete record of Comprehensive Continuous Assessment*;

17.21.1.10 Filled Teacher Evaluation Sheets by students;

- 17.21.1.11 Course Content Evaluation Sheets by students;
- 17.21.1.12 Raw scores of CCA of students with authenticated copy submitted to Head of the Department/Principal; and
- 17.21.1.13 The file shall be a semi-permanent record to be maintained by the Teacher and shall be retained with the teacher or in the Department /College for at least 5 (five) years.

Table 17.34 Format for Attendance cum Continuous Comprehensive Assessment Register

S.No.	Roll No.		Attendance						
1		NAME 1	CCA1 (during first 8 weeks)						
			CCA2 (during second 8 weeks)						
2		NAME 2	Attendance						
			CCA1 (during first 8 weeks)						
			CCA2 (during second 8 weeks)						

17.22 TRANSITOR AND LATERAL ENTRY:

17.22.1 TRANSITORY REGULATIONS:

Wherever there had been change of syllabi, examinations based on the existing syllabus will be conducted for three consecutive times after implementation of the new syllabus in order to enable the students to clear the back lock if any. Beyond that the students will have to take up their examinations in equivalent subjects, as per the new syllabus, on the recommendations of the Head of the Department concerned.

17.22.2 Exit option in five-year integrated programme:

17.22.2.1 The exit option shall be allowed at the end of third year of all five-year integrated programmes subject to fulfilling mandatory conditions.

17.22.2.2 It is mandatory to complete the Courses such as English/MIL communication and environmental sciences.

17.22.2.3 The concerned coordinator has to frame the Course structure and to arrange classes for the compulsory papers which are to be offered to fulfil the mandated requirements for concentration to issue Bachelor Degree.

17.22.2.4 Minimum number of Credit to be completed for a three- year UG (H) is 148 including mandatory courses.

17.22.2.5 The students should be successful in all the Courses (both Core and Elective)

17.22.2.6 The students are permitted to exercise exit option any time after three years. However, the students should have completed minimum required credit for a UG (H) Programme by the time.

17.22.2.7 The respective Board of Studies shall suggest the nomenclature of appropriate UG (H) degree to the student who are exercising exit option.

17.22.2.8 Integrated/Dual Degree (name of the first degree–name of the final degree) shall be awarded to all students on successful completion of the five-Year Integrated Programme.

17.22.3 Lateral entry:

Students who are admitted to three-Years Honours Degree Programme can be admitted laterally to Integrated M.Sc./M.A./M.com.(Honours) Programme after he/she completes the Honours Under-Graduate Degree provided he/she fulfills all the eligibility criteria prescribed by the University. He/she shall be deemed to have earned all credits of previous Semesters and shall be awarded M.Sc./M.A./M.Com. (Honours) Degree if he or she qualifies for the same. The admission shall be made on the merit of Under-Graduate Honours Course.

17.23 DURATION OF FIELD WORK/SUBJECT TOURS/INDUSTRIAL VISITS:

The period that may be spent on field work/subject tours/industrial visits in each Academic Semester in case of the following Courses shall be a limited to a maximum of three days per Course depending up on the requirements of the course:

- 17.23.1 Botany;
- 17.23.2 Biotechnology;
- 17.23.3 Zoology;
- 17.23.4 Geography;
- 17.23.5 Geology;
- 17.23.6 Environmental Studies;
- 17.23.7 History;
- 17.23.8 Food Science & Technology / Food Processing;
- 17.23.9 B.B.A.;
- 17.23.10 B.C.A.;
- 17.23.11 B.Com.; and
- 17.23.12 Any other similarly placed course(s) where field work/ subject tour/ industrial visits form the course component.

17.24 **RECOGNITION OF CREDITS FROM OTHER UNIVERSITIES:**

The University shall recognize the credits of only those Universities which are recognized by the University Grants Commission (UGC). Further, the University shall grant recognition to the credits obtained through distance mode provided that:

- 17.24.1 the University is recognized by the UGC;
- 17.24.2 the credit/credits are granted by University established by an Act of Parliament or by an Act of State Legislature; and
- 17.24.3 if the said University is not in the Jammu & Kashmir State but has been allowed to offer its distance education programme within Jammu & Kashmir State by the State Government;
- 17.24.4 further, also, the University shall not recognize the credits obtained through study centres /franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU) and Universities of similar nature established by any act of the Parliament.

17.25 **ISSUANCE OF DEGREE CERTIFICATE:**

- 17.25.1 A candidate who is declared to have qualified all the six Semesters of B.A./B.Sc./B.Com.(General)/B.C.A./B.B.A./B.Sc.Home Science Programme Examinations shall be awarded the Degree Certificate in the Faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.
- 17.25.2 A candidate who is declared to have qualified all the 6 (six) Semesters of B.A./B.Sc.B.Com.(Honours) Programme Examinations shall be awarded the Degree Certificate in the Faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.
- 17.25.3 A candidate who is declared to have qualified all the four Semesters of M.A./M.Sc./M.Com.(General) Programme Examinations shall be awarded the Degree Certificate in the Faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.
- 17.25.4 A candidate who is declared to have qualified all the four Semesters of M.A./M.Sc./M.Com.(Honours) Programme Examinations shall be awarded the Degree Certificate in the faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

17.26 **AUTHORITY TO INTERPRET STATUTES:**

With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final interpretation of these Statutes which shall be final and binding on all concerned

17.27 **CODES FOR COURSES OF STUDY:**

Each course is given a unique code reflecting its content and an alpha numeric code for easy identification

ONE NUMERIC CODE FOR LEVEL OF COURSE	Three letter Alphanumeric code for Subject/Department	Numeric code for Semester (Double digit)	Numeric code for Course no. (Double digit)
1,2,3,4,5,6,7	PHY	01	01

- 0 COURSE AND TAKEN IN ANY UG PROGRAMME (GENERAL OR HONOURS)
- 1 UNDER-GRADUATE PASS COURSE
- 2 POST-GRADUATE PASS COURSE
- 3 UNDER -GRADUATE HONOURS
- 4 POST-GRADUATE INTEGRATED HONOURS
- 5 B. ED.
- 6 M. ED.
- 7 B.ED.-M. ED. INTEGRATED
- T THEORY
- P PRACTICAL
- C CORE (FIRST LETTER AFTER T OR P)
- AE ABILITY ENHANCEMENT COURSE
- CCCOMPULSORY COURSE
- DEDISCIPLINE SPECIFIC ELECTIVE
- GENE GENERIC ELECTIVE
- SESKILL ENHANCEMENT COURSE
- SC SOFT COURSE
- OE OPEN ELECTIVE COURSE
- DI DISSERTATION
- SR SEMINAR
- PR PROJECT
- HC HARD CORE COURSE (THEORY)
- HP HARD CORE PRACTICAL COURSE
- SP SOFT CORE PRACTICAL COURSE

Examples:

1PHYTC0101 UG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE 1PHYPC0101 UG PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE 0EVS AECC01 UG ABILITY ENHANCEMENT COMPULSORY COURSE (EVS) 1ST/2ND SEM 0ENGAECC01 UG ABILITY ENHANCEMENT COMPULSORY COURSE (ENGLISH) 1ST/2ND SEM 0HINAECC01 UG ABILITY ENHANCEMENT COMPULSORY COURSE (HINDI) 1ST/2ND 1HINTCCC01 UG THEORY CORE COMPULSORY COURSE HINDI (1ST/2ND SEM COURSE) 1HINTCCC02 UG THEORY CORE COMPULSORY COURSE HINDI (3RD/4TH SEM COURSE) 1ENGTCCC01 UG THEORY CORE COMPULSORY COURSE. ENGLISH (1ST/2ND SEM COURSE) 1ENGTCCC02 UG THEORY CORE COMPULSORY COURSE ENGLISH (3RD/4TH SEM COURSE) 1URDTCCC01 UG THEORY CORE COMPULSORY COURSE URDU (1ST/2ND SEM COURSE) 1URDTCCC02 UG THEORY CORE COMPULSORY COURSE URDU (3RD/4TH SEM COURSE) 1HILTC0101 UG PASS COURSE HINDI LITRATURE THEORY CORE 1ST SEM COURSE ONE 1HILTC0201 UG PASS COURSE HINDI LITRATURE THEORY CORE 2ND SEM COURSE ONE 1ENLTC0101 UG PASS COURSE ENGLITRATURE THEORY CORE 1ST SEM COURSE ONE 1ENLTC0201 UG PASS COURSE ENG LITRATURE THEORY CORE 2ND SEM COURSE ONE 1PHYDE0101 UG PASS COURSE PHYSICS DISCIPLINE SPECIFIC ELECTIVE 1ST SEM COURSE ONE 1PHYSE0101 UG PASS COURSE PHYSICS SKILL ENHANCEMENT COURSE 1ST SEM COURSE ONE 1PHYGE0101 UG PASS COURSE PHYSICS GENERIC ELECTIVE 1ST SEM COURSE ONE 2PHYHC0101 PG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE 2PHYHP0101 PG PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE 2PHYSC0101 PG PASS COURSE PHYSICS SOFT COURSE 1ST SEM COURSE ONE 2PHYOE0101 PG PASS COURSE PHYSICS OPEN COURSE 1ST SEM COURSE ONE 2PHYDI0101 PG PASS COURSE PHYSICS DISSERTATION 1ST SEM COURSE ONE 2PHYSR0101 PG PASS COURSE PHYSICS SEMINAR 1ST SEM COURSE ONE 2PHYPR0101 PG PASS COURSE PHYSICS PROJECT 1ST SEM COURSE ONE 0PHYGENE01 UG GENERIC PHYSICS COURSE NUMBER ONE

ANNEXURE 17.1

Model Formats for Different Courses

A. Model Format: General Course B. Sc. Life Sciences (Botany, Zoology and Chemistry) (132 credits)

Semester	CORE COURSE (12) 4+2 Credits	Ability Enhancement Compulsory Course (AECC) (2) 4 Credits	Skill Enhancement Course (SEC) (4) 4 Credits	Discipline Specific Elective DSE (4) 4+2 Credits
1	Botany 1	Communicative English-I (4 credits) or Environmental Studies-I (2 credits)		
	Zoology 1			
	Chemistry 1			
2	Botany 2	Communicative English (4 credits) or Environmental Studies-II (4 credits)		
	Zoology 2			
	Chemistry 2			
3	Botany 3		Medicinal Botany (with options)	
	Zoology 3			
	Chemistry 3			
4	Botany 4		Floriculture (with options)	
	Zoology 4			
	Chemistry 4			
5			IT skills for Chemists (with options)	Cell and Molecular Biology (with options)
				Applied Zoology (with options)
				Analytical Methods Chemistry (with options)
6			Bio-fertilizers (with options)	Bioinformatics (with options)
				Immunology (with options)
				Instrumental Methods of Analysis (with options)
Total	6 x 12 = 72	4 x 2 = 8	4 x 4 = 16	6 x 6 = 36
Grand Total				132

B. Model Format : B.A. General Programme (with Economics and Statistics) (132 credits)

Semester	COMPULSOR Y COURSE (4) 4+2 Credits	CORE COURSE (8) 4+2 Credits	Ability Enhancement Compulsory Course (AECC) (2) 4 Credits	Skill Enhancement Course (SEC) (4) 4 Credits	Discipline Specific Elective DSE (4) 4+2 Credits	Generic Elective GE (2) 4+2 Credits
1	MIL-1	Economics Statistics	Communicative English-I (4 credits) or Environmental Studies-I (2 credits)			
2	MIL-2	Economics Statistics	Communicative English-II (4 credits) or Environmental Studies-II (4 credits)			
3	General English-1	<u>Economics</u> Statistics		Statistical Software Package (with options)		
4	General English-2	<u>Economics</u> Statistics		Data Base Management Systems (with options)		
5				Computer Fundamentals (with options)	Economic Development and Policy in India-I (with options) <u>Probability Distributions (with options)</u>	Mass Communication (with options)
6				Cyber Law (with options)	<u>Money and Banking (with options)</u> Statistical Inference (with options)	Technical Writing (with options)
Credits	6x4 = 24	6x8 = 48	4 x 2 = 8	4 x 4 = 16	6 x 4 = 24	6 x 2 = 12
Total						132 Credits

C. Model Format for B. Sc. (General) Home Science Stream (132 credits)

Semester	Core Courses (12) 4+2 Credits	Ability Enhancement Compulsory Course (AECC) (2)4 Credits	Skill Enhancement Course (SEC) (4) 4 Credits	Elective : Discipline Specific Courses (6) Any 3 in 5 th /6 th Semesters 4+2 Credits
I	CC1:Communication and Extension CC 2: Resource Management CC 3: Fashion Studies	Communicative English-I (2 credits) & Environmental Studies-I (2 credits)		
II	CC 4: Fundamentals of Nutrition and Food Science CC 5: Life Span Development I CC 6 : Fundamentals of Textiles	Communicative English-II (2 credits) & Environmental Studies-II (2 credits)		
III	CC 7: Physical Sciences CC 8: Life Span Development CC 9: Nutrition for the Family		Textile Design / Product Development in Textiles & Apparel (Other Optionals)	
IV	CC 10: Life Sciences CC 11 : Personal Finance and Consumer Studies CC 12: Communication Systems and Social Change		Bakery Science / Nutrition Health Communication (Other Optionals)	
			Resource Management & Sustainable Development / Basic design (Other Optionals)	<u>Nutritional Biochemistry</u> <u>Children with</u> <u>Communication for</u> <u>Processes in Apparel</u>
			Understanding Psychology (Other Optionals)	<u>Entrepreneurship</u> <u>Development</u> <u>Child Rights & Gender</u> <u>Empowerment</u> <u>Traditional Indian</u> <u>Basics of Design</u> <u>Public Nutrition &</u> <u>Extension Management</u>
Credits	6 x 12 = 72	4 x 2 = 8	4 x 4 = 16	6 x 6 = 36
Total				132 Credits

D. Model Format: B. Com. (General) Programme: (132 Credits)

Semester	COMPULSORY COURSE (4) 4+2 Credits	CORE COURSE (8) 4+2 Credits	Ability Enhancement Compulsory Course (AECC) (2) 4 Credits	Skill Enhancement Course (SEC) (4) 4 Credits	Discipline Specific Elective DSE (4) 4+2 Credits	Generic Elective GE (2) 4+2 Credits
1	MIL-1	Financial Accounting Business Organisation and Management	Communicative English-I (4 credits) or Environmental Studies-I (2 credits)			
2	MIL-2	Business Law Business Mathematics and Statistics	Communicative English-II (4 credits) or Environmental Studies-II (4 credits)			
3	General English-1	Company Law Income Tax Law and Practice		Computer Applications in Business (other Optionals)		
4	General English-2	Corporate Accounting Cost Accounting		Data Base Management Systems (other Optionals)		
5				Entrepreneurship (other Optionals)	Banking & Insurance Fundamentals of Investment / Optionals	Principles of Micro Economics / Optionals
6				Personal Selling and Salesmanship (other Optionals)	International Business / Consumer Protection / Optionals	Indian Economy / Optionals
Credits	6 x 4 = 24	6 x 8 = 48	4 x 2 = 8	4 x 4 = 16	6 x 4 = 24	6 x 2 = 12
Total						132 Credits

E. Model Format: Bachelor Of Computer Applications(BCA)

Semester	Core Courses (12)	Ability Enhancement Compulsory Course (2)	Skill Enhancement Course (4)	Discipline Specific Elective (6)
	4+2= 6 credits	4 credits	4 credits	4+2= 6 credits
1	Computer Fundamentals Discrete Mathematics Digital Electronics	Communicative English (4 credits) or Environmental Studies- (4 credits)		
2	Programming in C Computer Architecture System Analysis and Design	Communicative English (4 credits) or Environmental Studies (4 credits)		
3	Data Structures DBMS Data Communication & Networks		SEC-1	
4	Operating System Java Windows Programming in C#		SEC-2	
5			SEC-3	DSE-1 DSE-2 DSE-3
6			SEC-4	DSE-4 DSE-5 DSE-6/PROJECT
Credits	6 x 12 = 72	4 x 2 = 8	4 x 4 = 16	6 x 6 = 36
Total				132 Credits

F. Model Format: Bachelor Of Business Administration (BBA):

Semester	Core Course (14) 4+2= 6 credits	Ability Enhancement Compulsory Course (AECC) (2) 4 credits	Skill Enhancement Course (SEC) (2) 4 credits	Discipline Specific Elective Courses (6) 4+2= 6 credits	Generic Electives (4) 4+2 = 6
1	Fundamentals Of Management & Organisational Behaviour	Communicative English-I (2 credits) or Environmental Studies-I (2 credits)			GE-I
	Statistics For Business Decisions				
2	Managerial Economics	Communicative English- II (2 credits) or Environmental Studies-II (2 credits)			GE-II
	Business Accounting				
3	Macro Economics		IT Tools for Business/Personality Development & Communication Skills/E-Commerce		GE-III
	Principles Of Marketing				
	Management Accounting				
4	Business Research		Financial Software Package(s) / Statistical Software Package(s)		GE-IV
	Human Resource Management				
	Financial Management				
5	Quantitative Techniques For Management			DSE-I	
	Legal Aspects Of Business			DSE-II	
6	Business Policy & Strategy			DSE-III	
	Financial Institutions & Markets			DSE-IV	
Credits	6 x 14 = 84	4 x 2 = 8	4 x 2 = 8	6 x 4 = 24	6 x 4 = 24
Total					148 Credits

Model Transcripts for Different Courses

A. Illustration of Transcript of CGPA of B. Sc. (General) Course:

Course		Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
Semester I						
DSC-1A		06	B	6	36	6
DSC-2A		06	B+	7	42	
DSC-3A		06	C	5	30	
AECC -1		04	B	6	24	
Total		22			13	
Semester II						
DSC-1B		06	B	6	36	6.27
DSC-2B		06	B	6	36	
DSC-3B		06	C	5	30	
AECC-2		04	A+	9	36	
Total		22			13	
Semester III						
DSC-1C		06	A	8	48	8.27
DSC-2C		06	A+	9	54	
DSC-3C		06	A	8	48	
SEC-1		04	A	8	32	
Total		22			18	
Semester IV						
DSC-1D		06	C	5	30	6.54
DSC-2D		06	B	6	36	
DSC-3D		06	B+	7	42	
SEC-2		04	A+	9	36	
Total		22			14	
Semester V						
DSE-1A		06	B	6	36	7.
DSE-2A		06	A+	9	54	
DSE-3A		06	A	8	48	
SEC-3		04	B	6	24	
Total		22			16	
Semester VI						
DSE-1B		06	B+	7	42	
DSE-2B		06	B	6	36	
DSE-3B		06	C	5	30	
SEC-4		04	C	5	20	
Total		22			12 8	
CGPA						
Grand		132			886	6.
Semester		Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22;		Credit: 22; SGPA: 6.27	Credit: 22; SGPA: 8.27	Credit: 22; SGPA: 6.54	Credit: 22; SGPA: 7.36	Credit: 22; SGPA: 5.82

Thus, **CGPA** = $(22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82) / 132 = 6.71$

B. Illustration of Transcript of CGPA of B.A. / B.Com. (General) Course:

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
Semester I					
English-1	06	A	8	48	7.27
DSC-1A	06	B	6	36	
DSC-2A	06	A	8	48	
AECC-1	04	B	7	28	
Total	22			160	
Semester II					
MIL-1	06	A	9	54	7.36
DSC-1B	06	B	7	42	
DSC-2B	06	B	7	42	
AECC-2	04	B	6	24	
Total	22			162	
Semester III					
English -2	06	B	6	36	6.91
DSC-1C	06	A	8	48	
DSC-2C	06	B	6	36	
SEC-1	04	A	8	32	
Total	22			152	
Semester IV					
MIL - 2	06	B	7	42	7.63
DSC-1D	06	A	9	54	
DSC-2D	06	A	8	48	
SEC-2	04	B	6	24	
Total	22			168	
Semester V					
SEC-3	04	A	9	36	8.73
DSE-1A	06	A	8	48	
DSE-2A	06	A	9	54	
GE-1	06	A	9	54	
Total	22			192	
Semester VI					
SEC-4	04	A	9	36	7.63
DSE-2A	06	B	6	36	
DSE-2B	06	A	8	48	
GE-2	06	A	8	48	
Total	22			168	
CGPA					
Grand	132			1002	7.59
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22; SGPA: 7.27	Credit: 22; SGPA: 7.36	Credit: 22; SGPA: 6.91	Credit: 22; SGPA: 7.63	Credit: 22; SGPA: 8.73	Credit: 22; SGPA: 7.63

Thus, CGPA = (22 x 7.27 + 22 x 7.36 + 22 x 6.91 + 22 x 7.63 + 22 x 8.73 + 22 x 7.63)/ 132 = 7.59

Some Discipline- Specific Courses (DSEC) and Skill Enhancement Courses (SEC) Proposed by UGC (Illustrative only):

Subject	Some Discipline Specific Courses [[DO we need to add here??]]	Some Skill Enhancement Courses [[DO we need to add here??]]	
Botany	Cell and Molecular Biology	Bio-fertilizers	
	Economic Botany and Biotechnology	Herbal Technology	
	Analytical Techniques in Plant Sciences	Nursery and Gardening	
	Bioinformatics	Floriculture	
	Research Methodology	Medicinal Botany	
		Plant Diversity and Human Welfare	
		Ethno botany	
		Mushroom Culture Technology	
		Intellectual Property Rights	
Zoology	Applied Zoology	Apiculture	
	Animal Biotechnology	Aquarium Fish Keeping	
	Aquatic Biology	Aquatic Biology	
	Immunology	Medical Diagnostics	
	Reproductive Biology	Public Health and Hygiene	
	Insect, Vector and Diseases +Ecology Wildlife	Sericulture	
Chemistry	Analytical Methods in Chemistry	IT Skills for Chemists	
	Molecular Modelling & Drug Design	Basic Analytical Chemistry	
	Research Methodology for Chemistry	Chemical Technology & Society	
	Green Chemistry	Chemo informatics	
	Bio-inorganic & Environmental Chemistry	Business Skills for Chemists	
	Instrumental Methods of Analysis	Analytical Clinical Biochemistry	
		Green Methods in Chemistry	
		Pharmaceutical Chemistry	
		Chemistry of Cosmetics & Perfumes	
		Pesticide Chemistry	
		Fuel Chemistry	
	Biotechnology	Animal Biotechnology	Enzymology
		Medical Microbiology	Industrial Fermentations
Environmental Biotechnology		Drug Designing	
Intellectual Property Rights		Basics of Forensic Science	
Microbial Physiology			
Biostatistics			
Ecology and Environment Management			
Evolutionary Biology			

Physics	Digital, Analogue and Instrumentation	Physics Workshop Skills
	Elements of Modern Physics	Computational Physics Skills
	Mathematical Physics	Electrical circuits and Network Skills
	Solid State Physics	Basic Instrumentation Skills
	Quantum Mechanics	Renewable Energy and Energy harvesting
	Embedded System:	Technical Drawing
	Nuclear and Particle Physics	Radiology and Safety
	Medical Physics	Applied Optics
		Weather Forecasting
Electronics	Semiconductor Devices Fabrication	Computational Physics Skills
	Electronic	Renewable Energy and Energy harvesting
	Instrumentation	Electrical circuits and network Skills
	Digital Signal Processing	Technical Drawing
	Verilog and FPGA based system Design	Applied Optics
	Photonic devices and Power Electronics	Weather Forecasting
	Antenna Theory and wireless Networks	
Mathematics	Mechanics	Logic and Sets
	Linear Algebra	Analytical Geometry
	Matrices	Integral Calculus
		Theory of Equations
		Number Theory
		Probability and Statistics
		Mathematical Finance
		Mathematical Modelling
		Boolean Algebra
		Transportation and Game Theory
		Graph Theory
Statistics	Operations Research	Statistical-Data Analysis Using Software Packages
	Time Series Analysis	Statistical Data Analysis Using R
	Econometrics	Statistical Techniques for Research Methods
	Demography and Vital Statistics	Data Base Management Systems
	Financial Statistics	
	Actuarial Statistics	
	Survival Analysis and Bio-statistics	

Economics	Economic Development and Policy in India	Financial Economics
	Money and Banking	Data Analysis
	Environmental Economics:	
	Public Finance	
Psychology	Positive Psychology	Emotional Intelligence
	Human Resource Management	Stress Management
	Health Psychology	Effective Decision Making
	Community Psychology	Educational Psychology
	Cultural and Indigenous Psychology	
Political Science	Themes in Comparative Political Theory	Legislative Support
	Administration and Public Policy: Concepts and Theories	Public Opinion and Survey Research
	Democracy and Governance	Democratic Awareness with Legal Literacy
	Understanding Globalization	Conflict and Peace Building
History	History Of United States Of America	Understanding Heritage
	History Of USSR	Art Appreciation: An Introduction to Indian Art
	History Of Africa	Archives and museums
	History Of Latin America	Understanding Popular Culture
	History Of Southeast Asia	
	History of Modern East Asia	
Persian	History of Persian Literature during Safavid Period	Indo-Persian Literature: A brief History
	History of Persian Literature during Mughal Period	Indo-Persian Literature: A brief History
	History of Persian Literature during Qajar Period	Modern Persian Literature
	History of Persian Literature during Pahalavi Period	Introduction to Persian Rhetoric
	Persian Translation of Indian writings during Mughal Period	
	Short Story writing in Modern Persian: A Survey	
	A Survey of Persian Newspapers in India	
	A History of Dari & Tajik Literature	
	Development of Persian Literature in Awadh	
	Development of Persian Literature in Deccan	

Geography	Geography of India	Regional Planning and Development
	Economic Geography	Remote Sensing and GPS based Project Report
	Disaster Management	GIS based Project Report
	Geography of Tourism	Field Techniques and Survey based Project Report
English	Modern Indian Writing in	Film Studies
	English Translation	English Language Teaching
	Literature of the Indian Diaspora	Soft Skills
	British Literature	Translation Studies
	Post World War II	Creative Writing
	Nineteenth	Business Communication
	Century European Realism	Technical Writing
	Literary Theory	
	Literary Criticism	
	Science fiction and Detective Literature	
	World Literatures	
	Partition Literature	
	Research Methodology	
	Travel writing	
	Autobiography	
B. Com. (General)	Human Resource Management	
	Indirect Tax Law	

Fundamentals of Financial Management

Corporate Tax Planning

Banking and Insurance

Management Accounting

Computerised Accounting System

Steno & Short hand

International Business

Office Management and Secretarial Practice

Fundamentals of Investment

Consumer Protection

E Tally

BCA	Artificial Intelligence	Android Programming
	Machine Learning	Mat lab
	Data Mining	R Programming
	Numerical Methods	IOS Development
	Statistics	PHP
	Remote Sensing and GIS	Python
	Multimedia Computing	.Net Technologies
	Quantitate Techniques	Linux/Unix
	Microprocessor	XML programming
	Cloud Computing	PL/SQL
	System Software	Software Testing
	Automata and Formal languages	Web Designing
	Bio Informatics	Client Side Development (JavaScript & J Query)
	Wireless Computing	Search Engine Optimization (SEO)
		Technical Writing
		E-Commerce
BBA	Investment Banking & Financial Services	
	Corporate Analysis & Valuation	
	Business Tax Planning	
	International Trade Blocks and Multilateral Agencies	
	Corporate Accounting	
	Strategic Corporate Finance	
	Management of Financial Institutions	
	Forensic Analysis and Fraud Investigation	
BBA Honours	Investment Banking & Financial Services	
	Corporate Analysis & Valuation	
	Business Tax Planning	
	International Trade Blocks and Multilateral Agencies	
	Corporate Accounting	
	Strategic Corporate Finance	
	Management of Financial Institutions	
	Forensic Analysis and Fraud Investigation	
	Research Project	

Home Science

Introduction to resource management
An introduction to human development
Introduction to Textiles
Extension communication process and development
Family resource management
Food microbiology
An overview to human development Part –II
Clothing for family
Gender and development
Normal and therapeutic nutrition
Women and nutrition
Textile and fashion designing
Residential space designing and furnishing
Community nutrition
Child with special needs
Financial management
Gender status and development
Socio-economic analysis of communities

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CHAPTER-18

CHOICE-BASED CREDIT SYSTEM (CBCS) FOR B.Ed./M.Ed./ B.Ed.-M.Ed. INTEGRATED PROGRAMMES

18.1 TITLE AND COMMENCEMENT OF STATUTES/REGULATIONS:

18.1.1 These Regulations shall be called “, Regulations Governing the Choice Based Credit System (CBCS) in the University for B.Ed./M.Ed/B.Ed.-M.Ed. Integrated Programmes to be run in the University and Constituent Colleges.

18.1.2 These regulations shall come into force for the candidates to be admitted in the University of Ladakh (Cluster University) from the session 2020-21 onwards.

18.2 DEFINITIONS OF KEY WORDS:

“**Academic Year**” means two consecutive (one odd + one even) semesters constituting one Academic Year.

“**Semester**” means academic work of 15-16 weeks, equivalent to 90 actual teaching days. In a bi-Semester system, an academic year consists of two Semesters. The odd Semesters shall be scheduled from June/July to November/ December, and even Semester from November/ December to April/May.

“**Programme**” means an educational programme leading to award of a Degree, Diploma or Certificate in a discipline.

“**Course**” means a component of a programme or in other words “**Course**” refers to a subject offered under the Degree programme. Each Course is identified by a unique course code and course title. All Courses need not carry the same weight. The Courses should define learning objectives and students learning outcomes. A Course may be designed to comprise Lectures/ Tutorials/Laboratory work/ Field work/ Outreach activities/ Project work/ Vocational training/Viva/ seminars/Term papers/Assignments/ Presentations/ Self-study etc. or a combination of some of these. “**Choice Based Credit System (CBCS)**” means a system which provides choice for students to select from the prescribed Courses (Core, Elective or Minor or Soft skill courses).

“**Credit**” means the quantum of content/syllabus prescribed for the Course. It determines the number of hours of instructions required per week. One Credit is equivalent to one hour of teaching (lecture or tutorial) or 2.0 hours of practical work/field work per week.

“**Credit Point**” means the product of grade point and number of Credits for a Course.

“**Credit Based Semester System (CBSS)**” means the requirement for awarding a Degree or Diploma or Certificate in terms of number of credits to be completed by the students.

“**Grade Point**” means numerical weight allotted to each letter grade on a 10-pointscale.

“**Letter Grade**” means an index of the performance of students in a said Course.(Grades are denoted by letters O, A⁺, A, B⁺, B, C, P and F.)

“**Semester Grade Point Average (SGPA)**” means a measure of performance of work done in a Semester. It is the ratio of total credit points secured by a student in various courses registered in a Semester and the total Course credits taken during that Semester. It shall be expressed up to two decimal places.

“**Cumulative Grade Point Average (CGPA)**” means a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

“Transcript or Grade Card or Certificate” means a grade certificate based on the grades earned, to be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

“Internship” means a part of activities which include Teaching Practice and related academic activities.

“Reflective Journal” means a compendium of all evidences of the activities performed by the trainee during the B.Ed., M.Ed. and B.Ed.-M.Ed. Integrated Programme completion.

“Experimental School” means a school attached to the College to act as an experimental school of the teacher trainees.

“Practicing Schools” means the schools identified by the respective Colleges to act as institutions for purpose of practicing by the teacher trainees.

18.3 SCOPE AND COVERAGE OF PROGRAMMES:

18.3.1 The CBCS is applicable to all full-time Under-Graduate, Under-Graduate Honours, Post-Graduate, five-year Integrated Postgraduate Honours, B.Ed., M.Ed., B.Ed.-M.Ed. Integrated Programmes of study approved by the University.

18.3.2 It is also applicable to any other Programme of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.

18.3.3 The learning and evaluation is on Semester pattern.

18.3.4 Eligibility, qualifications and admission procedure for each programme of study is as approved by the University.

18.4 COURSE STRUCTURE:

The curricula and syllabi of the B. Ed., M.Ed. and B.Ed.-M.Ed. Integrated Courses shall be as recommended by the respective Boards of Studies and notified by the University from time to time. These Course structures shall contain six types of Courses Under Choice Based Credit System (CBCS) as under:-

18.4.1 **Core Course (CC):** The Core courses are Compulsory Courses which a student has to take to become eligible to earn a B.Ed., M.Ed. & B.Ed.-M.Ed. Integrated degree. Each Core Course shall be of 2/4 Credits.

18.4.2 **Discipline Centric Elective (DCE):** The Elective Courses are related to discipline-centric which provide choice to a candidate. Each Discipline Centric Elective Course shall be of 4 (four) Credits.

18.4.3 **Generic/Open Elective (GE/OE):** The Generic/Open Elective provides opportunity to a candidate to seek knowledge outside their programme of **study**. Each Open course shall be of four credits with choice to seek specialized knowledge of additional pedagogy.

18.4.4 **Internship(I):** The students shall visit to different institutions like DIET, SIE Anganwadi Centres, Middle, High and Hr. Sec. Schools, Innovative Centres, etc. The Internship shall be of two weeks in 1st and 2nd Semester with four credits each. During the visit of these schools, the students shall prepare Reflective Journal (RJ). The evaluation of students in internship shall be done by Internal and External examiners.

- 18.4.5 **Microteaching (M):** The Microteaching shall be of 2 (two) weeks with 4 (four) credits. The students shall choose four teaching skills of one credit each in 2nd Semester and shall prepare two lessons in each teaching skill. They shall be evaluated, on the basis of preparation of Lesson Plans and their presentation by Internal and External Examiners.
- 18.4.6 **School Internship and Practice of Teaching (T):** The School Internship and Practice of Teaching shall be of eight weeks with ten Credits. In the School Internship, two credits for routine work in school as a teacher in which he/she shall perform any four activities like maintenance of school record, organization of curricular and co-curricular activities, setting of question papers, conduct of tests and examination, library work, morning assembly, attendance, etc. in 3rd and 4th Semesters. The students shall prepare Reflective Journal (RJ) of these activities which shall be evaluated by Internal and External Examiners.
- The Practice of Teaching shall be of eight credits with four credits each for the practice of teaching in two subjects. The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons, 10 on spot lessons+8 observations lessons of the peers+2 criticism lessons. The student shall prepare Reflective Journal (RJ) of these lessons and the same shall be evaluated by Internal and External Examiners.
- 18.4.7 **Project work(P):** The Project Work shall be undertaken by each trainee under the directions of Teacher Educator and shall be of four Credits for B.Ed., M.Ed. and 12 Credits for Integrated Programmes. The students shall undertake different activities in his/her Project Work. The Project Work of all the activities shall be compiled and submitted in the 4th Semester. The project shall be taken on individual basis and the candidates shall be required to submit one copy of the Project Work to the Head of the Institution. They shall be evaluated by Internal and External Examiners.
- 18.4.8 **Dissertation (D):** The M.Ed./B.Ed.-M.Ed. Integrated students shall be required to submit Synopsis of Dissertation in 2nd/4th semester under the supervision of a Supervisor and then make a presentation of their synopsis before Internal Experts. It shall have two credits. The Dissertation shall be submitted by the student in the last Semester within 15 days from the last paper of M.Ed. (8 Credits)/ B.Ed-M.Ed Integrated course (10 Credits).

18.5 IMPLEMENTATION OF CBCS:

- 18.5.1 The implementation of the CBCS to follow a Common Minimum Curriculum and syllabi of the Core papers provided by the UGC/NCTE. The allowed deviation from the syllabi being 30% at the maximum.
- 18.5.2 University shall have the flexibility to add to the list of elective papers prescribed by the UGC/NCTE, as per the available facilities.
- 18.5.3 Credit score earned by a student for any elective paper has to be included in **the student's overall score tally irrespective of whether the paper is offered** by the parent University (degree awarding University/Institute) or not.
- 18.5.4 For the introduction of AE Courses, they may be divided into the two categories:
- 18.5.4.1 AE Compulsory Courses: The universities participating in CBCS system may have common curriculum for these papers. There may be one paper each in the first two Semesters viz., 1st & 2nd Semesters. 1) English/MIL Communication, and 2) Environmental Studies. AECC shall compulsorily be studied by a candidate to

complete the requirement of a Degree in a said programme/
discipline of study. AECC cannot be substituted by any other
course.

- 18.5.4.2 Skill Enhancement Courses: The University/Department may decide the papers they may want to offer from a common pool of papers as prepared by the concerned BOS and approved by the Academic Council and University Council. The BOS also has the flexibility to add/delete to the list suggested by the UGC. The university may offer two or more than two paper per Semester for these Courses.
- 18.5.5 The students will choose any course offered by a Centre/Department/School under CBCS as Elective Course with the advice of his/her Faculty Mentor and the Course Instructor.
- 18.5.6 The University/Institute may plan the number of seats per Elective paper as per the facilities and infrastructure available.
- 18.5.7 The University shall review the Course structure and syllabi for B.Ed., M.Ed. and B.Ed.- M.Ed. Integrated Programmes after 1 (one) academic session in order to rectify anomalies, if any, based on the feedback from stakeholders.
- 18.5.8 For the purpose of computation of work-load the following mechanism shall be adopted:
- 18.5.8.1 1 Credit =1(one)theory period of one hour duration per week for a minimum of 15 weeks.
- 18.5.8.2 1 Credit = 1(one)tutorial period of one hour duration per week for a minimum of 15 weeks.
- 18.5.8.3 1 Credit = 1(one) Practical period of two hours duration per week for a minimum of 15 weeks.
- 18.5.9 The duration of classes may be decided accordingly by the concern Principal of the Colleges/Head of the School/Head of the School Department.
- 18.5.10 As per standard, the size of Tutorial/Practical/ Practice of Teaching is eight-ten students. The Principal of respective Colleges/Head of the School/Head of the School Department may decide about the class-size and tutorial/practical size as per their requirements according to the prescribed standards.
- 18.5.11 The General Elective Courses offered by the Department will be taught by the Teachers of the same Department.
- 18.5.12 Depending on the Course/availability of faculty, the Principals of Colleges/ Head of the School/Head of the School Department may take a decision for offering a pool of two or more Generic Elective Papers/Skill Enhancement Elective to be opted by students in each Semester.

18.6 APPLICABILITY OF CBCS AND GRADING SYSTEM:

- 18.6.1 The Regulations herein specified applies to all full-time B.Ed./M.Ed./B.Ed.-M.Ed. Integrated Programmes under the Choice Based Credit System of the University.
- 18.6.2 The College of Education will cater to B.Ed./M.Ed. Courses.
- 18.6.3 The School offering of Teacher Education in the University shall cater to the B.Ed.-M.Ed. Integrated Programme.

18.7 PROGRAMMES OF STUDY:

The programmes offered by the Faculty/School of Education in the University are:

- 18.7.1 Integrated B.Ed.-M.Ed. Programme after Post-Graduation;
- 18.7.2 M.Ed. General Programme after B.Ed.; and
- 18.7.3 B.Ed., General Programme after Graduation.

18.8 DURATION (TIME FRAME):

Each Semester shall be of about six months duration including the admission process, classification, conduct of examinations and the preparation of results with a provision of Teaching-Learning Activity of at least 15 weeks as reflected in the Academic Calendar.

- 18.8.1 Duration of B.Ed. Programme for a regular student shall be a period of two years (four Semesters) and a maximum period upto four years (eight Semesters).
- 18.8.2 Duration of M.Ed. Programme for a regular student shall be a period of two years (four Semesters) and a maximum period upto four years (eight Semesters).
- 18.8.3 Duration of B.Ed.-M.Ed. Integrated Programme for a regular student shall be a period of three years (six Semesters) and a maximum period upto five years (ten Semesters).
- 18.8.4 Each academic year shall comprise two semesters.

18.9 ACADEMIC CALENDAR UNDER SEMESTER SYSTEM

Events	Period
Period of odd semesters including Admission and Examinations	February to ending July
Admission to odd Semesters, classification and Finalization of Time Table	February
Class-work of Odd Semesters	March to June
Commencement and Completion of Semester-end Examinations of Odd Semesters	July
Period of Even Semesters including Examinations and Evaluation	August to January
Class-work of Even Semesters	August to November
Commencement and Completion of Semester End Examination of Even Semesters	December
Winter Breaks	50 days (1 st January to 20 th February)
Summer Breaks	10 days (1 st August to 10 th August)

18.10 **AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDY:**

The Courses of Study and the Syllabi for each course (B.Ed./M.Ed./B.Ed.-M.Ed. Integrated) shall be prescribed and revised, as per need, by different Boards of Under-Graduate and Post-Graduate Studies of the University and approved by the Academic Council, in tune with the UGC guidelines. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge as well as understanding of the Course.

However, the concerned Boards of Under-Graduate Studies shall ensure that the course content of each theory paper, irrespective of the Credit weightage, is uniformly distributed into five units with equal weightage.

18.11 **COURSE AND CREDITS:**

18.11.1 The Boards of Studies shall have, subject to prior authorization and approval of the Vice-Chancellor, power to effect from time to time, such minor change(s) in Course(s) offered as are deemed desirable in the academic interest.

18.11.2 Except in the cases for which a different structure is provided under the Regulations, the matter of each Course shall be divided into different units/credits, which shall also include the Practical/Tutorial component(s) to be evaluated in accordance with the relevant Regulations.

18.11.3 Each level of certification for a given duration has a typical structure of Courses of study with well-defined name for each Course/Paper, instruction hours per week translated into Credits, marks for comprehensive continuous assessment and Term End Examination as percentage of total marks/grades.

18.11.4 Every Course offered will have three components associated with the teaching-learning process of the Course, namely:

(i) Lecture – L (ii) Tutorial - T (iii) Practicals– P

where ‘L’ stands for ‘Lecture Session’, ‘T’ stands for ‘Tutorial Session’ consisting of participatory discussion/self study/desk work/brief seminar presentations by students and such other novel methods as make a student absorb and assimilate more effectively the contents delivered in the lecture classes. Normally, the tutorial sheets prepared by the Teacher are distributed in advance to help the learner prepare for interaction systematically. ‘P’ stands for ‘Practice Session’ and it consists of hands-on experience/Laboratory Experiments/Field Studies/Case Studies that equip students to acquire the much required skill component.

18.11.5 Credit defines the quantum of content/syllabus prescribed for the Course and is determined by the number of hours of instruction required per week. Thus, in each Course, credits will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work to complete the Course in a single Semester. In terms of credits, every one hour session of ‘L’ amounts to one credit per Semester and a minimum of two hour session of ‘T’ or ‘P’ amounts to 1 credit per semester, over a period of one Semester of 16 weeks of teaching-learning process.

1 credit = one hour of direct teaching per week

1 credit = two hours of lab work/field work/project work per week.

Thus, 1 credit Course requires one hour per week during a 15-18 week Semester and accordingly, a 3 credit or 4 credit Courses requires three or four hours per week during a 15 week Semester. The total duration of a Semester is 20 weeks inclusive of Semester-End Examination.

18.11.6 A Course shall have any or all the three components. That means a course may have only Lecture component, or only Practical component or combination of any two or all the three components.

18.11.7 The total credits earned by a student at the end of the Semester upon successfully completing the Course are L + T + P. The credit pattern of the Course is indicated as L: T: P. If a Course is of 4 credits, then the different credit distribution patterns in L : T : P format could be

4 : 0 : 0, 1 : 2 : 1, 1 : 1 : 2, 1 : 0 : 3, 1 : 3 : 0,
2 : 1 : 1, 2 : 2 : 0, 2 : 0 : 2, 3 : 1 : 0, 3 : 0 : 1,
0 : 2 : 2, 0 : 4 : 0, 0 : 0 : 4, 0 : 1 : 3, 0 : 3 : 1,

A Course of 3 credits may be so designed that; all 3 credits are assigned for theory or 2 credits for theory and 1 credit for lab work/field work/ project work, or 1 credit each for Theory, Tutorial and lab work/field work/ project work.

A Course of 2 credits may be designed either as 2 credits for Theory or 2 credits for lab work/field work/project work.

18.12 **ADMISSION PROCEDURE:**

Admission to different Courses shall be made as per procedure adopted by the University.

18.13 **ADMISSION FEES:**

The Institution shall charge only such fees as prescribed by the University from time to time.

18.14 **CURRICULUM STRUCTURE:**

18.14.1 **B.Ed. Programme:**

The B.Ed. Programme shall consist of 94 credits spread over four semesters. The distribution of the credits for each Semester, courses and individual components is given in the table below:-

Table 18.1 Curriculum Structure for B.Ed. Programme

S.No.	Semester	No. of Papers	Credits	Total Credits
1	1 st Semester	Five Theory Papers (All Core Courses)	4	20
		Internship	2	2
		Total		22
2	2 nd Semester	Five Theory Papers (Three Core Courses and Two Discipline Specific Elective Courses)	4	20
		Internship	2	2
		Microteaching	4	4
		Action Research	2	2
		Total		28
3	3 rd Semester	Three Theory Papers (One Core and Two Discipline Specific Elective Papers)	4	12
		School Internship	2	2
		Practice of Teaching of 1 st Subject	4	4
		Practice of Teaching of 2 nd Subject	4	4
		Total		22
4	4 th Semester	Two Theory Papers (One Core and One Discipline Specific Elective Papers)	4	8
		Project Work	4	4
		School Internship	2	2
		Practice of Teaching of 1 st Subject	4	4
		Practice of Teaching of 2 nd Subject	4	4
		Total		22
		Total Credits of All Semesters		94

The syllabi and courses of study for individual components shall be as prescribed by the Board of Studies and approved by the Academic Council from time to time. Same syllabi shall be used for each segment of B.Ed. Programme.

18.14.1.1 Internship & Micro Teaching:

Table 18.2 Summary of Internship & Micro Teaching

FIRST SEMESTER INTERNSHIP

S. No.	Activity (visit-cum-observation to)	Duration (2 weeks)	Credits	Marks (50 marks)
1	Anganwadi (Neighbouring Centre)	2 days	2 credits	8
2	Nursery School (observation of 5 lessons)	2 days		8
3	DIET (7 wings)	2 days		8
4	Innovative Centre (Primary and Middle Schools)	2 days		8
5	Primary School (observation of 5 lessons)	2 days		8
6	Middle School	2 days		10

SECOND SEMESTER INTERNSHIP

1	High School (observation of 8 lessons)	4 days	2 Credits	15
2	Higher Secondary. Schools (observation of 5 lessons)	4 days		15
3	State Institute of Education (SIE 7 Branches) (Observation of 2 lessons)	2 days		10
4	Innovative Centres	2 days		10

MICROTEACHING

1	Teaching skill – I (2 Lessons)	3 Days	4 Credits	Internal 15 marks	External 10 marks	Total 25 marks
2	Teaching skill – II (2 Lessons)	3 Days		Internal 15 marks	External 10 marks	Total 25 marks
3	Teaching skill – III (2 Lessons)	3 Days		Internal 15 marks	External 10 marks	Total 25 marks
4	Teaching skill – IV (2 Lessons)	3 Days		Internal 15 marks	External 10 marks	Total 25 marks

18.14.1.2 Practice of Teaching:

Table 18.3 Summary of Practice of Teaching

THIRD SEMESTER PRACTICE OF TEACHING

S.No.	Activity (School Internship cum Teaching Practice)	Duration (8 weeks)	Credits (10)	Marks (250 marks)		
				Internal marks	External marks	Total marks
1	School Internship (School Internship includes all the activities which a regular teacher does in routine in a school. The trainee are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ)).	1 week	2	30 marks	20 marks	50 marks
2	Practice of Teaching in 1 st Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).	3.5 weeks	4	60 marks	40 marks	100 marks
3	Practice of Teaching in 2 nd Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).	3.5 weeks	4	60 marks	40 marks	100 marks

FOURTH SEMESTER PRACTICE OF TEACHING

S.No.	Activity (School Internship cum Teaching Practice)	Duration (8 weeks)	Credits (10)	Marks (250 marks)		
				Internal	External	Total
1	School Internship (School Internship includes all the activities which a regular teacher does in routine in a school. The trainee are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of reflective journal (RJ)).	1 week	2	30 marks	20 marks	50 marks
2	Practice of Teaching in 1 st Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).	3.5 weeks	4	60 marks	40 marks	100 marks
3	Practice of Teaching in 2 nd Subject (The Practice of Teaching shall be of 60 teaching practice component (40 lessons in each subject + 20 lessons (10 on spot lessons+8 observations lessons of the peers+2 criticism lessons)). The student shall prepare Reflective Journal (RJ) of these lessons).	3.5 weeks	4	60 marks	40 marks	100 marks

18.14.1.3 Project Work (to be completed from Semester 1st to 4th):

Table 18.4 Activities of Project Work

S. No.	Activity	Completion period	Internal marks	External marks	Total marks
1	Activity – I	1 st Semester	15	10	25
2	Activity – II	2 nd Semester	15	10	25
3	Activity – III	3 rd Semester	15	10	25
4	Psychological Testing	4 th semester	15	10	25
		Total	60	40	100

18.14.2 M.Ed. Programme:

The M.Ed. Programme shall consist of 90 credits spread over four semesters. The distribution of the credits for each Semester, Course and individual component is given in the table below:-

Table 18.5 Curriculum Structure for M.Ed. Programme

S.No.	Semester	No. of Papers	Credits	Total Credits
1	1 st Semester	Five Theory Papers (All Core Courses)	4	20
		Internship	4	4
		Total		24
2	2 nd Semester	Five Theory Papers (Four Core and one Discipline Specific Elective Papers)	3 core = 3x4 = 12 1 core = 1x2 = 2 1DSEP = 1x2 = 2	16
		Internship	4	4
		Dissertation Synopsis	2	2
		Total		22
3	3 rd Semester	Three Theory Papers (Two Core and One Elective Papers)	4x3	12
		Internship	4	4
		Dissertation (Upto 4 th Chapter)	4	4
		Total		20
4	4 th Semester	Two Theory Papers (One Core and One Elective Papers)	4x2	8
		Project Work	4	4
		Internship	4	4
		Dissertation	8	8
		Total		24
		Total Credits of All Semesters		90

The syllabi and courses of study for individual components shall be as prescribed by Board of Studies and approved by the Academic Council from time to time. Same syllabi shall be used for each segment of M.Ed. Programme.

18.14.2.1 Summary of Internship:

i) Semester–I Internship (4 Credits)

Visit-cum-Observation

1. Visit and observe one Teacher Education Institution (College of Education, SIE, DIET, etc.) in summer.
 - (a) Observe and record lessons of Interns 5 Days
 - (b) Writing Reflective Journals 10 Days Writing Reflective Journals will be related to:-
 - a) Teacher Education Institution Activities - Planning, Teaching & Assessment, Interaction with School Teachers, Community & Panchayat Members.
 - b) Understanding Related Aspects of Curriculum.
 - c) Assessment of Teachers & Learners.
 - d) Preparation for Diverse Learners in Teacher Education Institutions.
 - e) Reflection on Teaching Experience.
2. Plan and Deliver four lessons in four perspective papers in Teacher Education Institution 5 days
3. Visit one Teacher Education Institution and Observe & Record Innovative extended discussions and presentations on different aspects of teaching. 1 day

ii) Semester–II Internship (4 Credits)

Visit Cum Observation

1. Visit and observe High/Higher Secondary School 5 days
2. Plan and deliver core group subjects lessons in High/Higher Secondary School and writing Reflective Journal (RJ) of the activities 15 days
Visit one Teacher Education Institution and Observe & Record Innovative extended discussions and presentations on different aspect of teaching 1 day

iii) Semester–III Internship (4 Credits)

Visit Cum Observation

1. Visit, observe and record activities of High/Higher Secondary School 5 days
2. Writing Reflective Journal (RJ) related to:
 - a) Lessons of Interns;
 - b) School Planning;
 - c) Budget Allocation in School Administration and Management;
 - d) Monitoring system in Schools.
3. Visit and deliver 15 lessons in Specialization Papers in
4. Visit one Teacher Education institution and Observe & Record Innovative extended discussions and presentations on different aspects of teaching 1 Day

iv)Semester–IV Internship (4 Credits)

1. Devising Teaching Learning Material in the subject of specialization (5 Items) 2 days
2. Teaching through Innovative methods (in simulation form) 2 Lessons 2 days

18.14.2.2 Dissertation Synopsis:

Dissertation Synopsis is of 2 Credits having 50 marks. Each student shall be allotted a Supervisor who shall help the M.Ed. student in the theme and selection of Dissertation Topic. After reviewing the literature and other related material, the student shall prepare the synopsis and submit to the Head of the Department in 2ndSemester. The student shall make presentation of his/her synopsis before a panel of two internal experts and students for evaluation. The 30 marks are allotted for preparation of synopsis and 20 marks for the presentation.

18.14.2.3 Project Work:

Each student of M.Ed. shall be required to prepare the Reflective Journal (RJ) of all the Internship activities of 1st to 3rdSemesters. In addition to the Internship activities, he/she shall also reflect in the Reflective Journal (RJ) all other activities performed by him/her in the entire M.Ed. Programme such as:

1. workshop on narratives, biographies, stories, group interactions, film reviews and forms of self expression (poetry, humour, creative movement, aesthetic representations);
2. document Teaching Specialization;
3. record of Sessional work in Advanced Communication Skills;
4. portfolio of an adolescent;
5. care of one tree on campus;
6. feedback of Reflective Journals(RJs) of all semesters; and
7. the methodology shall include theatre activities, discussions, nature walk, collective art, adventure/field visits.

The compilation of all activities in the Reflective Journal (RJ) shall be the Project Work of each student. It shall be of 4credits having 100 marks and shall be evaluated by both Internal and External Examiners.

18.14.2.4 Dissertation:

The student shall be required to submit Synopsis of Dissertation in 2ndSemester under the supervision of a Supervisor and then make a presentation of his synopsis before the Internal Experts. It shall have 2 credits. 30 marks shall be allotted for preparation and 20 marks for presentation of Dissertation Synopsis. He/she shall complete four stages of research work (4 Credits) in 3rdSemester and the same has to be evaluated by the Internal Guide/Supervisor.

Further, he/she shall submit two copies of Dissertation along with C.D. in 4th Semester to the Head of Institution within 10 days from the last paper of M.Ed. Course for onward submission to the Controller of Examinations. The Dissertation shall be evaluated by the Board of Examiners consisting of one Internal Examiner and one External Examiner appointed by the competent authority. The student shall present a seminar of his/her Dissertation Work which shall be evaluated by both Internal and External Examiners. The dissertation shall be of 8 credits having 200 marks. Out of this, 130 marks are allotted for the evaluation of Dissertation by two experts (one Internal and one External) and 70 marks for the evaluation of seminar/viva-voce by External Examiner appointed by competent authority.

18.14.3 B.Ed-M.Ed. Integrated Programme:

the three Year Integrated B.Ed.-M.Ed. Degree Programme of the University will begin w.e.f.the Academic Year 2020. The Programme Structure of Proposed Course Splits into 6 (six) Semesters comprising 165 Credits.

18.14.3.1 Course Content & Credits:

Table 18.6 Curriculum Structure for B.Ed.-M.Ed. Integrated Programme

S.No.	Courses	No. of Courses	Credits
1	Core Courses		
a)	Perspective Courses	14	46
b)	Research Tools & Self Development	4	22
2	Elective Courses		
a)	Teacher Education	5	20
b)	Inter-disciplinary (credits to be earned from other courses offered by other colleges)	1	4
c)	Optional Papers	1	4
3	Practicum	6	69
	Total	31	165

The syllabi and courses of study for individual components shall be as prescribed by Board of Studies and approved by the Academic Council from time-to-time. Same syllabi shall be used for each segment of the Integrated Programme.

18.14.3.2 Summary of Practicum:

Table 18.7 Practicum Semester Ist

S.No.	Activity	Credits	Internal Marks	External Marks	Total Marks	Duration
1.	I. Visit-cum-observation to/of					
	a) Anganwari (Neighbouring Centre)		15	10	25	2 days
	b) Nursery School (Observation of five lessons)	6	15	10	25	2 days
	c) Innovative Centre (Primary/Middle Schools)		15	10	25	2 days
	II. PROJECT WORK					
	a) Each one teach one		9	6	15	Continuous
	b) Self development		9	6	15	Activities
	c) Own a plant		9	6	15	
	d) Gender Sensitization		9	6	15	
	e) Save water		9	6	15	
TOTAL		6	90	60	150	

Table 18.8 Practicum Semester 2nd

SNO	Activity	Credits	Internal Marks	External Marks	Total	Duration
1.	Visit cum Observation to/of					
	a) Primary School (Observation of five lessons)	8	12	8	20	2days
	b) Middle School (Observation of five lessons)		12	8	20	2days
	Project Work					
	a)Each one teach one		6	4	10	Cont. Act
	b)Self development		9	6	15	Cont. Act
	c) Own a plant		6	4	10	Cont. Act
	d) Orientation and practice of major teaching skills		75	50	125	10 days
	TOTAL	8	120	80	200	

Table 18.9 Practicum Semester -3rd

S.No.	Activity	Credits	Internal Marks	External Marks	Total	Duration
1.	Visit cum observation to/of a) High School (Observation of ten lessons)		24	16	40	4 days
	b) Higher Secondary School (observation of five lessons)	20	30	20	50	3 days
	Project Work		6	4	10	Cont. Act
	a) Each one teach one		6	9	15	Cont. Act
	b) Self development		6	4	10	Cont. Act
	c) Own a plant		180	120	300	
	Teaching Practice (45 x2=90 Lessons)		45	30	75	8 Weeks
	Internship in Practicing Schools					
			277	223	500	

Table 18.10 Practicum Semester-4th

SNO	Activity	Credits	Internal Marks	External Marks	Total	Duration
1.	Visit cum observation to/of a) DIET b) SIE	20	27 27	18 18	45 45	2days 2days
	Project Work		6	4	10	Cont. Act
	a) Each one teach one		9	6	15	Cont. Act
	b) self development		6	4	10	Cont. Act
	c) Own a plant					
	Teaching Practice (45 x2=90 Lessons)		180	120	300	8 Weeks
	Internship in Practicing Schools		45	30	75	
	TOTAL	20	300	200	500	

Table 18.11 Practicum Semester-5th

S.NO	Activity	Credits	Internal Marks	External Marks	Total	Duration
1.	1) Book Review 2) Course Content Evaluation of any paper of Semester Ist 3) Critical Analysis of an Educational Film 4) Presentation on Environmental issues 5) Visit, observe and Preparation of the report on Old Age Home/ Nari Niketan/ Bal Ashram	3	9 9 9 9 9	6 6 6 6 6	15 15 15 15 15	5 days
	TOTAL	3	45	30	75	

Table 18.12 Practicum Semester-6th

S.NO.	Activity	Credits	Internal Marks	External Marks	Total
1.	1) Research Work (Dissertation) 2) Reflective Journal/Project Work from Semester Ist to Semester 6 th (Two credits for each 2x6=12)	10 12	150 180	100 120	250 300
	TOTAL	22	330	220	550

Table 18.13 Summary of the Credits of 3 (three)= Year B.Ed.-M.Ed. Integrated Course

SNo.	Semester	Credits	Internship	Total
1.	I	20	06	26
2	II	20	08	28
3	III	12	20	32
4	IV	10	20	30
5	V	16	03	19
6	VI	08	22	30

A. Grand Total of Core and Elective Courses=86 Credits**B. Practicum/Internship=79 Credits****Total Course Credits=86+79=165 Credits**

18.15 ATTENDANCE:

- 18.15.1 Students are required to attend at least 80% of the subject classes actually held; 90% for teaching and internship.
- 18.15.2 Attendance shall not be mandatory for students repeating only the Major Examinations.
- 18.15.3 Absence on medical reasons should be supported by a medical certificate which has to be submitted within five working days after recovery/re-joining after illness.
- 18.15.4 No student who has less than 80% attendance in any Course shall be permitted to attend the End-Semester Examination and she/he shall be given grade of FA-failure due to lack of attendance.
- 18.15.5 He/she shall be asked to redo that course by enrolling for it the next time it is offered.
If a student attends NCC/NSS/Sports Activities/Cultural Activities, attendance shall be given as per rules mentioned in the Statutes.

18.16 CONDONATION:

- 18.16.1 In particular and without prejudice to the generality of Statutes or any clause of these Statutes, where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:-
 - 18.16.1.1 Principal of the College/Head of the School Department up to a maximum of five lectures in theory and three in Practicals in each course for a Semester-End Examination;
 - 18.16.1.2 Vice-Chancellor up to a Maximum of five lectures in Theory and three in Practicals in each Course for a Semester-End Examination, beyond the competence of the Principal;
 - 18.16.1.3 Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Principal of the College.
- 18.16.2 No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
- 18.16.3 Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities wants to pursue the programme, he/she shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall, however, be applicable only in respect of such of the candidates as have attended at least 50% classes in the said

Course(s). Candidates having attended less than 50% of the lectures in a particular Course(s) shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the Semester/Course. However, such candidate(s) shall appear in the examination along with the candidates of the Semester, with which he/she has been readmitted, in regular capacity.

- 18.16.4 Provided that a student who has not completed the required attendance in a course(s) or Paper(s) of a particular Semester and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of the course/s only in which he/she has completed the required attendance.
- 18.16.5 Provided further that the Principal concerned/Head of the School Department, if satisfied, shall be competent to condone shortage on account of health grounds where the period of absence exceeds the prescribed limit.

18.17 **CONCESSIONS IN ATTENDANCE:**

Concession in attendance for participating in different activities will be subject to the following conditions:

- ❖ 18.17.1 Participation in Co- Curricular /Extra-Curricular Activities:
Inter-University, Intra and Inter-College Sports Tournaments, Debates, Seminars, Youth Festivals, Cultural Programmes and Sports Tournaments organized by the J&K Sports Council etc.
- 18.17.2 Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India Inter-University/Inter-College Debates, Seminars, Youth Festivals and Cultural Programmes, etc.
- 18.17.3 Participation in N.S.S. Programmes.
- 18.17.4 Participation in Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.
A candidate who participates in the above mentioned activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation shall be treated as present on all working days of his/her absence on such account subject to a maximum of twelve days in an academic Semester.
- 18.17.5 Participation in N. C. C. Programmes:
The students having actually attended N.C.C. camps during working/non-vacation days shall be treated on duty subject to a maximum of 15 days including journey days for purposes of condoning deficiency in attendance.

18.17.6 Participation in more than 1 (one) activity:

A candidate who has participated in more than one activity, as prescribed above, may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account. Provided that if one of the activities is participation in NCC camps, he/she shall be treated as present on all working days not exceeding 20 days including the days of travel.

18.17.7 provided that the Vice-Chancellor, if satisfied, shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.

18.17.8 Provided further that a Special Examination shall be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports/Other activities organized at the State and Inter University/National and International levels.

NB: The candidate(s) participating in such events must produce a copy of the certificate to the Principal of the College within one month from the end of the event, failing which no such benefit shall be given. The authority competent to issue the candidate's participation certificate shall bring to the notice of the College the name, Roll number of the candidate and the date(s) on which the activities were conducted within a month's period from the end of the event.

18.18 **EXAMINATION:**

18.18.1 **Medium Of Instruction And Examination:**

18.18.1.1 English shall be the medium of instructions and examinations in all Papers/Courses except in Oriental Classical and Modern Indian Languages where the medium of instruction and examinations shall be the language concerned. Project report/Dissertation / Field work report/ Training report etc. if any, shall have to be written in English except in case of the programmes of study in languages/literature, where the same may be required to be written in the respective languages.

18.18.1.2 It shall be incumbent upon all the candidates to cross the blank pages of Answer Script, if any, during the Examination. If any candidate leaves any page/s between any two written pages in the Answer book blank without crossing or does not write the Correct Roll Number / Subject at the relevant place on the title page or writes a wrong Roll Number / Subject or commits any other similar mistake which goes against the guidelines already issued for the purpose, by the University, it shall entail a punishment as per the guidelines including the cancellation of the concerned paper.

- 18.18.1.3 Preservation Period of an Answer Script shall be defined on the basis of whether an examinee applies/does not apply for re-evaluation during the stipulated time period. The Answer Scripts of L.O./N.A./D.E. and other such category cases shall be preserved up to their result declaration and completion of the re-evaluation process. In all other cases, the Answer Scripts shall be disposed of immediately after the last date prescribed for re-evaluation is over.
- 18.18.1.4 In addition to determination of basic eligibility for appearing in the Semester-End Examination, a minimum of 80% attendance is required.
- 18.18.1.5 The attendance award record thereof shall be maintained in accordance with the Regulations prescribed for the purpose. In case of failure/re-appear category, the attendance marks earned by the candidate as a regular student shall be carried forward to the subsequent examination.
- 18.18.1.6 In case of industry-related /field-related courses, as prescribed by the University from time-to-time, appropriate attendance shall be reserved for internship/field work /internal assessment etc.

18.18.2 **Examination Fee:**

The examination fee shall be as prescribed by the University from time-to-time and shall have to be paid by each student at the time of admission to the Odd Semesters within the stipulated time. In addition to the examination fee prescribed for each Semester-End Examination, every candidate shall have to pay the Degree Certificate Fee, Degree Verification Fee and the Transcription Fee at the time of admission to the 3rd Semester for M.Ed. and B.Ed. Courses and 5th Semester for B.Ed.-M.Ed. Integrated Courses.

18.18.3 **Dates Of Examinations:**

The examination for all the semesters shall be held as per the prescribed Academic Calendar every year. However, exact dates and the centres of examination shall be notified by the Controller of Examinations. Ordinarily the University shall not deviate from the prescribed academic calendar and the conduct of examinations subsequent to the issuance of Date Sheets in order to ensure time-bound declaration of results. However, in the event of any unforeseen exigency, the Controller of Examinations shall be competent to effect minor adjustments in the schedule.

18.18.4 **Exemption to Re-appear in practical examination once qualified:**

A candidate who appears in and passes the Practical Examination of a Course but fails to qualify in the Theory Course, shall be exempted from appearing in the practical examination of the Course subsequently and the marks obtained by him/her in the Practical Examination shall be carried over. Consequently, he/she shall be required to appear in the theory part of that Course only at the subsequent examination.

18.18.5 **Re-Appear Category for Failures:**

A candidate who passes in any component of a Course(s) in a Semester-End Examination shall be exempted from appearing in such a component of the course/s in the subsequent examination(s) under the re-appear category.

Provided that a candidate, under the re-appear category, may also appear in the exempted Course(s), if he/she so chooses. His/her result shall be declared only if he/she improves upon his/her earlier performance. Provided also that re-appear/failure candidates shall have to appear in the Semester-End Examination as per the syllabi in vogue at the time of examination and fulfilment of other statutory conditions.

18.18.6 **Re-Appear For Grade Improvement:**

B .Ed., M . Ed., B.Ed - M.Ed. Integrated Programme

18.18.6.1 A candidate who has passed the B . Ed. , M.Ed., B.Ed.-M.Ed. Integrated Programme Examination from the University/Constituent Colleges and is desirous of improving his/her grade shall have the option to improve his/her grade after paying the normal fee prescribed by the University for the purpose up to a period of two years after having passed the B.Ed., M.Ed., B.Ed.-M.Ed. Integrated Programme Examination and, for this purpose, he/she may appear in the consecutive examinations in the Courses as per his/her choice except Practicals, field work, surveys, viva-voce, etc. (For example, a student re-appearing in a paper prescribed in Semester-I Examination may do so along with subsequent Semester 3rd and not along with papers for Semester 4th) The grade already earned by the candidate in other Courses in which he/she does not re-appear this time shall be carried forward. The result of such a candidate shall be declared if he/she improves the grade, otherwise no modification of result will be notified. In case the candidate wishes to improve his grade after two years of completing his/her graduation he/she shall have to deposit double the fee prescribed for the purpose up to a period of five years. Beyond 5 (five)years the fee to be paid for the purpose shall be five times the normal fee.

18.18.6.2 A candidate who has cleared examinations of the second academic year (3rd & 4th Semester) of B.Ed.-M.Ed. Integrated Programme may re-appear in any paper of two Semesters of the last year only once, at the immediate subsequent examinations on foregoing in writing his/her previous performance in paper(s) concerned within the prescribed time span.

18.18.6.3 In the case of a candidates who opt to re-appear in any paper(s) under the aforesaid provisions on surrendering his/her earlier performance but fails to reappear the marks previously secured shall be taken into account while determining his/her result of examination held currently.

18.18.6.4 Reappearing in practical examination passed shall not be allowed.

18.18.6.5 There shall not be any special examination for Grade Improvement.

18.18.6.6 A student who re-appears in a Course shall carry forward the attendance marks originally awarded. Such a candidate shall have to return the Degree and marks transcript, in original, to the University if issued to him/her, in case of a positive change in Grade

18.18.7 Admission of Students Disqualified for Misconduct/Using Unfair means in Examinations:

A candidate who has been disqualified for specific periods from the University for misconduct/using unfair means in examinations shall not be permitted to appear in any examination before the expiry of that period. She/he will also not be permitted to join any college/institution/department at any time during the period of his punishment.

18.18.8 Issuance of Marks Certificate/Grade Card/Transcript:

18.18.8.1 No formal Certificate/Marks Certificate/Transcript of having passed B.Ed., M.Ed., B.Ed-M.Ed. Integrated Programme, Semester- I, II, III and V examinations shall be issued.

18.18.8.2 The grades secured in each Course/Paper (separately in Theory/Practicals, wherever applicable) of each candidates shall, however, be available on the University website immediately after the declaration of result of each Semester-End Examination.

18.18.8.3 Once the degree is complete, a transcript indicating the Grade Performance of the candidate from the 1st to the last Semester shall be issued. Any student seeking migration to any other University shall be provided a transcript of Semesters along with the SGPA / CGPA qualified from the University against the payment of a prescribed fee.

18.18.9 Issuance of Photostat Copies/Re-evaluation of Answer Scripts:

18.18.9.1 Providing photostat copies and re-evaluation of answer scripts shall be permissible in each course of a Semester-End Examination of B.Ed., M.Ed., B.Ed.-M.Ed. Integrated Programme as per the University Statutes, for which a candidate shall have to apply on-line along with the prescribed fee, till the University switches over to the digitization of Answer Scripts, for which subsequent statutory modifications will be sought.

18.18.9.2 Time duration within which a candidate can apply for photostatcopy of Answer Script(s) with or without RTI shall be ten days after the declaration of the result and the University shall provide the copies within ten days after the last date for applications for the purpose.

18.18.9.3 Time duration within which a candidate can apply for re-evaluation of Answer Script(s), shall be 15 days after the declaration of result.

18.18.9.4 Re-evaluation shall not be permitted in the Practical Examination, Project Report, Dissertation and Viva-Voce.

- 18.18.9.5 Final result after re-evaluation will be based on average marks of 1st and 2nd Examiners. As such, the marks may increase or decrease after the re-evaluation result is declared.
- 18.18.9.6 In case there appears to be deviation of 30% or more marks in the original and the re-evaluation result in a particular Descriptive Answer Script, it shall be referred to a panel of subject experts, constituted for the purpose, for final assessment, and suitable action shall be initiated against the negligent evaluator after affording him/her a chance to be heard, and the decision of the panel with regard to the result of the candidate and the punitive action, if any, for the negligent evaluator shall be final and binding. If after the final evaluation of such Answer Script there is a positive change in the result of the candidate to the extent of 30% or more marks the re-evaluation fee charged from the candidate shall be refundable and the same shall be recovered from the negligent evaluator in addition to the penalty imposed by the panel.
- 18.18.9.7 On receiving the Answer Script, if any candidate notices that any question has remained un-evaluated or the marks for any question have not been counted, the same shall be brought in to the notice of the Controller Examinations for immediate remedial action.
- 18.18.9.8 No re-checking of Answer Scripts shall be permissible.
- 18.18.9.9 The University shall evolve a mechanism for digitisation of the Answer Scripts so that the students can access their scripts any time.

18.18.10 Award of Degree:

Subject to the provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the B.Ed., M.Ed. and B.Ed.-M.Ed. Integrated Degree, on the satisfaction of the following conditions: -

18.18.10.1 He/she has pursued a full-time programme in concerned discipline; and

18.18.10.2 He/she has qualified in all the theory, practical and research components, components, wherever applicable;

The candidate(s) shall be declared to have secured the CGPA/Letter Grade/Grade Points on the basis of overall CGPA Score obtained in accordance with these Statutes/Regulation provided that the candidate(s) secure(s) not less than qualifying grade in each theory/practical/attendance for the award of the Degree.

18.18.11 Degree Certificate:

Only a single transcript, indicating the SGPA and CGPA, and the Final Degree Certificate shall be issued by the University immediately on completion of the Degree Programme. No Provisional Certificates, in this regard, shall be issued by the University.

18.19 PATTERN OF EXAMINATION:

Break-up of Major and Minor Examinations:

The continuous Internal Assessment (Minor) and End-Semester Examination (Major) will form the basis for evaluating/grading the student performance in each Paper/Course.

18.19.1 B.Ed. Programme:

The examination is a continuous process and the formative and summative techniques shall be used to complete the process of examinations. The Semester-End or the Term-End Examination shall be held for the following components:-

18.19.1.1 Theory Examination:

The Theory papers shall be of 100 marks each, out of which 60 marks shall be for Semester-End Examination and 40 marks for Internal Assessment. The Internal Assessment shall have 15 marks for Minor-I, 15 marks for Minor-II and 10 marks for Sessional. The Theory Examination will be held as per the University of Ladakh date-sheet at designated centres of the Constituent Colleges and students need to write the examination as per rules and regulations of the University of Ladakh. The candidates shall require a minimum of 40% marks for passing in the Theory Examination and must pass both in Theory as well as in Internal Assessment.

18.19.1.2 Internship (I):

It is a continuous assessment of the student-teacher performance in the classroom and outside the classroom. The students shall devote four weeks in 1st and 2nd Semester to school-based/related activities in different institutions. During the visit of these institutions, the students shall fully record their activities in the form of Reflective Journal (RJ). The Reflective Journal is to be a compendium of all activities of the student-teacher in which he/she shall perform/enact in the classroom in the practicing school. All the activities performed need to be authenticated by the Principal and the Teacher In-charge. The internship shall be of 50 marks having 30 marks, for internal evaluation and 20 marks for external evaluation.

18.19.1.3 Microteaching (M):

In Microteaching, two weeks shall be devoted to school-based teaching skill activities in 2nd Semester and the student-teacher shall be given 4 (four) teaching skills with 2 (two) lessons in each teaching skill to perform. Each teaching skill shall have 25 marks with 15 marks for lesson planning and 10 marks for presentation and demonstration. Out of 100 marks, 60 marks for lesson planning and demonstration shall be evaluated by Internal Examiner and 40 marks for presentations shall be evaluated by External Examiner.

18.19.1.4 Project Work (P):

Every Student has to conduct certain activities in each Semester and compile record of all those in 4th Semester as Reflective Journal/Project. In it, he/she has to delve in detail about the activities performed (with proof) and also about personal experiences. The project is of 4 credits to be evaluated by Internal and External Evaluators.

18.19.1.5 **School Internship and Practice of Teaching (T):**

School Internship includes the activities which a regular teacher does in routine in a school. The trainees are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of Reflective Journal (RJ). It shall have 50 marks having 30 marks for Internal and 20 marks for External Examiner.

Teaching Practice is to required be reflected through Reflective Journal (RJ).

Teaching Practice will take place in two Semesters (3rd & 4th) for the two subjects selected by the student-teacher.

The awarding of 60 teaching Practice lessons [(40 lessons in each subject +20 lessons (10 on-spot lessons + 8 observations lessons of the peers + 2 criticism lessons)] is to be done out for 100 marks i.e. 60 marks to be allotted by Internal Evaluator and 40 Marks to be allotted by the External Evaluator in each subject taught(100+100=200 marks).

The External Examiner, appointed by the Controller of Examinations is to award 40 marks on the basis of :

- i. Interviewing the reflection of the student-teacher on the basis of the pedagogy of teaching subject opted by the student.
10 Marks
- ii. Evaluation of the teaching record of the lessons.
20 Marks
- iii. Any innovation done while teaching while learning among the students (authenticated in RJ by the respective teacher).
05 marks
- iv. Use of cost-effective/waste material products used as aids/home-made aids (Minimum 20 teaching aids)
05 marks

Teaching practice (a component of School Internship) of not less than 80 lessons [(40 in first and 40 in the second subject and 20 lessons (10 on spot lesson + 8 observations lesson and 2 criticism lesson on each of the chosen subject)] has to be taken up for pedagogical mastery on the content basis in the recognized elementary/secondary/ higher secondary schools in the 3rd and 4th Semesters of the curriculum.

18.19.1.6 **Structure of Question Papers (Major Examinations):**

The question paper shall have three Sections A, B and C. However, marks allotted to a Course will be different. There will be 100 marks for a course with four credits and 50 marks for a course with two credits. The Semester-End Examination marks for a course shall be 60 for four credits and 30 for two credits. Similarly, the Minor Examination's marks shall be of 40 and 20 for four and two credit Courses, respectively.

Weightage of questions, per section, under 4 and 2 credit courses shall be as under:-

Weightage	Section A	Section B	Section C
4 credit course	16 marks 8 Short type Questions of 2 marks each (Compulsory)	20 marks 5 Medium type Questions of 4 marks each (with choice)	24 marks 2 Long Questions of 12 marks each (with choice)
2 credit course	8 marks 8 Short Questions of 1 marks each (Compulsory)	10 marks 5 Medium Questions of 2 marks each (with choice)	12 marks 2 Long Answer Questions of 6 marks each (with choice)

18.19.2 M.Ed. Programme: Continuous Internal Assessment (Minor) & End Semester Examinations (Major) Examinations:

The examination is a continuous process and both the formative and summative techniques would be used to complete the process of examinations. The Semester-End or the Term-End Examination shall be held in the following components:-

18.19.2.1 Theory Examination:

The Theory papers shall be of 100 marks each, out of which 60 marks shall be for Semester-End Examination and 40 marks for Internal Assessment. The Internal Assessment shall have 15 marks for Minor-I, 15 marks for Minor-II and 10 marks for Sessional. The Theory Examination will be held as per the University of Ladakh date-sheet at designated centres of the Constituent Colleges and students need to write in the examination as per rules and regulations of the University of Ladakh. The candidates shall require a minimum of 40% marks for passing in the Theory Examination and must pass both in Theory as well as in Internal Assessment.

18.19.2.2 Internship (I):

It is a continuous assessment of the student-teacher performance in the classroom and outside the classroom. The students shall devote three weeks in each semester from 1st to 3rd Semester to school-based/related activities in different institutions. During the visit of these institutions, the students shall fully record their activities in the form of Reflective Journal (RJ). The Reflective Journal is to be a compendium of all the activities of the student teacher in which he/she has to perform/enact in the classroom in the practicing school. All the activities performed need to be authenticated by the Principal and the Teacher In-charge. The Internship shall be of 100 marks (4 credits) having 60 marks for Internal Evaluation and 40 marks for External Evaluation. The details of school related activities in Internships in each Semester shall be as under:

(A) Semester-I Internship (4 Credits)

Visit-Cum-Observation:

1. Visit and observe one Teacher Education Institution (College of Education, SIE, DIET, etc.) in summer:

- a) Observe and record lessons of Interns **5 (five) Days**
- b) Writing Reflective Journals related to: **10 (ten) Days**
- 2. Teacher Education Institution Activities - Planning, Teaching & Assessment, Interaction with School Teachers, Community & Panchayat Members.
- 3. Understanding Related Aspects of Curriculum.
- 4. Assessment of Teachers & Learners.
- 5. Preparation for Diverse Learners in Teacher Education Institutions.
- 6. Reflection on Teaching Experience.
- 7. Plan and Deliver four Lessons in four perspective papers in Teacher Education Institutions **5(five)days**
- 8. Visit 1 (one) Teacher Education Institution and Observe and Record Innovative extended discussions and presentations on different aspects of teaching **1(one) day**

(B) Semester– II Internship (4 Credits) Visit-Cum-Observation

- 1. Visit and observe High/Higher Secondary School **5 (five) days**
- 2. Plan and deliver core group subject lessons in High/Higher Secondary School and writing Reflective Journal (RJ) of the activities **15(fifteen) days**
- 3. Visit 1 (one) Teacher Education Institution and Observe & Record Innovative extended discussions and presentations on different aspects of teaching **1(one) day**

(C) Semester– III Internship (4 Credits) Visit-Cum-Observation

- 1. Visit, observe and Record activities of High/Higher Secondary School **5 (five) days**
- 2. Writing Reflective Journal (RJ) related to:
 - i. Lessons of Interns;
 - ii. School Planning;
 - iii. Budget Allocation in School Administration and Management;
 - iv. Monitoring system in Schools.
- 3. Visit and deliver 15 lessons in Specialization Papers in High/Higher secondary School **15 (fifteen)days**
- 4. Visit one Teacher Education Institution and observe & record innovative extended discussions and presentations on different aspects of teaching **1(one)day**

18.19.2.3 **Dissertation Synopsis:**

Dissertation Synopsis is of two Credits having 50 marks. Each student shall be allotted a Supervisor who shall help the M.Ed. student in the theme and selection of Dissertation Topic. After reviewing the literature and other related material, the student shall prepare the synopsis and submit it to the Head of the Department in 2nd Semester. The student shall make presentation of his/her synopsis before a panel of two Internal Experts and students for evaluation. 30 marks are allotted for preparation of synopsis and 20 marks for presentation.

18.19.2.4 **Project Work:**

Each student of M.Ed. shall be required to prepare the Reflective Journal (RJ) of all the Internship activities of 1st to 3rd Semesters. In addition to the internships activities, he/she shall also record in the Reflective Journal (RJ) all other activities performed by him/her in the entire M.Ed. Programme such as:

1. workshop on narratives, biographies, stories, group interactions, film reviews and forms of self expression (poetry, humour, creative movement, aesthetic representations);
2. document Teaching Specialization;
3. record of Sessional work in Advanced Communication Skills;
4. portfolio of an adolescent;
5. care of 1 (one) tree on campus; and
6. feedback of Reflective Journals (RJs) of all semesters.

The methodology will include theatre activities, discussions, nature walk, collective art, adventure/field visits.

The compilation of all activities in the Reflective Journal (RJ) shall be the Project Work of each student. It shall be of four credits having 100 marks and shall be evaluated by both Internal and external examiners.

18.19.2.5 **Dissertation:**

The student of M.Ed. shall be required to submit two copies of Dissertation along with C.D. in the 4th Semester to the Head of Institution within ten days from the last paper of M.Ed. course for onward submission to the Controller of Examinations. The Dissertation shall be evaluated by Board of Examiners consisting of one Internal Examiner and one External Examiner appointed by the competent authority. The student shall present a seminar of his/her Dissertation Work which shall be evaluated by both Internal and External Examiners. The dissertation shall be of eight credits having 200 marks. The 130 marks are allotted for the evaluation of Dissertation by two experts (Internal & External) and 70 marks for the evaluation of seminar (external examiner) as appointed by competent authority.

18.19.2.6 **Structure of Major Examinations Question Paper:**

Weightage	Section A	Section B	Section C
4 credit course	16 marks 8 Short type Questions of 2 marks each (Compulsory)	20 marks 5 Medium type Questions of 4 marks each (with choice)	24 marks 2 Long Questions of 12 marks each (with choice)
2 credit course	8 marks 8 Short Questions of 1 marks each (Compulsory)	10 marks 5 Medium Questions of 2 marks each (with choice)	12 marks 2 Long Answer Questions of 6 marks each (with choice)

18.19.3 **B.Ed.-M.Ed. Integrated: Continuous Internal Assessment (Minor) & End Semester Examinations (Major):**

18.19.3.1 **Continuous Assessment (Minor Test):**

(A) Theory Papers

1. For all B.Ed.-M.Ed. Integrated Programmes, the concerned HOD shall prepare/collect three sets of question papers for Continuous Assessment Test and submit the same to the Principal/Convener Examination Committee of the College in properly sealed envelopes. The Principal/Convener, Examination Committee shall choose one of the question papers for the Continuous Assessment Test.
2. Evaluation of the answer books of continuous assessment test/tests shall be done by the Faculty Member responsible for the Courses
3. The tests shall be held in a Semester but at least 15 days before the commencement of the Major Examinations.
4. The schedule of Internal Assessment tests shall be prepared at the beginning of the semester.
5. In case of B.Ed.- M.Ed. Integrated Course, the 1st Minor Test and score process shall be completed after finishing 20% of the syllabus (Unit-1) for the first Minor Test and second Minor Test shall be completed atleast 15 days before commencement of Major Examinations (Unit-2). The sessional work for each subject paper and one subject presentation be completed before the commencement of the Major Examinations. The Internship Activities as well as Teaching Practice is to be conducted as per calendar of the School/Constituent College.
6. It is mandatory for all students to appear in all the Internal Assessment Tests and in various course- work related activities for the award of the marks.
7. The result of the continuous assessment of the students shall be communicated to students immediately after the assessment.
8. If a student remains absent or scores low or gets nil marks in a Minor Test, he/she shall be permitted to reappear. However, the student shall not be permitted to reappear for internal assessment after the Semester is over.
9. A student who fails to secure 40% marks in Minor Test shall not be allowed to sit in the End-Term Examination.
10. In case of the student who fails to appear in the Major Examinations, but secures a pass mark in Internal Assessment (continuous evaluation) of the Course, the marks of Minor Test of the student shall remain valid for that course until he/she obtains a pass mark in the Major Examinations.
11. A record of such assessment procedure will be maintained by the Department and shall be open for clarification by the students. Students shall have the right to appeal to the Head of the Department/ Dean of the School in case of glaring disparities in marking.

12. The final result in each semester shall be calculated on the basis of this continuous assessment and performance in the Major Examinations.
13. In case of a student who has failed to attend any of the Minor Test, on scheduled date, it shall be deemed that the student has dropped the test. However, in case of student who could not take the test due to genuine reasons, such candidate may appeal to the programme Co-ordinator/Principal, The Programme Co-ordinator/Principal in consultation with teachers, shall determine about the genuineness of the case and decide for conduct special test for such candidate but before commencement of end Semester Exam.

(B) Dissertation:

The dissertation has ten credits in total. The synopsis as well as completion of the dissertation work shall be awarded by the respective guide internally (100 marks) whereas the final copy of the dissertation shall be evaluated by the External & Internal Evaluators along with power point presentation and viva-voce having 150 marks.

(C) Practicum/ Internship and Practice of Teaching (T):

1. Practicum /Internship includes all the major activities which a regular teacher does in routine in a school. The trainees are expected to work as full time teacher during the period of school internship and the internship is fully recorded in the form of Reflective Journal (RJ).
2. The Practicum component includes Internship Activities in and outside the Practicing Schools/ College along with Project Work/ Reflective Journal and Teaching work. The component has 79 credits spread over six Semesters having total marks of 1975.
3. The marks are given by Internal and External Evaluators in the ratio of 60:40.
4. Teaching Practice is to be reflected through a Reflective Journal (RJ).
5. Teaching Practice will take place in two Semesters (3rd& 4th) for the two subjects selected by the student-teacher.

18.19.3.2 Major Examination:

1. During the 18th-20th week the Semester-End Examination in each Theory Paper shall be conducted by the University consisting of one written paper carrying 60 marks for four Credit Course and of 30 Marks for two Credit Course.
2. A candidate shall be required to pass in all the components of the assessment.
3. At least 50% of Core Courses offered in different programs across the disciplines, the assessment of the theoretical component towards the end of the Semester shall be undertaken by External Examiners from outside the University conducting examination, who may be appointed by the competent authority.
4. In such courses, the question papers shall be set by External Examiners and evaluated by External/Internal Examiners.
5. For the rest of the Courses, including Ability Enhancement Courses, Skill Enhancement Courses, Discipline Specific Electives and Generic Electives Courses, the Question papers shall be set as well as assessed by Internal Examiners. A set of five question papers shall be set/collected from the Convener /Dean of the concerned subject by the Controller of Examinations, out of which any one question paper shall be chosen by the COE for End-Term Examination.

6. Major Examinations shall be conducted for all Courses offered in the department. The duration of the Major Examinations shall be 1.5/3 hours.
7. A schedule of Major Examinations will be prepared and displayed by the Department/Centre/Concerned Section at least one month ahead of the Examination.
8. Each Convener/Dean of Faculty, offering B.Ed.-M.Ed. Integrated courses, shall prepare a model question paper, a panel of External Examiners and submit the same to the Controller of Examinations by the 8th week of the Semester. The question paper shall cover all the units of syllabus as per the criterion fixed in the guidelines.
9. The Convener, Examination Committee shall coordinate the conduct of examinations/consolidation of marks and grades and with the approval of the concerned Head of the Department or equivalent send the consolidated marks and grades to the Controller of Examinations to provisionally publish the results.
10. The candidate(s) shall be required to secure a minimum Qualifying Letter Grade "P" or Grade Point four in each course including Theory/Practical.
11. There shall be no supplementary or bi-annual or special examination for 1st/2nd/3rd/4th Semesters.
12. Where a candidate fails in any Course, he/she shall be required to appear in such a Course as and when the 1st/2nd/3rd/4th Semester Examinations for the next batch of students shall be held.
13. Where a candidate fails in any Course in 5th/6th Semester examination, he/she may appear in a subsequent supplementary examination which shall be held as per the academic calendar.
 - a) No candidate shall be admitted to the examination of a Semester unless he/she is a regular student and has completed the prescribed Course of lectures delivered/ practicals **or** tutorials conducted during the Semester and qualified the Practical Examination.
 - b) If a candidate, who was otherwise eligible to appear in the examination in a particular Semester, but;
 - i. did not appear or
 - ii. was unable to pass the examination in any Course(s) Subject to the Provisions of these regulations, a candidate who fails to secure the required percentage of marks / grade, in one or more papers of a Semester examination, may be permitted to re-appear in such paper(s) at a subsequent examination

18.19.4 Guidelines for Paper Setting:

1. End-Semester Examination for all programmes shall be conducted by the Controller of Examinations by inviting question papers from potential Examiner(s) and in coordination with the respective Departmental Examination Committee (DEC).
2. Question papers shall be moderated for the coverage of syllabus and pattern of questions.
3. An alternative question paper shall also be made available for any contingency.
4. The Examiner(s) shall prepare a detailed scheme of valuation.
5. The End-Semester Examination shall have assessment from following perspectives with respect to all courses:-
 - a) Evaluation with respect to knowledge;
 - b) evaluation with respect to understanding;
 - c) evaluation with respect to skill;

- d) evaluation with respect to applications; and
- e) higher order thinking skills.

With respect to all the above components, the types of questions can be:

- i. Objective/Multiple Choice Type Questions;
- ii. Short Answer Type Questions; and
- iii. Long Answer Type Questions.

18.19.4.1 Structure of Question Paper:

(A) Theory paper setting for B.Ed-M.Ed integrated for Major Examination:

A candidate shall have to appear for a written examination at the end of the Semester.

1. Each theory paper carries a maximum of 30/60 marks for a 2/4 credit course and will be of 1.5/3 hours duration.
2. Answer script shall be designed in such a manner that the students can answer all questions in it and no additional continuation sheet/s will be provided for the purpose.
3. End-Semester Theory (Major) Paper will be of two parts
 - i). **Part A:** It will comprise of objective type/short answer questions of 12/24 marks covering all five units.
 - ii). **Part B:** It will comprise of six long/ short answer questions of 18/36 marks each from 3rd, 4th and 5th units. two questions shall be set from each unit and student will have the internal choice (i.e. she/he shall have to attempt any one from two given questions in each unit).

Minimum pass percentage in each paper, both theory and practical, is 40 %.

(B) Seminar Examination Scheme:

1. The seminar lecture is expected to train the student in self study, collection of relevant matter from the books and internet resources, editing, document writing, typing and presentation
2. A B.Ed.-M.Ed. Integrated student shall deliver one seminar lecture from the core subject, per Semester ,with a weightage of ten marks each. Out of these ten marks, five marks shall be allotted for the write-up of the topic of the seminar and five marks for the presentation.
3. The list of the seminar lectures to be delivered in the Departments shall be prominently displayed on the Notice Board of the Department. Seminar lecture programme is allotted one hour.
4. The seminar lectures are open to all the students and faculty of the Department.
5. Dissertation/Report.
6. The dissertation must be typed and be limited to 50 to 75 pages of A4 size

(C) Project Examination Scheme

The project work is a part of the regular Course work of the B. Ed.-M.Ed. Integrated Programme from 1st to 4th Semester. A student has to submit the complete report of the project activities 15 days before the End-Term Examination in each Semester. The compiled form of all the activities completed throughout the Semesters be presented as Reflective Journal in the 6th Semester to be internally and externally evaluated by the Evaluator.

Table 18.14 Distribution of Marks for B.Ed.-M.Ed. Integrated Course

Component	2 Credit Courses (Theory)	4 Credit Courses (Theory Paper of Lab. Oriented Course & Ability / Skill Enhancement Course)
Marks	30	60
Total Time Allotted	One and Half Hour (1.5)	Three Hour (03)
Descriptive:		
Section A: This section will Cover the whole Syllabus 02/09 Multiple Choice/Short Answer type Questions of 1 mark each 05/05 Short Answer type Questions of 2/3 mark each	2Q x 1 = 2 Marks 5Q x 2 = 10 Marks	9Q x 1 = 9 Marks 5Q x 3 = 15 Marks
Section B: Three (03) questions with one question from each of the 3 rd , 4 th , 5 th Unit with Internal Choice. Each Question will have 2 parts (a and b). Part a : Long Answer Type of Questions (100 to 150 Words/200 to 250 Words) Part b : Medium Answer Type of Questions (50 to 60 Words/100 to 120 words)	3Q x 4 = 12 Marks 3Q x 2 = 06 Marks	3Q x 08 = 24 Marks 3Q x 04 = 12 Marks
Total Semester End Examination Marks in each Course	30 Marks	60 Marks
Grand Total Per Course	30 Marks	60 Marks

**Table 18.15 Continuous Assessment/ End Term Criterion For B.Ed.- M.Ed.
Integrated Programme**

<u>Theory</u>				
Examination (Theory)	Syllabus to be covered in examination	Time allotted for the examination	Weightage (Marks)	Remarks
Two Internal Assessment Tests	Ist 20% 2nd Test for Next 20%	1Hour Each Test	10 % for each	1st (C1) and 2nd (C2) Internal Assessment tests shall be held for the first 20% and next 20% of the syllabus having 10 marks for each test i.e. Covering first unit in 1st test and 2nd unit in 2nd test out of five units 1 st Test will be comprised of 20 objective type questions of 10 marks 2 nd Test will be comprised of 10 Short Answer Type Questions of 10 Marks.
Sessional Work	Related to subject but not included in the syllabus		10 % for each	Sessional work is related to the subject taught but not from the syllabus of 10 Marks
Presentation	From the syllabus	One Hour	10 % for each	Each student has to prepare and present a PPT based upon a topic within subject syllabus in each semester of 10 Marks
End Semester Examination	100% Syllabus	1.5/3 Hours for 2/4 credit courses	60% 30/60 marks for 2/4 credit courses	End Semester theory paper will be of two parts Part A: It will comprise of objective type/short answer questions of 12/24 marks covering all five units. Part B: It will comprise of six long/short answer questions of 18/36 marks each from 3rd, 4th and 5th units. Two questions shall be set from each unit and student will have the internal choice (i.e She/he will have to attempt any one from two given questions in each unit)
Total			100%	Marks may be rounded off to nearest integer

18.20 EVALUATION:

18.20.1 Evaluation of Theory Papers:

- 18.20.1.1 Evaluation of each student enrolled in all programmes shall be done under the Grading System at the end of the Semester.
- 18.20.1.2 The students pursuing B.Ed., M.Ed and B.Ed.-M.Ed. Integrated Programmes shall pass separately both the Internal and the External Examinations.
- 18.20.1.3 The final result in each Course shall be determined on the basis of Minor Examination and performance in the End-Semester Examination.
- 18.20.1.4 At the end of all Semesters, a transcript indicating the grade performance of the candidates from 1st to last Semester shall be issued.
- 18.20.1.5 The answers papers of Minor Test and Major Examination should be evaluated by the Examiner(s) immediately after the completion of the exam and marks of Minor Test shall be published on the notice board of the Department/College/School for information of the students.
- 18.20.1.6 For the conduct of practical examinations of all the Semesters, the guidelines notified by the University shall be followed and the process completed before the students are let off for preparation leave or immediately after the Theory Examination is over.
- 18.20.1.7 For each Minor Test and End-Semester Exam (Major Examination), the Principal of each College shall form a Department Examination Committee (DEC).
- 18.20.1.8 All Minor Test papers shall be evaluated internally by the Faculty Members who are the eligible Course Co-ordinators as appointed by the Principal in consultation with the Head of the Department(s) for Constituent Colleges, and for Courses in the Schools, it will be evaluated by the teacher concerned.
- 18.20.1.9 For End-Semester Theory Papers, 50% of the question papers, of the Core Courses in each Semester-End Examination shall be got evaluated externally by the eligible Faculty Members of a Constituent College/other colleges out of the panel of Evaluators submitted by the Convenor of the subject, under the supervision and co-ordination of the Controller of Examinations.
- 18.20.1.10 The remaining 50% of core papers and other Elective/Compulsory papers shall be internally evaluated by the eligible Faculty Members at the individual Constituent Colleges/Departments of the School (Evaluation Centre) where the candidates are registered. The Principal of the College/Heads of the Department of the Schools where an Evaluation Centre is established shall prepare the panel of Evaluators and Head Examiners. 5-10% of the Answer Scripts evaluated by each Evaluator may be got revised at random through the Head Examiners, in case of all major subjects.

- 18.20.1.11 Students failing to secure the minimum pass percentage marks in Internals will not be allowed to take the End-Semester Exam of that particular subject in that Semester. He/she has to appear again in the Course by attending the classes for a Semester to gain the pass percentage in the internal tests in order to take the Major Examination.
- 18.20.1.12 Students failing a Course due to lack of attendance have to appear again in the Course.
- 18.20.1.13 The student may appear again in a Course to improve his/her internal marks by re-attending classes for the given Course. However, the freshly secured internal marks only will be considered for computing the final marks.
- 18.20.1.14 Students failing only in the Major Examination can retain their internal marks and reappear for only the Major Examination, when it is conducted.
- 18.20.1.15 Students failing a Course due to their absence in the Major Examinations(Major) can reappear only for the End-Semester Examination (Major), when it is conducted.
- 18.20.1.16 A student failing in a Course/ Paper shall register for that Course only when it is offered by the concerned Faculty/ Department.
- 18.20.1.17 The answer scripts of the End-Semester Examinations (Major) shall not be returned to the candidates but will be shown by the Instructor at the specific request of the student concerned. The result of the continuous assessment of the students will, however, be communicated to students and the scripts also will be shown by the Instructor to the students immediately after the assessment.
- 18.20.1.18 In case the student is not satisfied, at the end of Semester examination, wherever required, the teacher concerned along with the Dean/Head of the Department/Centre of the School/Principal of the Constituent Colleges or equivalent and the chairperson, Department Examination Committee (DEC) may moderate the evaluation.
- 18.20.1.19 Students, who obtain “F” Grade or “Unsatisfactory” in any course, may be permitted to appear again in the course for the Major Examinations, when it is conducted depending upon their attendance and marks obtained in Minor Examination.
- 18.20.1.20 Students who have passed in a Course of a Semester even with a “C” (or “B”) grade shall not be allowed to repeat the End-Semester Examination or reappear in the Course for improving their grades.
- 18.20.1.21 Re-evaluation is applicable only for Theory papers and shall not be entertained for other components such as Practical/Thesis/ Dissertation etc.
- 18.20.1.22 Separate application for every Course to be re-evaluated shall be submitted by the candidate in the prescribed form along with the

prescribed fee so as to be received by the Controller of Examinations within two weeks of obtaining the photocopy of the Answer-Script.

18.20.1.23 Re-evaluation of Answer-Scripts can be sought only with at least one affirmation by a Teacher relevant to the subject that one of the criteria below is satisfied; namely:

- he finds that any answer(s) to question(s) that has/ have not been evaluated; and
- he finds that the answer-script evaluation in full or part is not justified and there is reasonable ground for re-evaluation.

18.20.2 Evaluation of Project Work /Dissertation/Seminar:

18.20.2.1 The Project work/Dissertation of all students of the B.Ed., M.Ed. &B.Ed.-M.Ed. Integrated Programmes will be evaluated by the concerned Teacher/BOS of the Department and External Examiner.

18.20.2.2 The candidate shall submit the record book for Practical Examination/Dissertation/Report, duly certified by the Course Teachers and HOD/Staff In-charge. It will be evaluated at the end of Semester.

18.20.2.3 A record of decisions by the concerned Teacher/BOS on the percentage of marks shall be maintained by the Department for clarification by the students.

18.20.2.4 The qualifying grade for the Dissertation/Project Report/Monograph/Research Paper in all programmes offered in University is “C” (B.Ed., M.Ed. &B.Ed.-M.Ed. Integrated Programmes). Students who obtain less than the said grade in the Dissertation/Project work/Monograph/Research Paper shall be required to rewrite it within such further period as may be allowed by the Board of Studies concerned on the recommendation of the Supervisor(s).

18.20.2.5 Evaluation of the seminar shall be conducted by the concerned Teacher/DEC/BOS of the Department.

18.21 PASS PERCENTAGE:

No candidate shall be declared to have passed the Semester Examination under 1st - 3rd year unless he/she obtains not less than 40% marks in theory examination/practical examination/internal assessment put together in each subjects, and 40% marks (including IA) in project work & viva-voce wherever prescribed.

If a candidate fails in a subject, either in Theory or in Practical, he/she shall appear for the subject only at are subsequent regular examination, within the maximum period prescribed for completing the programme.

18.22 PROMOTION FOR B.Ed., M.Ed.&B.Ed.-M.Ed. INTEGRATED PROGRAMMES:

18.22.1 Subject to the provisions contained in the Statutes and Regulations, promotion to the next higher semester shall be open to:

- 18.22.2** A candidate from 1st Semester to 2nd Semester, 2nd Semester to 3rd Semester, 3rd Semester to 4th Semester and 5th Semester to 6th Semester in case he/she has been admitted to the 1st , 2nd, 3rd,4th or 5th Semesters, as the case may be, under rules.
- 18.22.3** A candidate from 4th Semester to 5th Semester in case he/she has not got a backlog of more than 50% credits of study in the 1st to 3rd Semester-End Examinations exclusive of any awaited re-evaluation result for determining the eligibility; fulfils the statutory requirements of attendance in all Courses of study including practical's, and has also passed in Practical's and completed the required Survey/Field- work/ Map-work, etc. of the 4th Semester.
- 18.22.4** A candidate who has not completed the requirement of Attendance/ Practical's/Survey/Field-work/Map-work, etc. of a particular Semester shall not be allowed to sit in the examination of that Semester. However, he/she shall not be debarred from joining the next Semester, if otherwise eligible under rules. Such a candidate can complete the missing Semester(s) in subsequent session (s), as and when possible.
- 18.22.5** Students, who do not fulfil the promotion criteria mentioned above, shall be declared fail in promotion examination. However, they have the option to retain marks in papers in which they want to retain.
- 18.22.6** A student who wants to re-appear for improvement for marks in paper prescribed for I/II/IV may do so only in Semester Examination to be held in November and for Semester II/IV/VI may do so only in exam held in May.

18.23 CLASSIFICATION OF SUCCESSFUL CANDIDATES:

Each Semester result shall be declared in terms of classes on basis of percentage of aggregate marks scored and in terms of grading system based on marks scored. The results of successful candidates at the end of 4th and 6th Semesters shall be classified on the basis of aggregate percentage of marks obtained in both 4th and 6th Semesters and aggregate or Cumulative Grade Point Average (CGPA) for award of:

- 18.23.1 B.Ed.
- 18.23.2 M.Ed.
- 18.23.3 B.Ed.-M.Ed. Integrated

18.24 GRADING SYSTEM AND CONVERSION OF PERCENTAGE TO GRADE:

18.24.1 Grading System:

18.24.1.1 Grading constitutes the core of CBCS, as it tries to reduce the subjective element in assessment/evaluation and thereby prevents any disadvantage to the student. Grade is an index of the performance of a student in a particular Course. It is the transformation of scaled marks secured by a student in a course. Grade point is the weightage allotted to each grade depending on the range of marks awarded in a Course.

18.24.1.2 The Department End-Semester Examination Committee (DEC) shall prepare two copies of the results, one with marks to be sent to the office of the Controller of Examinations and another for the Department.

18.24.1.3 Grades shall be awarded as indicated below in a meeting of the Committee to be held at the earliest, not later than 15 days after the last day of Semester Examinations.

18.24.1.4 A student in order to be eligible for the award of Degree in all Under- Graduate and Integrated Master's Programmes must obtain a minimum of "P" Grade in each course.

18.24.1.5 The results of successful candidates shall be classified as indicated below on the basis of the Cumulative Grade Point Average(CGPA):

Cummulative Grade Point Average (CGPA)

CGPA of 9.0 and above and up to 10 Outstanding

CGPA of 8.0 and above and up to < 9.0 First Class Exemplary

CGPA of 7.0 and above and up to < 8.0 First Class Distinction

CGPA of 6.0 and above and up to < 7.0 First Class

CGPA of 5.50 and above and up to <6.0 High Second Class

CGPA of 5.00 and above and up to <5.50 Second Class

CGPA of 4.00 and above and up to <5.00 Pass Class

CGPA of Below 4.00 Fail

18.24.1.6 To satisfactorily complete the programme and qualify for the Degree, a student must obtain a minimum CGPA of 4 (four). No student with "F" Grade on record shall be eligible for award of the Degree.

18.24.1.7 A student in order to be eligible for the award of the Degree in all Under-Graduate Programmes must obtain a minimum of "B" grade in each of the Courses as well as in the Dissertation / Project Report/ Monograph.

18.24.1.8 The results of the successful candidates shall be classified as below:

18.24.2 **Final Result / Grades Description:**

Grades Description for Final Results
Semester/Semester GP Letter Grade Result/ Class Programme
Percentage

90.0-100	9.00-10.00	O (Outstanding)	Outstanding
80.0-<90.0	8.00-<9.00	A+ (Excellent)	First Class Exemplary
70.0-<80.0	7.00-<8.00	A (Very Good)	First Class Distinction
60.0-<70.0	6.00-<7.00	B+ (Good)	First Class
55.0-<60.0	5.50-<6.00	B(Above Average)	High Second Class
50.0-<55.0	5.00-<5.50	C (Average)	Second Class
40.0-<50.0	4.00-<5.00	P (Pass)	Pass Class
Below 40	Below 4.00	F (Fail)	Fail/Reappear

The division obtained by a student will be entered in his/her provisional cum consolidated marks sheet and the degree certificate

18.24.3 **Grades And Grade Points:**

Absolute grading system is followed by the University under this system. The marks are converted to letter grades based on pre-determined mark intervals. The marks in fractions shall be rounded off to the nearest integer. The performances of students in each course are expressed in terms of marks as well as in Letter Grades. **The grades may be awarded as given in the following tables:**

Table 18.16 Description of Grades Awarded

Grade	Grade Point	Percentage of marks
O (Outstanding)	10	Marks \geq 90 and Marks \leq 100
A+ (Excellent)	9	Marks \geq 80 and Marks $<$ 90
A (Very Good)	8	Marks \geq 70 and Marks $<$ 80
B+ (Good)	7	Marks \geq 60 and Marks $<$ 70
B (Above Average)	6	Marks \geq 55 and Marks $<$ 60
C (Average)	5	Marks \geq 50 and Marks $<$ 55
P (Pass)	4	Marks \geq 40 and Marks $<$ 50
F (Fail)	0	Marks $<$ 40
FA (Absent)	0	Failure due to absence

18.24.4 **Computation Of Semester Grade Point Average (SGPA):**

SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the Courses and the total numbers of credits assigned to the Courses in a Semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the Courses undergone by a student, i.e.,

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

NB: Please see table 18.17 below

Table 18.17 Illustration for SGPA:

Core type	Course Type	Credit assigned	Marks obtained by student (in %)	Grade letter	Grade point (GP)	Credits assigned x (GP)= Credit Point
Course 1	A Core	4	78	A	8	32
Course 2	Core	4	67	B+	7	28
Course 3	Core	4	77	A	8	32
Course 4	Core	4	96	O	10	40
Course 5	5 Elective	3	86	A+	9	27
Course 6	2 Core	2	66	B+	7	14
Course 7	3 Core Lab)	2	50	B	6	12
		23				185

$$SGPA = 185/23 = 8.04$$

18.24.5 **Computation Of Cumulative Grade Point Average (CGPA):**

CGPA is obtained by dividing the total number of credit points earned in all the Semester by the total number of credits in all the Semester of a programme, i.e.,

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade card/ sheet or transcripts.

Table 18.18 Illustration for CGPA:

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Credit: 22	Credit: 22	Credit: 23	Credit: 23	Credit:23
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA:6.3

Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Credit: 23	Credit: 23	Credit: 23	Credit: 23	Credit: 25
SGPA:8.0	SGPA:7.0	SGPA: 7.2	SGPA:6.8	SGPA:7.0

Thus,

$$(22 \times 6.9 + 22 \times 7.8 + 23 \times 5.6 + 23 \times 6.0 + 23 \times 6.3 + 23 \times 8.0 + 23 \times 7.0 + 23 \times 7.2 + 23 \times 6.8 + 25 \times 7.0)$$

$$= \frac{(22+22+23+23+23+23+23+23+23+25)}$$

$$1577$$

$$= \frac{\text{-----}}{230} = 6.85$$

18.24.6 **Grade Card/ Sheet:**

The Controller of Examinations shall issue a grade card/sheet to the students, containing the marks and grades obtained by the student in the previous Semester and Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The grade card/ sheet shall list:

- 18.24.6.1 The title of the courses taken by the student.
- 18.24.6.2 The credits associated with the course.
- 18.24.6.3 Type of course.
- 18.24.6.4 The marks and grade secured by the student.
- 18.24.6.5 The total credits earned by the student in that semester.
- 18.24.6.6 The SGPA of the student.
- 18.24.6.7 The total credits earned by the students till that semester.
- 18.24.6.8 The CPGA of the student.

Table 18.19 Conversion of Percentage of Marks into Grade Points in a Paper

%Marks in a paper/practical	Grade Point (GP)
96-100	10.0
91-95	9.5
86-90	9.0
81-85	8.5
76-80	8.0
71-75	7.5
66-70	7.0
61-65	6.5
56-60	6.0
51-55	5.5
46-50	5.0
41-45	4.5
40	4.0
Below 40	0

18.25 **GRIEVANCE AND APPEAL:**

18.25.1 **Grievance Committee:**

- 18.25.1.1 Every Department shall constitute a DEC which will act as a Grievance Committee every Semester to examine the complaints received from the students regarding their assessment, both Minor Test and End-Semester Examination.
- 18.25.1.2 The Committee shall consist of three or four Faculty Members from the Department.
- 18.25.1.3 The requests for review from the students concerned should reach the Dean of the School/Faculty concerned through the Head of the Department/Centre within 15 days of the announcement of the results of that assessment.
- 18.25.1.4 If a student is not satisfied with the decision of Department Grievance Committee on his/her grievance, the Dean of the School/Faculty, on a request from the student, may refer the matter to the Controller of Examinations for getting the paper evaluated by an External Examiner, whose evaluation will be final. The fees for external evaluation in all such cases shall be decided by the University.

18.25.2 **Provision to Appeal:**

There shall be a provision for appeal for a candidate who may be dissatisfied with the marks/grade(s) he/she has been awarded.

The appeal may be made for C.I.A marks as well as the End of Semester Examination. Such appeals shall be referred to an Appeals Committee whose decision shall be final.

18.25.2.1 Continuous internal assessment:

1. In the case of dissatisfaction with C.I.A marks, the students shall approach the concerned Department Head or equivalent with separate written submission for every Course within three working days from the declaration of C.I.A. marks by the Course Instructor/ Faculty Member offering the Course.
2. The student shall not pay any fee for the Appeal on C.I.A. marks.

18.25.2.2 **Major Examinations:**

1. The student shall approach the Grievance Cell with the written submission within 15 days of the publication of the End-Semester results.
2. Appeal for each paper shall be made separately.
3. Fee, as prescribed by the University for each Course under appeal, shall be paid.

4. The Grievance Committee is empowered to revise the grades if the case is genuine and is also empowered to penalize the candidate if his/her submission is found to be baseless and unduly motivated.

18.26 **TEACHERS COURSE FILE:**

A Course Teacher will maintain a Teachers Course File in which all the detail of the Course he/she is teaching will be entered. This file will contain details about all the students enrolled in the Course, including the details about the attendance, minor/mid-term tests, Course time table, unit and sub-unit wise content delivery (with dates), end-Semester Examination, grade points earned, etc. This file shall be a semi-permanent record to be maintained by the Teacher and will be retained with the teacher or in the Department/College for at least five years.

18.26.1 **Documentation of The Teachers Course File:**

To bring transparency in the whole system, maintenance of complete Course File by teacher, to be handed over to the designated Head of Department having the following documents shall be essential:

- 18.26.1.1 Course time table.
- 18.26.1.2 Learning goals of the Course.
- 18.26.1.3 Unit wise, Sub-unit wise, Lecture wise Course plan for content delivery along with learning/instructional objectives with dates.
- 18.26.1.4 Tutorial sheets/Assignment sheets.
- 18.26.1.5 Quizzes.
- 18.26.1.7 Question papers of Minor Tests.
- 18.26.1.8 Question paper of Major Examinations.
- 18.26.1.9 Attendance record*.
- 18.26.1.10 Complete record of Comprehensive Continuous Assessment*.
- 18.26.1.11 Filled Teacher Evaluation Sheets by students.
- 18.26.1.12 Course Content Evaluation Sheets by students.
- 18.26.1.13 Raw scores of CCA of students with authenticated copy submitted to Head of the Department/Principal.
- 18.26.1.14 This file will be a semi-permanent record to be maintained by the Teacher and will be retained with the Teacher or in the Department / College for at least five years.

18.20 Format for Attendance cum Continuous Comprehensive Assessment Register *

Format for Attendance cum Continuous Comprehensive Assessment Register

S.No	Roll No	NAME1	Attendance
			CCA1 (during first 8 weeks) CCA2 (during second 8 weeks)
2		NAME2	Attendance
			CCA1 (during first 8 weeks) CCA2 (during second 8 weeks)

18.27 DURATION OF FIELD WORK/SUBJECT TOURS/INDUSTRIAL VISITS:

The period that may be spent on subject tours in each Academic Semester in case of the following Courses shall be a limited to a maximum of ten days per Course depending up on the requirements of the Course:

18.27.1 B.Ed.

18.27.2 M.Ed.

18.27.3 B.Ed.-M.Ed. Integrated

18.28 RECOGNITION OF CREDITS FROM OTHER UNIVERSITIES:

The University shall recognize the credits of only those Universities which are recognized by the University Grants Commission (UGC). Further the University shall grant recognition to the credits obtained through distance mode, provided that:

18.28.1 the University is recognized by the UGC;

18.28.2 the credit/credits are granted by University established by an Act of Parliament or by an Act of State Legislature; and

18.28.3 if the said University is not in Jammu & Kashmir State but has been allowed to offer its distance education programme within Jammu & Kashmir State by the State Government.

18.28.4 Further , the University shall not recognize the credits obtained through study centres/ franchises of any university in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU) and Universities of similar nature established by an Act of the Parliament.

18.29 ISSUANCE OF DEGREE CERTIFICATE:

A candidate, who is declared to have qualified all the Semesters of B.Ed, M.Ed. & B.Ed–M.Ed. Integrated Programme examinations, shall be awarded the Degree Certificate in the Faculty concerned under Statutes and the Transcript immediately after the completion of Degree Programme.

18.30 AUTHORITY TO INTERPRET STATUTES:

With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final Interpretation of these Statutes which shall be final and binding on all concerned

18.31 CODES FOR COURSES OF STUDY:

Each Course is given a unique code reflecting its content and an alpha numeric code for easy identification

ONE NUMERIC CODE FOR LEVEL OF COURSE	Three letter Alphanumeric code for Subject/ Department	Numeric code for Semester (Double digit)	Numeric code for Course no. (Double digit)
1,2,3,4,5,6,7	PHY	01	01

- 1 UNDER-GRADUATE PASS COURSE
- 2 POSTGRADUATE PASS COURSE
- 3 UNDER GRADUATE HONOURS
- 4 POST-GRADUATE INTEGRATED HONOURS
- 5 B.ED.
- 6 M.ED.
- 7 B. ED.-M. ED. INTEGRATED
- T THEORY
- P PRACTICAL
- C CORE (FIRST LETTER AFTER T OR P)
- A E ABILITY ENHANCEMENT COURSE
- CC COMPULSORY COURSE
- D E DISCIPLINE SPECIFIC ELECTIVE
- GE GENERIC ELECTIVE
- SE SKILL ENHANCEMENT COURSE
- SC SOFT COURSE
- OC OPEN COURSE
- DI DISSERTATION
- SR SEMINAR
- PR PROJECT

Examples

1PHYTC0101	UG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE UG
1PHYPC0101	PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE
1EVS AECC01	UG ABILITY ENHANCEMENT COMPULSORY COURSE (EVS) 1 ST /2 ND SEM
1ENGAECC01	UG ABILITY ENHANCEMENT COMPULSORY COURSE (ENGLISH) 1 ST /2 ND SEM
1HINAECC01	UG ABILITY ENHANCEMENT COMPULSORY COURSE (HINDI) 1 ST /2 ND
1HINTCCC01	UG THEORY CORE COMPULSORY COURSE HINDI (1 ST /2 ND SEM COURSE)
1HINTCCC02	UG THEORY CORE COMPULSORY COURSE HINDI (3 RD /4 TH SEM COURSE)
1ENGTCCC01	UG THEORY CORE COMPULSORY COURSE. ENGLISH (1 ST /2 ND SEM COURSE)
1ENGTCCC02	UG THEORY CORE COMPULSORY COURSE ENGLISH (3 RD /4 TH SEM COURSE)
1URDTCCC01	UG THEORY CORE COMPULSORY COURSE URDU (1 ST /2 ND SEM COURSE) UG
1URDTCCC02	THEORY CORE COMPULSORY COURSE URDU (3 RD /4 TH SEM COURSE) UG
1HILTC0101	PASS COURSE HINDI LITRATURE THEORY CORE 1ST SEM COURSE ONE
1HILTC0201	UG PASS COURSE HINDI LITRATURE THEORY CORE 2 ND SEM COURSE ONE
1ENLTC0101	UG PASS COURSE ENGLITRATURE THEORY CORE 1ST SEM COURSE ONE
1ENLTC0201	UG PASS COURSE ENG LITRATURE THEORY CORE 2 ND SEM COURSE ONE
1PHYDE0101	UG PASS COURSE PHYSICS DISCIPLINE SPECIF IC ELECTIVE 1ST SEM COURSE ONE
1PHYSE0101	UG PASS COURSE PHYSICS SKILL ENHANCEMENT COURSE 1ST SEM COURSE ONE
1PHYGE0101	UG PASS COURSE PHYSICS GENERIC ELECTIVE 1ST SEM COURSE ONE
2PHYTC0101	PG PASS COURSE PHYSICS THEORY CORE 1ST SEM COURSE ONE
2PHYPC0101	PG PASS COURSE PHYSICS PRACTICAL CORE 1ST SEM COURSE ONE
2PHYSC0101	PG PASS COURSE PHYSICS SOFT COURSE 1ST SEM COURSE ONE
2PHYOC0101	PG PASS COURSE PHYSICS OPEN COURSE 1ST SEM COURSE ONE
2PHYDI0101	PG PASS COURSE PHYSICS DISSERTATION 1ST SEM COURSE ONE
2PHYSR0101	PG PASS COURSE PHYSICS SEMINAR 1ST SEM COURSE ONE
2PHYPR0101	PG PASS COURSE PHYSICS PROJECT 1ST SEM COURSE ONE

ANNEXURE 18.1 Model Transcripts for Different Courses

A. Illustration of Transcript of CGPA of B. Sc. (General) Course:

Course		Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
Semester I						
DSC-1A		06	B	6	36	6.0
DSC-2A		06	B+	7	42	
DSC-3A		06	C	5	30	
AECC -1		04	B	6	24	
Total		22			132	
Semester II						
DSC-1B		06	B	6	36	6.27
DSC-2B		06	B	6	36	
DSC-3B		06	C	5	30	
AECC-2		04	A+	9	36	
Total		22			138	
Semester III						
DSC-1C		06	A	8	48	8.27
DSC-2C		06	A+	9	54	
DSC-3C		06	A	8	48	
SEC-1		04	A	8	32	
Total		22			182	
Semester IV						
DSC-1D		06	C	5	30	6.54
DSC-2D		06	B	6	36	
DSC-3D		06	B+	7	42	
SEC-2		04	A+	9	36	
Total		22			144	
Semester V						
DSE-1A		06	B	6	36	7.36
DSE-2A		06	A+	9	54	
DSE-3A		06	A	8	48	
SEC-3		04	B	6	24	
Total		22			162	
Semester VI						
DSE-1B		06	B+	7	42	5.82
DSE-2B		06	B	6	36	
DSE-3B		06	C	5	30	
SEC-4		04	C	5	20	
Total		22			128	
CGPA						
Grand Total		132			886 (886/132)	6.7
Semester 1		Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22; SGPA: 6.0		Credit: 22; SGPA: 6.27	Credit: 22; SGPA: 8.27	Credit: 22; SGPA: 6.54	Credit: 22; SGPA: 7.36	Credit: 22; SGPA: 5.82

Thus, **CGPA** = $(22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82) / 132 = 6.71$

