

UNIVERSITY OF JAMMU

NOTIFICATION NO. 5 OF 2014

DATED: 15/1/2014


SUBJECT: UNIVERSITY STATUTES

The Hon'ble Chancellor, in exercise of the powers vested in him under Sub-section (4)(a) of Section 41 of the Kashmir and Jammu Universities Act, 1969, has been pleased to accord his assent to the Statutes vide letter No. GS-28(75UCM-JU)13-14/147 dated January 6, 2014 approved by the **75th University Council** at its meeting held on **11th October, 2013** at Raj Bhavan, Srinagar, vide Resolution Nos. 75.03, 75.04, 75.06, 75.07, 75.09, 75.11, 75.12, 75.13, 75.14, 75.17, 75.18, 75.27, 75.28, 75.29, 75.52, 75.56, 75.58, 75.59 & 75.62 as given in Annexure to this Notification.

These are notified for the general information.

No: Coord/Statutes/14/4440-4539
Baba Saheb Ambedkar Road,
Jammu (Tawi) – 180 006.

Dated: 15/1/2014


(Prof. Manoj K. Dhar) 10.1.2014
REGISTRAR

Copy to:

1. The Principal Secretary to Hon'ble Governor (Chancellor), J&K Govt., Raj Bhavan, Jammu.
2. The Private Secretary/Additional Secretary/Deputy Secretary to the Hon'ble Governor (Chancellor), J&K Govt., Raj Bhavan, Jammu.

3. The Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Jammu & Kashmir Govt., Chief Minister's Secretariat, Jammu.
4. The Private Secretary to the Hon'ble Education Minister, Higher Education Deptt., J&K Govt., Civil Secretariat, Jammu.
5. Principal Secretary, Finance (Financial Advisor to Universities), Civil Secretariat, Jammu.
6. Commissioner/Secretary to Govt. Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
7. Principal Secretary, Planning & Development Deptt., Civil Secretariat, Jammu
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl Secretary to Vice-Chancellor, University of Jammu/Kashmir.
10. P.S. to Dean Academic Affairs, University of Jammu.
11. Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare, University of Jammu.
14. Sr. P.A. to Registrar/Controller of Examinations, University of Jammu/Kashmir.
15. Chief Coordinator, All Campuses of the University.
16. Coordinator, All Campuses of the University.
17. All Rectors/Directors of Campuses.
18. Sr. P.A. Director, Colleges Development Council/Centre of Adult Continuing Education and Extension/Directorate of Distance Education/Physical Education/Computer Centre/ DIQA
19. Convener, Calendar Review Committee
20. Sr. P.A. to I/c Joint Registrar (Finance).
21. Principals of all affiliated Colleges of the University.
22. I/c Librarian, Dhanvantri Library, University of Jammu.
23. All Branch Officers of the Registry.
24. Content Manager, University Website.

ANNEXURE TO NOTIFICATION NO. 5 OF 2014 DATED: 15/1/2014

- I. Amendment in Statute 33 of the statutes governing Conduct of Examination for evolving a comprehensive policy regarding shifting of Examination Centres of Non-Government Colleges/ Institutions affiliated to the University of Jammu shall be incorporated in Chapter-XXXVIII of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.03, which reads as under:**

Existing	Amended Statute
<p><u>Statute No. 33 :</u></p> <p>All examinations shall be held at Jammu and such other places as may be fixed by the Vice-Chancellor on the basis of the number of candidates appearing from such places as indicated in Statute 36.</p>	<p><u>Statute No. 33 :</u></p> <p>All examinations shall be held at Jammu and such other places as may be fixed by the Vice-Chancellor on the basis of the number of candidates appearing from such places as indicated in Statute 36.</p> <p>a/ The Examination Centres for the students of Non-Government affiliated Colleges/ Institutes for various examinations may not be constituted in their own Colleges, if the University deems so.</p> <p>b/ As far as possible the Examination Centres of the students of Non-Government Colleges/ Institutions shall be constituted at the Govt. Degree Colleges subject to the availability of accommodation. Provided further in case of paucity of space, manpower and desks in the Govt. Colleges, the Examination Centres be constituted at the nearby Non-Government Colleges, so that the sanctity of the University</p>

	<p>Examinations is maintained at all times.</p> <p>c/ Any College resorting to means contrary to the above policy of the University or trying to influence in any way shall be debarred from the constitution of the Examination Centres in their premises.</p> <p>d/ During the examinations, if any complaint of mass copying or using of unfair means is reported by the flying squad team, the examination Centre/s of that college shall be shifted to some nearby college after seeking approval of the Vice-Chancellor without any notice to such erring College(s).</p> <p>e/ That the University may take any other action as it may be deem fit for the constitution/ cancellation of Examination Centre/s for smooth and fair Conduct of Examinations.</p>
<p><u>Statute No. 36 :</u></p> <p>No centre of examination (theory) be constituted for less than 100 candidates save in exceptional cases. In case the number of examinees for a particular examination is less than 100, a combined centre/s of various examinations held during that period be constituted.</p>	<p><u>Statute No. 36 :</u></p> <p>No centre of examination (theory) be constituted for less than 100 candidates save in exceptional cases. In case the number of examinees for a particular examination is less than 100, a combined centre/s of various examinations held during that period be constituted.</p>

II. Amendment in the Statute 44 of the Statutes governing Examination General regarding appointment of Superintendents/Deputy Superintendents in the Examination Centres shall be incorporated in Chapter-XXXVIII of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.04, which reads as under:

Existing	Amended Statute
<p>Statute-44:</p> <p>"No one shall be appointed Deputy Superintendent unless he has worked as supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents.</p> <p>In case of non-availability of members of teaching staff, Assistant Librarians/ Deputy librarians may be considered for appointment as Superintendent.</p> <p>Deputy Superintendents and Supervisors as far as possible, teaching staff shall be appointed. However, in case of non-availability, teachers appointed on contractual/ adhoc/Part-time basis or Officials of the technical cadre as in the grade of Rs. 8000-13,500 may be appointed as Deputy Superintendent or Supervisors. Section officers in the grade of Rs. 8000-13,500 may be considered for appointment as Supervisor. Supervisor may also include apart from the above, Research Scholars of University Teaching Departments. Members of ministerial and subordinate staff shall also be eligible for appointment as Assistant Superintendents.</p> <p>Provided that the Vice-Chancellor may relax in exceptional cases owing to special circumstances the above condition for appointment of any of the official of an examination centre.</p>	<p>Statute-44:</p> <p>No one shall be appointed Deputy Superintendent unless he has worked as supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents.</p> <p>In case of non-availability of members of teaching staff, Assistant Librarians/ Deputy librarians/ <u>Scientific/ Technical Officers</u> may be considered for appointment as Superintendent.</p> <p>Where Deputy Superintendents and Supervisors are concerned, as far as possible, teaching staff shall be appointed. However, in case of non-availability, teachers appointed on contractual/ adhoc/Part-time basis or Officials of the technical cadre as in the grade of Rs. 8000-13,500 may be appointed as Deputy Superintendent or Supervisors. Section officers in the grade of Rs. 8000-13,500 may be considered for appointment as Supervisor. Supervisor may also include apart from the above, Research Scholars of University Teaching Departments. Members of ministerial and subordinate staff shall also be eligible for appointment as Assistant Superintendents.</p> <p>Provided that the Vice-Chancellor may relax in exceptional cases owing to special circumstances the above condition for appointment of any of the official of an examination centre.</p>

III. Amendment in Statute 1 of the Statutes governing Inter College Migration shall be incorporated in Chapter-VII of the University Calendar, 2010, Vol-I, as approved by the University Council vide **Resolution No. 75.06**, which reads as under:

Existing Statutes	Amended Statute
<p>Statute-1</p> <p>No student shall be allowed to migrate from one college or institution to another without an inter-college migration certificate in the form prescribed. The Principal concerned shall not issue the transfer certificate until the migration has been sanctioned by the University.</p> <p>Provided that no student shall ordinarily be allowed to migrate during the session from one College or Institution to another after his/her application for 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.</p> <p>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.</p>	<p>Statute-1</p> <p>No student shall be allowed to migrate from one college or institution to another without an inter-college migration certificate in the form prescribed. The Principal concerned shall not issue the transfer certificate until the migration has been sanctioned by the University.</p> <p>Provided that no student shall ordinarily be allowed to migrate during the session from one College or Institution to another after his/her application for admission to the ensuing examination has been forwarded to the University. In genuine cases, however, as that of transfer of a parent/guardian rendering service in Govt/Private sectors or marriage of a female student, a student shall be permitted to be admitted in a College or Institution located at the place to which the parent/guardian has been transferred or the female student has been married, as the case may be. Such a student shall be treated as a student of the College/Institution to which he/she migrates.</p> <p>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.</p>

IV. Adoption of the Revised Statutes governing Affiliation of Colleges and other Institutions as given in **Annexure-I** in replacement of existing Statutes given in **Chapter-IV** of the University Calendar, 2010, Vol-I, as approved by the University Council vide **Resolution No. 75.07**.

- V. **Introduction of P.G. Diploma in Bio-informatics after Post Graduation (One year) at the School of Biotechnology shall be incorporated in Chapter- XVI, Vol-I ; and**

Programme Scheme/Statutes/Scheme of Course as given in Annexure-II shall be incorporated in Chapter LXVI-B of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.09.

- VI. **Exemption of Ph.D. entrance test to College Librarians and PTT's, who are/were appointed as per the UGC norms and having requisite qualifications shall be incorporated in Chapter-LVIII of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.11 .**

- VII. **Introduction of supplementary examination in 5th semester instead of 4th semester of LLB 3 years course shall be incorporated in Chapter-XLVI of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.12.**

- VIII. **Amendment of Statutes 17 & 18 of the statutes governing Bachelor's Degree in Physical Education (B.P.Ed) shall be incorporated in Chapter-LXXIII-A of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.13, which reads as under:**

Statute	Existing	Amended Statute
17 Re-appear category	<p>A candidate who does not secure pass marks in a paper of B.P.Ed. examination but has secured pass marks in the remaining papers shall be exempted from appearing in such papers. He/she is eligible to re-appear in the paper in which he has not secured pass marks.</p> <p>Such a candidate shall be allowed to appear in the paper in which he/she has got re-appear in the annual examination(s) within a period of three years from the date of classification on</p>	<p>A candidate who does not secure pass marks in a paper/s of B.P.Ed. examination but has secured pass marks in the remaining papers shall be exempted from appearing in such paper/s. He/she is eligible to re-appear in the paper/s in which he has not secured pass marks.</p> <p>Such a candidate shall be allowed to appear in the paper/s in which he/she has got re-appear in the annual/biannual examination(s) within a period of four years from the</p>

	<p>payment of prescribed fee and if he/she passes in the said paper he/she shall be declared to have passed the examination.</p> <p>Provided that if the candidate fails to secure pass marks in the paper (in which he/she had failed within one chance, he/she shall not be eligible to pursue the course or to appear in the examination thereafter.</p>	<p>date of classification on payment of prescribed fee and if he/she passes in the said paper/s he/she be declared to have passed the examination.</p> <p>Provided that if the candidate fails to secure pass marks in the paper/s (in which he/she had failed within eight chances, he/she shall not be eligible to pursue the course or to appear in the examination thereafter.</p>
18 Permission to failure and other categories to appear in the examination	<p>A candidate who has completed the prescribed course of study but is unable to appear in the examination due to some unavoidable circumstances, i.e., detention, death of near relative and illness or having appeared but has failed to secure pass marks will be allowed to appear in the next annual examination(s) as a private candidate without attending classes within a period of three years from the date of classification provided the HOD is satisfied by the evidence produced by the candidate. In case the candidate is unable to appear in the examination within a period of three years, he/she shall not be eligible to pursue the course or to appear in the examination, thereafter such successful candidates will not be eligible for a medal, merit position or scholarship.</p>	<p>A candidate who has completed the prescribed course of study but is unable to appear in the examination due to some unavoidable circumstances, i.e., detention, death of near relative and illness or having appeared but has failed to secure pass marks will be allowed to appear in the next annual examination(s) as a private candidate without attending classes within a period of four years from the date of classification provided the HOD is satisfied by the evidence produced by the candidate. In case the candidate is unable to appear in the examination within a period of four years, he/she shall not be eligible to pursue the course or to appear in the examination, thereafter such successful candidates will not be eligible for a medal, merit position or scholarship.</p>

IX. Creation of Endowment Fund in case of following Private Colleges/Institutions who are imparting instructions in;

- (i) *BBA/BCA/PGDCA/PGDBM/PGCourses/M.Ed-
Each Programme in the Institution*

Rs.5.00 lac

- (ii) *MBA/MCA/B.Sc Nursing/Post Basic Nursing-
Each Programme in the Institution*

Rs.10.00 lac

shall be incorporated in **Appendix-III of Chapter-LXXIV** of the University Calendar, 2010, **Vol-II**, as approved by the University Council vide Resolution No. **75.14**.

- X. Incorporation of Guidelines for conducting written examination for persons with disabilities** as given in **Annexure-III in Chapter-XXXVIII** of the University Calendar, 2010, **Vol-II**, as approved by the University Council vide Resolution No. **75.17**.
- XI. Introduction of Pharmacy subject in the University of Jammu** as approved by the University Council vide Resolution No. **75.18**.
- XII. Amendment of Statute 41-A of the Statutes governing Degree of Bachelor of Laws (Five years)** shall be incorporated in **Chapter-XLVI** of the University Calendar, 2010, **Vol-II**, as approved by the University Council vide Resolution No. **75.27** which reads as under:

Existing Statute	Amended Statute
41-A i) "that a supplementary chance be given to the students of LL.B. 5 years course in 6 th and 10 th semester examinations only.	41-A i) "that a supplementary chance be given to the students of LL.B. 5 years course in 9 th and 10 th semester examinations only.

- XIII. Adoption of Fee for One Year P.G, Diploma in Composite Culture Management for Ist and 2nd semester to be deposited at the time of admission in International Centre for Cross-Cultural Research and Human Resource Management (ICccR & HRM) in addition to the fee already notified vide Notification No. Acd/I/12/12581-12830 dated 19.12.2012, shall be incorporated in Appendix-II of Chapter-LXXIV of the**

University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.28 as mentioned below:

i) Student Training and Development Workshops/Seminars	Rs.1000.00
ii) Special Development Fund	Rs.1000.00
iii) Management Club Activities	Rs.1000.00
iv) Corporate Interface (Industrial visit, guest lectures etc.)	Rs. 500.00
v) Course Fee	Rs.1000.00

XIV. *Implementation of the CCIM Notification No. 28-114/2011-Ay (Minimum Standards) dated 25th of April, 2012 published in the Gazette of India (Minimum Standards of Education in India Medicine) (Amendment) Regulations 1989 as given in Annexure-IV shall be incorporated in Chapter-XLVIII of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.29.*

XV. *Incorporation of the position of Assistant Director, Directorate of Internal Quality Assurance in the list of Statutory Officers in Chapter-I & III of the University Calendar, 2010, Vol-I, as approved by the University Council vide Resolution No. 75.52.*

XVI. *Amendment in Enhancement of the Statutory time limit for declaration of results of the various examinations conducted by the University of Jammu shall be incorporated in Chapter-XXXVIII of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.56 which reads as under:*

Existing Statute	Amended Statute
save with the special permission of the Vice-Chancellor, the results shall be declared not later than the 6 th week of the respective dates of termination of an examination	save with the special permission of the Vice-Chancellor, the results shall be declared ordinarily <u>within 60 days and, in no case, later than 75 days</u> of the respective dates of completion of an examination

- XVII.** *Inclusion of the positions of Coordinator, Extension Campuses and Academic Coordinator Offsite Campuses, in the University Calendar in Chapter-I & III of the University Calendar, 2010, Vol-I, as approved by the University Council vide Resolution No. 75.58.*
- XVIII.** *Restoring the previous practice of considering best of two scores of evaluation & re-evaluation for assessment of re-evaluation result/s, already exists in Chapter-XLI of the University Calendar, 2010, Vol-II, as approved by the University Council vide Resolution No. 75.59.*
- XIX.** *Amendment in the qualifications for the post of Cultural Officer & Drama Instructor Jammu shall be incorporated in Appendix-A of Chapter-XXXVIII-B of the University Calendar, 2010, Vol-I, as approved by the University Council vide Resolution No. 75.62 which reads as under:*

Existing qualification	Amended qualification
<u>Cultural officer</u> (a) Master's Degree in Mass Communication/Journalism (b) Degree in performing Arts	<u>Cultural Officer</u> (a) M.A. (Performing Arts) (b) Having experience of holding cultural events
<u>Drama Instructor</u> (a) Mater's Degree in Mass Communication/Journalism (b) Degree in Performing Arts	<u>Drama Instructor</u> (a) M.A. (Dramatics) (b) Having conducted theatre training programmes, workshops etc.

ANNEXURE-ICHAPTER IVAMENDEDSTATUTES GOVERNING AFFILIATION OF COLLEGES AND OTHER INSTITUTIONS

1. Definitions:

- 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;
- 1.2 "College" means an institution maintained or admitted to its privileges by the University and includes a constituent College.
- 1.3 "Colleges" shall be of two types, namely:-
 - (i) Constituent; and
 - (ii) Affiliated;
- 1.4 "Course" means one of the units which comprise a programme of study;
- 1.5 "grant-in-aid college" means a 'college' receiving grants from the Government for payment of salary to its employees.
- 1.6 "Programme" / "Programme of study" means a higher education programme pursued for a degree after 10+2 years of school education which expression includes Bachelor's/Master's degree or any diploma course offered by the University.
- 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.
- 1.8 "Student" means a person admitted to and pursuing a specified programme of study.
- 1.9 "Government" means State or Central, whichever is applicable.

2. Eligibility Criteria for Temporary Affiliation:

The proposed 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.

- 2.1 undisputed ownership and possession of land free from any or all encumbrances 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 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 extracurricular/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 kilometers.

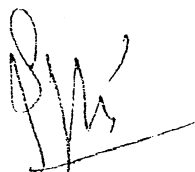
- 2.2 administrative, academic and other building with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/Statutory /Regulatory body concerned, taking care that all buildings constructed in the College are disabled friendly.
- 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 20 sq.ft. per student in each of the laboratories for the programme(s) intended to be added to the existing programme(s) :

- 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 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:

- (i) All India Reporter
- (ii) Supreme Court
- (iii) State High Court Reports



- (iv) Local Journals
- (v) Indian Bar Review

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

- 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/Regulatory body concerned.
- 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;
- 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.;
- 2.6 number of teaching and non-teaching staff as per University norms; separately for each programme;
- 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/Regulatory body.
- 2.8 adequate measures for safety, security, pollution control, etc.;
- 2.9 A College, if not run by the State Government, shall also be required to satisfy the following conditions:
- 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.
- 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 of Rs. 15 lakh per programme, if the college proposes to conduct programme only in Arts, Science and Commerce, Rs. 35 lakh per programme or 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



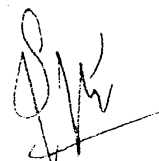
three years. The endowment fund shall not be alienated so long as the college/institution continues to exist. However, the interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities.

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 2.9.2.

- 2.9.3 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 further 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 the permanent building shall be granted by the University beyond five years.

3. The Registered Society/Trust/ proposing the college shall execute a bond stating therein:
 - 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;
 - 3.2 to comply with all the provisions of the Act, the Statutes, Regulations of the University framed in this regard.
 - 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;
 - 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



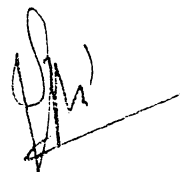
Statutes/Regulations of the University/ Government/UGC, and shall ensure imparting of adequate instruction to the students in the course(s)/programme(s) of studies to be undertaken by the College and that the Student-Teacher Ratio in the college shall be as per the UGC/National Regulatory bodies/University norms.

- 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;
- 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;
- 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 effect the fulfillment of the condition for affiliation to the University within a fortnight of changes coming into effect;
- 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;
- 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;
- 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 statutes/guidelines or procedure laid down by of the University;
- 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;
- 3.12 to the effect that academic and welfare activities of the students belonging to the Schedules Castes, Scheduled Tribes and other disadvantaged groups including minorities, wherever applicable, shall be property taken care of by the College;
- 3.13 to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Rules/Regulation s/orders/Statutes/notifications of the UGC/University/Government shall



be maintained and made available as and when required for inspection by the University/Government/UGC.

- 3.14 to the effect that the college shall furnish all such returns and other information as the UGC/University/Government/Statutory/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/Regulatory bodies may direct to maintain the same from time to time:
 - 3.15 to the effect that the college shall pay and deposit such fee and charges in the manner as may be prescribed by the University from time to time.
 - 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.
4. 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:
- 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:
 - 4.2 that it is situated within the territorial jurisdiction of the University;
 - 4.3 that it is not imparting education for private gain or profit;
 - 4.4 that its financial resources are such as to make provision for its continued maintenance;
 - 4.5 that it satisfies a demand for higher education in a particular locality;
 - 4.6 that the play ground(s) and other sports infrastructure is suitable and sufficient;
 - 4.7 that the furniture and equipments are adequate;
 - 4.8 that facilities for the residence of students are satisfactory;
 - 4.9 that due provision is available for the health and recreation of students;
 - 4.10 that provision has been made for a suitable library;
 - 4.11 that for each science subject, Laboratory or museum is properly equipped with necessary scientific instruments and chemicals, etc.
 - 4.12 that the institution is in undisputed ownership and possession of a suitable building for meeting all its requirements;



4.13 that the institution is prepared to place at the disposal of the University accommodation, furniture, etc., for the conduct of various examinations and other activities free of cost;

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

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 be --

- (a) two prominent citizens representing different sections of society, one of whom shall have legal background, to be nominated by the Chairperson;
- (b) one member of the Syndicate, to be nominated by the Vice-Chancellor;
- (c) one teacher of the College, by rotation, to be nominated by the Chairperson, on the basis of seniority;
- (d) one person experienced in Educational Administration, to be nominated by the Vice-Chancellor;
- (e) Director Colleges Development Council or his/her nominee
- (f) nominee of the State Education Department
- (g) Principal of the College - Member-Secretary

The tenure of the members at serial No. (a), (b), (c), (d) and (f) shall be three years (viz. 36 months) from the date of notification of constitution of the Managing Committee. However, except S.No. (c), 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 Member-Secretary. Majority of the members shall form the quorum for the meeting(s).

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

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 whereafter a copy of the same shall be sent to each of the



member 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/constituent college which shall remain open for inspection by the competent authority.

6. A Government College/Institution shall have an Advisory Committee consisting of the following members.

- (a) Administrative Secretary of Higher Education Dept., J&K Government or his/her nominee.
- (b) Director, College Development Council, University of Jammu or his/her nominee.
- (c) Principal of the concerned College
- (e) Nodal Principal.
- (f) An academician of repute to be nominated by the Principal of the concerned college
- (g) Two prominent citizens representing different sections of society, one of whom shall have legal background to be nominated by the Principal.
- (h) One senior-most teacher of the concerned College shall be nominated by the Principal of the concerned college as Member Secretary.

The members at serial No. (a), (b), (c), (d) and (e) shall be ex-officio members of the Advisory Committee 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 further that if any vacancy arises/causes in respect of members mentioned at (f) and (g), in the composition of the Advisory Committee by any reason whatsoever, the same shall be filled by the Principal of the concerned college and an intimation to this effect shall be sent to the Director, College Development Council, University of Jammu.

- 6.1 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 whereafter a copy of the same shall be sent to each of the member 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/constituent college, which shall remain open for inspection by the competent authority.

7. 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/constituent 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.

8. Teaching Staff:

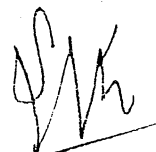
- 8.1 There shall be a teacher to act as Head of Department for each subject for which recognition is sought. There shall not be a common Head for two or more subjects, such as History and Political Science, Sanskrit and Hindi, Persian and Urdu, Botany and Zoology, etc..
- 8.2 Every teacher shall be 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 extra curricular 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.
- 8.3 The weekly work-load of a teacher shall be as per UGC/University norms.
- 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.

9. Number of students in a class:

- 9.1 The maximum number of students in a section shall not, except with the previous permission of the Vice-Chancellor, exceed 60, subject to the availability of adequate accommodation.
- 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) timetable for the new section and the accommodation available should immediately be sent to the Director Colleges Development. It is also necessary to see that with the 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.
- 9.3 In the case of a non-Government Affiliated/ Constituent College, a new section can be started only with the prior approval of the Vice-Chancellor.

10. Admission of students:

- 10.1 Each Constituent/Affiliated 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 Statutes, Regulations.



norms and procedure prescribed, from time to time, by the University. Admission Committee shall comprise the following:-

- i) Dean of the Faculty concerned or his nominee who will in no case be below the rank of Reader (Associate Professor) in any subject of the concerned faculty;
- ii) Principal of the College concerned. He will also act as Convenor of the Committee;
- iii) One teacher nominee of the Vice-Chancellor;
- iv) One senior teacher of the college concerned, to be nominated by the Principal;

10.2 Two members shall form the quorum for meetings.

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 at Matriculation level shall be considered. Still in case of equal merit, the candidate older in age will be considered.

10.4 All admissions shall be provisional unless and until regularized by the University.

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 cancelled without following the principles of natural justice.

11. Periodical Staff Statements:

11.1 Each Constituent, Affiliated College or Recognized Institution shall send to the Director Colleges Development, by 1st August every year, a statement showing the 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.

11.2 Any subsequent change in the staff structure of the College/ Institution shall be communicated to the Director, College Development Council, within a month, alongwith details of substitute arrangement(s).

11.3. Maintenance of Record:

11.3.1 Each affiliated/constituent college shall maintain the following Records :-

- i) 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, practicals and/or practice of teaching.
- (c) Fees and other charges.
- (d) Time-table of work in various classes.
- (e) Internal assessment.
- ii) Endowment Fund
- iii) Stock and issue
- iv) Accessioning, cataloguing, Issue and Return of books, etc.

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

12. Procedure for granting Temporary Affiliation:

- 12-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, 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 Statutes, 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 State Government has issued No Objection Certificate/Permission letter or has recommended to the All India Statutory Body the establishment of such Institution.

However, 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 allow teaching in the Law College without approval by the Bar Council of India.

- 12-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.
- 12-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 of Jammu and Kashmir 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.
- 12-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.
- 12.1 The Government/Society/Trust which proposes to start the college within the territorial jurisdiction of the University of Jammu and wishes to get it affiliated to the University of Jammu, shall submit an application for grant of affiliation to new college/institution which should reach the Director, 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

alongwith the prescribed fee in the form of Demand Draft drawn in favour of the Registrar, University of Jammu.

12.2 The application shall be submitted with certified copies of the following documents:

12.2.1 Registration of the Society/Trust alongwith details of Constitution and Memorandum of Association;

12.2.2 Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other area;

12.2.3 Land Use Certificate from the competent authority designated by the Government.

12.2.4 Registered Land/Government leased land documents in the name of the applicant;

12.2.5 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;

12.2.6 Building Plan of the proposed College prepared by a registered Architect and approved by the competent authority designated by the Government;


12.2.7 Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;

12.2.8 Details of the latest fund position alongwith photocopies of relevant bank accounts, including the evidence of the Endowment Fund.

12.2.9 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;

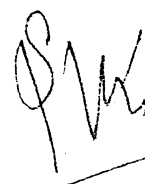
(b) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities.

 24-

- (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.

12.2.10 In addition to the documents mentioned in statute 12.2, 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/Courses 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.

12.2.11 An application form for affiliation or recognition may be withdrawn at any time before affiliation/recognition is granted.

12.2.12 Affiliation/recognition shall, in no case, be granted with retrospective effect.


12.2.13 **Application/Inspection fee:**

An Institution /College applying for affiliation to the University shall remit application fee/inspection fee, as prescribed by the University from time to time.

12.2.14 Application fee shall not be refunded even if the Application Form is withdrawn or rejected.

12.2.15 Inspection fee may be refunded only in case the Application Form is withdrawn or is rejected before the inspection has been carried out.

12.3 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.


- 26 -

12.4 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, consisting of:


- (i) Director, College Development Council / an equivalent academician of the University.
- (ii) One Expert for each of the subject areas proposed.
- (iii) One officer of the University not below the rank of Assistant Registrar.
- (iv) An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer.

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

Director, College Development Council, 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.

12.5 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 Statutes are satisfied. The Inspection report shall cover the following information:

- (i) Foundation and history of the institution. Name of the courses, subjects and the number of years it has been teaching the same.
- (ii) 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.
- (iii) Is there sufficient demand for the existence/ opening of the institution in the locality?
- (iv) Teaching Staff already engaged and proposed to be engaged: their service conditions and pay scales.
- (v) In the case of Non-Government colleges/ institutions, the Contributory Provident Fund and leave rules in force and the recommendations in connection thereto.
- (vi) 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.


 - 27 -

In case affiliation/recognition is recommended, a statement of expenditure and income (including sources) should be given.

- (vii) Site, building(s), etc.
 - a) Area available.
 - b) Number and dimensions of halls, class-rooms, library, laboratories.
 - c) Hostels, with number and size of rooms, common-rooms, etc.
 - d) Play-fields and grounds, gymnasium, etc.
 - e) Furniture and fittings in the lecture theatres, laboratories and library.
 - f) Scientific equipment.
 - g) Number of books in the Library.
 - h) Botanical garden.
 - i) Museum.
 - j) Herbarium.
 - k) Any other infrastructural requirement, as deemed necessary for the course.

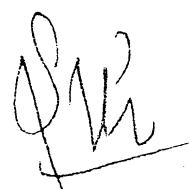
- 12.6 The report of the Inspection Committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its Board of Inspection to Syndicate and decide to grant, or not to grant, temporary affiliation to the college,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

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

- 12.7 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.

- 12.8 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 prescribed in these statutes.

- 12.9 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 if 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.



12.10 Extension/Renewal of Temporary Affiliation:


- 12.10.1 Application for extension/renewal of temporary affiliation alongwith prescribed application and/or inspection fee must reach the Director, College Development Council, alongwith requisite inspection fee by 31st December of the preceding year for which extension/renewal of affiliation is sought.
- 12.10.2 If a college has applied for extension/renewal of its temporary affiliation within the prescribed time and inspection of the college has not been conducted for any reason whatsoever 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 was/is satisfactory during the preceding year.
- 12.10.3 Extension/renewal of temporary affiliation shall be for an academic session.

13 Eligibility Criteria for Permanent Affiliation:

- 13.1 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.
- 13.2 The College shall have completed construction of building and all infrastructural facilities as stipulated in the statutes/regulations.
- 13.3 All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government College) on the UGC/Government scales of pay.
- 13.4 The College shall have a duly constituted Managing Committee/Advisory Committee as per the norms.
- 13.5 The College has 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.
- 13.6 The College has developed endowment fund to maintain the college for at least three years.

14 Procedure for granting Permanent Affiliation:

- 14.1 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 proforma alongwith requisite fee prescribed

 - 29-

by the University in the form of Demand Draft drawn in favour of the Registrar, University of Jammu.

- 14.2 The procedure for according permanent affiliation shall be the same as prescribed for granting temporary affiliation in these statutes.
- 14.3 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 if 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.

15. Eligibility to apply for addition of new programmes of study:

- 15.1 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 unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 15.2 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:
- 15.2.1 College should be NAAC Accredited with a minimum of "B" Grade.
- 15.2.2 College should be permanently affiliated with the University of Jammu.
- 15.2.3 College should have permanent NOC from the Higher Education Department, Government of J&K.
- 15.2.4 To begin with the College should have a permanent faculty consisting of the following:
- | | | | |
|-----|---------------------|---|-----|
| (a) | Professor | - | one |
| (b) | Associate Professor | - | one |
| (c) | Assistant Professor | - | two |
- 15.2.5 The College should have separate physical infrastructure, class rooms, library and computer lab for the P.G. Course/s.
- 15.3 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 the form of Demand Draft/s drawn in favour of the Registrar, University of Jammu.

- 15.4 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 statutes for temporary affiliation.
- 16 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).

16.1 Permission/Affiliation for New Subject(s):

- 16.1.1 Each institution applying for permission/affiliation in 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, along with the requisite documents shall be sent to the Director, 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.

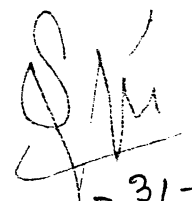
Provided that, the Vice-Chancellor may, in special circumstances, authorize entertainment of an Application Form submitted after October 1st but in no case form be entertained after 31st March.

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

- 16.1.2 Each such Application Form shall be placed by the Director, College Development Council, before the Board of Inspection. The Board shall refer it to the Inspection Committee for conducting the 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.

- 16.1.3 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:
 - a) in relation to other subjects already taught; and
 - b) in relation to the existing provision for teaching that subject in local institutions/colleges.


 - 31 -

- 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.

17. Affiliation/Permission for Honours Classes:

- 17.1. 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 should be made so as to reach the Director, 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.
- 17.2 The Institution / College shall remit prescribed inspection fee per subject, when asked to do so, before the inspection of the institution/college is conducted.
- 17.3 Inspection fee may be refunded only in case the Application Form is withdrawn or rejected before an inspection has been conducted.
- 17.4 Each such Application Form shall be placed by the Director, 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.
- 17.5 For teaching Honours classes in any subject not less than six periods a week shall be devoted for instruction during Part I and Part II of the B.A./B.Sc./B.Com. or any other under-graduate course.
- 17.6 Honours teaching should not be entrusted to teachers who have passed Master's Degree examination with less than 55% marks and have more than five years' teaching experience in a college.
- 17.7 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.
- 17.8 There should be at least three teachers in the subject for which permission for Honours classes is sought.

18 Recognition of Research Institutions:

18.1 Subject to the provisions of the Statutes for the award of Research Degrees, the Syndicate shall have power to declare an institution, engaged in research work, as an approved institution of the University.

18.2 An institution applying for approval under this Statute shall submit an application to the Director, 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.
- 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.

18.2.1 Each Research Institute seeking recognition as a Centre of Research for the 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.

18.2.2 Before considering the application for recognition, the Syndicate may call for any further information which it may deem necessary for the purpose.

18.2.3 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.

18.2.4 When the application 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.

18.2.5 (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 Statutes or 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.

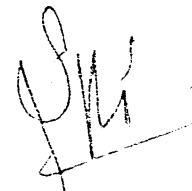
Provided that, the approval shall not be withdrawn or suspended unless a resolution of the Syndicate to that effect is supported by a majority of at least two-third members present at the meeting. Such majority should, however, be not less than one-half of the total membership of the Syndicate.

19 Periodical Inspection:

- 19.1 The Board of Inspection may, at its discretion, arrange periodical inspection of each affiliated /constituent 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.
- 19.2 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 the date fixed for inspection.



- 19.3 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 standard prescribed by the University.
- 19.4 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 its efficiency.
- 19.5 Before proceeding to the institution, the Inspectors should obtain from the Director, 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.
- 19.6 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, if required videography of the same ~~be~~ done. They shall then spend some time in studying the records of the institution and familiarizing 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.
- 19.7 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 Statutes.
- 19.8 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 disposed of 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.
- 19.9 Inspectors should preface their report with a brief statement of the procedure 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 should be signed by all the Inspectors.



19.10 Periodical Inspection Report:

19.10.1 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) Are 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) Has the institution, if it is not maintained by the Government, entered into agreements with the staff, in accordance with the provisions of the Statutes?

(f) Have 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) 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, how are these 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 Statutes?

c) Does 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, N.S.S., 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) Messing 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?

b) Arrangements for athletics, etc. Is 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) Miscellaneous

xi) Summary of the recommendations made by the Inspectors.

19.10.2 The relevant portions of the report of the Inspectors together with their recommendations shall, in the first instance, be sent by the Director, 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 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 Non-Government Colleges.

19.10.3 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, as the case may be, are to be fulfilled by the institution.

19.11 Remuneration of Inspectors.

- 19.11.1 Each Inspector appointed to conduct the 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.
- 19.11.2 T.A. and D.A. as permissible under rules shall be paid to the Inspectors.


19.12 Surprise visit/inspection:

The Director, College Development Council, may conduct or direct surprise inspection of an affiliated/constituent 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 adhere to. During the surprise inspection, the Director or the Inspection team deputed by the Director, may check any record, equipments/apparatus, attendance of students, staff, availability of infrastructural facilities. In case surprise inspection is conducted by the Director, 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 Director, the Inspection Team shall submit its report to the Director, which would be processed by the Director 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).

20. In case the College/Institution, to which affiliation had been granted, does not provide instructions in the course, for three consecutive academic years, the affiliation in such course(s) shall stand cancelled.
21. **Withdrawal of affiliation:**
 - 21.1 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 Kashmir and Jammu Universities Act, the Statutes, the Regulations, or any other direction 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.
 - 21.2 If an affiliated colleges 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 on such ceaser, shifting or transfer, as the case may be, 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 as per its decision.
 - 21.3 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.
 - 21.4 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.
 - 21.5 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


 -41-

Act, the Statutes or Regulations as are applicable to it as an approved institution.

21.6 Infrastructural deficiencies:

21.6.1 Classes being held in building other than the one where affiliation was granted;

21.6.2 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.

21.6.3 The building/s is/are declared unsafe by the concerned authority on account of poor maintenance or other factors.

21.6.4 Building used for commercial purposes after college hours;

21.6.5 Building campus used for political/anti-social/authorized purposes.

21.7 Deficiencies on account of Teaching staff:

21.7.1 College being run without Principal continuously for more than 3 months.

21.7.2 Lesser number of faculty engaged by the Management as per student/teacher ratio requirement.

21.7.3 Failure to make arrangement for teaching of all optional papers.

21.8 Financial irregularities:

21.8.1 Financial misappropriation/embezzlement by the members of the trust/society;

21.8.2 Unauthorised financial benefits to the members of the trust/society;

21.8.3 Unauthorised charges from students other than prescribed by the University viz., uniform, books, stationery, mess, hostel charges, fines, examination charges, printing, picnics, developmental charges, etc.

21.9 Harassment of students:

21.9.1 Imposing fines;

21.9.2 Inadequate messing facilities in hostels;

21.9.3 Lack of security in hostels

21.9.4 Complaints of ragging/sexual harassment.

21.10 Unauthorised admission in Colleges:

21.10.1 admission made by the colleges of their own without any authorization by the University:

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

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

21.12 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.

21.13 Re-affiliation:

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

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

22. General conditions of service of the administrative staff, teaching staff, Librarians & Physical Instructors of Colleges & Institutions:

22.1 Save as otherwise provided in the Statutes, 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 State Civil Service Regulations in respect of their appointment, fixation of pay, allowances, leave, pension, suspension, dismissal, etc.

22.2 Selection Committee for appointment of:

(A) Assistant Professor/ Physical 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.
- vi. Principal of the concerned College

(B) 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 nominee of the Vice-Chancellor of the University of whom one should be a subject expert.
- v. Two external subject-experts not ^{From} ~~annexed with~~ the University of Jammu] ~~College~~ to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice- Chancellor.
- vi. Principal of the concerned College – Secretary




(C) 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 ^{from} not ~~connected~~ with the University of Jammu ^{college} to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice- Chancellor.
- vi. Principal of the concerned College - Secretary

(D) 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, University of Jammu
- iii. One Professor preferably having not less than 15 years of service as a teacher in the University.
- iv. Two nominee of the Vice-Chancellor of the University of whom one should expert in administration.
- v. Director, College Development Council, or his/her nominee.
- vi. Principal of the Nodal College

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

Note:  Payment of TA & DA and sitting 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 inservice/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 the permanent arrangement is made, whichever is earlier. Such arrangement shall not extend beyond the specified period in any case.

22.3 Qualifications of teachers:

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

22.4 Service agreement:

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

Salary and pay scales

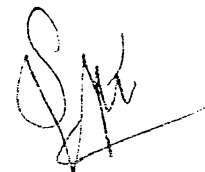
- i) The pay scale shall be the same as prescribed by the Government/University/UGC, from time to time, for Govt. Colleges.
- ii) The age of superannuation of teachers in the non-government affiliated colleges shall be as prescribed by the University/UGC from time to time.

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.

- iii) The period of initial probation shall normally be of two years, extendable in very special cases upto a maximum of five years.
- iv) 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 this 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.

- v) The services of an employee can be terminated only on one or more of the following grounds :-
 - a) wilful neglect of duty;
 - b) mis-conduct including disobedience of orders of the Principal;
 - c) breach of any of the terms of contract;
 - d) physical or mental unfitness; and
 - e) abolition of the post.
- vi) Except when termination of services has taken place under Statute 22.4.1(v)(a), (b) or (c), 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 will be paid. The period of notice referred to above shall not include the summer or winter vacation or any part thereof.
- vii)
 - a) 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.
 - b) Leave in the case of teachers and other employees of such colleges/institutions shall be regulated by the Service Regulations of the State Government.
- viii) A tribunal, comprising one member nominated by the Managing Committee of the institution, one member nominated by the teacher 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 power 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.
- ix) In all other disputes, the decision of the Managing Committee with prior approval of the Vice-Chancellor shall be final.



22.4.2 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.

23. Temporary appointment:

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

24. Dismissal of a teacher:

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

- i) 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 :-
 - a) submitting a written statement in his/her defence;
 - b) being heard in person if he/she so chooses; and
 - c) 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.

- ii) 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 its regulations, pass a resolution dismissing or removing from service a teacher on one or more of the following grounds:
 - a) willful neglect of duty;
 - b) mis-conduct, including disobedience to the orders of the Principal in the case of the teachers; and
 - c) breach of any of the terms of contract.
- iii) 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.

- iv) 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.
- v)
 - a) The Managing Committee will 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.
 - b) During the period of suspension, the teacher shall be allowed subsistence allowance to the extent provided in the State Govt. Service Regulations/Rules.
 - c) 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.
- vi) 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.
 - a) Physical or mental unfitness.
 - b) Abolition of the post.

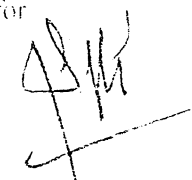
vii) In the case of members of staff of colleges who are appointed temporarily or on probation, services of a member of the staff can be terminated, only by giving to the other party at least one calendar month's notice in writing or by paying to the other party a sum, equal to the salary of one month's notice referred to here before 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.

viii) 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 in 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.

ix) If the teacher is not in the station at the time when any notice ought to be 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.

x) 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 above Statutes have been complied with. If he is satisfied that the provisions of the Statutes 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


50- 

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.

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

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

Provided further that apart from statutory requirements contained in these statutes, an institution/college desirous of having affiliation with the University of Jammu 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.

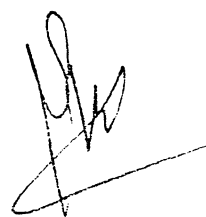


68

Appendix 1.

Endowment Fund applicable for existing non-government colleges admitted to the privileges of the University

a)	Affiliated College imparting instruction in B.A., B.Sc., or B.Com. course OR Constituent College imparting instruction in B.Ed. course	Rs. 5.00 lac
c)	Affiliated Oriental Institution	Rs. 25,000/-
d)	Constituent Medical College	Rs. 25 lacs.
e)	Constituent Dental College OR Constituent College of Engineering	Rs. 20 lacs.
g)	Constituent Law College imparting instruction in LL.B. 3 years OR B.A. LL.B. 5 years courses	Rs. 10.00 lac.
h)	Constituent Law Colleges imparting instruction in LL.B. 3years and B.A. LL.B. 5 years courses	Rs.13 lac.
i)	BBA/BCA/PGDCA/PGDBM/PG Courses/M.Ed. - Each Programme in the Institution [Ref. Notification No. F.Acd/ I/13/58/6376-7475 dated 16.08.2013]	Rs. 5.00 lac
j)	MBA/MCA/B.Sc. Nursing/Post Basic Nursing - Each Programme in the Institution[Ref. Notification No. F.Acd/ I/13/58/6376-7475 dated 16.08.2013]	Rs. 10.00 lac



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 witnesseth 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 Statutes 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/ constituent 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,


 - 53 -

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 Regulations /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 Statutes and Regulations of the University;
 - (c) breach of any of the terms of contract
 - (d) physical or mental unfitness.
 - (e) incompetence



- 54 -

(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 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

SW -55-

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 _____ 199 _____

On behalf of the Managing Committee by _____

By the Principal _____

In the presence of :

Witness (1) _____

Address: _____

Witness (2) _____

Address: _____



Appendix-III

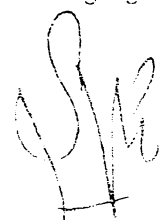
PROFORMA OF AGREEMENT WITH TEACHERS

Agreement made this _____ day of _____ 199 _____ 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 witnesseth 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.

71



- 57 -

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

11

SVK-58-

(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) _____

Address _____

Witness (2) _____

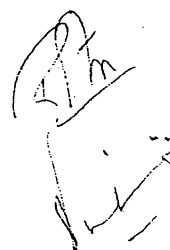
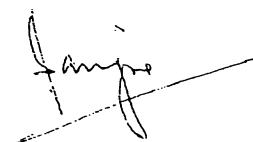
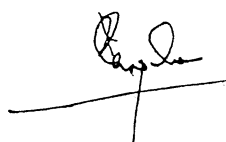
Address _____



PROGRAMME SCHEME

1. Name of the Programme: Post-Graduate Diploma in Bioinformatics
w.e.f. Academic session 2013-14
2. Faculty: Life Sciences
3. Name of the Department offering the programme: School of Biotechnology
4. Duration: 1 year (spread over 2 Semesters)
5. Intake: 20
6. Eligibility: Post-graduate in any branch of Life science,
& Allied areas/Chemistry/Computer Science
7. Selection & Admission Process: Entrance Test to be conducted by the School
8. Examination: External Assessment: 80%
Internal Assessment: 20%

Examination Statutes attached
9. Course Fee: Rs. 15,000/- for course under various
components as per University norms subject
to final approvals. (Details Attached)
10. Proposed Course Structure: As per Annexure



55

DETAIL OF FEE TO BE CHARGED FROM STUDENTS OF 1 YEAR POST GRADUATE DIPLOMA IN
BIOINFORMATICS FOR THE SESSION 2013-14

S. No.	Nature of Fee	Amount	Fee to be deposited in University Chest	Fee to be retained by the School
1	Admission Fee	1000/-	Rs. 1000/- to be deposited in the University Chest	
2	University Sports Fee	210/-	Rs. 210/- to be deposited in the University Chest	
3	University Development fund	360/-	Rs. 360/- to be deposited in the University Chest	
4	Magazine/University News Bulletin Fee	070/-	Rs. 70/- to be deposited in the University Chest	
5	Library Fee	120/-	Rs. 120/- to be deposited in the University Chest	
6	Science Fee	480/-	Rs. 480/- to be deposited in the University Chest	
7	Stationery Fee	140/-	Rs. 100/- to be deposited in the University Chest	Rs. 40/- to be retained by the School
8	Games Fee	240/-	Rs. 170/- to be deposited with Physical Education Department	Rs. 70/- to be retained by the School
9	Cultural/Literary Fee	090/-	Rs. 90/- to be deposited to Dean Student Welfare	
10	Social Activities fund	080/-		Rs. 80/- retained by the School
11	Student Assistance/Aid fund	060/-		Rs. 60/- retained by the School
12	Reading room Fee	090/-		Rs. 90/- retained by the School
13	Excursion Fee	475/-		Rs. 475/- retained by the School
14	Identity card	030/-		Rs. 30/- retained by the School
15	Miscellaneous	030/-		Rs. 30/- retained by the School
16	Medical Assistance Fee	060/-	Rs. 60/- to be deposited to Univ. Health Centre	
17	Library development fund	240/-	Rs. 240/- to be deposited to Central Library	
18	Student Insurance Fee	060/-	Rs. 60/- to be deposited in the University Chest	

56

19	Smart Card Fee	070/-	Rs. 70/- to be deposited in the Dhanvantri Library	
20	Laboratory deposit (refundable)	440/-		Rs. 440/- to be retained by the School
21	Library Deposit (refundable)	440/-		Rs. 440/- to be retained by the School
22	Digitalization & Networking fund	120/-	Rs. 120/- to be deposited in the Examination	
23	Examinations Development fund	150/-	Rs. 150/- to be deposited in the Examination	
24	Corpus fund	120/-	Rs. 120/- to be deposited in the University Chest	
25	DIQA Fee	120/-	Rs. 120/- to be deposited in the University Chest	
26	Red Cross Fee	015/-	Rs. 15/- to be deposited in the University Chest	
27	NSS Fee	070/-	Rs. 70/- to be deposited in the University Chest	
28	Training and Placement	3000/-		Rs. 3000/- to be retained by the School
29	Computer fee	3000/-		Rs. 3000/- to be retained by the School
30	Special Dev.	3000/-		Rs. 3000/- to be retained by the School
31	Fund Examination Fee	620/-	Rs. 620/- to be deposited in the University Chest	
32	TOTAL:-	15000/-	4,245/-	10,755/-

5
1

STATUTES GOVERNING POST- GRADUATE DIPLOMA COURSE IN BIOINFORMATICS

1. The examination for the Diploma in Bioinformatics shall be open to:-

(A) a regular student who:

- i) has been on the rolls of the Bioinformatics Centre, School of Biotechnology during one semester;
- ii) has his name submitted to the Controller of Examinations by the Coordinator, Bioinformatics Centre;
- iii) produces the following certificates signed by the Coordinator
 - a) of good character;
 - b) of having attended not less than 75% of the full course of lectures delivered in each paper separately

(B) a candidate who has completed the prescribed course of lectures but is unable to appear in the examination or to pass the examination within a period of three years.

2. The Coordinator may condone shortages in attendance in one semester for special reasons to be recorded in writing, upto 3 lectures in each theory paper and upto 3 practicals.

Any candidates who participates in Inter- College or Inter- Departmental or Inter- University sports tournament or N.C.C Course / Camp may, for the purpose of condoning deficiency in attendances incurred by him on account of such participation will be treated as present on all working days during the days of his absence on such account.

3. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the Coordinator.

4. Whenever the application / fee or both of a candidate is /are received after the last prescribed date, he shall also pay late fee as prescribed under rules.

5. Each Semester examination shall consist of five papers carrying 100 marks as per Syllabi & courses of study approved by the Academic Council.

6. 20% of the marks allotted to each theory paper (other than the Project Work/ Practical Training) shall be reserved for internal assessment. The internal assessment shall be awarded and record thereof maintained in accordance with regulations prescribed for the purpose.

1
240
Signature
-63-

7. Promotion from 1st Semester to 2nd Semester shall be granted to those students who have passed 50% of the theory courses prescribed for the 1st Semester.
8. The minimum marks required to pass the examination shall be 36% in each paper (separately in the University examination and the Internal Assessment). Marks secured by a candidate in internal assessment in a theory paper shall be added to the marks secured by the candidate in the University examination in that paper for determination of result in that paper.
8. The successful candidates shall be placed in three divisions as follows:-
 - i) Those who obtain 60% or more aggregate marks shall be placed in the first division.
 - ii) Those who obtain 50% or more but less than 60% marks shall be placed in the second division.
 - iii) Those who obtain below 50% marks shall be placed in the third division.
 - iv) Those who obtain 75% or more aggregate number of marks shall be placed in the first division with distinction.
9. Not later than eight weeks after the commencement of the examination or with the special permission of the Vice-Chancellor as soon as possible, the Controller of Examinations shall publish a list of candidates indicating against each, his/her result.

Each successful candidate shall receive a diploma stating the division in which he/she has passed, signed by the Coordinator and the Controller of Examinations.

If a candidate has failed in the examination but has obtained pass marks in the Project Work, the marks obtained in Project Work will be carried forward for the two subsequent years without fresh assessment of the Project Work. If a candidate fails in the project work, he/she will have to work for a semester again and submit the project report thereafter.

10. A transcript shall be issued to a student in respect of his performance in the examination. The transcript shall indicate marks obtained by the candidate in the internal assessment as well as in the University examination in each paper.

64-

Programme Structure:

12 months (2 semesters)

1 st Semester	January - June
2 nd Semester	July - December

Eligibility: Post Graduation in
Biotechnology/Botany/Zoology/Biochemistry/Microbiology/Life science/Human Genetics
/Computer Science/Chemistry

SCHEME OF COURSES

POST-GRADUATE DIPLOMA IN BIOINFORMATICS

Semester-I:

Course No.	Course Title	Credits
BIF 400	Basic Molecular Biology	4
BIF 401	Fundamentals of Biostatistics & Computers	4
BIF 402	Computational Methods for Sequence Analysis	4
BIF 403	Database Management System	4
BIF 404	Practicals based on theory courses	4

Semester-II:

Course No.	Course Title	Credits
BIF 450	Programming for Bioinformatics C & PERL	4
BIF 451	Genomics and Proteomics	4
BIF 452	Structural Bioinformatics, Drug Discovery & Systems Biology	4
BIF 453	Practicals based on theory courses	4
BIF 454	Project	4

BIF 401

BIF 401

BIF 401

BIF 401

- 65-

60

SEMESTER-I

COURSE: BASIC MOLECULAR BIOLOGY

Course No. BIF 400
Duration of examination: 3 hours

Contact hours	48
Credits	4
Semester exam	80
Internal assessment:	20
Total	100

Objectives: In this course the students will be exposed to various basic concepts of Molecular Biology. For some students who are already aware of the basics, the course will help them in refreshing their understanding of the subject in accordance with the requirements of a Bioinformatics program. For others basic knowledge of Molecular Biology will be highly essential.

UNIT- I: CELL BIOLOGY

Biology of cells: Cells as a unit of life, structure of prokaryotic and eukaryotic cells. An overview of organelles (Mitochondria, chloroplasts, ER, Golgi, ribosomes, lysosomes and peroxisomes, nucleus and nucleolus). Differences and similarities in plant and animal cells. Cellular membrane: structure, transport, channels, carriers, receptors, endocytosis, membrane potentials.

UNIT- II: DNA REPLICATION AND SIGNAL TRANSDUCTION

DNA replication; transcription and translation, Cell-cell interactions and signal transductions: Intercellular junctions, signaling by hormones and neurotransmitters; receptors, G-proteins, protein kinases and second messengers. Protein traffic in cells.

UNIT- III: MUTATIONS

Cell Cycle and regulation – Mitosis, Meiosis, Mutation – types of mutations, types of mutagenic agents and their molecular mechanism; DNA repair; chromosomal types and structure; mechanism by which genome undergoes changes, recombination, mutation, inversion, duplication, and transposition.

UNIT-IV: BIOMOLECULES

Molecules of Life: Introduction to carbohydrates-Mono-saccharides and their derivatives, Disaccharides, Polysaccharides, Proteins –Structure of amino acids, Different levels of organization-Primary, secondary tertiary and quaternary structures. Nucleic acids – Purines, pyrimidines. Nucleosides and Nucleotides, Different structural forms of DNA.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions. 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. Nelson, D. L. and Cox, M. M. Lehninger's Principles of Biochemistry. MacMillan. USA. 2012.

- 66 - 2

243 *Am*
Page
lit

2. Brownstein P. and Khodursky L. Methods in molecular biology, vol.224, Humana Press, 2008.
3. Horton, Moran, Ochs, Rawn, Scrimgeour: Principles of Biochemistry, Prentice Hall, Publishers, 2006.
4. Alberts, B. et al. Molecular Biology of the cell, Garland Publishing, Taylor and Francis Group, USA, 1994.
5. David, E. Sadava Cell Biology: Organelle Structure and Function Jones & Bartlett Publishers, 1993.

SEMESTER-I

COURSE: FUNDAMENTALS OF BIOSTATISTICS & COMPUTERS

Course No.	BIF 401	Contact hours	: 48
Duration of examination:	3 hours	Credits	: 4
		Semester exam	: 80
		Internal assessment:	20
		Total	: 100

Objectives: Bioinformatics derives lot of support from Biostatistics and also to write algorithms, one has to be well versed with computers. The present course will provide sound basis to the student in the field of computers help in appreciating the fundamental assumptions in applying the statistical tests for analyzing the biological data.

UNIT-I: BASIC STATISTICS

Measures of central tendency and dispersion, Probability, theoretical distributions, hypothesis testing; two types of errors, test of significance; t- test, chi- square test, one way and two way analysis of variance, simple correlation and regression.

UNIT-II: FUNDAMENTALS OF COMPUTERS

Components of Computers, Number System & their conversion, Error detection & Correction method (Hamming Code), Floating point representation of numbers & IEEE Format & Rules of add/sub in FPN rules of addition, subtraction for r's & (r-1)'s complements, Flowchart & Algorithms, Programming Languages & their characteristics, Memory & its types, Concept on Operating systems & its functions, Few popular Oss & their brief features, Concept of multiprocessing multiprogramming, Parallel processing.

UNIT-III: INTERNET CONCEPTS & NETWORK

Network & its Types, Data Transmission Modes, OSI Model, Elements of Communication, Data Transmission Media, Characteristics, Communication Protocols, Network Topologies, Switching Techniques merits & demerits. Internet – Evolution and its Uses, Intranet Protocols, Concepts of Internet, URL, Domain Names, E-mail concepts, FTP & its usages.

UNIT-IV: WORLD WIDE WEB CONCEPTS

Word wide web (www) - History, working, web browsers, concept of search engines, Searching the Web, HTTP, URLs, Web Servers, Web Protocols. Web publishing - Concepts, Domain name Registration, Space on Host Server for Web site, Issues in Web site creations & Maintenance.

NOTE FOR PAPER SETTING

-67-

3

Rajendra

Kishor

Anil

62

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. Mueller, J.P. and Sheldon, T. Internet Information server 4. Tata McGraw Hill Publishing Company Ltd., New Delhi, 1998.
2. Curtin, D.P. et al. Information Technology. Tata McGraw- Hill Publishing Company. New Delhi, 1999
3. Dhar, M.K. and Kaul, S. Statistics in Biology. Malhotra Brothers. Jammu, 1997.
4. Mansoor A. Internet and Web Design Made Easier. Pragya Publications. Mathura
5. Jain, V. K. O level Module - M 1.2 - Internet & web page designing.- BPB Publications.
6. Leon, A. and Leon, M. Internet for Everyone. Vikas Publishing House Pvt. Ltd., New Delhi
7. Internet for Dummies - Pustak Mahal, New Delhi

SEMESTER-I

COURSE: COMPUTATIONAL METHODS FOR SEQUENCE ANALYSIS

Course No.	BIF 402	Contact hours	: 48
Duration of examination:	3 hours	Credits	: 4
		Semester exam	: 80
		Internal assessment:	20
		Total	: 100

Objectives: The present course will help a student in understanding the genomic data acquisition and analysis, comparative and predictive analysis of DNA and protein sequence, phylogenetic inferences etc. Some of the fundamentals of Bioinformatics tools will be introduced during the present course, which can be taken further in the next semester.

UNIT-I: INTRODUCTORY BIOINFORMATICS

Prokaryotic and Eukaryotic genomes, structure, organization and function. Molecular Evolution. Gene Structure, Genetic Codes and Mutations. Biological Databases: Primary source of sequence and structure database. Secondary database. Databases in Bioinformatics: Nucleic acid sequence database: GenBank, EMBL, DDBJ, and submission of Data. Protein sequence database: SwissProt, TrEMBL, PIR, Enzyme, G-Protein. Protein Structure & Classification database: MMDB, PDB, COG, CATH, SCOP.

UNIT-II: SEQUENCE ALIGNMENT, SEARCH TOOLS & GENOME DATABASES

Introduction to sequence alignment, local and global alignment concepts. Multiple sequence alignment. Progressive alignment, Database search for similar sequences using FASTA and BLAST Programs. Genome Databases: Ensembl Enzyme database: ExPaSy Enzyme, Brenda's Enzyme database. Metabolic Pathway database: KEGG, EMP database.

UNIT-III: ANALYSIS OF DNA & PROTEIN SEQUENCES

Analysis of DNA and protein sequences. ESTs. Evolutionary analysis: distances, Cladistics and Phenetic methods. Clustering Methods: sequence assembly, rooted and unrooted tree representation, Bootstrapping strategies. MSA, CLUSTALW, PHYLIP and other phylogenetic programs.

-68-

ATM

Signature

Signature

UNIT-IV: GENE FINDING AND ANALYSIS

Gene finding methods; Gene prediction: analysis and prediction of regulatory regions. Fragment assembly; Genome sequence assembly, finder, SAGE and Gene prediction, genome analysis, genome mapping, currently existing biological databases (Summary) ACEDB: A database for genome information.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. R. Durbin, S. Eddy, A. Krogh, and G. Mitchison, Biological Sequence Analysis: Probabilistic Models of Proteins and Nucleic Acids, Cambridge University Press.
2. Andreas Baxevanis and B.F. Francis Ouellette, Eds. Bioinformatics: A Practical Guide to the Analysis of Genes and Proteins. Wiley Publishers, 1998.
3. Steven Salzberg, David Searls, and Simon Kasif : Computational Methods in Molecular Biology. Elsevier Science.
4. M.J. Bishop and C.J. Rawlings (Eds) 1997, DNA and Protein Sequence Analysis : A Practical Approach. IRL , Oxford University Press, 1997.
5. David W. Mount. Bioinformatics Sequence and Genome Analysis. Cold Spring Harbor Laboratory Press, 2001.

SEMESTER-I

COURSE: DATABASE MANAGEMENT SYSTEM

Course No. BIF 403
Duration of examination: 3 hours

Contact hours	: 48
Credits	: 4
Semester exam	: 80
Internal assessment:	20
Total	: 100

Objectives: The present course will help a student in understanding the databases, their management, database architecture and their utilities in the area of Bioinformatics. Some of the fundamentals of Bioinformatics tools will be introduced during the present course, which can be taken further in the next semester.

UNIT-I: DATABASE SYSTEM

Basic of Databases: Database system-Definition, Database models-Instances & Schemes, Database language, Storage management, Database Administration, Database language, Database system Architecture: Introduction to centralized system, client server system, and parallel system and distributed system.

UNIT-II: ENTITIES RELATIONSHIP MODEL & RELATIONAL DATABASES

-69- 5

Singh

240

An

64

Entity and entity sets, Relation and relationship sets. E-R diagrams, reducing diagram to table trees. Structure of Relational Databases: Relational Algebraic operations- relational calculus, domain relational calculus. Relational Database design-Decomposition, importance of normalization, functional dependencies, normal form-first, second, third & fourth normal form.

UNIT-III: QUERY LANGUAGE & QUERY OPTIMIZATION

SQL Basic – Schema definition in SQL, SQL commands, SQL operator, tables, views, indexes, aggregates functions, updates operations in SQL, Queries, Sub-queries, and Equivalence of queries.

UNIT-IV: ASN.1 & NCBI DATA MODEL

Data model for Biological sequences, data types, - ASN.1 – Flat files, Inter database connectivity – Entrez and SRS Search Engine. Network Basics – TCP/IP, WWW, FTP – Web server, CGI programs, Perl/CGI. Developing dynamics application, CGI programming with Perl, connecting database with ODBC – Hyper Text Markup Language (HTML) – XML.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. Hanery Korth & Abraham Silber Schatz. Database system concepts; Tata Mac-Graw Hill Publications.
2. Wilteach et al. Parallel & Distributed Databases.
3. C.J. Date : Introduction to Database system
4. J.M. Martin Database system organization, Princeton-Hall
5. Bruce Kolste & David Peterson. Oracle: Power Object Handbook

SEMESTER-II

COURSE: PROGRAMMING FOR BIOINFORMATICS C & PERL

Course No.	BIF 450	Contact hours	: 48
Duration of examination:	3 hours	Credits	: 4
		Semester exam	: 80
		Internal assessment:	20
		Total	: 100

Objectives: This course has been specifically designed for training the students in computer programming. The students are expected to understand the basics of programming and various techniques for code writing. This is necessary in view of the fact that the candidates may have to write their own programs based on the specific requirement in the experiment.

UNIT-I: PROGRAMMING IN C

Structure of C- Program, C – TOKENS, Data Types, Operators, Expression, I/O Functions, Conditional Statements, Control Statements, Arrays, Functions.

70-6

[Handwritten signatures and marks]

UNIT-II: UNIT-I: PROGRAMMING IN C++

Basic concepts of OOPs, Data Types, Tokens, Expressions and control structures, Classes & objects, Function & operator overloading, Constructors & destructors, inline functions, Friend functions, Inheritance & Polymorphism.

UNIT-III: HYPER TEXT MARKUP LANGUAGE (HTML)

Overview on HTML, Designing concept, HTML editor, image editor, Concept of Hypertext, Versions of HTML, syntax, elements of HTML, Head & body sections, Building HTML documents, inserting texts, images, Hyperlinks, backgrounds and control colors, Different HTML tags, table layout & presentation, Use of font size & attributes, list types & its tags, use of frames & forms in web pages.

UNIT- IV: PROGRAMMING IN PERL

Introduction, Basic Operators and Control Structures, Scalars, Lists, Hashes, File Manipulation, Pattern Matching and Regular Expressions, Subroutines, Text and String Processing.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. Herbert Schildt. Programming in C. TMH, Fifth edition, 2002
2. Robert Lafore. Object Oriented Programming in C++. Tec media, 2002.
3. Deitel & Deitel. C++. How to program. Pearson Edition, 2002.
4. Stroustrup. The C++ Programming Language. Addison Wesley, 2001
5. Randal L. Schwartz. Learning Perl 3rd Edition. Tom Phoenix, 2000.
6. Larry Wall, Tom Christiansen, Randal L. Schwartz, Stephen Potter. Programming Perl 2nd edition, 1996.
7. James D. Tisdall. Beginning Perl for Bioinformatics. O' Reilly and Associates, 2003.

SEMESTER-II

COURSE: GENOMICS AND RECOMBINANT DNA TECHNOLOGY

Course No.	BIF-451	Contact hours	: 48
Duration of examination	3 hours	Credits	: 4
		Semester exam	: 80
		Internal assessment	: 20
		Total	: 100

Objectives: The present course will help the student in understanding the genome architecture and extracting information like gene function, gene regulation, protein evolution and targets for drug designing.

UNIT -I: INTRODUCTION TO GENOME

-71- 7

Rajesh

Sanjiv

An

66

Definition of Genome, Genome sequencing. Genome map: Types of Genome maps and their uses. High and low-resolution map, Map elements. Polymorphic markers. Types of maps: Cytogenetic, Linkage map. Transcript map, Physical map, Comparative map, Integrated map. STS content maps. Map repositories: NCBI – Entrez Human genome map viewer, OMIM – Online Mendelian Inheritance in Man. Practical uses of genome maps: Locating genomic regions. Target identification. Arrangement of genes, SNP diagnosis, Positional specific cloning,

UNIT – II: COMPARATIVE GENOMICS

Purpose and Methods of comparison, Tools for genomic comparison: Applications of Comparative Genomics, Reconstruction of metabolic pathway, Predicting regulatory elements, Identifying targets. examination of domain function, analysis of conserved strings, SAGE. Genome projects and Model Organism research - *C. elegans*;

UNIT – III: FUNCTIONAL GENOMICS

Gene expression analysis by cDNA micro arrays, SAGE, Strategies for generating ESTs and full length inserts; EST clustering and assembly; EST databases (DBEST, UNIGENE); Expression and regulation of entire set of genes, Sporulation Vs. Vegetative condition in yeast and *Bacillus*.

UNIT – IV: RECOMBINANT DNA TECHNOLOGY

Restriction endonucleases, Plasmid cloning vectors, creating and screening a library, cloning DNA sequences that encode eukaryotic proteins, vectors for cloning large pieces of DNA, genetic transformation of prokaryotes, directed mutagenesis.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

BOOKS RECOMMENDED

1. Primrose S. Gene manipulation: an embracing techniques. Blackwell Science Publ. 6th Edition. (2007)
2. Watson et al. Molecular Biology of Gene. The Benjamin Publishing House. Delhi. 2006.
3. T.A. Brown, Genomes. Taylor and Francis Group, USA., 2004
4. J. M. Berg, J. L. Tymoczko and L. Stryer. Biochemistry 5th edition. W.H. Freeman and Company, NY 2002.
5. D. Voet and J. Voet. Biochemistry 3rd Edition. John Wiley and Sons Inc. NY 2002.
6. B. R. Glick and J.J. Paternak. Molecular Biotechnology, Principles and applications of rDNA 3rd edition. ASM Press, Washington DC, 2003.
7. E. Alcamo. DNA technology. Harcourt Academic Press. 1999

- 72 -

[Handwritten signatures and marks]

67

SEMESTER-II

COURSE: STRUCTURAL BIOINFORMATICS, DRUG DISCOVERY AND SYSTEMS BIOLOGY

Course No. BIF 452

Duration of examination: 3 hours

Contact hours : 48

Credits : 4

Semester exam : 80

Internal assessment: 20

Total : 100

Objectives: The aim of this course is to expose the students to the hard-core applications of Bioinformatics on Structural Biology, Systems Biology and Drug designing. The course will be of immense importance in getting them ready for working in an industry.

UNIT – I: STRUCTURAL BIOLOGY

Nucleic acid structures, RNA folding, RNA loops, conformational study, various ribose ring conformations, ribose-ring puckering, protein-protein interactions, protein ligand interactions, DNA-binding proteins, RNA-binding proteins, Ramachandran plot, 3-dimensional structures of membrane proteins, importance of 310 helix and loops, biophysical aspects of proteins and nucleic acids.

UNIT – II: STRUCTURAL DATABASES

Structural databases: Protein Data bank (PDB), Nucleic Acid Data Bank (NDB), Molecular modeling Data Bank (MMDB). Secondary structure, three-dimensional structure prediction, protein folding and functional sites, protein folding classes.

UNIT – III: INTRODUCTION TO SYSTEMS BIOLOGY

What is systems biology? Integrating Networks. Methods of study: Micro array – definition, types of array, micro array analysis. Hierarchical clustering. Self-organizing maps. Applications of micro arrays in system biology.

UNIT – IV: DRUG DISCOVERY

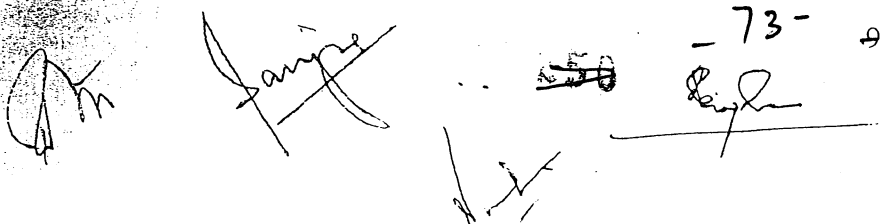
Introduction, drug discovery area: pharmacogenetics and pharmacogenomics applications, SNPs, parameters in drug discovery, identification of drug target molecules, drug design and its approaches, computer-aided drug designing, methods: computer aided molecular design (CAMD), Quantum CAChe and project leaders, ligand design methods: docking programs; De novo design. Predicting ligand binding function.

NOTE FOR PAPER SETTING

The question paper will have 9 questions in all. Question 1, based on material from all 4 units will be compulsory and will have minimum of 4 parts. Besides, there will be 8 other questions, 2 from each unit. The students will be required to attempt the compulsory question and 4 others, one from each unit.

Practicals: In each unit minimum of 5 Practical problems must be done in the laboratory.

- 73 -



68

BOOKS RECOMMENDED

1. Raymond Hill Drug Discovery and Development, Elsevier, 2012
2. Ahindra Nag, Baishakhi Dey, Computer-Aided Drug Design and Delivery Systems, Tata Mc. Graw Hill Edition, 2010
3. Rastogi, S. C. and Mendiratta and Rastogi, P. Bioinformatics Methods and applications: Genomics, Proteomics and Drug Discovery, 2008
4. Shanmughavel, P. Trends in Bioinformatics, Pointer Publishers, Jaipur, India, 2006
5. Andreas D. Baxevanis and B. F. Francis Ouellette. Bioinformatics A Practical Guide to the Analysis of Genes and Proteins. John Wiley & Sons, Inc., Publications, 2004
6. C. Stain Tsai, A. An introduction to Computational Biochemistry. Wiley-Liss, Inc., New York, 2002
7. Cynthia Gibas and Per Jambeck, Developing Bioinformatics Computer Skills, O'Reilly Media, 2001

251

.74-

[Handwritten signatures and marks]

GUIDELINES FOR CONDUCTING WRITTEN EXAMINATION FOR PERSONS WITH DISABILITIES:

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.

- VII. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text, Or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion distraction during the day of the exam. The time of giving in question papers should be marked accurately and timely supply of supplementary papers should be ensured.

- XIV. The examining body should also provide reading material in Braille or E-text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- XV. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

CENTRAL COUNCIL OF INDIAN MEDICINE NOTIFICATION

New Delhi, the 25th April, 2012

No. 28-14/2011-Ay (UG Regu).—In exercise of the powers conferred by clauses (i), (j) and (k) of Section 36 of the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Indian Medicine with the previous sanction of the Central Government hereby makes the following regulations further to amend the "Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) (Amendment) Regulations, 1989, subsequently 2005, 2010 and 2011", namely:—

- (1) These regulations may be called the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) (Amendment) Regulations, 2012.
- (2) These regulations shall come into force with effect from the date of publication in the Gazette of India.

In the Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) (Amendment) Regulations, 1989 for the existing Schedule I, the following shall be substituted, namely:—

1. AIMS AND OBJECTS

The bachelor of Ayurved education will aim at producing graduates, having profound knowledge of Ashtanga Ayurved supplemented with knowledge of scientific advances in modern medicine along with extensive practical training; who will become efficient physicians and surgeons fully competent to serve the health care services.

2. ADMISSION QUALIFICATION

12th standard with science or any other equivalent examination recognized by concerned State Governments and Education boards, provided the candidate passes the examination with 50% aggregate marks in the subjects of Physics, Chemistry and Biology.

For foreign students any other equivalent qualification to be approved by the University will be allowed.

3. DURATION OF COURSE:

Degree Course 5-1/2 years. Comprising

- | | |
|----------------------------------|--------------|
| a) I Professional | -12 months |
| b) II Professional | -12 months |
| c) III Professional | -12 months |
| d) Final Professional | -18 months. |
| e) Compulsory Rotatry Internship | - 12 months. |

4. DEGREE TO BE AWARDED

Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S).

The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S) degree after passing the final examination, after completion of prescribed course of study extending over; prescribed period and thereafter satisfactorily completing the compulsory rotatory internship extending over twelve months.

5. MEDIUM OF INSTRUCTION

Sanskrit, Hindi, any recognized regional language or English.

6.1 FIRST PROFESSIONAL EXAMINATION:

- i) The first professional examination shall be at the end of one academic year of First Professional session. The First Professional session will ordinarily start in July.
- ii) The first Professional examination shall be held in the following subjects:-
 1. Padarth Vigyan avam Ayurved Itihas
 2. Sanskrit
 3. Kriya Sharir (Physiology)
 4. Rachna Sharir (Anatomy)
 5. Maulik Siddhant avam Ashtang Hridaya (Sutra. Sthan).
- iii) A student failed in not more than two subjects shall be held eligible to keep the terms for the second professional Course, however he/she will not be allowed to appear for second professional examination unless he/she passes in all the subjects of the first professional.

6.2 SECOND PROFESSIONAL EXAMINATION:

- i) The Second Professional session shall start every year in the month of July following completion of First Professional examination.

The second professional examination shall be ordinarily held and completed by the end of month of May/June every year after completion of one year of second professional session.

- ii) The Second Professional examination shall be held in the following subjects:-

1. *Dravyaguna Vigyan (Pharmacology and Materia Medica)*
2. *Rasashastra-Bhaishajya Kalpana (Pharmaceutical Science)*
3. Agad tantra Vyavhar Ayurved evam Vidhi Vaidyaka (Toxicology and Medical Jurisprudence)
4. Charak-Purvardh

- iii) A student failed in not more than two subjects shall be held eligible to keep the terms for the third professional examination, however he/she will not be allowed to appear for third professional examination unless he/she passes in all the subjects of second professional examination.

6.3 THIRD PROFESSIONAL EXAMINATION

- (i) The Third Professional session shall start every year in the month of July following completion of second professional Examination.

The Third Professional examination shall be ordinarily held and completed by the end of the month of May/June every year after completion of one year of third professional session.

The Third Professional examination shall be held in the following subjects:-

1. Roga Nidan Vikriti Vigyan (Pathology & Microbiology)
2. Charak Samhita-Uttarardh
3. Swastha Vritta & Yoga (Preventive and Social Medicine & Yoga)
4. Prasuti & Stiroga (Gynaecology & Obstetrics)
5. Bal Roga (Paediatrics)

- iii) A Student failed in not more than two subjects shall be held eligible to keep the terms for the final professional examination, however he/she will not be allowed to appear for final professional examination unless he/she passes in all the subjects of Third Professional examination.

6.4. FINAL PROFESSIONAL EXAMINATION

- i) The final Professional session will be of 1 and ½ year duration and shall start every year in the month of July following completion of Third Professional Examination.

The final professional examination shall be ordinarily held and completed by the end of month of Oct/Nov every year after completion of one and half year of final professional session.

ii) Final Professional examination shall comprise of the following subjects:-

1. Shalya Tantra (General Surgery)
2. Shalakya Tantra (Diseases of Head & Neck including Ophthalmology, ENT and Dentistry)
3. Kayachikitsa (Internal Medicine-including Manas Roga, Rasayan & Vajikarana).
4. Panchakarma
5. Research Methodology & Medical-statistics

7. COMPULSORY INTERNSHIP

Duration of Internship: 1 year

The student will Join the compulsory internship programme after passing the final professional examination. The internship programme will start after the declaration of the result of final professional examination. The period of the internship will be of one year.

Internship Programme and time distribution will be as follows:-

1. The interns will receive an orientation regarding programme details of internship programme alongwith the rules and regulations, in an orientation workshop, which will be organized during the first three days of the beginning of internship programme. A workbook will be given to each intern. The intern will enter date wise details of activities undertaken by him/her during his/her training.
2. Every intern will provisionally register himself with the concerned State Board/Council and obtain a certificate to this effect before Joining the internship program.
3. Daily working hours of intern will be not less than eight hours.
4. Normally one year internship programme will be divided into Clinical training of six months in the Ayurvedic hospital attached to the college and six months in PHC / CHC / Rural Hospital/District Hospital/Civil Hospital or any Govt. Hospital of modern medicine. But where there is no provision /permission of the State Government for allowing the graduate of Ayurveda in the hospital/dispensary of Modern Medicine, the one year Internship will be completed in the hospital of Ayurved college.

A. Clinical Training of six/twelve months as case may be in the Ayurvedic hospital attached to the college will be conducted as follows:-

Departments	Distribution of six months	Distribution of twelve months
1. Kayachikitsa	2 Months	4 Months
2. Shalya	1 Month	2 Months
3. Shalakya	1 Month	2 Months
4. Prasuti & Striroga	1 Month	2 Months
5. Kaumarbhritya	15 days	1 Month
6. Panchakarma	15 days	1 Month

B. Six months training of interns will be carried out with an object to orient and acquaint the intern with National health programme. The intern will have to join in one of the following institutes for undertaking such training.

- (a) Primary Health Centre
- (b) Community Health Centre/District Hospital
- (c) Any hospital of modern medicine.
- (d) Any Ayurved hospital or Dispensary

All the above centers (a, b, c and d) will have to be recognized by the concerned University and concerned Govt. designated authority for taking such a training.

Detail Guideline for training programme.

Guidelines for conducting the internship clinical training of 06/12 months in the Ayurvedic Hospital attached to the college.

1474 G.I/12-4

- 80 -

The intern will undertake following activities in respective department as shown below:-

1. Kayachikitsa Duration : 2 months/4 months

- i. All routine work such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic Medicine.
- ii. Routine clinical pathological work i.e. Haemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination etc.. Mutra evam Mala pariksha by Ayurvedic method. Interpretation of laboratory data and clinical findings and arriving at a diagnosis.
- iii. Training in routine ward procedures and Supervision of patients in respect of their diet, habits and verification of medicine schedule.

2. Panchakarma – Duration: 15 days/ 1 month

- i) Panchakarma Procedures and techniques regarding poorva karma, pradhan karma and paschat Karma.

3. Shalya Duration : 1 month/2 months

Intern should be trained to acquaint with

- i. Diagnosis and management of common Surgical disorders according to Ayurvedic Principles.
- ii. Management of certain Surgical emergencies such as fractures and dislocations, Acute Abdomen etc.
- iii. Practical training of aseptic and antiseptics techniques, sterilization etc.
- iv. Intern should be involved in pre-operative and post-operative managements.
- v. Practical use of anesthetic techniques and use of anesthetic drugs.
- vi. Radiological procedures, clinical interpretation of X-ray, IVP, Barium meal, sonography etc.
- vii. Surgical procedures and routine ward techniques such as:-
 - i. Suturing of fresh injuries
 - ii. Dressing of wounds, burns, ulcers etc.
 - iii. Incision of abscesses.
 - iv. Excision of cysts.
 - v. Venesection etc.
 - vi. Application of Ksharasutra in ano rectal diseases.

4. Shalakya Duration : 1 month/2 months

Intern should be trained to acquaint with

- a) Diagnosis and management of common surgical disorders according to Ayurvedic Principles.
- b) Intern should be involved in Pre-operative and Post-operative managements.
- c) Surgical procedures in Ear, Nose, Throat, Dental problems, ophthalmic problems.
- d) Examinations of Eye, Ear, Nose, Throat and Refractive Error etc. with the supportive instruments in OPD.
- e) Procedures like Anjana Karma, Nasya, Raktamokshan, 'Karnapurana, Shirodhara, Put pak, Kawal, Gandush etc. at OPD level.

5. Prasuti & Striroga Duration: 1 month/ 2 months

Intern should be trained to acquaint with

- a) Antenatal and post-natal problems and their remedies, Antenatal and Post-natal care.
- b) Management of normal and abnormal labours.
- c) Minor and major obstetric surgical procedures etc.

6. Bairoga Duration : 15 days/1 month

Intern should be trained to acquaint with

- a) Antenatal and Post-natal problems and their remedies, antenatal and Post-natal care also by Ayurvedic Principles and medicine.
- b) Antenatal and Post-natal emergencies.
- c) Care of new born child alongwith immunization programme.
- d) Important pediatric problems and their Ayurvedic managements.

B. PHC/Rural Hospital/District Hospital/Civil Hospital or any Govt. Hospital of modern medicine.

Guidelines for conducting six months internship training in primary Health Centre, Community Health Centre/District Hospital; Any hospital of modern medicine any Ayurved hospital or Dispensary

Intern should get acquainted with-

- i. Routine of the PHC and maintenance of their records.
- ii. They should be acquainted with the routine working of the medical/non-medical staff of PHC and be always in contact with the staff in this period.
- iii. They should be familiar with work of maintaining the register e.g. daily patient register, family planning register, surgical register and take active participation in different Government health schemes/programme.
- iv. They should participate actively in different National Health Programmes of Government of the State/District.

C. Casualty Section of any recognized hospital of modern medicine.

Identification of casualty and trauma cases and their first aid treatment. Also procedure for referring such cases to the identified hospitals.

D. Rural Ayurvedic dispensary/Hospital

Diseases more prevalent in rural and remote areas and their management.

Teaching of health care methods to rural population and also various immunization programmes.

8. Assessment

After completing the assignment in various sections, they have to obtain a certificate from the head of the Section in respect of their devoted work in the section concerned and finally submitted to Principal/Head of the institute so that completion of successful internship can be granted.

1474 GI/12-5

- 82 -

9. Migration of Internship: Migration of internship will be only with the consent of the both college & university, in case of migration is between two different universities and colleges. In case migration is only college-to-college but university is not change, only the consent of both the colleges will be required. The migration will be accepted by the University on the production of the character certificate issued by Institute and application forwarded by the college and university with NOC as case may be.

10. EXAMINATION:

- Theory examination shall have minimum 20% short answer questions having maximum mark up to 40% & minimum 4 questions for long explanatory answer having maximum marks up to 60%. These Questions shall cover entire syllabus of subject.
- A candidate obtaining 75% marks in the subject shall be awarded distinction in the subject.
- The minimum marks required for passing the examination shall be 50% in theory and practical separately in each subject.
- The supplementary examination will be held within 6th months of regular examination and failed students shall be eligible to appear in its supplementary examination as the case may be.
- Minimum 75% attendance **of the student** in each subject separately in theory & practical shall be essential for appearing in the examination. **In this regard** a class attendance card shall be maintained for each student for the different subjects. The Principal shall arrange to obtain the signature of the students, teachers at the end of each course of lectures and practical instructions and send the cards to each Head of the Department for final completion before the commencement of each examination.
- In case a student fails to appear in regular examination for cognitive reason, he/she will appear in supplementary examination as regular students. In such cases his/her non-appearance in regular examination will not be treated as an attempt. Such students after passing examination will join the studies with regular students and appear for next professional examination after completion the required period of study.
- The following facts may be taken into consideration in determining class work in the subject:-
 - Regularity in attendance
 - Periodical tests
 - Practical copy

MIGRATION: The Students may **be allowed to** take the migration to continue his/her study to another college after passing the first year examination. Failed students transfer and mid-term migration will not be allowed. For migration, the students shall have to obtain the mutual consent of both colleges and universities and will be against the vacant seat after obtaining NOC from CCIM.

11.1 NUMBER OF PAPERS AND MARKS FOR THEORY/ PRACTICAL:

Name of the subject	Number of hours of teaching			Details of maximum marks			
	Theory	Practical	Total	Number of papers	Theory	Practical	Total
1st Professional							
1. Padarth Vigyan evam Ayurved ka Itihas	100	---	100	Two	200	---	100
2. Sanskrit	200	---	200	One	100	---	100
3. Kriya Sharir	200	200	400	Two	200	100	300
4. Rachna Sharir	300	200	500	Two	200	100	300
5. Maulik Siddhant evam Asthanga Hridaya (Sutra Sthana)	150	---	150	One	100	---	100
2nd Professional							
1. Dravyaguna Vigyan	200	200	400	Two	200	200	400
2. Agadtantra, vyavhar, Ayurved evam Vidhi Valdyak	200	100	300	One	100	50	150
3. Rasashastra Evam Bhaishjiya Kalpana Part-1	200	200	400	Two	200	200	400
4. Charak Samhita (Purvvardh)	200	---	200	One	100	---	100

खण्ड 4]

3 rd Professional				Two (01 - Pathology 01- Ayurveda	200	100	300
1. Roga Vigyan Evam Vikriti Vigyan	200	100	300	Two	200	100	300
2. Swastha Vritha & Yoga	200	100	300	Two	200	100	300
3. Prasuti Tantra & Striroga	200	100	300	Two	200	100	300
4. Balroga	100	100	200	One	100	50	150
5. Charak Samhita (Uttarardh)	200	--	200	One	100	---	100
Final Professional				Two	200	100	300
1. Kayachikitsa	300	200	500	Two	200	100	300
2. Panchkarma	100	200	300	One	100	50	150
3. Shalya Tantra	200	150	350	Two	200	100	300
4. Shalakya Tantra	200	150	350	Two	200	100	300
5. Research Methodology & Medical Statistics	50	--	50	One	50	---	50

at least be less than 60 minutes (one hour).

NOTE: The period of theory and practical shall not be less than 60 minutes (one hour). The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be of at least 120 minutes (two hours).

11.2 Clinical training of the students will start from third year onwards.

11.3 The clinical training in the hospital attached with college to the students shall be as follows:-

- | | |
|--|-------------------------------------|
| i) Kayachikitsa (Indoor and Outdoor): | 18 Months |
| a) Kayachikitsa (Samanya) | 06 months |
| b) Manasroga | 03 months |
| c) Rasayan & Vajikaran | 03 months |
| d) Panchakarma | 03 months |
| e) Rog Vigyan Vikriti Vigyan | 03 months |
| ii) Shalya (Indoor & Outdoor) | 09 Months |
| a) Shalya (Samanya) | 03 months (atleast one month in OT) |
| b) Shalya (Kshar & Anushastra Karma) | 03 months (atleast one month in OT) |
| c) Ksharsutra | 2 months |
| d) Anaesthesia | 15 days |
| e) Radiology | 15 days |
| iii) Shalakya Tantra (Indoor & Outdoor) | 04 months (atleast one month in OT) |
| iv) Prasuti Tantra Avam Striroga | 03 months (Out door & indoor) |
| v) Kaumar Bhritya (Out door & indoor) | 01 month |
| vi) Atyayik (casualty) | 02 months |

12. Qualifications & Experience for teaching staff for UG teachers :
(Applicable for direct recruitment but age will be relaxed in case of promotion)

- i) **ESSENTIAL:**
- a) A degree in Ayurved from a University established by law or a statutory Board/Faculty/Examining Body of Indian Medicine or its equivalent as recognized under Indian Medicine Central Council Act, 1970.
- b) A Post-graduate qualification in the subject/specialty concerned included in the schedule to Indian Medicine Central Council Act, 1970.

ii) **EXPERIENCE:**

a) **For the Post of Professor:**

Total teaching experience of **ten** years in concerned subject is necessary out of which there should be **five** years teaching experience as Reader/Associate Professor in concerned subject.

b) **For the Post of Associate Professor (Reader):**

Teaching experience of **five** years in concerned subject. (Reader will be treated as Associate Professor).

c) **For the Post of Asst. Professor (Lecturer):** (age not exceeding 40 years).

No teaching experience is required. Lecturer will be treated as Asst. Professor.

d) **Qualification for the Post of Head of the Institution (Principal/Dean/Director):**

The qualification and experience prescribed for the Post of Professor shall be essential for these Posts.

Note:- In absence of the candidate of Post-graduate qualification in concern subject the candidate of the following subjects as mentioned against them shall be eligible for the post of Lecturer/Asstt. Professor:-

<u>Speciality required</u>	<u>Name of the allied subject.</u>
1. Swastha Vritta	1. Kayachikitsa
2. Agadtantra	2. Dravyaguna/Rasashastra
3. Rog Vigyan	3. Kayachikitsa
4. Rachna Sharir	4. Shalya
5. Kriya Sharir	5. Samhita Siddhant
6. Shalakyas	6. Shalya
7. Panchkarma	7. Kayachikitsa
8. Balroga	8. Prasuti & Striroga / Kayachikitsa
9. Kayachikitsa	9. Manasroga
10. Shalya	10. Nischetana evam Ksha- kirana

a. The above provision of allied subject will be allowed for five years.

b. The teacher(s) who had been considered eligible in the past on the basis of previous Regulations shall not be considered ineligible on the basis of amendment.

13. Appointment of Examiner in Ayurved:

No person other than Regular/Retired teacher with minimum eight years teaching experience in the concerned subject shall be considered eligible for an examiner.

P. R. SHARMA, Registrar-cum-Secy.

[ADVT. III/4/124/12/Ext.]

Note : The Government of India has sanctioned these Regulations vide letter No. V.12013/22/2011-EP (IM-2) dated 5-3-2012.

- 85 -