

# UNIVERSITY OF JAMMU

**NOTIFICATION NO. 2 OF 2017**

**DATED: 08 - 09 2017**

## **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-01(82nd-UCM/JU/2017/4165 dated August 30, 2017, approved by the **82<sup>nd</sup> meeting of the University Council held on 22<sup>nd</sup> April, 2017** at the Raj Bhavan, Jammu, vide Resolution No./s **82.03, 82.04, 82.06, 82.07, 82.09, 82.14, 82.15, 82.16, 82.19, 82.20, 82.24, 82.25, 82.26 & 82.44** as given in Annexure to this Notification.

These are notified for the general information.

**No: Coord/Statutes/17/1330-1410**

Baba Saheb Ambedkar Road,  
Jammu (Tawi) – 180 006.

Dated: 8/9/2017

*Meenakshi Kilam*  
(Dr. Meenakshi Kilam)  
REGISTRAR

*8/9/17*

Copy to:

1. The Principal Secretary to the Hon'ble Governor (Chancellor), Raj Bhavan, Srinagar.
2. The Private Secretary/Additional Secretary/Deputy Secretary to the Hon'ble Governor (Chancellor), Raj Bhavan, Srinagar.
3. The Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Jammu & Kashmir Govt., Chief Minister's Secretariat, Srinagar.
4. The Private Secretary to the Hon'ble Education Minister, Higher Education Deptt., Civil Secretariat, Srinagar.
5. Financial Commissioner, Planning & Development Dept., Civil Secretariat, Srinagar.
6. Principal Secretary to Govt. Higher Education Department, J&K Govt., Civil Secretariat, Srinagar.
7. Principal Secretary to Govt., Finance (Financial Advisor to Universities), Civil Secretariat, Srinagar.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl Secretary to the Vice-Chancellor, University of Jammu/Kashmir.
10. Sr. P.A. 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. Coordinator, All Campuses of the University.
16. All Rectors/Directors of Campuses.
17. Sr. P.A. to Director, Colleges Development Council/Department of Life Long Learning/Directorate of Distance Education/Sports & Physical Education/ DIQA
18. Sr. P.A. to Joint Registrar (Finance).
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.
22. Asstt. Director, IT Enabled Services & Management with the request to upload the notification.

**ANNEXURE TO NOTIFICATION NO. 2 OF 2017 DATED: 08-09-2017**

- i. Incorporation of Degree of Bachelor of Vocation (B.Voc) for recognition as eligible Degree in all courses where the entry qualification is a Bachelor Degree without specific requirement in a particular discipline in **Chapter-L**, Vol-II of the University Calendar, as approved by the University Council vide **Resolution No. 82.03**.
- ii. Incorporation of duties and responsibilities of the Rectors/Directors of the Offsite Campuses as given in **Annexure-I** in **Chapter-I**, Vol-I of the University Calendar, as approved by the University Council vide **Resolution No. 82.04**.
- iii. Introduction of :
  - i) carry-on system in the Two Year B.Ed./M.Ed./B.P.Ed/M.P.Ed Courses; and
  - ii) supplementary Examination in the 3<sup>rd</sup> and 4<sup>th</sup> Semesters of the Two Year B.Ed./M.Ed./B.P.Ed/M.P.Ed. Courses.

However, the time span for the completion of the programme shall be N+1 year, where N stands for the normal or minimum duration prescribed for completion of programme as per the NCTE guidelines, shall be incorporated in **Chapters VB & L, Vol-I & Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.06**.

- iv. Modification in Statute 4(i)-para 5<sup>th</sup> of the Statutes governing the constitution of the Departmental Research Committee shall be incorporated in **Chapter LVIII, Vol-I** of the University Calendar, as approved by the University Council vide **Resolution No. 82.07** which reads as under:

Existing Statute	Modified Statute
The meetings of the Departmental Research Committee will be requisitioned by the Head of the Department in consultation with the Convener, Board of Studies concerned and will be chaired by the Convener or the Dean Research Studies (DRS) in the absence of the Convener. Majority of the members shall form the quorum of the meeting. The Board of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.	The meetings of the Departmental Research Committee will be convened by the Head of the Department who happens to be the Convener, Board of Studies concerned and in his absence, Departmental Research Committee shall be chaired by the <i>next senior most Professor of the Department. The DRC shall comprise all the permanent teaching faculty members of the concerned department and 50% of the total members of the Departmental Research Committee shall form the quorum of the meeting.</i> Provided that the

	<p>Acting Head of the department shall not hold the meeting of the Departmental Research Committee, unless the Head/Director is not available for a period exceeding 15 days.</p> <p>The Board of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.</p>
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v. Incorporation of admission in the Ph.D. Programme of candidates having passed the LL.M Degree of one year duration with the condition such candidates shall have to complete one year additional course work before registration in the Ph.D. Programme in **Chapter-LVIII**, Vol-II of the University Calendar, as approved by the University Council vide **Resolution No. 82.09**.

vi. Amendment in Constitution of the Departmental Affairs Committee (DAC) which shall comprise of all the permanent faculty members of the concerned department and 50% of the total members of the Departmental Affairs Committee shall form the quorum of the meeting.

The Honorary Professors, Professors Emeritus, Fellows Emeritus, Adjunct faculty etc. who are re-employed in a department after attaining the age of superannuation shall not be eligible for the membership of the DRC, replace the existing in **Chapter-XXXVII-E**, Vol-I of the University Calendar, as approved by the University Council vide **Resolution No. 82.14**.

vii. Amendments in the Statute 47 and 54 of the Statutes governing the Choice Based Credit System for Master's Degree Programme (Through Regular mode) which shall be applicable from the Academic Session 2018-19 and onwards, shall be incorporated in **Chapters L**, Vol-II of the University Calendar, as approved by the University Council vide **Resolution No. 82.15**, which reads as under:

Existing Statutes				Modified Statutes			
<b>47. EXAMINATION:</b> 47.1 There shall be three tests in each semester and the student shall be continuously evaluated during the conduct of each course on the basis of their performance as follows:				<b>47. EXAMINATION:</b> 47.1 There shall be three tests in each semester and the student shall be continuously evaluated during the conduct of each course on the basis of their performance as follows:			
THEORY	Syllabus to be covered in the examination	Time allotted for the examination	% Weightage (Marks)	THEORY	Syllabus to be covered in the examination	Time allotted for the examination	% Weightage (Marks)
Minor test I (after 30 days)	Upto 25%	1 ½ hours	20	Minor test I (after 30 days)	Upto 25%	1 ½ hours	20

Minor test II (after 60 days)	Upto 50%	1 ½ hours	20		Minor test II (after 60 days)	Upto 50%	1 ½ hours	20			
Major test * (after 90 days)	Upto 100%	3 hours	60		Major test * (after 90 days)	Upto 100%	3 hours	60			
*(i) 80% weightage in Major Test shall be given to those units which have not been covered in the two Minor Tests. (ii) Certain questions may be framed in such a way which may require knowledge of more than one unit or one question may have multiple parts either subjective and/or objective from one or more units i.e. certain questions may be from across units.					*(i) 80% weightage in Major Test shall be given to those units which have not been covered in the two Minor Tests. (ii) Certain questions may be framed in such a way which may require knowledge of more than one unit or one question may have multiple parts either subjective and/or objective from one or more units i.e. certain questions may be from across units.						
<b>Total</b>				<b>100</b>	<b>Total</b>				<b>100</b>		
<b>PRACTICAL</b>					<b>PRACTICAL</b>						
				<b>MCA</b>					<b>MCA</b>		
Daily evaluation of practical records/internal examination/ Viva voce etc.			50	75	Daily evaluation of practical records/internal examination/ Viva voce etc.			50	75		
Final Practical performance + viva voce (External Examination)	100% syllabus		50	75	Final Practical performance + viva voce (External Examination)	100% syllabus		50	75		
<b>Total</b>				<b>100</b>	<b>150</b>	<b>Total</b>				<b>100</b>	<b>150</b>
<b>47.2</b> i) The major test shall <b>test</b> both the subjective and objective aptitudes of the student. ii) The examination schedule for all the tests shall be notified by the concerned Department for core and elective courses. The examination schedule for open/interdisciplinary courses for Major Test shall be notified by the office of the Dean Academic Affairs. iii) No preparatory holidays shall be provided for the minor tests. iv) Evaluation of the answer scripts of Major Test shall be internally conducted by the Department and other subject experts where the expertise is not available. Marks obtained by the students in Minor Tests shall be made displayed on the notice board before the Major Test. v) The student shall be awarded a letter grade on a 10 point scale on the basis of his/her performance. vi) Answer books of Minor tests and Major test shall be shown to the students within a week, and the same shall be returned to the Head of Department. The answer scripts shall be kept for 6 months and then disposed off as per procedure/rules of the University. vii) No claims for revision of marks shall be entertained after the students are shown their evaluation scripts. viii) At the end of the semester, the faculty member (Course Coordinator) shall assign a grade to each student depending upon the performance of the student in that course in minor tests/major test as the case may be. Award of the final letter grade and its submission to Controller of Examinations within the prescribed time period shall be the responsibility of					<b>47.2</b> i) The major test shall <b>evaluate</b> both the subjective and objective aptitudes of the student. ii) The examination schedule for all the tests shall be notified by the concerned Department for core and elective courses <b>atleast two weeks in advance</b> . The examination schedule for open/interdisciplinary courses for Major Test shall be notified by the office of the Dean Academic Affairs. iii) No preparatory holidays shall be provided for the minor tests and <b>there will be no gap in between the two minor tests</b> . iv) <b>ASSESSMENT AND EXAMINATION:</b> a) In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester shall be undertaken by external examiners from outside the University conducting examination, who shall be appointed by the competent authority out of the approved panel. In such courses, the question papers will be set as well as assessed by external examiners. b) In case of the assessment of practical component of such core courses, the team of examiners shall be constituted on 50 – 50 % basis i.e. half of the examiners in the team shall be invited from outside the University conducting examination. TA/DA and evaluation charges to the external examiner/s shall be paid as per University rules by the Controller of Examinations. c) In case of the assessment of project reports/thesis/ dissertation etc. the work shall be undertaken by internal as well as external examiners. v) The student shall be awarded a letter grade on a 10 point scale on the basis of his/her performance. vi) Answer books of Minor tests and Major test shall be shown to the students within a week, and the same shall be returned to the Head of Department. The answer scripts shall be kept for 6 months <b>from the date of declaration of result</b> and then disposed off as per procedure/rules of the University. vii) No claims for revision of marks shall be entertained after						

<p>the Programme Coordinator.</p> <p>ix) If a student is absent from Minor tests of the course due to -</p> <ol style="list-style-type: none"> <li>death of first blood relation</li> <li>accident/serious illness</li> <li>participation in Sports/Cultural activities with permission of the Dean of the Faculty</li> <li>any other circumstance deemed to be seen as serious/exceptional by the <b>Dean Academic Affairs</b> on the recommendations of the <b>Head of the Department</b> through Departmental Affairs Committee.</li> </ol> <p>he/she shall be permitted to take the test (s) within two weeks of the date of test. The test shall be based on the syllabus covered to date.</p> <p>x) <b>These candidates who have appeared in Minor Tests and failed to get the minimum required marks i.e. 14 out of 40 will be eligible to re-appear in the Minor Test/s only once.</b></p> <p>xi) Dissertation/Project work/Training Reports as the case may be shall be submitted by the student to the Head of the Department concerned for evaluation not later than one month after the major test. The dissertation shall be accompanied by a declaration by the student duly countersigned by the teacher incharge/guide/ supervisor as the case may be that it is his/her own work and has not been submitted previously. The candidate shall also indicate the sources he/she has consulted.</p> <p>xii) There shall be a Board of Examiners consisting of Head of the Department, one/two Senior Professors of concerned faculty nominated by the Vice-Chancellor and one or more outside expert(s) to be appointed by the Vice-Chancellor out of the panel to be provided by the Head of the Department who shall evaluate/assess final practical performance/ dissertation of the students.</p>	<p>the students are shown their evaluation scripts.</p> <p>viii) At the end of the semester, the faculty member (Course Coordinator) shall assign a grade to each student depending upon the performance of the student in that course in minor tests/major test as the case may be. Award of the final letter grade and its submission to Controller of Examinations within the prescribed time period shall be the responsibility of the Programme Coordinator.</p> <p>ix) If a student is absent from Minor tests of the course due to -</p> <ol style="list-style-type: none"> <li>death of first blood relation</li> <li>accident/serious illness</li> <li>participation in Sports/Cultural activities with permission of the Dean of the Faculty</li> <li>any other circumstance deemed to be seen as serious/exceptional by the <b>Head of the Department</b> on the recommendations of the <b>Departmental Affairs Committee.</b></li> </ol> <p><b>He/She shall be permitted to take the test (s) within two weeks of the Minor III.</b></p> <p>x) <b>Those candidates who have appeared in Minor Tests and failed to get the minimum required marks i.e. 14 out of 40 will be allowed to re-appear in the Minor Test/s only once. Such tests in which he/she has failed be conducted atleast 15 days before the Major Test.</b></p> <p>xi) Dissertation/Project work/Training Reports as the case may be shall be submitted by the student to the Head of the Department concerned for evaluation not later than one month after the major test. The dissertation shall be accompanied by a declaration by the student duly countersigned by the teacher incharge/guide/supervisor as the case may be that it is his/her own work and has not been submitted previously. The candidate shall also indicate the sources he/she has consulted.</p> <p>xii) There shall be a Board of Examiners consisting of Head of the Department/Convener, BOS, one Senior Professor of concerned department/faculty to be nominated by the concerned Dean of the faculty (to act as an observer) and concerned teacher of the department to conduct/assess the final practical of the internal examination (i.e. 50% of the core courses and other elective courses)</p>
<p><b>54. MAKE-UP EXAMINATION</b></p> <p>There shall be Make-up examination for the Major Test after 4<sup>th</sup> and 6<sup>th</sup> Semesters (as the case may be) for those students who due to genuine reasons such as death of first blood relation, accident/serious illness and participation in sports/cultural activities or any other circumstances deemed to be exceptional to be reported by the Head of the Department through Departmental Affairs Committee could not appear in the Major Test. Permission for which shall have to be sought from the Board of Control.</p> <p>If a candidate has cleared all the courses in previous Semester/s and had failed in one course in final Semester (in 4<sup>th</sup> and 6<sup>th</sup> Semesters, as the case may be), he/she shall be allowed to appear for the Make-Up examination within three months from the date of declaration of result of final Semester with the approval of the Board of Control.</p> <p>If a candidate has failed in an Open Elective Course, he/she shall be allowed to appear for the Make-Up examination within three months from the date of declaration of result of final Semester with the approval of the Board of Control.</p>	<p><b>54. MAKE-UP EXAMINATION</b></p> <p>There shall be Make-up examination for the Major Test after 4<sup>th</sup> and 6<sup>th</sup> Semesters (as the case may be) for those students who due to genuine reasons such as death of first blood relation, accident/serious illness and participation in sports/cultural activities or any other circumstances deemed to be exceptional to be reported by the Head of the Department through Departmental Affairs Committee could not appear in the Major Test. Permission for which shall have to be sought from the Board of Control.</p> <p>If a candidate has cleared all the courses in previous Semester/s and has failed in one course only in final Semester (in 4<sup>th</sup> and 6<sup>th</sup> Semesters, as the case may be), he/she shall be allowed to appear for the Make-Up examination within three months from the date of declaration of result of final Semester with the approval of the Board of Control.</p> <p>If a candidate has failed in an Open Elective Course, he/she shall be allowed to appear for the Make-Up examination within three months from the date of declaration of result of final Semester with the approval of the Board of Control.</p>

- viii. Amendment in Statute/s 4, 7, 9, 12 & 22 governing Re-evaluation of Answer Scripts shall be incorporated in **Chapters XLI(II), Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.16**, which reads as under:

St. NO	EXISTING STATUTES	Amended Statutes
4.	<p>The fee for the re-evaluation shall be Rs.605/- (or as notified from time to time) per answer script.</p> <p>a/ The application on the prescribed application form, duly attested along with the requisite fee, should reach the University Office within 15 days after the date of the declaration of the result of the main examination concerned (date as printed on the first result gazette/notification).</p> <p>b/ The application form shall, however be entertained thereafter also with a late fee of Rs 335/- (or as notified from time to time) per answer script in addition to normal fees for another count of five days.</p> <p>Notwithstanding contained above, if the result of an examination of a particular candidate has been kept withheld under the category of “<b>Later On</b>” or/ and the candidate is let off under Unfairmeans/Misconduct and his /her result could not be declared with the main result by the University, though he/ she had completed all the formalities within the prescribed period, or his/her result is amended, shall be permitted to apply for re-evaluation within 10 days the date of declaration of his/her result.</p>	<p>The fee for the re-evaluation shall be Rs. (<b>as notified from time to time</b>) per answer script.</p> <p>a/ The application on the prescribed application form, duly attested along with the requisite fee, should reach the University Office within <b>10 days</b> after the date of the declaration of the result of the examination concerned (date as printed on the first result gazette/notification).</p> <p>b/ The application form shall, however be entertained thereafter also with a <b>late fee of Rs. (as notified from time to time)</b> per answer script in addition to normal fees for another count of <b>three days</b>.</p>
	<p><b>NOTE:</b> Candidates having failed or placed under re-appear category in an examination and intending to apply for re-evaluation of their answer script/s are advised to submit permission-cum-admission form for the subsequent examination simultaneously to obviate the risk of losing a chance pending declaration of unfavorable re-evaluation result.</p>	
7.	<p>A candidate will be permitted to see his/her answer script/s for identification only on the payment</p>	<p>a/ A candidate will be permitted to see his/her answer script/s for identification only on the payment of an additional fee</p>

	<p>of an additional fee Rs. 420/- per answer script during working hours on the written request made within 15 days from the date of declaration of result of re-evaluation</p>	<p>of Rs. (as notified from time to time) per answer script during working hours on the written request made within 15 days from the date of declaration of result of reevaluation.”  <b>b/ A candidate wish to collect photocopy of his/her Answer Scripts under RTI on payment of Rs. (as notified time to time)per Answer Script on the written request made within 15 days from the date of declaration of re-evaluation result. Thereafter no application shall be entertained/accepted.</b></p>
9.	<p>a/ Re-evaluation will be done by an independent examiner. The final result after reevaluation shall be the best of the two scores obtained by the student after re-evaluation/ original evaluation.  b/ Notwithstanding anything contained above, in case a candidate who having failed or placed under re-appear category applies for re-evaluation of his/her answer script/s, but the result of re-evaluation is not declared before the commencement of the subsequent examination in the concerned paper/s and subject/s, as the case may be, the candidate shall be required to appear in the subsequent examination. He/She will however, send a separate intimation to the Controller of Examinations that he/she was appearing in the subsequent examination pending declaration of the result of the re-evaluation. In such case a candidate shall be given the benefit of better of the results of the re-evaluation and the subsequent examination.  c/ In such a case, if the candidate is given the benefit of re-evaluation, he she will be entitled to refund of examination fee paid by him/ her for the subsequent examination except the permission fee. But if he/she is given the benefit of the result of the subsequent examination, the examination fee paid by him/her for the subsequent examination</p>	<p>a/ (i) Re-evaluation will be done by an independent examiner. <b>The score obtain in re-evaluation shall be final.</b>  (ii) <b>The score obtained earlier in the main examination by the candidate shall be considered as surrendered for foregoing earlier marks for which an undertaking shall be inserted in the re-evaluation form itself.</b></p>

	<p>shall not be refunded. In that case he/she will be entitled to the refund of the fee paid for the re-evaluation of his/her answer script/s only</p> <p>d/ In no case the student shall be given the benefit of the better of the two scores i.e., re-evaluation score and the score of the subsequent examination, if the result of re-evaluation is declared even a day before the commencement of the examination in the said subject/s, paper/s. In such a case, result of the reevaluation shall be final and binding on the candidate.</p>	
12.	<p>The appointment of re-evaluators at the B.A./B.Sc./B.Com/B.B.A/BCA/ Hon's level shall be made by the Controller of Examinations out of the panel of examiners approved by the Competent Authority.</p>	<p>The appointment of re-evaluators at the B.A./B.Sc./B.Com/B.B.A/ BCA/ Hon's level shall be made by the Controller of Examinations out of the panel of examiners approved by the Competent Authority.</p> <p><b>In case of refusal or non-availability of the examiners out of the panel approved by the competent authority, the Controller of Examinations shall appoint any other eligible examiner/s out of the old panel available with the Controller of Examinations office.</b></p>
22	<p>The Vice-Chancellor shall be competent to interpret Statutes and his interpretation shall be final and binding on all concerned. The Vice-Chancellor may relax Statutes in an emergent situation/s or may condone the delay in the submission of re-evaluation form up to three days on payment of special late fee of Rs. 350/- per answer script in addition to fees prescribed under Statute 4(b). Such a request shall, however, be considered within three days after the last date with late fee is over. Thereafter no application form shall be entertained in any case.</p>	<p>The Vice-Chancellor shall be competent to interpret Statutes and his interpretation shall be final and binding on all concerned. The Vice-Chancellor may relax Statutes in an emergent situation/s or may condone the delay in the submission of re-evaluation form up to <b>two days</b> on payment of special late fee Rs. <b>(as notified from time to time)</b> per answer script in addition to fees prescribed under Statute 4(b) such a request shall, however be considered within <b>two days</b> after the last date with late fee of Rs. <b>(as notified from time to time)</b> is over. Thereafter no application form shall be entertained in any case.</p>

- ix. Incorporation of the clause of Re-evaluation in the Two Year B.Ed. Programme and Two Year M.Ed. Programme (Non-Choice Based Credit System) w.e.f. the Academic Session 2015-16 in **Chapters-VB & L-III**, Vol-I & Vol-II of the University Calendar, as approved by the University Council vide **Resolution No. 82.19**.



- x. Amendments in the existing Statutes of B.Sc. Nursing Course effective for all the examinations of all batches held in the year 2016 and onwards shall be incorporated as new **Chapter-XLVII-C, Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.20**, which reads as under:

<b>Existing Statutes</b>	<b>Amended Statutes</b>
Nursing Research and Statistics subject in 4 <sup>th</sup> year B.Sc. (N).	<b>Placement of Nursing Research and Statistics in 3<sup>rd</sup> year B.Sc. (N).</b>
Minimum pass marks for English is 50%. No Provision for Grace Marks.	Minimum pass marks for English is <b>40%</b> . <b>Maximum of 5 Grace Marks shall be awarded for one academic year in theory paper only.</b>
Minimum age for admission on time June 1 <sup>st</sup> of the year in which admission is sought shall be 17 years.	<b>Minimum age for admission shall be 17 years on 31<sup>st</sup> December of the year in which admission is sought.</b>
No person shall be appointed as an examiner in any of the subjects of the professional examinations leading to the award of degree of 4 years Basic B.Sc. (N) Nursing unless:-  a. He /She has at least five years teaching experience in the subject concerned in a Nursing College affiliated to recognized University as a Faculty position  b. Is of the rank of Associate Professor or equivalent and above, with the requisite qualification and experience as given in above sub-cause (a) Provided that when an Associate Professor or equivalent and above are not available, an Assistant Professor of 5 Years standing as Assistant Professor with requisite qualification and experience in the subject may be appointed as examiner  c. Non-Nursing teachers of the rank of Associate Professor or equivalent and above, or in their absence, Assistant Professor with 5 Years standing as Assistant Professor entrusted with the teaching of Nursing students may be appointed as examiners in their concerned subjects provided they fulfill eligibility conditions and have at least 5 Years teaching experience of a Nursing Degree College affiliated to a recognized University or a recognized Post Graduate Institute.	<b>An examiner for Collegiate programme shall be a lecturer or above in a college of Nursing with M.Sc. (N) in concerned subject and minimum 3 Years of teaching experience</b>
There is provision of Distinction	<b>Candidate securing 80% or above shall be placed under the category of Distinction.</b>

- xi.** Adoption of revised Statutes governing Degree of M.Phil/Ph.D in accordance with the UGC MSP Regulations, 2016 as given in **Annexure-II**, replace the existing in **Chapter-LVII & LVIII, Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.24**.
- xii.** Adoption of Statutes for the Three Year Bachelor of Business Administration-Hotel Management (BBA-HM) Programme under the Choice Based Credit System w.e.f. the Academic Session 2016-17 as given in **Annexure-III**, shall be incorporated in as **New Chapter-XLIII-A, Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.25**.
- xiii.** Introduction of the Choice Based Credit System at the Under Graduate Level from the Academic Session 2016-17, shall be incorporated in **Chapter-XLII, Vol-II** of the University Calendar, as approved by the University Council vide **Resolution No. 82.26**.
- xiv.** Incorporation in the Statute 16 of the Statutes governing Convocation shall replace the existing in **Chapter-X, Vol-I** of the University Calendar, as approved by the University Council vide **Resolution No. 82.44** which reads as under:

EXISTING	MODIFIED
16. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor and members of the University Council, the Syndicate and the Academic Council shall take their seats on the dais in places reserved for them.	16. The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, <b>Dean Academic Affairs, Dean Research Studies</b> and members of the University Council, the Syndicate and the Academic Council shall take their seats on the dais in places reserved for them.

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**Duties of Responsibilities of the Rectors/Directors of the Offsite Campuses**

- The Rectors/Directors shall be the Principal executive and academic officer of the campus. He/She shall be an ex-officio member and chairperson of all the academic bodies/committees of the campus.
- Rectors/Directors shall be responsible for implementation and execution of statutes and university regulations for academic and administrative purposes within the campus.
- The powers vested in the Rectors/Directors vide 66<sup>th</sup> University Council resolution vide item No. 66.139(B) (vide notification No. PA/Reg/07/1085-1095 dated 30.11.2007), 67<sup>th</sup> University Council resolution vide item No. 67.132 (vide notification No. Estab./08/23675-774 dated 19.03.2008) and vide order No. PA/Reg/2009-10/314-23 dated 31.03.2010 shall be observed in letter and spirit by the Rectors/Directors of all the Offsite Campuses **(Appendix-I, II and III)**.
- The Rectors/Directors shall be responsible for maintaining the discipline in the Campus and shall have all the powers to take action in case of any act of indiscipline by the student, staff and faculty.
- Any matter seeking the attention of the Vice-Chancellor as deemed appropriate by the concerned Rector/Director shall be recommended for perusal and authorization of Vice-Chancellor.
- The Rectors/Directors shall have the powers to constitute all types of committees deemed relevant in the interest of smooth functioning of the campus.
- The Rectors/Directors shall be part of selection committees constituted for the appointment of teaching/non-teaching staff of the Campus.
- Rectors/Directors shall determine manpower requirements both teaching and Non teaching after due consultation with the competent authority.
- Rectors/Directors shall have the powers to plan and evaluate the performance of all the Units of the Campus and shall take corrective actions under intimation to the competent authority.
- Rectors/Directors shall ensure that the resolutions adopted by the University/Syndicate, Academic Council and University Council or any circular of the University are implemented accordingly.
- Rectors/Directors shall coordinate with various internal and external agencies to seek resources and cooperation required for overall development of the Campus.
- Rectors/Directors shall plan for orderly growth and development of the Campus in terms of academic and infrastructure.
- Rectors/Directors shall ensure safe custody of all the properties and assets of the Campus, once handed over by the Contractors, Construction/other agencies.
- Rectors/Directors shall perform all such other duties as are prescribed in the statutes, regulations and as assigned to them by the Vice-Chancellor from time to time.

Appendix-I

UNIVERSITY OF JAMMU



ORDER

The Vice-Chancellor in consonance with the decision of the University Council vide Item No. 66.139(B) with regard to the positioning of the Rectors at Bhandarwah and Kathua Campus, is pleased to order as under:-

1. Rectors of both - Kathua and Bhandarwah - Campus are delegated such financial powers as are required for day-to-day functioning of the Campuses.
2. The Rectors shall not be entitled to take any decision under Section 13(4) of the Kashmir and Jammu Universities Act.

Consequent to the above, the budgetary grants allocated for these Campus in the non-plan part of the budget for 'other charges' component shall be transferred to the Rectors by drawal of advance to the extent of the amount of approved grants and the Rectors will be required to utilize the same for the purpose these are allocated by observing all codal formalities. They are required to submit the utilization/expenditure statement allocation-wise to the University on monthly basis on the analogy of budgetary grant allocated for "Paper Setting and Evaluation" for Controller of Examinations' wing.

The order shall deemed to have effect from the dates the respective Rectors have started functioning as such.

No: PA/REG/07/1085-1095  
Dated: 30/11/2007  
Copy to

Prof. B.S. Sambyal  
Registrar

1. PPS to Vice-Chancellor
2. Dean Academic Affairs
3. Rector, Bhandarwah/Kathua Campus. *at a given to Bilib*
4. Controller of Examinations
5. Joint Registrar (i/c Coordination) He shall place the matter before the University Syndicate/Council for confirmation of the above.
6. Deputy Registrar (Adm-NTW/TW)
7. Asstt. Registrar (B&F/Accounts)

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UNIVERSITY OF JAMMU

ORDER

67<sup>TH</sup> University Council Meeting Resolution No.67.132

Sanction is hereby accorded to the confirmation of the action taken by the Vice-Chancellor in having delegated financial powers to Rectors of the Campuses vide order No: PA/REG/07/1085-1095 dated : 30.11.2007.

Sd/-  
(Prof. G. S. Sambyal)  
Registrar

No.Estab./08/23675-774  
Dated : 19.03.2008

Copy to: -

1. P.P.S to Vice-Chancellor
2. P.S to Dean Academic Affairs
3. P.A. to Registrar/ Controller of Exams.
4. Director, DDE/CDC/CFQA/CACE&E/Computer Centre/Physical Education/Academic St College/ Centre for \*Studies in Museology & Sheikh-ud-Din-Noorani Museum of Heritar CHTM/CSRS/Centre for History of Culture of Jammu & Ladakh Regions.
5. All Advisors to Vice-Chancellor
6. All Rectors/Project Directors of the various Campuses of the University
7. Dean Students Welfare/Provost, Hostels
8. All Heads of the Teaching Departments of the University
9. Administrator General Zorawar Singh Auditorium
10. Chair Professor, General Zorawar Singh Chair/ Maharaja Gulab Singh Chair.
11. I/C Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course
12. Convener, Disaster Management Cell/OSD Foreign Collaborations
13. Sr. P.A. to Joint Registrar/Addl. Controller of Examinations
14. Programme Coordinator, NSS
15. Chief Medical Officer
16. All Wardens of University Hostels
17. All Dy. Registrars/Assistant Registrars
18. I/C SPRU
19. Coordinator, PGP of Kashmir University, Jammu
20. Executive Engineer/Manager Guest House
21. President, JUTA/NTEU/JUNGEA
22. Concerned
23. Security Officer
24. All Sections
25. Guard file

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(Neeraj Sharma)  
Deputy Registrar (Est)  
18/3

UNIVERSITY OF JAMMU

ORDER

Pursuant to the decision of the University Council vide Item No. 67.120 passed at its meeting held on 25.02.2008 and in continuation to the University order No.PA/Reg/07/1085-1095 dated 30.11.2007 and No.PA/Reg/08/934-41 dated 29.3.2009, the Vice-Chancellor, in anticipation of the approval of the Competent Bodies, is pleased to authorize transfer of budgetary grants allocated for Udhampur and Poonch Campuses and their Satellite Centres in the Non-Plan part of the budget for "Other Charges" component alongwith Plan allocations by drawal of advance to the extent of the amount of approved grants and the Rectors/Directors and Incharge Directors will be required to utilize the same for the purpose these are allocated by observing all codal formalities.

They are required to submit the Utilization/Expenditure Statement allocation-wise to the University on monthly basis.

No. PA/Reg/2009-10/ 311-23.  
Dated: 30.03.2010.

Copy to the:-

- 1/ Special Secy. to Vice-Chancellor.
- 2/ Directors/ Asstt. Directors
- 3/ Sr. PA to Registrar/Joint Registrar.
- 4/ Co-ordinator Campuses.
- 5/ Asstt. Registrar (Coord.) with the request to place the matter before the University Syndicate/Council for confirmation.
- 6/ Deputy Registrar (Budget/Finance).
- 7/ Assistant Registrar (Accounts) with the request to ensure the booking of expenditure under norms.

*Solhan P*  
REGISTRAR 31/3  
30/3/10  
30/3

STATUTES GOVERNING DEGREE OF MASTER OF PHILOSOPHY (M.PHIL)

Existing	Proposed Amendment
<p>1. The Degree of M.Phil shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Life Sciences, Mathematical Sciences, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.</p> <p>2. The objectives of the M.Phil programme shall be to provide advanced specialized knowledge in a particular area and initiation in research. It shall also be considered as a Pre-Ph.D Degree. Its components shall be course work as well as research work (This Degree course would aim at providing advanced training in interdisciplinary studies as well as opportunity for undertaking research and where necessary) would also include a course in a research methodology.</p> <p>3. The minimum requirement for admission to the M.Phil Course shall be 55% of marks at Master's Degree Examination in the subject concerned or an allied subject (50% in case of SC/ST candidates)</p>	<p>1. The Degree of M.Phil shall be instituted in the Faculties of Arts, Social Sciences, Sciences, Life Sciences, Mathematical Sciences, Commerce and Education and in such other faculties as the University Council, on the recommendation of the Academic Council, may decide from time to time.</p> <p>2. The objectives of the M.Phil programme shall be to provide advanced specialized knowledge in a particular area and initiation in research. It shall also be considered as a Pre-Ph.D Degree. Its components shall be course work as well as research work (This Degree course would aim at providing advanced training in interdisciplinary studies as well as opportunity for undertaking research and where necessary) would also include a course in a research methodology.</p> <p>3. Candidates for admission to the M.Phil programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'b' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in</p>
<p><b>Number of Seats:</b> Number of seats will be predetermined as per the following formula:-</p> <p>1.0 seat per teacher (in case of Science Faculties)</p> <p>1.5 seats per teacher in case of Non-Science Faculties</p> <p>(The Vice-Chancellor on the recommendation of the DRC and Dean Research Studies may</p>	<p>2.1</p>

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however allow increase in the seats of a particular department)

A Supervisor shall not have, at any given point of time, more than 5 M.Phil Scholars.

that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-abled, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 55% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil scholars. Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil scholar.

4. Admission to the M.Phil Course in the teaching departments of the University shall be made on the basis of Combined entrance test for M.Phil and Ph.D. However those who have qualified JRF/NET/SET/INSPIRE will be exempted from appearing in the entrance test. These exempted candidates will be admitted alongwith those candidates who have cleared the Combined entrance test.

4. Admission to the M.Phil Course in the teaching departments of the University shall be made on the basis of Combined entrance test for M.Phil and Ph.D. However those who have qualified UGC-NET (including JRF) / UGC-CSIR NET (including JRF) / SLET / GATE with 80 percentile / Teacher fellowship holder will be exempted from appearing in the entrance test. These exempted candidates will be admitted alongwith those candidates who have cleared the

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<p>Admission shall be followed by an interview to be organized by the concerned Department. At the time of interview, the candidates are expected to discuss their research/interest areas.</p> <p>(a) i) There shall be reservation of 8% seats for SC/ST categories each.</p> <p>ii) There shall be 3% reservation for persons with disabilities (As per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013).</p>	<p>Combined entrance test.</p> <p>Admission shall be followed by an interview to be organized by the concerned Department. At the time of interview, the candidates are expected to discuss their research/interest areas.</p> <p>(a) i) There shall be reservation of 8% seats for SC/ST categories each.</p> <p>ii) There shall be 3% reservation for persons with disabilities (As per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013).</p>
<p>(b) First preference for admission to the M.Phil Course in a department shall be given to the following categories:-</p> <p>i) The candidates who have qualified the National Educational Test (NET) conducted by the UGC etc or equivalent.</p> <p>ii) The Teacher Fellows selected under the UGC scheme of Faculty Improvement.</p>	<p>(b) First preference for admission to the M.Phil Course in a department shall be given to the following categories:-</p> <p>i) The candidates who have qualified the UGC-NET (including JRF) / UGC-CSIR NET (including JRF) or equivalent.</p> <p>ii) The Teacher Fellows selected under the UGC scheme of Faculty Improvement (Teacher Fellowship holders).</p>
<p>After admission of the above categories of candidates preference for admission to the remaining seats shall be given to the following candidates:-</p> <p>i) who have passed the qualifying examination from the University of Jammu; or</p> <p>ii) who are permanent residents of the territorial jurisdiction of the University but have passed the qualifying examination or an</p>	<p>(c) After admission of the above categories of candidates preference for admission to the remaining seats shall be given to the following candidates:-</p> <p>i) who have passed the qualifying examination from the University of Jammu; or</p> <p>ii) who are permanent residents of the territorial jurisdiction of the University but have passed the qualifying examination or an</p>

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equivalent examination from a University other than the University of Jammu.

Provided that students who have passed their qualifying or equivalent examination from the University of Kashmir will be treated at par with the students who have passed the corresponding examination from the University of Jammu for purpose of admission to a course which does not exist in the University of Kashmir, subject to the condition that such concession is also provided by the University of Kashmir for students who have passed the qualifying or equivalent examination from the University of Jammu and seek admission to a course of study in the University of Kashmir for which arrangements for teaching do not exist in the University of Jammu; or

iii) who are employees of the Central or the State Government or a Public Undertaking or any organizational recognized for this purpose by the Syndicate, posted within the territorial jurisdiction of the University or son or daughter or husband or wife of such employees; or

iv) who are not permanent residents of the territorial jurisdiction of the

equivalent examination from a University other than the University of Jammu.

Provided that students who have passed their qualifying or equivalent examination from the University of Kashmir will be treated at par with the students who have passed the corresponding examination from the University of Jammu for purpose of admission to a course which does not exist in the University of Kashmir, subject to the condition that such concession is also provided by the University of Kashmir for students who have passed the qualifying or equivalent examination from the University of Jammu and seek admission to a course of study in the University of Kashmir for which arrangements for teaching do not exist in the University of Jammu; or

iii) who are employees of the Central or the State Government or a Public Undertaking or any organizational recognized for this purpose by the Syndicate, posted within the territorial jurisdiction of the University or son or daughter or husband or wife of such employees; or

iv) who are not permanent residents of the territorial jurisdiction of the University of

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University of Jammu but have passed from a University other than the University of Jammu the Master's Degree Programme (qualifying examination) securing not less than 60% marks.

Provided that the number of seats under this category shall not exceed 10% of the total number of seats available with the department for the course.

Admission of candidates to the M.Phil Course shall be subject to their conduct having been certified to be satisfactory during their studies in the Master's Degree Programme.

5. The Admission to the M.Phil Programme in all the Teaching Department shall be based on Combined Entrance Test to be conducted by each Department once in academic session. The Notification inviting applications to appear in the Combined Entrance Test for admission to M.Phil/Ph.D shall be issued by the Office of the Dean Research Studies in the first week of July every year. The number of vacancies in each Department shall be communicated by the Head of the Department concerned on or before 15<sup>th</sup> of June every year.
- Other statutory provisions regarding terms and vacations applicable to the post-graduate departments shall be applicable to the M.Phil course also.

Jammu but have passed from a University other than the University of Jammu the Master's Degree Programme (qualifying examination) securing not less than 60% marks.

Provided that the number of seats under this category shall not exceed 10% of the total number of seats available with the department for the course.

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- Other statutory provisions regarding terms and vacations applicable to the post-graduate departments shall be applicable to the M.Phil course also.

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*23.8.2015*

**ALLOCATION OF SUPERVISOR:**

The allocation of the Supervisor for a selected student shall be decided by DRC of the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

**ALLOCATION OF SUPERVISOR:**

The allocation of the Supervisor for a selected student shall be decided by Departmental Research Committee of the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors and the research interest of the student as indicated during interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher.

The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

6. The minimum duration of the course shall be one academic year consisting of two terms as provided under Statutes.

6. M.Phil programme shall be for a minimum duration of two (2) consecutive semesters one year and a maximum of four (4) consecutive Semesters/ two years.

The women candidates and Persons with Disability (more than 40% disability) may be

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7. Every student admitted to the M.Phil Programme shall be required to offer and undertake course/research work in the following manner:-

i) 8 Courses of Study (4 courses in each term), each course carrying 100 marks.

OR

ii) 4 Courses of Study in the 1<sup>st</sup> term and 2 courses with Project work in the 2<sup>nd</sup> term. Each course of study will carry 100 marks and the Project work will carry 200 marks.

OR

iii) 4 Courses of Study in the 1<sup>st</sup> term and dissertation in the 2<sup>nd</sup> term. Each course of study will carry 100 marks and the dissertation will carry 400 marks.

OR

iv) In the Subjects included in the Faculty of Science only 2 Courses of Study in the 1<sup>st</sup> term and dissertation (including Practical Work) spread over to 1<sup>st</sup> and 2<sup>nd</sup> terms. Each course of study will carry 100 marks and the Dissertation will carry 600 marks.

**NOTE:**

The Courses in all cases may include core courses, specialized courses, a course on Research Methodology and assignments relevant to the area

allowed a relaxation of one year for M.Phil in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil for up to 240 days.

7. Every student admitted to the M.Phil Programme shall be required to offer and undertake course/research work in the following manner:-

i) 8 Courses of Study (4 courses in each term), each course carrying 100 marks.

OR

ii) 4 Courses of Study in the 1<sup>st</sup> term and 2 courses with Project work in the 2<sup>nd</sup> term. Each course of study will carry 100 marks and the Project work will carry 200 marks.

OR

iii) 4 Courses of Study in the 1<sup>st</sup> term and dissertation in the 2<sup>nd</sup> term. Each course of study will carry 100 marks and the dissertation will carry 400 marks.

OR

iv) In the Subjects included in the Faculty of Science only 2 Courses of Study in the 1<sup>st</sup> term and dissertation (including Practical Work) spread over to 1<sup>st</sup> and 2<sup>nd</sup> terms. Each course of study will carry 100 marks and the Dissertation will carry 600 marks.

**NOTE:**

The course work shall be treated as prerequisite for M.Phil preparation. A minimum of four credits shall be assigned to one or more courses

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of specialization of the student.

8. The M.Phil Programme in the Department of Study in the University will be administered by DRC under the supervision of the Board of Research Studies in the Faculty concerned.

9. The Constitution of the DRC for the purposes of M.Phil shall be same as for Ph.D Course.

(a) The majority of the members shall form the quorum. All matters shall be decided by the majority of the members present. The Chairman, in the event of equality of votes, shall have the casting vote. If a meeting is adjourned for want of quorum, no quorum shall be necessary for the subsequent meeting.

10. The DRC shall perform the following functions:-

- a) Scrutinize applications and make admission to the M.Phil Course subject to the approval of the Vice-Chancellor;
- b) Draw up details of the Courses;
- c) Assign these courses to the concerned teachers of the Department;
- d) Organize lectures and seminars and arrange supervision of the dissertation/project work;
- e) Approve topics for dissertation/project work;

on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses prepared the students for M.Phil degree.

8. The M.Phil Programme in the Department of Study in the University will be administered by Departmental Research Committee under the supervision of the Board of Research Studies in the Faculty concerned.

9. The Constitution of the Departmental Research Committee for the purposes of M.Phil shall be same as for Ph.D Course.

(a) The majority of the members shall form the quorum. All matters shall be decided by the majority of the members present. The Chairman, in the event of equality of votes, shall have the casting vote. If a meeting is adjourned for want of quorum, no quorum shall be necessary for the subsequent meeting.

10. The DRC shall perform the following functions:-

- a) Scrutinize applications and make admission to the M.Phil Course subject to the approval of the Vice-Chancellor;
- b) Draw up details of the Courses;
- c) Assign these courses to the concerned teachers of the Department;
- d) Organize lectures and seminars and arrange supervision of the dissertation/project work;
- e) Review the research proposal and finalize the

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- f) Recommend names of examiners for dissertation/project work to the University;
- g) Recommend the award or otherwise of the degree to the students on the basis of assessment;
- h) Decide whether the M.Phil Course to which a candidate intends to seek admission is allied to a subject in which he/she has obtained Master's Degree or not;

Provided that in case of any difference of opinion in the DRC the matter shall be decided by the Board of Research Studies concerned.

11. M.Phil Programme shall be a whole-time course and a student admitted to this Programme of Study shall devote himself/herself exclusively to the pursuit of study for this Programme. There shall be at least three contact hours per week per term for each Course of Study. Every student shall also be required to participate in seminars/group discussions arranged in the Department during the programme of study. The minimum attendance required shall not be less than 75% of the total number of working days in each term. Every

topic of research for dissertation/project work:

Guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

Periodically review and assist in the progress of the research work of the research scholar.

- f) Recommend names of examiners for dissertation/project work to the University;
- g) Recommend the award or otherwise of the degree to the students on the basis of assessment;
- h) Decide whether the M.Phil Course to which a candidate intends to seek admission is allied to a subject in which he/she has obtained Master's Degree or not;

Provided that in case of any difference of opinion in the DRC the matter shall be decided by the Board of Research Studies concerned.

11. M.Phil Programme shall be a whole-time course and a student admitted to this Programme of Study shall devote himself/herself exclusively to the pursuit of study for this Programme (upto submission of dissertation in the department). There shall be at least three contact hours per week per term for each Course of Study. Every student shall also be required to participate in seminars/group discussions arranged in the Department during the programme of study. The minimum attendance required shall not be less

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student must also participate in at least three seminars/group discussions in each terms.

12. The DRC of the Department concerned shall be competent to cancel admission of a student to this programme if:

- a) a student remains absent without permission of the Head of the Department concerned for a period of one month continuously.
- b) a student does not attend the Department for 50% or more of the total working days in a term in an academic year.

13. The duration of examination in each course will be three hours. The examination in practical/research methodology/assignments will be wholly internal and the mode of assessment and maintenance of record shall be determined by the DRC.

14. A candidate in order to pass the course shall be required to obtain at least grade 'C' in each course separately and grade 'B' of the courses taken together.

Provided that if a candidate after qualifying in each course separately fails to obtain grade 'B' of the course taken together, he/she may be allowed to reappear in any course(s) in which he/she has failed to obtain 'B' grade.

15. The question paper for the term examination in each course shall be drawn by the faculty

than 75% of the total number of working days in each term. Every student must also participate in at least three seminars/group discussions in each terms **and present atleast one research paper in a conference/seminar and produce evidence for the same in the form of presentation certificate.**

12. The DRC of the Department concerned shall be competent to cancel admission of a student to this programme if:

- a) a student remains absent without permission of the Head of the Department concerned for a period of one month continuously.
- b) a student does not attend the Department for 50% or more of the total working days in a term in an academic year.

13. The duration of examination in each course will be three hours. The examination in practical/research methodology/assignments will be wholly internal and the mode of assessment and maintenance of record shall be determined by the DRC.

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Provided that if a candidate after qualifying in each course separately fails to obtain grade 'B' of the course taken together, he/she may be allowed to reappear in any course(s) in which he/she has failed to obtain 'B' grade.

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members who conducted the Course. The evaluation will be done by the two internal examiners to be nominated by the concerned Board of Studies out of which one is the teacher who has conducted the course.

16. A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or having appeared or failed to qualify in all the courses of study prescribed for the 1<sup>st</sup> term may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch.

Prior to submission of the thesis, the student shall make a pre-M.Phil presentation in the Department that will be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.

17. The dissertation shall be submitted only when the supervisor concerned is satisfied that the dissertation is worthy of consideration in partial fulfillment of the M.Phil Degree. The candidate may incorporate in his/her dissertation/project work the contents of any work which may have been published by him/her on the subject and will inform the examiner of having done so but he/she will not submit his/her dissertation for which a degree has been conferred on anybody else by this or any other University.

members who conducted the Course. The evaluation will be done by the two internal examiners to be nominated by the concerned Board of Studies out of which one is the teacher who has conducted the course.

16. A candidate who had fulfilled all the requirements of eligibility to appear in the first term examination but either fails to appear in the examination or having appeared or failed to qualify in all the courses of study prescribed for the 1<sup>st</sup> term may be permitted to continue his/her studies in the second term and appear in the paper(s) of the first term in which he/she had not qualified, along with the courses of the next batch.

Prior to submission of the thesis, the student shall make a pre-M.Phil presentation in the Department that will be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into that draft dissertation under the advice of the Supervisor.

17. The dissertation shall be submitted only when the supervisor concerned is satisfied that the dissertation is worthy of consideration in partial fulfillment of the M.Phil Degree. The candidate may incorporate in his/her dissertation/project work the contents of any work which may have been published by him/her on the subject and will inform the examiner of having done so but he/she will not submit his/her dissertation for which a degree has been conferred on anybody else by this or any other University.

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18. A candidate offering dissertation will supply two type written or printed copies of the dissertation on a paper of 28 cms x 21 cms with margins of 3 cms on one side and at least one cm on the other (style to be used: Times New Roman, 12 font and 1.5 space). Essentially both sides of the paper are to be used. It may be bounded in cloth with the name of the author and title on the outside of the cover.

The dissertation shall be accompanied by a certificate from the supervisor stating:-

- a) that the dissertation embodies the work of the candidate himself/herself.
- b) that the candidate worked under him/her for the period required under Statutes; and
- c) that he/she has put in the required attendance and seminars in his Department during that period.

The dissertation for the M.Phil degree shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation may be written either in English or in the classical language concerned or the cognate Modern Indian Language.

Provided further that dissertation in the subject of Urdu be presented in the form of calligraphy.

19. The dissertation shall be evaluated by two examiners:-

1. an external examiner to be appointed by the Vice-Chancellor, out of a panel submitted by the DRC in consultation with the Supervisor.

18. A candidate offering dissertation will supply two type written or printed copies of the dissertation on a paper of 28 cms x 21 cms with margins of 3 cms on one side and at least one cm on the other (style to be used: Times New Roman, 12 font and 1.5 space). Essentially both sides of the paper are to be used. It may be bounded in cloth with the name of the author and title on the outside of the cover.

The dissertation shall be accompanied by a certificate from the supervisor stating:-

- a) that the dissertation embodies the work of the candidate himself/herself.
- b) that the candidate worked under him/her for the period required under Statutes; and
- c) that he/she has put in the required attendance and seminars in his Department during that period.

The dissertation for the M.Phil degree shall be submitted in English, provided that in case the subject is connected with any of the Oriental Classical or Modern Indian Languages, the dissertation may be written either in English or in the classical language concerned or the cognate Modern Indian Language.

Provided further that dissertation in the subject of Urdu be presented in the form of calligraphy.

19. The dissertation shall be evaluated by two examiners:-

1. an external examiner to be appointed by the Vice-Chancellor, out of a panel submitted by the DRC in consultation with the Supervisor.

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and

2. the supervisor concerned.

Each examiner shall state in his report the detailed justification:-

- a) Whether the dissertation be-
- i) accepted;
  - ii) re-submitted after revision;
  - iii) rejected.
- b) Whether the dissertation is fit for publication by the candidate in the original form or in a revised form;

In case there is a divergence of opinion between two examiners in regard to the acceptance of the dissertation the Vice-Chancellor may refer the dissertation to another examiner to be appointed by him/her whose decision shall be final.

20. Viva-voce shall be compulsory for all the candidates offering dissertation.
21. The viva-voce shall be conducted by a Board of examiners consisting of -
1. Head of the Department concerned;
  2. The external examiner who examined the dissertation failing which another examiner to be appointed by the Vice-Chancellor; and
  3. The supervisor.
- 21A. No re-registration will be allowed for a candidate, who is not able to submit his/her M.Phil dissertation within a period of two years from the date of admission in M.Phil Course.
22. In case a candidate is required to revise his/her dissertation he/she shall re-submit it within a

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2. the supervisor concerned.

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- a) Whether the dissertation be-
- i) accepted;
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  - iii) rejected.
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  2. The external examiner who examined the dissertation failing which another examiner to be appointed by the Vice-Chancellor; and
  3. The supervisor.
- NOTE- The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted, and shall be open to be attended by Members of the Departmental Research Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.
- 21A. No re-registration will be allowed for a candidate, who is not able to submit his/her M.Phil dissertation within a period of two years from the date of admission in M.Phil Course.
22. In case a candidate is required to revise his/her

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period of six months from the date the decision is intimated to him/her.

period of six months from the date the decision is intimated to him/her.

23. A candidate who has been on rolls of the department for the M.Phil course for two terms and has completed all requirements for eligibility to appear in the examination but has either failed to appear or qualify in all or any of the courses of study prescribed for the degree may be permitted to appear in the courses in which he/she could not appear or qualify, to pass the examination subsequently without attending a fresh course provided he/she completes and passes the examination in all courses prescribed for the M.Phil degree within a period not exceeding two following terms.

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In case a candidate fails to do so his/her candidature to the M.Phil degree/examination shall be treated as cancelled.

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24. The evaluation of the candidates both in respect of courses of study and the dissertation/project work to be submitted by them shall be done by grading method carrying the following notation:-

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Notation	Credit points	Equivalent numerical Scores
O	4	80% & above
A	3	65% to 79%
B	2	50% to 64%
C	1	35% to 49%
D	0	Below 35%

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O	4	80% & above
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The average grade point shall be calculated by dividing the total grade points secured by the total number of papers comprising the course.

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Provided that the fraction of less than 5 shall be ignored and those of 5 or more shall be raised to a

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whole for purposes of calculating the average grade points of all grades.

25. The courses and the topics of dissertation shall be approved by the DRC of the Department.
26. A candidate may apply to the DRC for permission to modify the topic of his/her dissertation within a period of three months from the date of his/her admission in the second term.
27. Every candidate for the M.Phil degree shall be allowed to publish his/her work after successfully completing the course without permission of DRC/Board of Research Studies as a research article.

#### DEPOSITORY WITH UGC:

Following the successful completion of the evaluation process and announcements of the award of M.Phil, the Controller of Examinations shall submit a soft copy of the M.Phil Dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

28. Subject to the provisions of these Statutes, the Controller of Examinations shall publish the

whole for purposes of calculating the average grade points of all grades.

25. The courses and the topics of dissertation shall be approved by the DRC of the Department.
26. A candidate may apply to the DRC for permission to modify the topic of his/her dissertation within a period of three months from the date of his/her admission in the second term.
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#### DEPOSITORY WITH UGC:

Following the successful completion of the evaluation process and announcements of the award of M.Phil, the Controller of Examinations shall submit a soft copy of the M.Phil Dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

Prior to the actual award of the degree, the Controller of Examinations shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations 2016.

The Controller of Examinations complete the entire process of evaluation of M.Phil dissertation within a period of six months from the date of submission of the dissertations.

28. Subject to the provisions of these Statutes, the Controller of Examinations shall publish the

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results on receipt of the decision of the DRC and shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/Regulations of the UGC.

29. The following fees will be charged from each candidate or as may be prescribed from time to time:-

Application fee	Rs. 175/-
Admission fee	Rs. 200/-
University Sports fee	Rs. 310/-
Stationery fee	Rs. 90/-
Magazine fee	Rs. 65/-
Games fee	Rs. 340/-

(Rs. 240/- to be deposited with the Deptt. of Physical Education and Rs. 100/- to be retained by the Department.)

Social activities fund	Rs. 90/-
Student Aid fund	Rs. 275/-
Miscellaneous	Rs. 40/-
Reading Room fee	Rs. 110/-
Development Fund	Rs. 270/-
Library deposit	Rs. 890/-
(Refundable)	
Science breakage fee	Rs. 740/-
Laboratory deposit	Rs. 510/-
(Refundable)	
Identity Card	Rs. 40/-
Smart Card	Rs. 90/-

(to be deposited in the Dhanvantri Library)

Supervisory fee Rs. 945/- per term

(to be deposited at the beginning of each term)

Examination fee @ Rs. 800/- per term per

results on receipt of the decision of the DRC and shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/Regulations of the UGC.

29. The following fees will be charged from each candidate or as may be prescribed from time to time:-

Application fee	Rs. 190/-
Admission fee	Rs. 220/-
University Sports fee	Rs. 340/-
Stationery fee	Rs. 100/-
Magazine fee	Rs. 70/-
Games fee	Rs. 370/-

(Rs. 260/- to be deposited with the Deptt. of Physical Education and Rs. 110/- to be retained by the Department.)

Social activities fund	Rs. 100/-
Student Aid fund	Rs. 300/-
Miscellaneous	Rs. 45/-
Reading Room fee	Rs. 120/-
Development Fund	Rs. 300/-
Library deposit	Rs. 980/-
(Refundable)	
Science breakage fee	Rs. 810/-
Laboratory deposit	Rs. 560/-
(Refundable)	
Identity Card	Rs. 45/-
Smart Card	Rs. 100/-

(to be deposited in the Dhanvantri Library)

Supervisory fee Rs. 1040/- per term

(to be deposited at the beginning of each term)

Examination fee @ Rs. 880/- per term per

candidate shall also be paid by each student while submitting his admission form for each term examination which should reach the Controller of Examinations not later than 45 days of the last date of admission in case of 1<sup>st</sup> term examination and within 25 days after the termination of 1<sup>st</sup> term theory examination in the case of 2<sup>nd</sup> term examination. Candidates appearing in parts in the M.Phil Course shall pay examination fee @ Rs. 800/- per Course of study & Rs. 800/- for the dissertations/ project work while resubmitting the dissertation/project work.

**NOTE:** In addition to the fees prescribed above, every candidate appearing in any examination conducted by the University will have to pay Rs. 90/- as service charges to be retained by the Controller of Examinations.

30. The examiner shall be paid remuneration as revised from time to time.

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**NOTE:** In addition to the fees prescribed above, every candidate appearing in any examination conducted by the University will have to pay Rs. 100/- as service charges to be retained by the Controller of Examinations.

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## STATUTES GOVERNING DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D)

Existing	Proposed Amendment
<p>1. The Degree of Doctor of Philosophy may be awarded in such faculties of the University as are recognized for the purpose.</p> <p>2. A candidate seeking admission to the Ph.D. Programme must fulfill any of the following eligibility criteria:-</p> <p>I) M.Phil Degree with at least "B" grade in the subject concerned or a subject allied to the one in which he/she desires to pursue research for Ph.D.</p> <p>II) Master's Degree with not less than 55% marks in aggregate in the subject in which he/she desires to work for Ph.D (50% marks in aggregate in case of SC/ST/OBC candidates).</p> <p>III) Any other Degree recognized as equivalent thereto in the subject concerned or in a subject allied to the one in which he/she intends to pursue research with the requisite % age of marks as mentioned above.</p> <p>The Board of Research Studies shall decide whether or not the proposed field of research is allied to the subject in which the candidate has obtained his/her M.Phil Degree.</p> <p>a) There shall be reservation of 8% seats for SC/St categories each (As per University Notification No. F.Acad/11/23/10/1803-47 dated 25.05.2010).</p>	<p>1. The Degree of Doctor of Philosophy may be awarded in such faculties of the University as are recognized for the purpose.</p> <p>2. A candidate seeking admission to the Ph.D. Programme must fulfill any of the following eligibility criteria:-</p> <p>I) Candidates for admission to the Ph.D Programme shall have a Master's Degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 point scale for an equivalent grade in a point scale wherever grading system is followed or an equivalent degree from a foreign educational Institution accredited by the Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.</p> <p>II) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) / Differently-abled and other categories of candidates as per the</p>

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b) There shall be 3% reservation for persons with disabilities (as per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013).

decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks procedures.

III) Candidates who have cleared the M.Phil course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale for an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil Degree shall be eligible to proceed to do research work leading to the Ph.D Degree in the same institution in an integrated programme.

IV) A person whose M.Phil dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D programme of the same Institution.

V) Candidates possessing a Degree considered equivalent to M.Phil Degree

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of an Indian Institution from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards or educational institution, shall be eligible for admission to Ph.D programme.

VI) Project Fellows appointed in various research projects be allowed to simultaneously pursue Ph.D. Programme subject to the condition that the topic of Ph.D be broadly related to the theme of research project (as per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013) subject to fulfillment of other eligibility conditions.

VII) There shall be reservation of 8% seats for SC/St categories each (As per University Notification No. F.Acad/11/23/10/1803-47 dated 25.05.2010).

VIII) There shall be 3% reservation for persons with disabilities (as per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013).

3. The eligible Candidates desirous of joining Ph.D Programme after Master Degree Programme and those who seek registration after M.Phil shall fill up the prescribed form and submit it to the

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concerned Head of the Department. He/She shall state his/her qualification and the area he/she proposes to investigate in the application form and shall also enclose a statement of the work he/she might have already done in the proposed field of investigation. The application form shall be accompanied by the application fee as may be prescribed by the University from time to time.

- 4. (a) There shall be a Departmental Research Committee for each subject. The Departmental Research Committee will consist of the Convener of the Board of Research Studies in the subject, Head of the Department, all Professors, one Associate Professor and one Assistant Professor (the last two categories by rotation) and any other teacher whose participation may be considered essential by the Convener. However, in case of Law, the Dean Faculty of Law shall also be member of Departmental Research Committee. The term of the Departmental Research Committee will be coterminous with the tenure of the Head of the Department concerned.

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The DRC shall review the research proposal and finalize the topic of research for thesis;

Guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do;

Periodically review and assist in the

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The meetings of the Departmental Research Committee will be requisitioned by the Head of the Department in consultation with the Convener, Board of Studies concerned and will be chaired by the Convener or the Dean Research Studies (DRS) in the absence of the Convener. Majority of the members shall form the quorum of the meeting. The Board of Research Studies shall consider such cases as are referred to it by the Departmental Research Committee.

However, the teachers of the offsite campuses shall also be the members of the DRC.

The students seeking admission to Ph.D after Masters degree (other than M.Phil, JRF, NET, SLET/SET/INSPIRE, College and University Teachers, Statutory Officers and Non-Vacational Officers of the University of Jammu) will have to appear in the Combined Entrance Examination.

The DRC shall hold interview of the candidates admitted for Ph.D course to decide about the area of research to be followed. The application forms will be processed for provisional registration by the Department only after the candidate deposits the prescribed registration fee.

progress of the research work of the research scholar.

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However, the teachers of the offsite campuses shall also be the members of the DRC.

The students seeking admission to Ph.D after Masters degree (other than UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE with 80 percentile/teacher fellowship holder or have passed M.Phil programme with entrance test (regular mode) will have to appear in the Combined Entrance Examination.

The DRC shall hold interview of the candidates admitted for Ph.D course to decide about the area of research to be followed. The application forms will be processed for provisional registration by the Department only after the candidate

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- (b) The candidates joining the Ph.D programme shall be enrolled and registered provisionally in the concerned department in the first instance. Such enrolled and provisionally registered candidates will be required to undergo a course work that is comprised of a minimum of two papers. Of these one will be Research Methodology Paper and the other shall be based on the area of research of the candidate. On the recommendation of the DRC, a Department may increase the number of Papers of the Coursework. The students may take one paper in a related or allied subject being offered by the Departments other than the Department where the student is enrolled.
- (c) The DRC shall formulate the syllabi for the prescribed papers. The course work shall be completed within a period of one semester with a minimum of 45 contact hours (spread over 90 working days) in each prescribed paper. Subject to the requirement, a Department may offer course work twice in a year, one after the Combined Entrance Test and one in the subsequent semester.
- (d) The HOD shall notify the dates for the conduct of the examination on completion of class work, and get papers evaluated. Qualifying marks in each paper shall be 50%. The students getting 50% or more in

deposits the prescribed registration fee.

- (ii) The candidates joining the Ph.D programme shall be enrolled and registered provisionally in the concerned department in the first instance. Such enrolled and provisionally registered candidates will be required to undergo a course work that is comprised of a minimum of two papers. Of these one will be Research Methodology Paper and the other shall be based on the area of research of the candidate. On the recommendation of the DRC, a Department may increase the number of Papers of the Coursework. The students may take one paper in a related or allied subject being offered by the Departments other than the Department where the student is enrolled.
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each paper shall be declared qualified for final registration to Ph.D course.

- (e) If student is not able to pass a Paper, he/she shall be allowed to reappear in the examination to be held in the next semester.
- (f) The provisional registration of the students in the concerned Department shall require ratification by the Board of Research Studies (BORS). After the successful completion of the course work, the Synopsis of the candidate, duly approved by the DRC, shall be presented before the Board of Research Studies (BORS) for its approval. On approval of the synopsis, the provisional registration of students shall be confirmed.
- (g) The date of effect of registration shall be counted from the date the students is enrolled through admission to the course work or as the BORS deems it fit in case of those admitted after M.Phil.
- (h) If a candidate fails to submit synopsis for Ph.D within one year from the date of enrolment his/her enrolment will automatically stand cancelled.
5. (a) For candidates joining Ph.D with M.Phil Degree, the Ph.D Programme shall consist of only research work. They will be exempted from course work.  
The Departmental Research Committee will assign the students to Supervisors

50%. The students getting 50% or more in each paper shall be declared qualified for final registration to Ph.D course.

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keeping in view the M.Phil Dissertation and the proposed topic of research for Ph.D.

In such cases where the candidate was attached to a particular Supervisor at the M.Phil stage, the same Supervisor will continue to supervise him/her for the Ph.D also, unless the candidate or the supervisor wants otherwise.

- (a) The Board of Research Studies concerned may, on the recommendation of the Departmental Research Committee concerned, authorize continuance of a scholar, from the date of submission of M.Phil Dissertation, if a candidate applies for the same after submitting his/her M.Phil dissertation, subject to the fulfillment of eligibility conditions.

6. (a) The Board of Research Studies concerned, after considering the recommendations of the DRC, may, if it deems fit, grant the registration, approve the topic of research and appoint the supervisor(s).

- (b) The Board of Research Studies in each Faculty shall ordinarily meet twice a year in March and September, to consider applications for registration. However, a special meeting may be called at any time, if necessary.

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

7. (a) Every candidate shall pursue as a whole-time research scholar of the University, a

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course of research for not less than two years from the date of confirmation of registration by the BORS. If a candidate joins service before the completion of the residency period of two years, his/her admission to Ph.D Programme shall stand cancelled.

- (b) A scholar must submit his/her thesis within a period of three years (extendable by the Board of Research Studies up to five years in special cases on the recommendation of the supervisor and the Departmental Research Committee concerned) from the date of confirmation of registration by the BORS. If he/she fails to submit his/her thesis within this period, his/her registration shall stand cancelled. However, he/she will be eligible to apply for re-registration.

Provided that in exceptional and genuine cases where the delay is occasioned by circumstances beyond the control of the candidate, the Vice-Chancellor shall be competent to condone delay up to five working days only (beyond the last statutory date) in the submission of thesis.

- (c) In case a student undertakes employment after successful completion of two years from the date of confirmation of registration, his/her status from whole-time to part-time will be converted by the BORS, if the candidate desires so.

course of research for not less than three years from the date of confirmation of registration by the BORS. If a candidate joins service before the completion of the residency period of two years, his/her admission to Ph.D Programme shall stand cancelled.

- (ii) A scholar must submit his/her thesis after a period of three years and a maximum of six years (extendable by the Board of Research Studies up to eight years in special cases on the recommendation of the supervisor and the Departmental Research Committee concerned) from the date of confirmation of registration by the BORS. If he/she fails to submit his/her thesis within this period, his/her registration shall stand cancelled. However, he/she can apply for re-registration.

- (iii) In case a student undertakes employment after successful completion of two years from the date of confirmation of registration, his/her status from whole-time to part-time will be converted by the BORS.

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 - Far right: *M. Asghar*



(d) Notwithstanding anything to contrary contained in Statute 7. Project Fellows appointed in various research projects be allowed to simultaneously pursue Ph.D. Programme subject to the condition that the topic of Ph.D be broadly related to the theme of research project (as per University Notification No. Coord/Statutes/13/3735 dated 29.08.2013).

8. Notwithstanding anything to the contrary contained in Statute 7, the following categories of employees shall be eligible for registration for Ph.D Programme as part-time scholars on production of written permission of the employer and subject to the fulfillment of other conditions of eligibility:-

- i) Teachers of the University and its affiliated Govt./Private Colleges appointed on regular basis.
- ii) Non-teaching employees of the University of Jammu appointed on regular basis.
- iii) Scientific staff of Research Institutes recognized by the Syndicate as Centres for research leading to Ph.D Degree.
- iv) Employees of the Central/State Government / Public undertakings / Autonomous bodies / Academic NGOs/corporate executives working in Public/Private Limited Companies with minimum of 3 years managerial experience serving within the State of Jammu and Kashmir.

(iv) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

8. Notwithstanding anything to the contrary contained in Statute 7, the following categories of employees shall be eligible for registration for Ph.D Programme as part-time scholars on production of written permission of the employer and subject to the fulfillment of other conditions of eligibility:-

- i) Teachers of the University and its affiliated Govt./Private Colleges appointed on regular basis.
- ii) Non-teaching employees of the University of Jammu appointed on regular basis.
- iii) Scientific staff of Research Institutes recognized by the Syndicate as Centres for research leading to Ph.D Degree.
- iv) Employees of the Central/State Government / Public undertakings / Autonomous bodies / Academic NGOs/corporate executives working in Public/Private Limited Companies with minimum of 3 years managerial experience serving within the State of Jammu and Kashmir.

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- i) The candidates who are working as contractual teachers/Teaching Assistants in any of the campuses of the University of Jammu with three years' experience.
- ii) Teachers employed in the University of Kashmir, may also be considered for registration as research scholars in the University of Jammu on reciprocal basis in the areas where facilities are not available in Kashmir University.
- iii) In case of law judges, Advocates with at least three years experience who are otherwise eligible may also be registered as part-time scholars.

**NOTE:**

- a) Regular service for the purpose of registration as a part-time scholar mean that the candidate has put in two years service against a clear vacancy after being appointed through a properly constituted Selection Committee.
- b) The employees other than University and Government College teacher seeking part-time registration for Ph.D Degree must have at least two years regular service to their credit.
- c) Registration as research scholar leading to Ph.D Degree or award of this degree in respect of every member of Scientific staff employed by the approved

- v) The candidates who are working as contractual teachers/Teaching Assistants in any of the campuses of the University of Jammu with three years' experience.
- vi) Teachers employed in the University of Kashmir, may also be considered for registration as research scholars in the University of Jammu on reciprocal basis in the areas where facilities are not available in Kashmir University.
- vii) In case of law judges, Advocates with at least three years experience who are otherwise eligible may also be registered as part-time scholars.

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institutions of research shall be subject to the condition that the research conducted by the scholar has been supported by two standard independent research publications.

9. (a) The part-time scholars shall not be permitted to submit thesis for the Ph.D Degree before the successful completion of a period of three years from the date of confirmation of registration by the BORS. An extension shall be granted after 4 years, for a period of one year on the recommendations of the Supervisor and DRC. However, total period of Ph.D shall remain the same i.e. 5 years.

(The Whole-time scholar shall not be permitted to submit thesis for the Ph.D before the completion of a period of two years from the date of confirmation of registration by the BORS).

- (b) Employees who are working outside Jammu city, even if registered as part-time scholars shall be required to put in whole-time attendance, at the University Department concerned for at least six months before submitting their thesis. The attendance can be completed in parts also.

10. (a) A candidate who has been registered for the Degree of Doctor of Philosophy in another University and has pursued a course of study for not less than one year after confirmed registration may be

institutions of research shall be subject to the condition that the research conducted by the scholar has been supported by two standard independent research publications.

9. (i) The part-time scholars shall not be permitted to submit thesis for the Ph.D Degree before the successful completion of a period of three years from the date of confirmation of registration by the BORS. An extension shall be granted after 6 years, for a period of two year on the recommendations of the Supervisor and DRC. However, total period of Ph.D shall remain the same i.e. 6 years.

- (ii) Employees who are working outside Jammu city, even if registered as part-time scholars shall be required to put in whole-time attendance at the University Department concerned for at least six months before submitting their thesis. The attendance can be completed in parts also.

10. (i) A candidate who has been registered for the Degree of Doctor of Philosophy in another University and has pursued a course of study for not less than one year after confirmed registration may be

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permitted by the Board of Research Studies concerned on the recommendations of respective Departmental Research Committee to be registered as a whole-time or a part-time scholar of the University as the case may be. Such a candidate shall be allowed to submit his/her thesis after expiry of not less than one year if he/she is registered as whole-time scholar and not less than two years if he/she is registered as a part-time scholar in this University, provided the topic of research offered by him/her is not substantially different from the one pursued by him/her at the University from which he/she either intends to migrate or has migrated to this University.

- (b) The research scholar of this University who is re-registered as whole-time/part-time research scholar after he/she has availed of the maximum period permissible under Statutes for submission of thesis will also be allowed to submit the thesis within a period of one calendar year from the date of re-registration.

11. Every candidate shall pursue his/her research in the Department of the University or in a research institute recognized by Syndicate as centre for research leading to Ph.D Degree in the field of study concerned.

12. The Board of Research Studies, on the recommendation of the Departmental Research

permitted by the Board of Research Studies concerned on the recommendations of respective Departmental Research Committee to be registered as a whole-time or a part-time scholar of the University as the case may be. Such a candidate shall be allowed to submit his/her thesis after expiry of not less than two year, provided the topic of research offered by him/her is not substantially different from the one pursued by him/her at the University from which he/she either intends to migrate or has migrated to this University.

- (ii) The research scholar of this University who is re-registered as whole-time/part-time research scholar after he/she has availed of the maximum period permissible under Statutes for submission of thesis will also be allowed to submit the thesis within a period of one calendar year from the date of re-registration.

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12. The Board of Research Studies, on the recommendation of the Departmental Research

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Committee may permit a research scholar to be absent from the place where he/she is doing his/her research work for not more than 6 months at a stretch on the ground that it is in the interest of his/her research that he/she should work elsewhere.

Provided that the permission to do research outside shall not be granted either during the first three months after registration or the last three months of the period of research.

13. (a) A candidate may, not later than one year after his/her registration, modify his/her topic of research with the approval of the Departmental Research Committee and the Board of Research Studies. The Board may accord approval to such modification provided that the modified topic is relevant to the original plan of research submitted at the time of registration.
- (b) Applications for precision of title shall be submitted through the Departmental Research Committee concerned ordinarily not less than six months before the submission of thesis.
- (c) At the time of seeking modification/precision of the title the candidates shall submit the original plan of work approved by the Board of Research Studies and indicate clearly the nature and extent of modification/precision sought.

Committee may permit a research scholar to be absent from the place where he/she is doing his/her research work for not more than 6 months at a stretch on the ground that it is in the interest of his/her research that he/she should work elsewhere.

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- (iii) At the time of seeking modification/precision of the title the candidates shall submit the original plan of work approved by the Board of Research Studies and indicate clearly the nature and extent of modification/precision sought.

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14. The following shall be eligible for appointment as Supervisor:-

- i) A Professor or Associate Professor of the University Department.
- ii) An Assistant Professor of Post-Graduate Department and Directorate of Distance Education who has (a) either himself/herself obtained a Ph.D or (b) has to his/her credit published research work of good standard and one year of teaching experience of post-graduate classes after completing his Ph.D.
- iii) Directorate of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D Degree.
- iv) Scientist "E" and above of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D Degree.
- v) Scientist "C" functioning as Head of the Section or Project Leader of an Institute recognized by the Syndicate as Centre for research leading to Ph.D Degree.
- vi) A scholar of recognized merit approved by the concerned Board of Research Studies.
- iv) Appointment of eligible teachers of the Offsite Campuses as supervisors of Research Scholars. The procedure of allotment, however remain the same i.e. through the DRC of the Departmental located on the main campus of University of Jammu.  
Provided that such teachers who do not

14. The following shall be eligible for appointment as Supervisor:-

- (i) Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- (ii) Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Board of Research Studies.

Note:

It is clarified that the University may appoint Co-supervisor from outside the Department/Faculty/University because of the fact that the topics are of interdisciplinary nature and the Departmental Research Committee felt that expertise has to be supplemented from outside provided that the terms and

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possess Doctorate Degree and are registered for the same shall not act a Supervisor during the period of registration.

conditions are specified by the Departmental Research Committee. It is further clarified that the Supervisor has to be from amongst the regular faculty of the host University and only Co-supervisor can be appointed from outside the University.

- (iii) The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee (DRC of the Department concerned) depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview.
- (iv) In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty.
- (v) In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent

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15. The maximum number of scholars (whole-time and part-time taken together) that a Supervisor will guide at one time shall be as under:-

- i) Professor Scholar of recognized merit or Director of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D Degree (8).
- ii) Associate Professor or Scientist "E" and above of an Institute recognized by the Syndicate as a Centre for research leading to Ph.D Degree (6).
- iii) Assistant Professor or Scientist "C" functioning as Head of the Section or Project Leader. of an Institute recognized by the Syndicate as Centre for research leading to Ph.D Degree (4).

Provided further in Research Project undertaken by a University Department where a group of scholars is needed to work, the Board of Research Studies may authorize a suitable increase in the number of scholars assigned to a Supervisor.

Provided further that wherever the number of eligible students who have qualified course work or are otherwise eligible is more than the available vacancies with teachers, the BORS may increase the number beyond the stipulated entitlement

institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

15. The maximum number of scholars (whole-time and part-time taken together) that a Supervisor will guide at one time shall be as under:-

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars, Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

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of a teacher if duly recommended by DRC.

16. On the recommendations of the Departmental Research Committee concerned the Board of Research Studies may appoint Joint Supervisor in any particular case. However, in case of superannuation of the supervisor, he/she shall continue to supervisor the existing scholars and if required Co-supervisor be allotted by the DRC.

The scholars whose Supervisor has superannuated, and if, the progress is 80% as reflected in the Report by the Supervisor and HOD, such candidates should submit thesis within a year.

The fresh scholar should not be allotted to teachers who are going to superannuate within one year.

For cases of scholars who have been allotted as Co-supervisors, such candidates shall be considered over and above the quota of the teachers for supervision. However, the cases of Co-supervision should not exceed 50% of the prescribed limit for a teacher under Statutes.

17. (i) A candidate shall not be permitted to submit his/her thesis for Ph.D Degree unless his/her Supervisor(s) is/are satisfied that the thesis presented is worthy of consideration for the award of Ph.D Degree.

(ii) The candidate will present his/her findings of research to the teaching staff and research scholars of the department concerned in a seminar before the

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submission of the abstract of the thesis. The seminar will be followed by discussion in which the candidate will defend his/her work. Information to the effect that the seminar has been conducted must be communicated to the Dean Research Studies by the Head of the Department.

- (iii) As far as possible the candidate will incorporate suggestions emanating from the discussion in the seminar.
- (iv) Ph.D candidates shall publish one research paper before the submission of the thesis and produce evidence for the same in the form of acceptance letter of the reprint. This shall uniformly apply to all the existing registered/re-registered Ph.D Scholar since 2006.

18. (a) A candidate shall supply five (six in case a candidate is working under two Supervisors) printed/typed/photocopies but not published copies (and one soft copy) of the thesis which shall comply with the following:-

- i) it may be a piece of research characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories in either case. it should evince the candidate's capacity for critical

concerned in a seminar before the submission of the abstract of the thesis. The seminar will be followed by discussion in which the candidate will defend his/her work. Information to the effect that the seminar has been conducted must be communicated to the Dean Research Studies by the Head of the Department.

- (iii) As far as possible the candidate will incorporate suggestions emanating from the discussion in the seminar.
- (iv) A Ph.D. scholars must publish at least one (1) research paper in refereed journal and make to two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

18. (a) A candidate shall supply five (six in case a candidate is working under two Supervisors) printed/typed/photocopies but not published copies (and one soft copy) of the thesis which shall comply with the following:-

- i) it may be a piece of research characterized either by the discovery of facts or by a fresh approach towards the interpretation of facts or theories in either case. it should evince the candidate's capacity for critical

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examination and sound judgment.

The candidate shall communicate how far the thesis embodies the result of his/her own observations and in what respect his/her investigations appear to him/her to advance knowledge in the subject:

ii) it shall be satisfactory so far as its literary presentation is concerned and must be in a form suitable for publication:

iii) the thesis typewritten or printed or photocopies essentially on both sides must ordinarily be on a paper of 28 cms. X 22 cms. or A4 size with margins of 3 cms. On one side and against one cm. on the other (Font size 12 of Times Roman and 1.5 space). It must be properly bound with name of the author and the title printed on the face of the cover.

(b) The thesis shall be accompanied by a certificate from the Supervisor(s) stating-

i) That the thesis embodies the work of the candidate.

ii) That the candidate worked under him/them for the period required under Statutes.

iii) That the candidate has put in the required attendance in the Department.

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iii) That the candidate has put in the required attendance in the Department.

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iv) That the candidate has fulfilled the statutory conditions as laid down in Section 18.

19. The thesis shall be submitted in English provided that in case the subject is connected with one of the Oriental Classical, Modern Indian Languages or Buddhist Studies, the thesis may be written either in English or any other language approved by Departmental Research Committee. Provided further that thesis in the subject of Urdu may be presented in the form of calligraphy.
20. The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall mention in his thesis that he/she had done so but he/she shall not include in his/her thesis any work for which a Ph.D Degree or any other Degree has already been conferred by this or any other University.
21. On receiving information from the Supervisor through the Head of the Department concerned that the thesis is complete and likely to be submitted within a period of three months. The vice-Chancellor in consultation with the Dean of the Faculty shall appoint three external examiner(s). Before appointing the examiners, the Vice-Chancellor shall have before him/her an abstract of the thesis including the contents and brief description of the topic pursued.

#### EXPLANATION:

The following procedure will be adopted for appointment of external examiners:-

- i) The Supervisor shall submit a panel of 5 to 6

iv) That the candidate has fulfilled the statutory conditions as laid down in Section 18.

19. The thesis shall be submitted in English provided that in case the subject is connected with one of the Oriental Classical, Modern Indian Languages or Buddhist Studies, the thesis may be written either in English or any other language approved by Departmental Research Committee. Provided further that thesis in the subject of Urdu may be presented in the form of calligraphy.
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The following procedure will be adopted for appointment of external examiners:-

- i) The Supervisor shall submit a panel of 5 to 6

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persons not below the rank of University Professor to the Head of the Department concerned.

- ii) The Head of the Department may add to the panel one or two persons not below the rank of University Professor and forward the same to the Chairman of the Departmental Research Committee.
- iii) The Chairman of the Departmental Research Committee concerned may also add to the panel one or two persons not below the rank of University Professor and forward the same to the Dean of the Faculty. The Dean shall get the examiners appointed by the Vice-Chancellor.
- iv) In case of a Faculty having one Department only, the Dean of faculty may add to the panel one or two persons not below the rank of University Professor.
- v) The Vice-Chancellor shall approve the External Examiner in consultation with the Dean of the faculty concerned and the Dean concerned shall forward the same to the Controller of Examinations along with relevant papers for further follow up action.

**NOTE:**

Scientists and other professionals not below the rank of a University Professor may also be included in the panel for appointment as examiners.

22. Before submission of thesis, a scholar shall be required to obtain 'No Outstanding Certificate' from the Central Library/Departmental Library/Store Laboratory/Internet Lab./Computer

persons not below the rank of University Professor to the Head of the Department concerned.

- ii) The Head of the Department may add to the panel one or two persons not below the rank of University Professor and forward the same to the Chairman of the Departmental Research Committee.
- iii) The Chairman of the Departmental Research Committee concerned may also add to the panel one or two persons not below the rank of University Professor and forward the same to the Dean of the Faculty. The Dean shall get the examiners appointed by the Vice-Chancellor.
- iv) In case of a Faculty having one Department only, the Dean of faculty may add to the panel one or two persons not below the rank of University Professor.
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Lab./Hostel etc. and submit the same to the Head of the Department.

23. (a) The Scholar shall be governed by the Statutes and Regulations relating to discipline of students of the teaching departments of the University as prescribed by the University from time to time.
- (b) The Board of Research Studies based on the recommendations of the Head of the Department concerned shall be competent to cancel registration of a scholar on grounds of misconduct/misrepresentation/suppression of facts during the period he/she remained on rolls of the department as a research scholar.
24. The thesis shall be accepted on the recommendations of the majority opinion of External Examiners who will be required to submit their evaluation reports and recommendations in the Performa prescribed by the University for the purpose given in the Appendix.
25. The Examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis for its re-submission. The candidate, who is required to re-submit his/her thesis, must do so not earlier than six months and not later than two years from the date the decision in this respect is communicated to him/her.

Lab./Hostel etc. and submit the same to the Head of the Department.

23. (a) The Scholar shall be governed by the Statutes and Regulations relating to discipline of students of the teaching departments of the University as prescribed by the University from time to time.
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25. The Examiners may recommend that the degree be awarded or that the thesis be rejected or may make such suggestions as they may deem fit for the improvement of the thesis for its re-submission.
26. The candidate, who is required to re-submit his/her thesis, must do so not earlier than six months and not later than two years from the date the decision in this respect is communicated to

26. On re-submission, the thesis may only be examined by the original Board of examiners, unless they or any of them is/are, not available or unwilling to act, in which case, substitute examiner(s) shall be appointed, preferably from within the panel submitted earlier.

27. (a) A committee of following shall review the reports of the examiners before an examiner is appointed for conduct of the viva-voce:-

- a) Dean Research Studies
- b) Dean of concerned Faculty
- c) Controller of Examinations
- d) Head of the concerned Department
- e) Supervisor(s)

In case, the examiners have made some suggestions to be incorporated in the thesis before viva-voce, the same may be highlighted by the committee, the candidate in such like situations will be sent a gist of the changes to be incorporated within three months or as the committee decides.

Certificate for having completed the desired changes – duly endorsed by the DRC, shall be sent to Dean Research Studies who will seek the final approval of Vice-Chancellor. Thereafter, the viva-voce may be fixed.

28. The degree shall be awarded only after viva-voce test is held:

- a) The viva-voce shall be conducted by not

him/her. On re-submission, the thesis may only be examined by the original Board of examiners, unless they or any of them is/are, not available or unwilling to act, in which case, substitute examiner(s) shall be appointed, preferably from within the panel submitted earlier.

27. (a) In case of rejection of Ph.D. thesis by an external examiner, the Institution shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

(b) If all the examiners have recommended conduct of viva-voce, a committee of following shall review the reports of the examiners before an examiner is appointed for conduct of the viva-voce:-

- a) Dean Research Studies
- b) Dean of concerned Faculty
- c) Controller of Examinations
- d) Head of the concerned Department
- e) Supervisor(s)

In case, the examiners have made some suggestions to be incorporated in the thesis before viva-voce, the same may be highlighted by the committee. The candidate in such like situations will be sent a gist of the changes to be incorporated within three months or as the committee decides.

Certificate for having completed the desired changes – duly endorsed by the DRC, shall be sent to Dean Research Studies who will seek the final approval of Vice-Chancellor. Thereafter, the viva-voce may be fixed.

28. The degree shall be awarded only after viva-voce test is held:

- a) The viva-voce shall be conducted by not less

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less than two examiners, one external and one internal (Supervisor) if all the examiners have recommended acceptance of the thesis; or

- b) Not less than three examiners, two external and one internal (Supervisor) if any of the examiners has not recommended acceptance of the thesis. In case one of the external examiner does not recommend acceptance of the thesis, he/she will invariably be invited for viva-voce examination.
- c) In case the supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report for conducting the viva-vice test, the Vice-Chancellor in consultation with the Chairman, Departmental Research Committee and Dean of the Faculty concerned, may appoint a substitute.
- d) All teachers/scholars of the faculty in which degree is to be awarded shall be invited to attend the viva-voce. They will not ask any question but shall only be the observers.

29. If a candidate is not recommended for the Degree by the examiners at the viva-voce examination, he/she may be permitted to re-appear at a subsequent viva-voce examination to be held not earlier than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted

than two examiners, one external and one internal (Supervisor) if all the examiners have recommended acceptance of the thesis: or

- b) Not less than three examiners, two external and one internal (Supervisor) if any of the examiners has not recommended acceptance of the thesis. In case one of the external examiner does not recommend acceptance of the thesis, he/she will invariably be invited for viva-voce examination.
- c) In case the supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report for conducting the viva-vice test, the Vice-Chancellor in consultation with the Chairman, Departmental Research Committee and Dean of the Faculty concerned, may appoint a substitute.
- d) The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiners, on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. The Departmental Research Committee members, all faculty members of the department, research scholars and other interested expert/researchers shall be invited to attend the viva-voce. They will not ask any question but shall only be the observers.

29. If a candidate is not recommended for the Degree by the examiners at the viva-voce examination, he/she may be permitted to re-appear at a subsequent viva-voce examination to be held not earlier than three months from the date of his/her

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by the original examiners unless they or any of them is/are not available, or unwilling to act as such. In such case substitute examiners shall be appointed preferably from within the panel submitted earlier.

30. The report of the examiners shall be placed before a Committee consisting of the:-

- i) Vice-Chancellor;
- ii) Pro Vice-Chancellor, if any;
- iii) Dean Research Studies;
- iv) Dean of the Faculty concerned;
- v) Head of the University Teaching Department concerned; and
- vi) Supervisor(s).

31. (a) The Controller of Examinations shall provide a photocopy of the original reports of both External and Internal Examiners for future reference to the candidate if he/she is able to defend his/her thesis successfully in the open viva-voce examination and has completed all other formalities. However, permission to publish the thesis will be accorded to the candidate on submission of an application and also a certificate from the Supervisor(s) that the suggestions made by the examiners in the extent of the reports supplied to the candidate have been incorporated in the revised thesis.

(b) The candidate shall, on publication of the thesis, state on the title page that it is a thesis approved for Ph.D Degree of the University of Jammu.

by the original examiners unless they or any of them is/are not available, or unwilling to act as such. In such case substitute examiners shall be appointed preferably from within the panel submitted earlier.

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(b) The candidate shall, on publication of the thesis, state on the title page that it is a thesis approved for Ph.D Degree of the University of Jammu.

(c) Following the successful completion of the evaluation process and announcements of the award of Ph.D the concerned Department of the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of 30 days. for hosting the same in INFLIBNET, accessible to all Institutions/Universities. A soft and a hard copy of thesis may also be sent to the Central Library.

(d) Alongwith the Degree, the Degree awarding University, Institution deemed to be University, College/Institution of National importance as the case may be, shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/regulations of the UGC (2009).

32. The Scholar shall pay the fees at the following rates or those that may be prescribed by the University from time to time:-

- |   |   |                   |
|---|---|-------------------|
| Brochure fee  | - | Rs. 150/-         |
| i) Application/enrolment fee (non-refundable)   | - | Rs. 365/-         |
| ii) Registration fee**  |   |                   |
| (a) Indian Students   | - | Rs. 1465/-        |
| (b) Foreign Students  | - | US \$ 1735/-      |
| iii) University Development fund*   | - | Rs. 365/-         |
| iv) Library deposit to be deposited in the Department (Refundable)  | - | Rs. 1330/-        |
| v) Supervisor fee (to be paid by the whole-time as well as part-time research scholar at the beginning of each year | - | Rs. 1465/- (p.a.) |

thesis approved for Ph.D Degree of the University of Jammu.

(c) Following the successful completion of the evaluation process and announcements of the award of Ph.D the concerned Department of the University shall submit a soft copy of the Ph.D thesis to the UGC within a period of 30 days. for hosting the same in INFLIBNET, accessible to all Institutions/Universities. A soft and a hard copy of thesis may also be sent to the Central Library.

(d) Alongwith the Degree, the Degree awarding University, Institution deemed to be University, College/Institution of National importance as the case may be, shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions/regulations of the UGC (2009).

The Controller of Examination shall complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

32. The Scholar shall pay the fees at the following rates or those that may be prescribed by the University from time to time:-

- |   |   |                   |
|---|---|-------------------|
| Brochure fee  | - | Rs. 150/-         |
| i) Application/enrolment fee (non-refundable)   | - | Rs. 365/-         |
| ii) Registration fee**  |   |                   |
| (a) Indian Students   | - | Rs. 1465/-        |
| (b) Foreign Students  | - | US \$ 1735/-      |
| iii) University Development fund*   | - | Rs. 365/-         |
| iv) Library deposit to be deposited in the Department (Refundable)  | - | Rs. 1330/-        |
| v) Supervisor fee (to be paid by the whole-time as well as part-time research scholar at the beginning of each year | - | Rs. 1465/- (p.a.) |
| vi) Fee for supply of copy of Examiners report of   |   |                   |

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vi)	Fee for supply of copy of Examiners report of Ph.D	-	Rs. 740/-
vii)	Library fee	-	Rs. 290/-
viii)	Maintenance fee***	-	Rs. 150/-
ix)	Smart Card fee (to be deposited in the Dhanvantri Library)	-	Rs. 90/-

**NOTE:**

\* To be deposited with application by all the candidates.

\*\* The registration fee shall be payable with application for registration. The fee shall be refundable if the application for registration is rejected.

\*\*\* The examination fee and maintenance fee shall be payable at the time of submission of thesis. On resubmission of the thesis, a scholar shall have to pay afresh examination fee and maintenance fee.

Likewise a scholar shall have to pay afresh examination fee and maintenance fee for re-appearing at a viva-voce examination. These fees shall not be refundable even if the thesis is rejected or the scholar is not recommended for award of the degree at the open viva-voce examination, as the case may be.

Provided that the teachers of the University and affiliated Government Colleges and Non-teaching employees of the University who are registered for the Ph.D Degree shall be exempted from payment of supervisor fee.

33. The remuneration payable to an examiner as admissible under rules.

Ph.D	-	Rs. 740/-
vii)	Library fee	- Rs. 290/-
viii)	Maintenance fee***	- Rs. 150/-
ix)	Smart Card fee (to be deposited in the Dhanvantri Library)	- Rs. 90/-

**NOTE:**

\* To be deposited with application by all the candidates.

\*\* The registration fee shall be payable with application for registration. The fee shall be refundable if the application for registration is rejected.

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Provided that the teachers of the University and affiliated Government Colleges and Non-teaching employees of the University who are registered for the Ph.D Degree shall be exempted from payment of supervisor fee.

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## UNIVERSITY OF JAMMU

**STATUTES FOR THREE YEAR BACHELOR OF BUSINESS ADMINISTRATION-  
HOTEL MANAGEMENT, BBA (HM) PROGRAMME UNDER CHOICE BASED  
CREDIT SYSTEM (CBCS)**

**1. PREAMBLE**

The University of Jammu in sync with the academic and administrative reforms recommended by the University Grants Commission implemented the semester system for the undergraduate programmes from academic year 2014-15. The Academic Council has now approved the adoption of Choice based Credit System for the undergraduate programmes offered in the affiliated colleges under the Faculties of Arts, Science and Commerce from the ensuing academic session 2016-17.

The thrust of Choice based Credit System is on continuous learning and evaluation, inter-disciplinary study and accumulation of course credits. It aims at making the academic programmes student oriented, flexible, interdisciplinary and relevant to the times. Under this system, the student will have ample freedom to select the electives that suit their interest, aptitude and needs. The student is provided abundant opportunity during the programme of study to accumulate credits by opting for electives and open courses under various faculties. This system aims to strengthen the academic potential of the student, as it provides flexibility in the choice of courses offered beyond the framework of the respective disciplines of study.

**2. TITLE**

These Regulations shall be called "Regulations Governing the Choice Based Credit Semester System for Bachelor of Business Administration- Hotel Management, BBA (HM) Programme in Faculty of Business Studies." In short, it will be referred to as "JU (BBA-HM) CBCS REGULATIONS".

**3. SCOPE, APPLICATION AND COMMENCEMENT**

- 3.1. The regulations shall apply to Bachelor of Business Administration Hotel Management, BBA (HM) Programme, University of Jammu and its Campuses with effect from the academic year 2016-17.
- 3.2. The learning and evaluation is on semester pattern.
- 3.3. Eligibility, qualifications and admission procedure for this programme of study will be approved by the Academic Council and specified in the Admission Brochure of the University.
- 3.4. These regulations are quite comprehensive and include definitions of key terms, critical concepts, mechanics of calculations, role of various boards and committees, and the evaluation system.

**4. DEFINITIONS**

**4.1 CHOICE-BASED CREDIT SYSTEM (CBCS):** CBCS is a flexible system of learning that Focuses from teacher centric to student centric education and permits students to

1. Choose electives from a wide range of elective courses offered by the School,
2. Adopt an inter-disciplinary approach in learning, and
3. Make best use of the expertise of available faculty.

**4.2 PROGRAMME:** 'Programme' means a course of study and examination leading to the award of a degree in a discipline. These Regulations shall apply to the BBA (HM) programme.

**4.3 COURSE:** Course refers to a subject offered under the programme which will be taught and evaluated within a semester.

- 4.4 **DURATION OF THE PROGRAMME:** The programme shall be extended over a period of three years comprising of six semesters with two semesters in one academic year. Each semester shall consist of a minimum of 400 contact hours distributed over approximately 14-16 weeks of five-day duration each and 6-8 contact hours per day. The Semesters from July to December are Semesters I, III and V (called Odd Semesters) and from January to June are Semesters II, IV and VI (called Even Semesters)
- 4.5 **ACADEMIC WEEK:** 'Academic Week' is a unit of five working days during which distribution of work is organized as 6 to 8 contact hours of one hour duration on each day.
- 4.6 **CREDITS:** Credit is the weightage given to each course of study. It is the numerical value assigned to a course according to the relative importance of the content and the contact hours required to teach the prescribed syllabi of the programme.  
For the purpose of credit determination, instructions are divided into 3 components:  
Lectures (L): Classroom lectures of one hour duration.  
Tutorials (T): Special elaborate instructions on specific topics of one hour duration.  
Practical's (P): Laboratory work/Projects/Fieldwork/any other form of teach which the student has to undertake of two hours duration.  
Therefore, **Credits (C) = L + T + P**, where one Lecture (L) and Tutorial (T) of one hour a Week is considered as one credit and one Practical (P), two hours a week is considered as One credit.  
As per prescribed UGC standards, **1 Credit = 15 hours of lectures.**
5. **CREDIT POINT (P):**  
Credit point is the value obtained by multiplying the grade point (G) by the credit (C):  
 $P = G \times C$ .
6. **GRADE POINT:**  
Grade point is an integer indicating the numerical equivalent of the **letter grade**.
7. **GRADE:** Grade means a letter symbol (O, A, B, C etc.) which indicates the broad level of performance of a student in a course/semester/programme.
8. **SEMESTER GRADE POINT AVERAGE (SGPA)\*:**  
Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.
9. **CUMULATIVE GRADE POINT AVERAGE (CGPA)\*:**  
'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of Credit points in all the courses earned by a student for the entire programme, by the total Number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the Comprehensive academic performance of a student in a programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his/her CGPA.
10. **GRADE CARD:** Based on the grades earned, a grade card shall be issued to all registered students after every semester. The grade card will display the course details (course, title, no. of credits, etc.) along with SGPA of that semester and CGPA earned till that semester.
11. **ADMISSION-GENERAL**
- (a) No candidate who wishes to enter a course of study prescribed by the University shall be Admitted to the school unless he/she has passed the qualifying examination for admission to such course as prescribed by the Statutes.

Provided that a candidate having passed the Higher Secondary Part-II examination (10+2 pattern) of the J&K State Board of School Education or any other examination recognised as equivalent thereto, if otherwise found eligible, may be allowed provisional admission to the BBA-HM Course Semester-I subject to the condition that intake capacity including these students does not exceed the approved intake capacity sanctioned for the programme as per the existing amendments.

- (b) A candidate shall be deemed to be student of the school as soon as he/she has been accepted for enrolment by the School and has paid the prescribed fee for the course. The admission shall, however, be provisional unless regularized by the University.

Provided also that payment made in shape of fee paid by a student (which is refundable in case admission or re-admission is refused) does not automatically confirm the right of admission or continuation as a student in the School.

- (c) **Production of conduct certificate on admission:** A candidate, while applying for admission to School of Hospitality and Tourism Management, shall submit with his/her application a certificate of his/her conduct signed by the Head of the Institution in which he/she was studying during the year previous to his/her joining the college.

Provided that a student who has not previously attended any college as a regular student shall, in lieu thereof furnish to the Director of the School in which he/she desires to pursue his/her studies, a certificate of conduct signed by a First Class Magistrate or Principal of any constituent/affiliated college.

The Director of a school shall be competent to cancel admission of a student enrolled for a programme of study in the school if he/she remains absent continuously for a period of 20 days without permission of the Director..

## 12. MEDIUM OF INSTRUCTION AND EXAMINATION

English shall be the medium of instruction and examination in all papers/courses except in Foreign language papers where the medium of instruction and Examination shall be the language concerned.

## 13. Qualifying Examination for Admission for BBA-HM Course

Admission to Semester-I of BBA-HM Course, under CBCS, shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognized by the University as equivalent thereto and has obtained not less than 50% of the aggregate marks in the qualifying examination in case of General Category candidates and 45% marks in case of SC/ST candidates.

## 14. Reserved Category Seats

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

## 15. RECOGNITION OF DEGREES

The University of Jammu shall recognize the degrees of only those Universities which are recognized by the University Grants Commission (UGC). Further the University of Jammu shall grant recognition to the degree obtained through distance mode provided –

- (i) That the degree obtained by the candidate is recognized by the UGC;  
 (ii) That the degree is granted by University established by an Act of Parliament or by an Act of State Legislature; and

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(iii) that if the said University is not in the Jammu and Kashmir State but has been allowed to offer its distance education programme within Jammu and Kashmir State by the State Govt.

Further also the University shall not recognize the degrees obtained through study centres/franchises of any University in the country except Indira Gandhi National Open University (IGNOU) and Maulana Azad National Urdu University (MANUU).

#### 16. PAYMENT OF ADMISSION FEE

The total fee of the programme shall be as per the notification of the university from time to time.

Each student seeking admission to the BBA (HM) Course, under CBCS, shall be required to submit the prescribed application form along with requisite fee, for the first semester courses at the time of seeking admission to first semester and for the subsequent semester will have to submit the fees before the beginning of the semester.

#### 17. MODE OF ADMISSION FOR STUDENTS

The admissions of the students shall be as per the Jammu University Entrance Test (JUET) notification issued by the university during the relevant academic year.

#### 18. ACADEMIC CALENDAR UNDER SEMESTER SYSTEM (CBCS)

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

#### 19. ADMISSION OF STUDENTS DISQUALIFIED FOR MISCONDUCT/ USING UNFAIRMEANS IN EXAMINATIONS

A candidate who has been disqualified for any specific period from the University for misconduct/using unfair means in examinations shall not be permitted to appear in any examination before the expiry of that period. He/She will also not be permitted to join any college/institution/department at any time during the period of his punishment.

#### 20. ONE PROGRAMME AT A TIME

No student shall be admitted to more than one Programme at a time in the School and affiliated colleges of University of Jammu, unless otherwise specified in the Statutes relating to an examination.

#### 21. ELIGIBILITY CERTIFICATE

As per the notified statutes of the CBCS for the UG Courses of University of Jammu

#### 22. PRODUCTION OF MIGRATION CERTIFICATE

Candidates seeking admission to a school after having been admitted as members of another University incorporated by law for the time being in force, shall not be registered unless their applications for registration are accompanied by a Migration Certificate from the previous Board/University.

#### 23. REGISTRATION RETURNS (R/Rs)

The Director of the School shall forward to the Controller of Examinations three copies of Registration Returns (R/Rs) containing the name and other particulars of each student admitted or re-admitted for a particular programme in that college in Semester I, III & V alongwith a soft copy within 30 days after the last date of admission, on the prescribed Performa along with the fee prescribed by the University from time to time.

If the name of a student is struck off from the rolls of a college or institution or a student migrates to another college or institution, such fact shall immediately be reported to the Controller of Examinations.

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24. **LATE FEE SUBMISSION OF REGISTRATION RETURN**  
For first count of 10 days after the last date prescribed i.e. after 30 days after last date of admission, Rs.100/- per candidate be charged. For another count of 10 days delay, Rs.200/- per candidate shall be charged. Thereafter, no Registration Return shall be accepted and the sole responsibility for non determination of eligibility of such candidate shall lie on the part of the School.
25. **REGISTRATION FEE**  
The Registration fee as prescribed by the University shall be paid once only irrespective of the number of times the candidate appears at the examinations of the University either as a student or an ex-student of an affiliated/ constituent college or the department of the University or any recognised institution, or as a private candidate.  
No further fee for registration shall be charged, unless a student's name is, for any reason other than legitimate migration, struck off from the rolls of the School, in which case he/she shall pay the fee prescribed by the University to have his/her name re-entered in the Register of Students.
26. **UNIVERSITY SPORTS AND OTHER FEE**  
As per the notified statutes of the CBCS for the UG Courses of University of Jammu
27. **REGISTER OF STUDENTS**  
The Controller of Examinations shall maintain a register of all students registered in the University. In this register name of each registered student, his/her parentage, permanent address, date of birth based on the certificate of the Matriculation/Higher Secondary (Elective) or any other recognised examination passed by the candidate, the dates of admission or re-admission and/or leaving any college, every pass or failure in a University examination with his/her number, migration, any University scholarship, medal or prize won by or any punishment awarded to the Student shall be recorded.  
Each entry in the Register of Students shall be attested by an officer of the University authorised in this behalf. No one shall be admitted to any examination of the University unless he/she has been registered as a student of the University.
28. **COPY OF ENTRIES IN THE REGISTER OF STUDENTS**  
Any registered student may, at any time, receive certified copy/copies of all the entries relating to him/her in the Register of Students on payment of the prescribed fee for each copy.
29. **ATTENDANCE IN LIEU OF PARTICIPATION IN GAMES ETC.**  
Any candidate who participates in games, cultural and other co-curricular activities as defined below with the prior approval of the Principal/Director concerned shall, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 15 working days in a semester programme subject to maximum of 30 working days in an year.
- State representation in International/All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
  - Participation in the Inter-University Competitions held under the auspices of a University or any other recognized Institution as a member of the University team.
  - Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.
  - Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognized Institutions.
  - Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/ Inter-University Competitions.

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- (f) Participation in the Mountaineering/Hiking/Trekking/Skiing/Rock-Climbing or other such activities organized under the auspices of the State Government/University as a member of the Institution affiliated/recognized by the University.

Note: For Outstanding cases (requiring attendance waiver due to duty beyond 30 days) special permission may be sought from the Vice Chancellor/Competent Authority on recommendation of the Director Concerned.

### 30. CBCS PROGRAMME STRUCTURE REGULATIONS

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective or skill based courses. (ANNEXURE 1A)

**30.1 Core Course:** A course, which needs to be compulsorily studied by a candidate as a core requirement is termed as a Core course.

**30.2 Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

**30.3 Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study). *A student has to undergo Industrial Training at the end of 2nd and 4th semester and during 6th semester.*

**30.4 Project Work/Dissertation:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

**30.5 Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

**30.6 Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Enhancement Courses (SEC)/Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC)/Skill Enhancement Course (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They include (i) Environmental Science, (ii) English/MIL Communication). These are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

**30.7 AE Compulsory Course (AECC):** Environmental Science, English Communication/MIL Communication.

**30.8 AE Elective Course (AEEC)/SEC:** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

**30.9 Project work/Dissertation** is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 2/4 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

### 31. CREDITS DISTRIBUTION

Courses having theory and practical's may incorporate 4 credits for theory paper and 2 credits for practical's (In case total credits are 6) and 2 credits for theory paper and 2 credits for practical's (In case total credits are 4) while courses having only practical's may have 2/4 credits as per the course requirement. Purely theory courses may incorporate 4 credits for theory and 2 credits for tutorials.

### 32. NOMENCLATURE OF BBA-HM Course

As per the notified statutes of the CBCS for the UG Courses of University of Jammu.

### 33. AUTHORITY FOR PRESCRIPTION OF COURSES OF STUDIES

The Syllabi and Courses of Study for each subject shall be prescribed by the Academic Council on the recommendation of Board of Studies. In case where text-books are prescribed, a candidate shall be required not only to show a thorough knowledge of text-books but also to have ability to answer questions of a similar standard set with a view to testing his/her general knowledge of the subject.

### 34. SCHEME OF EXAMINATION/ASSESSMENT

The evaluation of each course shall contain two part :Internal or In semester Assessment (IA) and External or End –Semester Assessment (EA). The internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical. Semester End Examination for all theory papers shall be got set/ prepared by Controller of Examinations as per existing norms and evaluation of all theory papers courses shall be done by eligible faculty members under the supervision and coordination of the Controller of Examination. The Director of the School of Hospitality and Tourism Management shall prepare the panel of Evaluators and shall be submitted to the Controller of Examination. The answers scripts shall be submitted by the Superintendent of the concerned examination to the Controller of Examination who after proper codification and other formalities will get it evaluated by the examiner's from the approved panel.

20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field work / project work / dissertation, wherever prescribed, shall be reserved for internal assessment. The evaluation of candidate shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose under CBCS as per the following:

Each full credits course (6 Credits and / or 4 Credits) will be assessed for 100 marks, out of which 80 marks will be for the external evaluation and 20 marks will be for internal evaluation. In each course, external component will have semester end examination of 80 marks divided into two sections i.e. A & B. Section A will be of 20 marks comprising of 4 Questions of 5 marks each and there will be no choice. Section B shall be of 60 marks

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comprising of 8 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 4 questions selecting one from each unit. The questions in section B will be the 15 marks each. For the internal evaluation, there shall be one test of 10 marks, one assignment and one presentation of 5 marks each.

Each 2 credits course will be assessed for 50 marks, out of which 40 marks will be for the external evaluation and 10 marks will be for internal evaluation. In each course, external component will have semester end examination of 40 marks divided into two sections i.e. A & B. Section A will be of 10 marks comprising of 4 Questions of 2.5 marks each and there will be no choice. Section B shall be of 30 marks comprising of 6 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 3 questions selecting one from each unit. The questions in section B will be of 10 marks each. For the internal evaluation, there shall be one test of 5 marks, one assignment and one presentation of 2.5 marks each.

The industrial training report presentation and viva-voce as per the syllabi for different semesters shall be conducted jointly by the internal and external examiners. Internal examiner shall be appointed by the head of the institution by rotation. The corporate experts may be also be associated in the conduct of industrial training report presentation and viva-voce examinations as said above.

### 35. MINIMUM ELIGIBILITY FOR APPEARANCE IN EXAMINATION

A semester end external examination for BBA (HM) course, under CBCS, shall be open to the following categories of students:

(A) A regular student i.e. a student who has undergone a regular course of study in a college for the period specified for that course of study by having been on the rolls of the college immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Director where he/she has pursued the course for the examination and has fulfilled the following conditions to be certified by the college Principal concerned:

(i) he/she has been a student of good conduct.

(ii) he/she has attended not less than 75% of the lecture delivered including seminars, tutorials etc in each course opted by him/her in that semester.

(iii) he/she has passed in internal assessment.

(iv) in the case of laboratory course/practical's, he/she has attended not less than 75% of the practical classes conducted (practical's include field studies, workshop practice, cooking, housekeeping, F&B service, front office etc.

(v) he/she has paid the prescribed fee.

(B) Ex-students i.e. students who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course(s) in a semester examination including minimum attendance requirement and having passed in Internal Assessment and having either failed to pass the semester examination in that subject/paper(s) or been unable to appear in the examination in that subject/paper(s) will be eligible to appear as a private candidate in the

examination by submitting his/her application on the prescribed form along with prescribed fees to reach the Controller of Examinations within the dates fixed for this purpose.

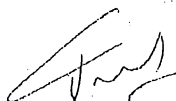
### 36. PROMOTION TO NEXT SEMESTER

- (i) A student will be eligible for promotion from Semester-I to II, Semester-III to IV if he/she has -
- (a) Secured pass marks in Internal Assessment of all the subjects/papers of the Semester-I/III as the case may be.
  - (b) Has appeared in at least one of the papers of Semester End examination of Semester/III as the case may be.
- (ii) A student will be eligible for promotion from Semester-II to III and Semester IV to V provided he/she has earned at least 50% of the total credits for the subjects/papers of theory/practical's of Semester-I/III as the case may be and passed in Internal Assessment of all subjects/papers of Semester-II/IV as the case may be
- (iii) A student will be eligible for promotion from Semester-V to VI provided he/she has passed in all Subjects/papers of Semester-I and Semester-III. Provided that a student who does not fulfill the promotion criteria (i), (ii) & (iii) above shall be declared fail in the semester concerned. However, he/she shall have the option to retain the marks in the papers in which he/she has secured Pass marks.
- (iv) A student who has to reappear in a subject/paper prescribed for Semester-I to IV shall appear in the subsequent Semester end examination to be held as per the dates prescribed by the University.
- (v) A student who has to reappear in a subject(s)/paper(s) prescribed for Semester-V & VI shall appear in the supplementary examination.

### 37. CONDONATION OF LECTURES

The Director of the School may condone shortage of a student in attendance in a semester for special reasons, to be recorded in writing up to 6% of the lectures delivered or practicals conducted in each course separately. A student whose deficiency in lectures/practical's in a course is not condoned by the Director or is not condonable, shall not be eligible to appear in the semester examination of CBCS in that course but shall be permitted to appear in the subsequent semester examination if he/she remains on the rolls of the School as a regular student and attends the required number of lectures delivered from the date of classification or the date on which he/she has joined whichever is earlier up to the semester and provided that the number of lectures he/she attended is not less than the number by which he/she fall short of attendance in the subject(s).

Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the competent authorities and wants to pursue the programme, shall be required to re-join the course along with the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she has fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 50% classes in the said course/s. candidates having attended less than 50% of the lectures in a particular course/s shall be considered for re-admission after depositing a fresh the prescribed admission fee for the semester/course. However, such candidate/s shall appear in the examination along with the candidates of the semester, with which he/she has been re-admitted, in regular capacity.




A student who has been on the rolls of a college in the Semester-I, II, III, IV & V of BBA-HM course and earns eligibility to join the Semester-II or III or IV or V of the programme as the case may be, but fails to join the semester when he/she was due to join it or discontinues his/her studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he/she submits application to this effect before the commencement of the semester concerned provided a seat and other facilities for the courses offered by the student are available in the school concerned in the semester he/she wishes to join and the student seeks admission within a period of one year from the date he/she discontinues his/her studies.

**38. SCRUTINY OF ADMISSION APPLICATIONS TO EXAMINATIONS**

All applications for admission to University examinations shall be scrutinized by comparison with the Register of Students and the Controller of Examinations may refuse any application of any candidate about whom complete particulars have not been reported, and require him/her to forward through the officer who has attested his/her application for admission, a complete statement of the particulars which have not been properly reported, together with an additional registration fee prescribed by the University.

**39. DATE OF SUBMISSION OF EXAMINATION FORMS TO THE UNIVERSITY**

The director of the school shall furnish the examination forms of the enrolled students to the Controller of Examinations alongwith requisite fee within 21 days from the date notified by the Controller of Examinations.

**40. EXAMINATION FEES**

The examination fees shall be as prescribed by the University from time to time.

**41. DATES OF SEMESTER END EXAMINATIONS**

The semester end examination for Semester-I, III & V, under CBCS, will generally be held in the 2<sup>nd</sup> week of November every year. The examination for Semester-II, IV & VI, under CBCS, will generally be held in the 2<sup>nd</sup> week of April every year. However, exact dates and the Centres of examination shall be fixed by the Controller of Examinations.

**42. EXEMPTION TO RE-APPEAR IN PRACTICAL EXAMINATION ONCE QUALIFIED**

A candidate who appears and passes in the practical examination (separately in the internal assessment and the University examination) of a subject but fails to qualify in that subject shall be exempted from appearing in the practical examination of that subject subsequently and the marks obtained by him/her in the last attempt in which he/she passed in the practical examination of a subject shall be carried over. Consequently, he/she shall be required to appear in the theory part of that subject at the subsequent examination.

**43. RE-APPEAR CATEGORY FOR FAILURES**

A candidate who fails in BBA (HM) Semester-I/II/III/IV/V/VI examination but has secured pass marks, (separately in the internal assessment and the University examination) in a subject or subjects, shall be exempted from appearing in such subject(s) and shall be allowed to appear in the remaining subject(s) in a subsequent examination(s) on payment of prescribed fee on each occasion and if he/she passes in the subject(s) he/she shall be declared to have passed the examination.

Provided that re-appear/failure candidates shall have to appear in the BBA-HM Course Semester-I/II/III/IV/V/VI examination (as the case may be) as per the syllabi in vogue and fulfillment of other statutory conditions.

Provided that the examination shall be completed within six years from the date of his/her admission in Semester-I.

*K. C. S.* - 69 - *Paul* *Aradhna*

44. **SUPPLEMENTARY EXAMINATION**

There shall be supplementary examination for the Semester-V & VI only

45. **PASSING CRITERION**

The minimum Grade /Grade Point required to pass each paper in a semester examination under CBCS shall be Grade D / Grade Point 4 in each theory paper/ Practical/Project (wherever applicable) in External Examination and Internal Assessment separately

46. **DETERMINATION OF GRADES (Grading System and Computation of SGPA, CGPA)**

46.1 **Grading System:** Absolute grading would be used where the marks obtained are converted to grades based on pre-determined class intervals. To implement the following grading system, the colleges /campuses shall use the following UGC recommended 10-point grading system:

Table 1: Letter Grades and Grade Points

Marks (%)	Letter Grades	Grade Points(G)
90-100	O(Outstanding)	10
80 to < 90	A+(Excellent)	9
70 to < 80	A(Very Good)	8
60 to < 70	B+(Good)	7
50 to < 60	B(Above Average)	6
40 to < 50	C(Average)	5
36 to < 40	D(Pass)	4
0 to < 36	F(Fail)	0
	AB(Absent)	0

(i) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination as per existing rules of the university under Semester System for Under Graduate Courses.

(ii) Grade (D) or percentage of marks (36%) is required to pass in a course, SGPA of 4 to qualify a semester and a minimum CGPA of 4 to qualify for a UG degree.

46.2. **Computation of SGPA and CGPA**

The following procedure shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.  $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ , where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

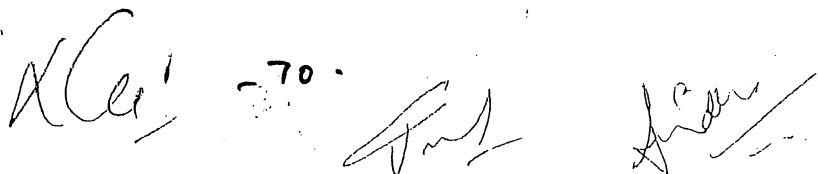
(ii) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

47. **ISSUANCE OF GRADE CARD**

No formal certificate of having passed BBA-HM course Semester-I, II, III, IV, V & VI examinations shall be issued. The candidates will, however, be supplied a Grade Card indicating

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the grades and grade points secured in each subject/paper immediately after the declaration of result of each Semester examination. The University under its seal shall issue to the students a grade card on completion of each Semester, which shall contain the following information

- Name of University.
- Name of Department.
- Title of Undergraduate Programme.
- Number of Semester.
- Name and Registration Number of student.
- Code number, Title and Credits of each course registered in the Semester.
- Credit, Grade Letter, Grade Point, Credit Point and SGPA/CGPA

The **OVERALL GRADE CARD** issued at the end of the final Semester shall contain the Details of all courses taken during the entire programme. Apart from CGPA of the programme, the cumulative grades obtained for Core, Elective and Skill/Ability Enhancement Courses and the grades obtained for additional courses shall be shown separately in the overall grade card.

48. **NON-ENTITLEMENT FOR AWARDS UNDER RE-APPEAR/COMPLETION/ ILLNESS CATEGORY**

No candidate who passes the examination in parts i.e. under the categories of re-appear, completion and illness shall be entitled to a scholarship or a prize or medal.

49. **COMPLETION CATEGORY**

- (a) A candidate who has passed Honours examination in a Modern Indian Language or an Oriental Classical Language in the Faculty of Arts of the University or an equivalent examination of any other University or a body recognized by the University and examination in the subject of English of Higher Secondary Part-II (10+2 Pattern) examination of the J&K State Board of School Education or an examination recognized as equivalent thereto, shall be permitted to appear in the Semester-I & II examination in full subjects in the Faculty of Arts or Social Sciences at any subsequent examination. Such a candidate may, if he/she so desires, be exempted from passing in the language in which he/she has passed the Honours examination.
- (b) A candidate who has passed Semester-I & II examination under sub-Statute (a) above shall be permitted to appear in the Semester-III & IV examination, after a gap of not less than one year from the date of his/her having appeared in Semester-I & II examination. Such a candidate shall have to opt the same subjects in the Semester-III & IV examination with which he/she passed the Semester-I & II examination and would be eligible for exemption from appearing and passing in the language in which he/she has passed the Honours examination.
- (c) A candidate who has passed Semester-III & IV examination under Sub-Statute (b) above shall be permitted to appear in the Semester-V & VI examination, after a gap of not less than one year from the date of his/her having appeared in the Semester-III & IV examination. Such a candidate shall have to offer the same subjects in the Semester-V & VI examination with which he/she passed the Semester-III & IV examination and would be eligible for exemption from appearing and passing in the language in which he/she has passed the Honours examination.

Provided that a candidate who seeks exemption from passing in the language in which he/she has passed the Honours examination shall be awarded the same percentage of marks as obtained by him/her in the Honours examination in the language concerned by way of decreasing/increasing the marks of each Semester examination in that subject.

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**50. RE-EVALUATION OF ANSWER SCRIPTS**

- (i) There shall be no re-evaluation of answer scripts of semester end external examination, practical, internal assessment, project report, dissertation, thesis & viva-voce etc.  
 (ii) Re-evaluation shall not be permissible for candidates connected with improvement of Grades.

**51. ISSUANCE OF DEGREE**

A candidate who is declared to have qualified all the six Semesters of BBA-HM Course examinations shall be awarded a Degree in the faculty concerned under Statutes.

**52. ENTITLEMENT OF AWARDS OF SCHOLARSHIP/ PRIZE/MEDAL:**

Gold Medals/Awards/Scholarships etc., shall be awarded by the University each year in accordance with the regulations made there under at the time of Convocation to the candidates securing first position in order of merit of CGPA. In case of tie(s) in CGPA the total percentage obtained by the candidate in all the semesters taken together shall decide the award as per merit.

**53. TRANSITORY PROVISION:**

Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of three years from the date of coming into force of these regulations, have the power to provide by order that these regulations shall be applied to any programme with such modifications as may be necessary.

**54. AUTHORITY TO INTERPRET STATUTES**

With a view to remove any difficulty arising out of the application and implementation of these Statutes, the Vice-Chancellor shall be competent to give final interpretation of these Statutes which shall be final and binding on all concerned

**55. APPELLATE COMMITTEE**

(a) In case a candidate has any specific grievance regarding deviation from the Statutes governing admission, he/she may appeal to the Appellate Committee through the Head of the concerned Institution, on the prescribed form along with the requisite fee to be paid by the date notified for the purpose. Such an appeal along with the observation of the Head of the concerned Institution shall be considered by the Appellate Committee whose decision in the matter shall be final and binding. It shall be obligatory for the appellant to appear in person before the committee if called upon to do so. The Appellate Committee shall consist of members as given below or as notified by the University from time to time:

- i) Vice-Chancellor (Chairman)
- ii) Dean Academic Affairs
- iii) Dean of the Faculty concerned
- iv) Director, SHTM
- v) Head of the concerned Institution
- vi) Convener of Board of Studies in the subject

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(b) No admission shall be made after 5 days of the decision of the Appellate Committee or after 15 days from the commencement of class work whichever is later.

**56. Legal Disputes**

All legal disputes relating to (BBA) Bachelor in Business Administration (Hotel Management) shall be subject to the courts in the jurisdiction of Jammu only.

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**ANNEXURE 1A**  
**DETAILS OF COURSES FOR UNDERGRADUATE CBCS PROGRAMME**  
**For Bachelors in Business Administration-Hotel Management (BBA-HM)**

**Semester I:**

				Total Credits-30
CORE COURSES(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C1- Fundamentals of Management C2-Travel and Tourism Management C3-Tourism Resources of India [6 Credits each]	AECC1- Communication-I [ 2 Credits]  AECC 2 –EYS-I [ 2 Credits]		DSE 1- Introduction to Indian Cookery  [ 4 Credits]	GE-1 Quantitative Techniques  [ 4 Credits]

**Semester II:**

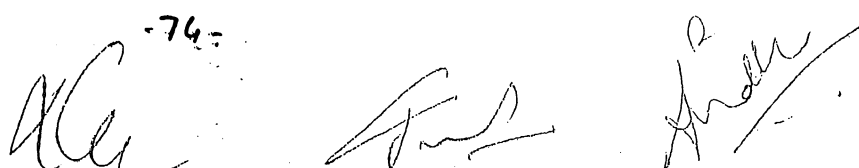
				Total Credits-30
CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C4- Hotel Accounting C5-Accommodation and Front Office Operations Foundation-I C6-Food & Beverage Service Foundation-I [6 Credits each]	AECC1-Communication-II [ 2 Credits]  AECC 2 –EYS-II [ 2 Credits]-		DSE 2- Hospitality Marketing [ 4 Credits]	GE-2 Ethics and Corporate Social Responsibility  [ 4 Credits]

[Note: The student will have to go to the Internship Training (DSE 3) for 4-6 weeks after the end of 2nd Semester, on the basis of which he/she has to give Report Presentation and Viva-Voce in 3<sup>rd</sup> semester]

**Semester III:**

				Total Credits-34
CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C7-Food Production Foundation-I C8-Financial Management C9- Human Resource Management C10- Food & Beverage Service Foundation-II [6 Credits each]		SEC 1-Application of Computers in Hospitality and Tourism  SEC 2-Foreign Language-I  [2 Credits each]	DSE 3- Internship Training (Report Presentation and Viva-Voce) [ 2 Credits]	GE-3 Entrepreneurship Development  [ 4 Credits]

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## Semester IV:

CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	Total Credits-30	
			ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C11-Housekeeping Operations C12-Hotel Engineering and Facility Planning C13-Event Management C14-Nutrition and Food Science [6 Credits each]		SEC3- Personality Skills for Hospitality  [ 2 Credits]		GE-4 India's Diversity and Business  [ 4 Credits]

[Note: The student will have to go to the Internship Training (DSE 6) for 4-6 weeks after the end of 4th Semester, on the basis of which he/she has to give Report Presentation and Viva-Voce in 5<sup>th</sup> semester]

## Semester V:

CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	Total Credits-30	
			ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
C15- Accommodation and Front Office Operations Foundation-II C16-Safety, Security and Travel Documentation  C17-Food Service Management [6 Credits each]		SEC 4-Foreign Language-II [ 2 Credits]	DSE 4- Hospitality Laws [ 4 Credits] DSE 5-Regional Cuisines of India-I [ 4 Credits] DSE 6- Internship Training (Report Presentation and Viva-Voce) [ 2 Credits]	

## Semester VI:

CORE COURSE(C)	ABILITY ENHANCEMENT COMPULSORY COURSE(AECC)	SKILL ENHANCEMENT COURSE(SEC)	Total Credits-12	
			ELECTIVE: DISCIPLINE SPECIFIC(DSE)	ELECTIVE: GENERIC(GE)
			DSE 7-Practices in Accommodation Management (Industry Exposure) DSE 8- Practices in Front Office Management (Industry Exposure) DSE 9-Practices in Food Service Management (Industry Exposure) (Report Presentation and Viva-Voce for all) [4 Credits each]	

[Note: The student will have to go to the Internship Training (DSE 7, DSE 8 and DSE 9) for 14-16 weeks in 6<sup>th</sup> Semester and on the basis of his/her Report Presentation & Viva-Voce, he/she will be evaluated]

Total Credits (Semesters I-VI) = 30+30+34+30+30+6 = 160

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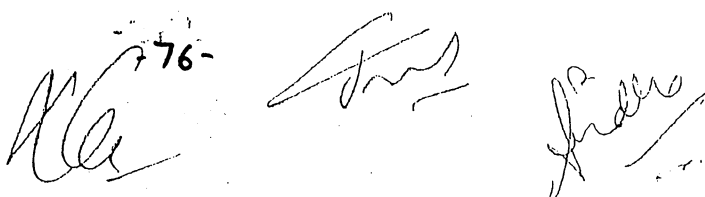
### Scheme for Examination

The evaluation of each course shall contain two part :Internal or In semester Assessment (IA) and External or End –Semester Assessment (EA). The internal grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of end semester examination. The responsibility of evaluating the internal assessment is vested on the teacher(s) who teaches the course. There will be University Examinations at the end of each semester for both theory and Practical. Semester End Examination for all theory papers shall be got set/ prepared by Controller of Examinations as per existing norms and evaluation of all theory papers courses shall be done by eligible faculty members under the supervision and coordination of the Controller of Examination. The Director of the School of Hospitality and Tourism Management shall prepare the panel of Evaluators and shall be submitted to the Controller of Examination. The answers scripts shall be submitted by the Superintendent of the concerned examination to the Controller of Examination who after proper codification and other formalities will get it evaluated by the examiner from the approved panel.

20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field work / project work / dissertation, wherever prescribed, shall be reserved for internal assessment. The evaluation of candidate shall be awarded and record thereof maintained in accordance with the Regulations prescribed for the purpose under CBCS as per the following:


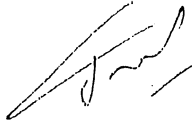
Each full credits course (6 Credits and / or 4 Credits) will be assessed for 100 marks, out of which 80 marks will be for the external evaluation and 20 marks will be for internal evaluation. In each course, external component will have semester end examination of 80 marks divided into two sections i.e. A & B. Section A will be of 20 marks comprising of 4 Questions of 5 marks each and there will be no choice. Section B shall be of 60 marks comprising of 8 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 4 questions selecting one from each unit. The questions in section B will be the 15 marks each. For the internal evaluation, there shall be one test of 10 marks, one assignment and one presentation of 5 marks each.

Each 2 credits course will be assessed for 50 marks, out of which 40 marks will be for the external evaluation and 10 marks will be for internal evaluation. In each course, external component will have semester end examination of 40 marks divided into two sections i.e. A & B. Section A will be of 10 marks comprising of 4 Questions of 2.5 marks each and there will be no choice. Section B shall be of 30 marks comprising of 6 long answer type questions in total i.e. 2 from each unit with internal choice. The students shall attempt 3 questions selecting one from each unit. The questions in section B will be of 10 marks



each. For the internal evaluation, there shall be one test of 5 marks, one assignment and one presentation of 2.5 marks each.

The industrial training report presentation and viva-voce as per the syllabi for different semesters shall be conducted jointly by the internal and external examiners. Internal examiner shall be appointed by the head of the institution by rotation. The corporate experts may be also be associated in the conduct of industrial training report presentation and viva-voce examinations as said above.

  29/06/2016.  
