



UNIVERSITY OF JAMMU

NOTIFICATION

(11/February/Gen./ 8)

It is hereby notified for the information of all the concerned that the Vice-Chancellor, in anticipation of approval of the competent bodies, is pleased to authorize the adoption of Regulations of Post-Graduation Entrance Examination Fund (given in Annexure-I).

Sd/-
REGISTRAR

No. F.Acd/II/11/ 9316-85

Dated:- 11/02/2011

Copy for information & necessary action to:-

1. Special Secretary to Vice-Chancellor;
2. PS to Dean Academic Affairs;
3. Sr. PA to Registrar/Controller of Examinations/Director (CDC)/Director, DDE;
4. All Deans of the Faculties, University of Jammu;
5. All Heads of University Teaching Departments;
6. All Principals of PG Colleges affiliated to University of Jammu;
7. Sr. PA to Joint Registrar, University of Jammu;
8. Assistant Registrar/Deputy Registrar (Exam Prof./Accounts);
9. Content Manager, University Website.

Sumitasharma
Sumita Sharma 11/2/11
ASST. REGISTRAR (ACAD)

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REGULATIONS OF POST-GRADUATION ENTRANCE EXAMINATION FUND

1. There shall be a 'PG Entrance Examination Fund' of the University and these Regulations shall be called 'PG Entrance Examination Fund Regulations'.

2. **Objective of the Fund:**

The Fund shall be used for Effective and Efficient conduct of the PG Entrance Examination including other Entrance Examinations conducted by the University.

3. **Sources of the Fund:**

- (a) Entrance Test Fee realized from each candidate at the time of his/her Application for the PG Entrance Test.
- (b) Any contributions made by any Affiliated/Constituent Colleges of the University offering PG Programmes or any other Department/ Campus/ any other source of the University.
- (c) Interest earned on the Saving/Fixed Deposit made out of the fund.

4. **Utilization of the Fund:**

The fund shall be utilized for the following purposes:-

- (i) Hiring of the professional services of the agency/agencies involved in developing the software and/or collection/printing/packing of question booklets for the Entrance Examination.
- (ii) All expenses like remuneration to the staff engaged, payment of rents (if any), travelling expenses of the staff, postal charges, fuel charges, etc., incurred for the conduct of the said examination.
- (iii) The expenditure on account of publication of such notifications/public notices/schedules as are deemed appropriate for the information of the general public from time to time in relation to the said PG Entrance Examination.
- (iv) All expenditure incurred in relation to the safe storage, transaction, evaluation, preparation of final result, distribution of material, etc., pertaining to the conduct of aforesaid entrance examination.
- (v) Any other unforeseen expenditure necessitated for the smooth conduct of the Entrance Examination, as may be deemed necessary by the Dean Academic Affairs.

5. **Fund Management Committee:**

- (a) The fund shall be governed by a Committee comprising the following:-
 - (i) Dean Academic Affairs - Convener
 - (ii) One nominee of the Hon'ble Vice-Chancellor
 - (iii) Joint Registrar (Finance)
 - (iv) Joint Registrar (Examinations)
 - (v) Assistant Registrar (Acad. Affairs) (Member Secretary)
- (b) Two/third of the total strength shall form the Quorum of the meeting.

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11/2/11

- (c) All decisions with regard to individual items of expenditure shall be presented before the Committee which shall meet as frequently as deemed necessary by the Dean Academic Affairs.
- (d) The committee shall have powers to accord Administrative Approval to the proposal/s to be executed out of the fund. In exceptional circumstances Dean Academic Affairs shall be empowered to accord Administrative Approval and get the action taken confirmed by the Committee within next 30 days.
- (e) For the financial approval, all proposals shall be sent to the Budget & Finance Section for issuance of formal sanction after the approval of the Competent Authority.
- (f) After the Sanction from Budget & Finance Section, the payments shall be released by the office of the Joint Registrar (Finance), who shall be operating the "PG Entrance Examination Fund" Account.

6. **Maintenance of Accounts and its reconciliation:**

The fund shall be operated under the joint signatures of the Dean Academic Affairs and Joint Registrar (Finance) and shall be maintained by any official or officer who may be assigned this job by the Dean Academic Affairs in consultation with the Joint Registrar (Finance) for which a suitable honorarium shall be paid to the said official by debit to this fund.

7. **Reconciliation of the Fund:**

The reconciliation of the fund shall be made on quarterly basis and the accounts got audited from a Chartered Accountant as per the existing policy of the University.

8. **Surplus Money:**

Surplus money in the fund which may not be required immediately for expenditure shall be placed in short/long term fixed deposit account or in any other scheme which may attract higher rate of return.

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11/2/11