

UNIVERSITY OF JAMMU

CIRCULAR

The following guidelines/procedure with regard to execution, operation and custody of MoUs, to be entered by the University of Jammu and other Institutions, are hereby circulated for information/observance of all concerned.

1. Proposals for entering upon MoUs emanating from a Department of the University should initially be examined and endorsed by the DAC of the concerned Department. In all other cases, the proposal/draft MoU shall be submitted to the Registrar for consideration by a committee to be constituted by the Hon'ble Vice-Chancellor on case-to-case basis.
2. In case the MoU is endorsed for execution by the concerned DAC/Committee so constituted, as the case may be, the MoU shall be sent for legal vetting after its approval by the competent authority.
3. After the execution/signing of the MoU, the original MoU and relevant record/s pertaining thereto shall remain in the custody of the Legal Cell. A copy of the signed MoU shall be provided to the concerned Department/Faculty Member. In case the MoU also concerns other Department(s) of the University, a copy of the same shall also be provided to such other Departments(s).
4. The responsibility for implementation of the MOUs shall lie with the concerned Department/HOD/Faculty member, as the case may be. However, progress of implementation will be overseen by the DIQA.

Further, all the Heads of the Departments/Faculty members are requested that if any MoU has already been entered upon with any institution/organization, original thereof alongwith relevant record/s be sent to the Legal Cell of the University for safe custody.


REGISTRAR

No: Estab/19/ 655-754
Dated: 18-04-19
Copy to:-

1. Special Secretary to the Vice-Chancellor, JU for the kind information of the Worthy Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/ DSRS/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/ Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. Convener, Website Monitoring & Updation Committee for uploading on the University website
9. I/C Librarian, Dhanvantri Library
10. I/c Administrator, General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. Security Officer
19. All Sections
20. Guard File