



ANNEXURE - 6

# जम्मू केन्द्रीय विश्वविद्यालय

## Central University of Jammu

No: *CUJ/Estab.T./2016/543*

Date: *25/04/2016*

To

All Members of the Academic Council,  
Central University of Jammu

**Sub:- Amendment to Ordinances of the Central University of Jammu.**

Sir/Madam,

The Vice Chancellor of Central University of Jammu constituted a Committee to review the Ordinances, notification issued in this regard is attached. The recommendations of the Committee with regard to amendment of certain Ordinances were submitted to the Vice Chancellor. The Vice Chancellor has accepted the recommendations of the Committee as Chairperson of the Academic Council and Executive Council.

**Details of amendments/fresh Ordinance as approved by the Vice Chancellor as Chairperson of Academic Council and Executive Council:**

S. No.	Ordinance No.	Existing Clause	Proposed Clause
1	6- regarding Full-Time Ph.D Programme.	Old (Annexure-A)	New (Annexure-B)
2	6A- regarding Part Time Ph.D Programme	Old (Annexure-C)	New (Annexure-D)
3	3- regarding Master's Degree Programmes: Curriculum and Conditions for Award of Degree.	Annexure-E	Annexure-E
4	4- regarding Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes other than the Research Degree Programme.	Annexure-F	Annexure-F
5	2- regarding Admission of students to the Master's Degree Programme. Clause 7 (b)	Annexure-G	Annexure-G
6	6- regarding Award of Integrated M.Phil-Ph.D Degree Page 00040, Clause 7 Page 00042, Clause 14 (i) Page 00044, Clause 26 Page 00050, Clause 51 Page 00050, Clause 55 Page 00051, Clause 59 Page 00051, Clause 59 Page 00052, Clause 66 Page 00052, Clause 68	Annexure-G	Annexure-G
7	7- regarding Unfair Means/Misconduct in Examinations Page 00058, Clause 1(g)	Annexure-G	Annexure-G
9	10- regarding Procedure/Norms for appointments to the posts of Professor, Associate Professor, and Assistant Professor Page 00075, Clause 05	Annexure-G	Annexure-G

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# जम्मू केन्द्रीय विश्वविद्यालय

## Central University of Jammu

	Page 000075, Clause 06 Page 000077, Clause 77		
10	13- regarding Constitution of the Board of Studies and Term of its members Page 000085, Clause 04 Page 000086	Annexure-G	Annexure-G
11	21- regarding Functions and Duties of Departments in a School Page 000100, Clause 02 Page 000102, Clause 08 Page 000102, Clause 09	Annexure-G	Annexure-G
12	23- regarding Fees and other Charges payable by Students of the University Page 000104, Clause 10	Annexure-G	Annexure-G
13	30- regarding Emoluments, Terms and Conditions of Service, Powers and Functions of the Registrar Page 000146, Clause 1 (a) (i) Page 000147, Clause 2 (b) Page 000147, Clause 2 (c) (ii) Page 000148, Clause 2 (c) (iii) Page 148, Clause 2 (c) (V) Page 000148, Clause 2 (d)	Annexure-G	Annexure-G
14	31- regarding Emoluments, Terms and Conditions of Service of the Finance Officer Page 000149, Clause 1 (a) Page 000151, Clause 2 (c) (vi)	Annexure-G	Annexure-G
15	32- regarding Purchase committee Page 000153, Clause 3 (f) Page 000152, Clause 5 Page 000159, Clause 12 Page 159, Clause 13 (c)	Annexure-G	Annexure-G
16	34- regarding the Proctor Page 000164, Clause 9 (c) Page 000164, Clause 12 (a) Page 000164, Clause 12 (b)	Annexure-G	Annexure-G
17	36- regarding Emoluments, Terms and Conditions of Service of the Librarian Page 000166, Clause 1	Annexure-G	Annexure-G
18	38- regarding Award of Undergraduate/Postgraduate Degrees, Diplomas/Post Graduate Diplomas and Certificates of the University (For regular on campus site) Page 000170, Clause 2 (i)	Annexure-G	Annexure-G
19	39- regarding Visiting Fellow Page 000171, Clause 02 Page 000171, Clause 06 Page 000171, Clause 07	Annexure-G	Annexure-G
20	40- regarding Employees and Students' Grievances Redressal Committee Page 000173, Clause 04 Page 000173, Clause 05 (ii) Page 000174, Clause 07 (ii)	Annexure-G	Annexure-G

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# जम्मू केन्द्रीय विश्वविद्यालय Central University of Jammu

	Page 000174, Clause 09 (ii)		
21	52- regarding The Alumni Association. Page 000207, Clause 08	Annexure-G	
22	55- regarding Amendment to Ordinance No. 5 Award of Integrated M.Phil-Ph.D Degree Page 000217, Clause 7 Page 000218, Clause 14 (i)	Annexure-G	Annexure-G

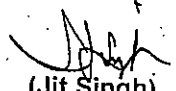
The full text of the existing ordinance is also available on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in).

Statute No.37 requires that the Ordinance as soon as approved by the Executive Council shall be submitted to the Visitor of the University.

It is therefore requested that you may kindly give your consent to Ammendment/Replacement in the enclosed consent form within 15days. In case we don't receive any response from your end within two weeks, it will be presumed that you have no objection and it will be treated as final and submitted to Executive Council through circulation and thereafter to submit to Visitor through MHRD as per the provisions of Statutes (copy enclosed).

With kind regards

Yours sincerely,

  
(Jit Singh)  
Registrar

Encls: As above

# CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 6

governing

Award of Integrated M. Phil. - Ph. D. Degree

(The central Universities Act 2009: Section 28(1) (b) (d))

1. There shall be Integrated M. Phil. – Ph. D. programmes in the University viz. Schools, Departments and Centres as determined by the Academic Council of the University from time to time.
2. The objectives of Integrated M. Phil. – Ph. D. programmes shall be to provide advanced specialized knowledge in a particular area of study. M. Phil. Programme aims at initiation of a student to research and will be a pre-Ph. D. programme. The components of Integrated M. Phil. – Ph. D. shall be course work including research methodology and research work. The course would aim at providing advanced training in inter-disciplinary areas of research as well as opportunity for undertaking research.
3. The Integrated M. Phil. – Ph. D. programmes shall be of three and a half years (seven semesters) duration out of which one and a half years (three semesters) shall be devoted to M. Phil. Programme for which a degree shall be awarded on fulfillment of conditions laid down in this Ordinance. Unless a student admitted to the Integrated M. Phil. – Ph. D. programmes exercises his/her option to exit after completion of the M. Phil. Programme he/she shall be registered for Ph. D. programme subject to the provisions of this Ordinance.
4. Depending upon the availability of faculty positions and research facilities, the number of seats in Integrated M. Phil. – Ph. D. programme in each Department or Centre shall be determined, in advance, by the Board of Research Studies on the recommendation of Head of the concerned Department/Centre routed through the Dean of the concerned School.

## Eligibility Criteria

5. No person with less than 55% marks or equivalent grade at the Master's Degree in the subject concerned or allied subject to be determined by the Academic Council, from a recognized University shall be eligible for admission to the Integrated M.Phil. – Ph.D. Programme in the University. Provided that 5% relaxation in the qualifying marks shall be given to Scheduled Caste, Scheduled Tribe and persons with Disabilities candidates.

1 Provided further that a candidate having qualified Master's Degree in the allied subject will be considered for admission only if Integrated M.Phil. – Ph.D. Programme in that subject is not run by the University.

1. Proviso inserted by clause 1 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

000039

6. Admission to the Integrated M. Phil. – Ph. D. programme shall be on the basis of an All India Admission Entrance Test (AET) conducted by the University separately or combined with any other University or Universities. Provided that no candidate securing less than 40% marks (35% in case of SC, ST and Persons with Disabilities) in the Admission Entrance Test shall be eligible for admission to the Integrated M. Phil. – Ph. D. Programme.

**Selection Criteria for Admission**

7. <sup>2</sup> Admission to Integrated M.Phil-Ph.D Programme shall be on the basis of merit of Composite score obtained in Admission Entrance Test (AET), qualifying examination, and interview as mentioned below:

Sr. No.	Components of the Composite Score	Weightage
1)	Score obtained in Admission Entrance Test (AET)	60%
2)	Percentage of marks in the PG degree	30%
3)	Interview	10%
	<b>Total</b>	<b>100%</b>

- 7.1 <sup>2</sup> The JRF/NET/SLET/SET qualified candidates shall be exempted from AET for admission to Integrated M.Phil- Ph.D Programme. For the purpose of calculating composite score, JRF qualified candidates shall be deemed to have scored 100% marks in the AET whereas, the NET/SLET/SET qualified candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year's AET.

Provided that if a JRF/NET/SLET/SET qualified candidate appears in the AET, at his/her own discretion, he/she shall be awarded the actual marks scored in the AET by him/her, and he/she shall not be deemed have scored 100% marks or the marks scored by the topper of that year's AET respectively.

Provided further that a candidate, who has passed Master's Degree Examination in an allied subject, shall have either to qualify JRF/NET/SLET/SET or the AET in the subject in which admission is sought.

Explanation:- For the purpose of this Clause "topper of that year's AET", means a candidate who is non JRF/NET/SLET/SET and has obtained the highest marks in the AET amongst the candidates who have applied for admission to the Central University of Jammu in the relevant category in which NET/SLET/SET qualified candidate will be eligible to be considered.

- 7.2 Subject to the fulfillment of the minimum eligibility conditions for admission to Integrated M. Phil. – Ph. D. programme, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any institution of higher education shall be exempted from the requirement of appearing in AET and that he/she shall be considered at par with NET/SLET/SET qualified candidates, for the purpose of calculating composite score.

2. Substituted by clause 2 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

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### Components of Admission Entrance Test

8. The components of Admission Entrance Test shall be prescribed by the Board of Research Studies from time to time. Provided that in case of Joint entrance test, the components of the test shall be prescribed by the university entrusted with the responsibility of conducting the test in the respective year.

### Reservation

9. There shall be reservation of seats in the Integrated M. Phil. – Ph. D Programmes for SC, ST, OBC and persons with Disabilities in the following manner:
- |  |       |
|--|-------|
| I. Scheduled Caste (SC) Category           | 15.0% |
| II. Scheduled Tribe (ST) Category          | 7.5%  |
| III. Other Backward Classes (OBC) Category | 27.0% |
| IV. Persons with Disabilities              | 3.0%  |

Persons suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.

Explanation: For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- i. Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- ii. Application form of a candidate seeking admission under the reserved category must be accompanied by the requisite certificate(s) issued by the competent authority as per the prescribed proforma.
- iii. Application form received without the required certificate(s) shall be rejected.
- iv. If a candidate belonging to reserved qualifies for admission under the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes; these may be filled up by suitable applicants belonging to the Scheduled Caste category and vice-versa.

### Admission

10. Admission to Integrated M. Phil. – Ph. D programmes in different Departments/Centers shall be made by the Board of Studies concerned.
11. Admission to Integrated M. Phil. – Ph. D. programmes shall be approved by the Dean of the School concerned and notified accordingly.
12. After completion of admissions the Head of the Department/Centre concerned shall submit to the Controller of Examinations a list of students admitted in the form of Registration Returns within 30 days from the last date of admission.

000041

13. The students already admitted to M. Phil. Programme of this University in the session 2011-12 shall have option to shift to Integrated M. Phil. – Ph. D. programmes. This option shall be exercised before commencement of the first semester of M. Phil. Examination. The option once exercised shall be final. The students opting for integrated M. Phil. – Ph. D programme shall be deemed to have been admitted under this Ordinance.

14. <sup>3</sup> (i) Subject to the minimum cut off marks candidates equivalent to three times the number of seats shall be called for interview strictly on the basis of merit of cumulative score of AET and marks obtained at Master's Degree.

(ii) Interview shall be organized by the Department/Centre concerned and conducted by AC Committee consisting of Head of Department; One Professor, One Associate Professor, and One Assistant Professor to be nominated by the Head of Department, and a Dean's Nominee. At the time of interview, candidates are expected to discuss their areas of research.

#### School Board

15. Subject to the overall control of the Board of Research Studies, the Integrated M. Phil. – Ph. D. programme in a Department/Centre in the University shall be administered by the School Board concerned.

16. The School Board shall perform the following functions with respect to M. Phil./Ph. D. programme on the recommendations of the Board of Studies:

- a) Draw up details of the courses,
- b) Appoint supervisors to guide and supervise research work of a student,
- c) Approve topics for research,
- d) Appoint examiners for evaluation of thesis and conduct of viva-voce examinations, and
- e) Recommend the award or otherwise of Integrated M. Phil. – Ph. D. degree to the students on the basis of their cumulative performance.

17. The School Board shall be competent to cancel admission of a student in this programme if he/she remains absent without permission of the head of the Department/Centre for a period of thirty days continuously.

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3. Substituted by clause 3 of (amendment) Ordinance No. 55 approved by the Executive Council in its meeting held on 02-12-2013 vide resolution No. 19.

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### M. Phil Programme

18 M. Phil Programme shall be a three semester programme carrying 40 credits. First semester shall comprise four courses including a course on research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published literature and advanced training in interdisciplinary areas of research. The next two semesters shall be devoted to the research work. The course work shall comprise four courses carrying 100 marks each and the research work shall carry 400 marks out of which 100 marks shall be reserved for viva-voce examination. In order to earn M.Phil Degree, a student shall have to accumulate a total of 40 credits as under:-

- i. Course Work = 20 Credits
- ii. Thesis = 20 Credits

### Minimum Attendance

19 M. Phil. programme shall be whole time course and a student admitted to this programme of study shall devote himself/herself exclusively to its pursuit. There shall be at least three contact hours per week for each course of study. Every student shall also be required to participate in Seminars/Group Discussions organized by the Department/Centre during the programme of study. In order to be eligible to appear in the examination the minimum attendance required shall not be less than 75% of the lectures delivered in each course of study. Every student must also have participated in at least three seminars/group discussion sessions.

20 A student falling short of attendance in the first semester shall not be eligible to be promoted to the second semester and he/she shall have to seek fresh admission by following the prescribed procedure.

### Examination

21 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 Board of studies.

22 The question paper for the examination in each course of first semester shall be drawn by the faculty member who conducted the course. The evaluation will be done by the internal examiner (s) to be appointed by the School Board. The evaluation of the answer script/s has to be completed within fifteen days of the

000043



termination of the examination and awards be forwarded to the Dean of the School concerned who shall forward the same to the Controller of Examinations for declaration of the result.

- 23 A student who fails to qualify any one or more courses of the first semester may be permitted to continue his/her studies in the second semester and appear in the course(s) of first semester in which he/she had not qualified along with the students of the next following batch on payment of the prescribed fee. In case there is no admission in the next following session, the examination shall be held for him at the time when it would have been held had there been admission for the next following session. Provided that he/she passes the said examination in all the papers within a period of not exceeding two next following semesters failing which his/her candidature to Integrated M. Phil. - Ph. D programme shall stand cancelled.
- 24 A candidate who earns not less than C grade in each prescribed course of first semester shall be deemed to have successfully completed the first semester of Integrated M. Phil. - Ph.D. programme.

**Topic for research work and assigning the supervisor**

- 25 After completion of the course work, the School Board concerned, on the recommendations of the Board of Studies, shall approve the topics of research and assign supervisors to guide and supervise research work for the M.Phil student(s) from amongst the faculty as per the areas of their research specialization. If a situation so warrants, the School Board may appoint Co-Supervisor/s in any particular case from within or outside the University.
- 26 The School Board may authorize apart from Professor and Associate Professor, an Assistant Professor of the University who has Ph.D. degree and at least two year's research/PG teaching experience, to guide and supervise M. Phil. research work.

Provided that in case a supervisor, under whose guidance and supervision, a thesis has been prepared in part, ceases to be the teacher of the University, he/she may subject to his/her availability be continued as such by the School Board concerned.

000044

- 27 A supervisor, if professor, shall not have more than eight, if Associate Professor not more than five and if Assistant Professor not more than three Integrated M. Phil.-Ph. D scholars working under his/her supervision at any given time.

**Submission of Thesis**

- 28 An M. Phil. thesis shall be submitted in the Department/Centre for onward transmission to the Controller of Examinations only when the supervisor is satisfied that the thesis is worthy of consideration in partial fulfillment of the requirements for the award of M. Phil. degree. The student may incorporate in his/her thesis the contents of any work which may have been published by him/her on the subject and will inform the examiner having done so.
- 29 A student shall submit his/her M. Phil. thesis within the stipulated period (before the end of the 3<sup>rd</sup> semester). The Board of Studies may in exceptional cases extend this period by one month failing which he/she shall not be allowed to submit his/her thesis unless he/she re-registers himself/herself in the second semester of the next following session after payment of the prescribed fee. This concession may be available only once and thereafter, his/her candidature to M. Phil. Programme shall stand cancelled.
- 30 The thesis must be accompanied by a certificate from the supervisor as to the following:
- i. that the thesis embodies the work of the student himself/herself,
  - ii. that the student has worked under his/her guidance and supervision for the period required under the relevant Ordinance, and
  - iii. that he/she has put in the required attendance and participation in seminars/group discussions in the Department/Centre concerned.
- 31 Prior to submission of the thesis, the student shall make a pre-submission presentation in the Department/Centre that will be open to all faculty members and research scholars, for getting feedback and comments which may be suitably incorporated in the thesis under the advice of the supervisor.
- 32 The student shall submit two printed copies of the thesis on a paper of 28 cms x 21 cms with a margin of 3 cms. on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. It may be paper bound with the name of the scholar, the supervisor and title on the cover page.

- 33 The thesis shall be submitted in English. Provided that in case of the subject of the Indian Classical or Modern Indian Languages, the thesis may be written either in English or in the Classical/ Modern Indian Language/or both.
- 34 The thesis shall be evaluated by an external examiner to be appointed by the Dean of the School, out of the panel of three experts, submitted by the Board of Studies on the recommendation of the supervisor concerned. The supervisor shall be the internal examiner. The external examiner shall not be lower in rank than Associate Professor.
- 35 The examiners shall evaluate the thesis in terms of marks and place him/her in the appropriate letter grade.
- 36 Viva-voce examination shall be compulsory component of M. Phil. programme and shall be conducted by a committee consisting of the following:
- i. Head of the Department concerned
  - ii. The External Examiner who examined the thesis. In case of his/her non-availability, any other examiner, out of the panel referred herein before, to be appointed by the Dean, and
  - iii. The supervisor.
- 37 The School Board after consideration of evaluation of course work, thesis and performance of the candidate in viva-voce examination shall recommend, to the Academic Council, the award of M. Phil degree.
- 38 Subject to the provision of this Ordinance, the Controller of Examinations shall publish the results on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the M. Phil. degree has been awarded in accordance with the UGC Regulations: If the candidate fails, he/she has to re-register himself/herself in the second semester in the next following session subject to the provisions of this Ordinance.
- 39 A student for the M. Phil degree may be permitted to publish his/her work after successful completion of the programme in the original or revised form.
- 40 Following the successful completion of the evaluation and announcement of the award of M. Phil degree, the Controller of Examinations shall submit a soft copy

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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.

#### Grading System

41 The University shall have a Grading System on a Seven-Point Scale of Evaluation viz. O, A<sup>+</sup>, A, B<sup>+</sup>, B, C and F (with Grade Points ranging from Zero to Ten) based on the performance of students in terms of percentage of marks obtained by them in all the papers/courses within semesters of an M. Phil. Programme. For this purpose, the percentage of marks obtained by the students in the examinations of the two semesters of M. Phil. Programme shall be converted first to the respective Letter Grade then to the corresponding Grade Point and Credit Point Obtained by the students. Based on these values, Grade Point Average for every examinee in every semester is calculated. On the basis of Grade Point Average of an examinee in the two parts (course work and thesis) of M. Phil. programme Cumulative Grade Point Average (CGPA) is computed.

Percentage of Marks and corresponding Letter Grades and Grade Points are as under:

Percentage of Marks	Letter Grade	Grade Point	Description of Performance
80 and above	O	10	Outstanding
70-79	A <sup>+</sup>	9	Excellent
65-69	A	8	Very Good
60-64	B <sup>+</sup>	7	Good
55-59	B	6	Average
50-54	C	5	Below Average
Less than 50	F	Zero	Fail

GPA and CGPA are calculated as under:-

$$\text{GPA} = \frac{\text{Sum of (Registered Course Credits x Grade Point Received) for all courses in the Semester}}{\text{Sum of all registered course credits of the Semester}}$$

$$\text{Registered Course Credit} = \text{Credit allotted to a course within a semester}$$

Grade Point Received = Numerical grade point obtained by a candidate in a paper/course on the basis of performance in the examination

Credit Point Obtained

In a course/paper = Registered Course Credit in the paper/course x Grade Point in the paper/course

CGPA = Cumulative Grade Point Average

= 
$$\frac{\text{Sum of Grade Point average of the semesters of M.Phil Programme}}{\text{Total Number of Semesters in the M. Phil Programme}}$$

Total Number of Semesters in the M. Phil Programme

For the successful completion of the M. Phil. Programme, a student must secure a CGPA of at least 5.0 points.

#### Ph. D. Programme

42 Ph. D. programme shall be a two years whole time course.

#### Registration

43 After successful completion of M. Phil. programme, a student may, on prescribed application form, apply to the Head of the Department concerned to be registered for Ph. D. programme. He/She shall also pay the prescribed application fee. The student shall specify the topic of research with brief outlines. The Head of the Department will place such applications before the Board of Studies. If the Board of Studies is satisfied, it will recommend the application(s) for consideration of the School Board concerned.

Provided that no student shall be eligible to be registered for Ph. D. programme unless he/she has successfully completed M. Phil with a CGPA of 7.0(B<sup>+</sup>) on a seven-point scale of evaluation (with grade points ranging from zero to ten). However, in case of SC, ST or persons with disabilities, the required CGPA shall be 6.0(B).

44 The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration. The Board of Studies shall satisfy itself-

- i. that research on the proposed subject can be profitably pursued;
- ii. that the research work can be suitably undertaken in the University;

000048

- 45 . After grant of registration, the student shall pay the prescribed fee within the stipulated time.

**Allocation of Supervisor**

- 46 . The scholar will pursue research work preferably under the guidance and supervision of the same supervisor under whose supervision M. Phil thesis was completed.

**Minimum Attendance**

- 47 . A scholar in order to earn eligibility shall be required to accumulate at least 75% of attendance, deliver one seminar every six months and participate in at least three-fourth of the seminars/group discussion sessions held in the Department for related areas of studies.

**Submission of thesis.**

- 48 . A thesis must be based on original research resulting in either discovery of new facts or a fresh interpretation of known facts and theories. In either case, the thesis should evince the research scholar's clear understanding of the subject and his/her critical judgment and it should be well presented.
- 49 . No student shall be permitted to submit his/her thesis for award of Ph. D. degree unless he/she has pursued research at the University for a period not less than two years after his/her registration to Ph.D. programme.

Provided that a student may have a break of not more than one year during Ph. D programme with the permission of the Head of the Department. Such period shall be added to the minimum of two years period provided for submission of his/her thesis.

- 50 . No student shall be permitted to submit his/her thesis after completion of five years from the date of registration, failing which he/she shall not be allowed to submit his/her thesis unless he/she re-registers himself/herself after payment of the prescribed fee. In that case he/she shall not be permitted to submit his/her thesis before completion of one year and after two years from the date of re-registration. This concession may be available only once.

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000049

- 51 The student shall publish at least one research paper in a referred journal before submission of thesis and provide evidence in the form of acceptance letter or the reprint. Any other related literary publication(s) may also be appended to the thesis
- 52 Prior to submission of the Ph. D. thesis, the scholar shall make a pre-submission presentation in the Department/Centre that will be open to all faculty members and research scholars, for getting feedback and comments which may be suitably incorporated in the thesis under the advice of the supervisor.
- 53 The thesis must be accompanied by a certificate from the supervisor as to the following:-
- i. that the thesis embodies the work of the student himself/herself;
  - ii. that the student has worked under his/her guidance and supervision for the period required under the relevant Ordinance; and
  - iii. that he/she has put in the required attendance and has also delivered and attended seminars/group discussion sessions in the Department/Centre concerned.
- 54 The thesis shall be submitted in the Department for onward transmission to the Controller of Examinations only when the supervisor is satisfied that the thesis is worthy of consideration for award of the degree of Doctor of Philosophy. The student may incorporate in his/her thesis the contents of any work which might have been published by him/her on the subject and will declare this fact in the thesis. However, he/she shall not submit as his/her thesis any work for which a degree had already been conferred on him/her by any university.
- 55 The student shall submit three printed copies of the thesis on a paper of 28 cms x 21 cms with a margin of 3 cms. on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. It may be paper bound with the name of the scholar, the supervisor and title on the cover page.
- 56 The thesis shall be submitted in English. Provided that in case of the subject of the Indian Classical or Modern Indian Languages, the thesis may be written either in English or in the Classical/ Modern Indian Language/or both:
- 57 Besides the supervisor(s), the thesis shall be evaluated by three examiners to be appointed by the Vice-Chancellor, out of the panel submitted by the Board of

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Studies through the School Board. The panel of at least six experts shall emanate from the supervisor concerned. Out of the external examiners, at least one shall be from outside the State.

- 58 The examiner shall state in his/her report:  
Whether the thesis be:
- a. accepted,
  - b. revised and resubmitted, or
  - c. rejected
  - d. whether the thesis is fit for publication in its original form or revised form.
- 59 The thesis shall be accepted for award of Ph. D degree, if it is accepted by all or majority of the external examiners. In case, one of the examiners recommends revision of the thesis, the changes may be incorporated to the satisfaction of the Head of the Department and the Supervisor before conduct of Viva-voce examination.
- 60 If a thesis is rejected by majority of the external examiners, the candidate shall have to re-register himself/herself in the next following session subject to the provisions of this Ordinance.
- 61 If a candidate is advised to revise the thesis by majority of the external examiners, the same shall have to be revised and resubmitted not before one year and later than two years from the date the decision is communicated to him/her.
- 62 In case one of the examiners accepts the thesis, the other rejects it and the third asks for its revision, the reports shall be considered by a Committee consisting of the following members:
- 1) Dean of the School
  - 2) Head of Department
  - 3) Supervisor

The Committee may co-opt an expert in the subject if it deems necessary. The Committee after considering the reports shall make recommendations to the Vice-Chancellor whether the thesis may be revised and submitted or evaluated by another examiner whose decision shall be final. In the later case, the Vice-Chancellor may appoint an examiner out of the panel already approved.



63. The reports of the examiners, received by the Controller of Examinations will be forwarded to the Dean of the concerned school. The Committee mentioned in Clause 62 above, shall review the reports and fix the viva-voce examination in consultation with the external examiner, appointed for the purpose.

In case, examiners have desired some corrections/changes in the thesis, the supervisor(s) shall ensure their incorporation in the thesis besides getting it hard bound before conduct of the viva-voce examination.

64. Viva-voce examination shall be a compulsory component of Ph. D. programme.

65. The Viva-voce examination shall be conducted by:-

- a) Head of the Department;
- b) One of the External Examiners, who had examined the thesis, to be appointed by the Dean
- c) The supervisor

66. After viva-voce examination, the scholar shall make a detailed presentation of his/her research work and shall have to openly defend his/her research work. The presentation shall be attended by the faculty, scholars and students of the Department/Centre.

67. Evaluation of performance of the scholar in the viva-voce examination and the details of his/her presentation shall be submitted to the Chairman School Board concerned by the Head of the Department.

68. The School Board after consideration of the evaluation reports, evaluation of performance of the scholar in the viva-voce examination and the details of presentation may recommend, to the Academic Council, the award of degree of Doctor of Philosophy to the scholar.

69. Subject to the provision of this Ordinance, the Controller of Examinations shall publish the results on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the Ph. D. degree has been awarded in accordance with the UGC Regulations.

70. A scholar for the Ph.D. degree may be permitted to publish his/her work after successful completion of the programme in the original or revised form.

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71. Following the successful completion of the evaluation and notification of the award of Ph. D. degree, the Controller of Examinations shall submit a soft copy of the Ph. D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all Institutions/Universities.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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## Ordinance No:

## Full-Time Ph.D. Programme

1. There shall be a (full time) Ph.D. Programme in the University in various Schools, Departments and Centres as may be determined by the Academic Council of the University from time to time.
2. The Ph.D. Programme shall be of three years duration, for which a degree shall be awarded after the successful completion of the Programme and as per the conditions laid down by the University Academic Council from time to time.
3. The Ph.D. Programme would aim at providing advanced knowledge in some specialised areas of the concerned subject; training in interdisciplinary areas of research; research methodology and computer applications. The Programme shall have two components viz. i) Course Work and ii) Thesis. The Course Work, its components and courses, instruction pattern, conduct of examinations, evaluation and minimum marks required for pass will be same as prescribed for the M.Phil part of the Integrated M.Phil- Ph.D. Programme of the University. The Course Work including the conduct of examinations, evaluation and the declaration of the result shall have to be completed within six months. Upon successful completion of the Course Work, the scholar shall have to choose the topic of his Thesis and prepare a detailed synopsis of the same in consultation with and under the guidance of the allotted Supervisor by School Board. However, the candidates seeking admissions to Ph.D. Programme who have already an M.Phil degree in the (allied) subject concerned shall be exempted from Course Work and start their preliminary work for Thesis immediately after seeking admission.
4. Depending upon availability of Faculty, eligible Supervisors and research facilities, the number of students to be admitted to Ph.D. Programme in each Department or Centre shall be determined, in advance, by the Board of Research Studies on the recommendation of Head of the concerned Department/ Centre routed through the School Board.

## Eligibility Criteria

5. No person with less than 55% marks or equivalent grade at the Master's Degree in the subject concerned or allied subject as may be determined by the Academic Council, from a recognized University shall be eligible for admission to the Ph.D. Programme in the University. Provided that 5% relaxation in the qualifying marks shall be given to Scheduled Caste, Scheduled Tribe candidates and Persons with Disabilities.
6. Admission to the Ph.D. Programme shall be on the basis of an Admission Entrance Test (AET) conducted by the University separately or combined with any other University or Universities. Provided that no candidate securing less than 50% marks (45% in case of SC, ST and Persons with Disabilities (PWDs) in the admission entrance test shall be eligible for admission to the Ph.D. Programme.

6. Any candidate securing less than 50% marks in the entrance test shall not be considered for admission unless otherwise reviewed/lowered by the Vice Chancellor.

### **Selection Criteria for Admission**

7. Admission in Ph.D. Programme shall be on the basis of Score obtained in the Admission Entrance Test (AET), followed by Interview. The weightage for score obtained in the entrance test shall be 80% and interview shall be of 20%. The score obtained in the entrance test shall be factored into the given weightages. The combined merit shall be determined on the basis of reduced weightage of 80% and 20%.

7.1 The JRF/NET/SLET/SET qualified candidates shall be exempted from AET for admission to Ph.D. Programme. For the purpose of calculating composite score, JRF qualified candidates shall be deemed to have scored 100% marks in AET whereas, NET/SLET/SET candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year's AET subject to maximum of 80%. As such, the JRF/NET/SLET/SET qualified candidates shall not have to appear in the AET.

Provided that a candidate, who has passed Master's Degree Examination in an allied Subject, shall have either to qualify JRF/NET/SLET/SET or the AET in the subject in which the admission is sought.

**Explanation:-** For the purpose of this clause "topper of that year's AET", means a candidate who is a non-JRF/NET/SLET/SET and has obtained the highest marks in the AET amongst the candidates who have applied for admission to the Central University of Jammu in a relevant category in which NET/SLET/SET qualified candidate will be eligible to be considered.

7.2 Subject to the fulfilment of minimum eligibility conditions for admission to Ph.D. Programme, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any Institution of Higher Education shall be exempted from the requirement of appearing in AET and that such candidate shall be considered at par with NET/SLET/SET qualified candidates, for the purpose of calculating composite score.

### **Components of Admission Entrance test**

8. The components of Admission Entrance Test shall be prescribed by the Board of Research Studies from time to time. Provided that in case of Joint Entrance test, the components of the Test shall be prescribed by the University entrusted with the responsibility of conducting the Test in the respective year.

### **Reservation of Seats**

9. There shall be reservation of seats in the Ph.D. Programme for SC/ST/OBC and Persons With Disabilities as follows:-
- |                                   |       |
|-----------------------------------|-------|
| I. Scheduled Caste (SC) Category  | 15.0% |
| II. Scheduled Tribe (ST) Category | 7.5%  |

III. Other Backward Classes (OBC) Category	27.0%
IV. Persons with Disability	3.0%

Persons suffering from not less than forty percent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.

**Explanation:-** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- I. Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions of admission criteria of the Course.
- II. Application form of a candidate seeking admission under the reserved category must be accompanied by the requisite certificate(s) issued by the competent authority as per the prescribed proforma.
- III. Application form received without the required certificate(s) shall be rejected.
- IV. If a candidate belonging to reserved category qualifies for admission under the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for the Scheduled Tribes, these may be filled up by suitable applicants belonging to the Scheduled Caste category and vice-versa.

#### Admission

10. Admission to the Ph.D. Programme shall be approved by the Dean of the School concerned and notified accordingly.
11. After completion of admissions the Head of the Department/Centre concerned shall submit to the Controller of Examinations a list of students admitted in the form of Registration returns within 30 days from the last date of admission as per Calendar/ or otherwise as approved by the Vice Chancellor.
12. i) Subject to the minimum cut off marks, candidates equivalent to five times the number of available seats shall be called for interview strictly on the basis of merit of score of AET.  
ii) Interview shall be organized by the Department/Centre concerned and conducted by a Committee consisting of Head of the Department; One Professor; One Associate Professor, and One Assistant Professor to be nominated by the Head of Department, and Dean's Nominee. At the time of interview, candidates are expected to: i) be aware of latest developments in the subject concerned; ii) to discuss their area of research interest.  
Foreign Nationals and NRIs residing abroad may be admitted to the programme according to the policy guidelines laid down by the Govt. of India/University Executive Council from time to time.

- 13 Subject to overall control of the Board of Research Studies, the Ph.D. Programme in a Department/Centre in the University shall be administered by the School Board concerned.
14. The School Board shall perform the following functions with respect to Ph.D. Programme on the recommendations of Board of Studies:-
- a. Approve the details of the Course Work
  - b. Appoint Supervisor(s) to guide and supervise research work of a student
  - c. Approve topics of research
  - d. Appoint examiners for evaluation of Thesis and conduct of viva-voce examination, and
  - e. Recommend the award or otherwise of Ph.D. Degree to the Students on the basis of their cumulative performance.
15. The School Board shall be competent to cancel the admission of a student in this Programme if i) he/she remains absent without permission of the Head of the Department/ Centre for a period of thirty days continuously; ii) if the student indulges in any form of indiscipline or any act which is detrimental to the interests of the Institution.

#### **Topic of research work and assigning the Supervisor**

16. After completion of the Course Work, the School Board concerned, on the recommendation of the Board of Studies, shall approve the topics of research and assign Supervisors to guide and supervise research work of the admitted student(s) from amongst the eligible faculty as per the areas of their research specialization. If a situation so warrants, the School Board may appoint Co-Supervisor(s) in any particular case from within or outside the University.
17. The School Board may authorize apart from Professor and Associate Professor, a permanent Assistant Professor of the University who has Ph.D. Degree and at least two years' PG teaching Experience to guide Ph.D. research work.
18. A Supervisor, if Professor shall not have more than eight; if Associate Professor, not more than five ; and, if Assistant Professor, not more than three Ph.D. Scholars working under him/her at any given time.

#### **Registration**

19. After successful completion of the Course Work prescribed for the Ph.D. Programme except for the candidates with M.Phil degree who are exempted from doing the Course Work as per the University norms, the candidate on prescribed application form shall apply to the Head of the Department concerned to be registered for the Ph.D. Programme. The candidate shall also pay the prescribed application fee. The students shall specify the topic of research along with synopsis for the purpose of registration. The Head of Department will place such requests before the Board of Studies. If the Board of Studies is satisfied, it will recommend the application(s) for the consideration of the School Board concerned.

20. The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration. This whole process shall have to be completed within a period of six months. The Board of Studies shall satisfy itself:

- i. That research on the proposed subject can be profitably pursued;
- ii. That the research work can be suitably undertaken in the University;

#### **Allocation of Supervisor**

21. The scholar shall pursue research work under the guidance and supervision of the Supervisor as recommended by the Head of the Department/Board of Studies and approved by the School Board.

#### **Minimum Attendance**

22. A scholar in order to earn eligibility shall be required to accumulate at least 75% of attendance, deliver one seminar every six months and participate in at least three-fourth of the seminars/group discussion sessions held in the Department for related areas of studies.

#### **Submission of Thesis**

23. A Thesis must be based on original research resulting in either discovery of new facts or a fresh interpretation of known facts and theories. In either case, the Thesis should evince the research scholar's clear understanding of the subject and his/her critical judgement and it should be well presented.

24. No student shall be permitted to submit his/her Thesis for award of Ph.D. Degree unless he/she has pursued research at the University for a period not less than two years after his/her registration to the Ph.D. Programme.

25. No student shall be permitted to submit his/her Thesis after completion of five years from the date of registration, failing which he/she shall not be allowed to submit his/her Thesis unless he/she re-registers himself/herself after payment of the prescribed fee. In that case he/she shall not be permitted to submit his/her Thesis before the completion of one year and after two years from the date of re-registration. This concession may be available only once.

26. The student shall publish at least two research papers in a referred journal before submission of Thesis and evidence in the form of acceptance-letter or the reprint. Any other related literary publication(s) may also be appended to the Thesis.

27. Prior to submission of the Ph.D. Thesis, the scholar shall make a pre-submission presentation in the Department/Centre that will be open to all faculty members and research scholars, for getting feedback and comments which may be suitably incorporated in the Thesis under the advice of the Supervisor.
28. The Thesis must be accompanied by a certificate from the Supervisor countersigned by the HoD as to the following:-
- i. That the Thesis embodies the work of the student himself/herself;
  - ii. That the student has worked under his/her guidance and supervision for the period required under the relevant Ordinance; and
  - iii. That he/she has put in the required attendance and has also delivered and attended seminars/group discussion sessions in the Department/ Centre concerned.
  - iv. That he/she has enclosed a certificate of evidence for anti-plagiarism test.
29. The Thesis shall be submitted in the Department for onward transmission to the Controller of Examinations only when the Supervisor is satisfied that the Thesis is worthy of consideration for award of the degree of Doctor of Philosophy. The student may incorporate in his/her Thesis the contents of any work which might have been published by him/her on the subject and will declare this fact in the Thesis. However, he/she shall not submit in his/her Thesis any work for which a degree had already been conferred on him/her by any university.
30. The student shall submit four printed copies of the Thesis on a paper of 28cms X 21cms with a margin of 3cms on the left side and at least one cm. on the other. Essentially, both sides of the paper are to be used. It may be paper bound with the name of scholar, the Supervisor and title on the cover page.
31. The Thesis shall be submitted in English. Provided that in case of subject of the Indian Classical or Modern Indian Languages, the Thesis may be written either in English or in the Classical/Modern Indian Language/or both.
32. The Thesis shall be evaluated by three external examiners to be appointed by the Vice-Chancellor, out of the panel submitted by the Board of Studies through the School Board. The panel of at least six experts shall emanate from the Supervisor concerned. And the Board of Studies may add another four. However the Board of Studies shall have to ensure that the panel of experts is from the same specialisation to which the submitted Thesis belongs.
33. The examiner shall clearly state in his/her report that the Thesis be:
- a. Accepted,
  - b. Revised and resubmitted, or
  - c. Rejected



Also, the examiner must also mention, whether the Thesis is fit for publication in its original form or revised for or with suggestions.

34. The Thesis shall be accepted for award of Ph.D. Degree, if it is accepted by all or majority of external examiners.
35. If a Thesis is rejected by majority of the external examiners, the candidate shall have to re-register himself/herself in the next session subject to the provisions of this Ordinance.
36. If a candidate is advised to revise the Thesis by majority of the external examiners, the same shall have to be revised and resubmitted not before one year and later than two years from the date the decision is communicated to him/her.
37. In case one of the external examiners accepts the Thesis, the other rejects it and the third asks for its revision, the reports shall be considered by a Committee consisting of the following members:
  - 1) Vice Chancellor or his nominee
  - 2) Dean of the School
  - 3) Head of Department
  - 4) Supervisor

The Committee may co-opt an expert in the subject if it deems necessary. The Committee after considering the reports shall decide whether the Thesis may be revised and submitted or evaluated by another examiner whose decision shall be final. In the latter case, the Vice-Chancellor may appoint an examiner out of the panel already approved.

38. The reports of the examiners, received by the Controller of Examinations will be forwarded to the Dean of the concerned school. The Dean shall review the reports and fix the Viva-Voce examination in consultation with the external examiner appointed for the purpose, the Supervisor and the Head of the Department.
39. Viva-Voce examination shall be a compulsory component of Ph.D. Programme.
40. The Viva-voce examination shall be conducted in the presence of the faculty members of the School and the Research scholars by the Committee consisting of
  - a) Head of the Department
  - b) One of the External Examiners, who had examined the Thesis, to be appointed by the Dean
  - c) The Supervisor.

*The Faculty members and Research Scholars of the School shall be given information about the time and venue for the conduct of Viva-Voce two days before and such notification shall be issued by the Head of the Department.*

41. Evaluation of performance of the scholar in the viva-voce examination and the reports of all the examiners shall be submitted to the Chairman School Board concerned by the Head of the Department.
42. The School Board after consideration of the evaluation reports, evaluation of performance of the scholar in the Viva-Voce examination may recommend, to the Academic Council, the award of degree of Doctor of Philosophy to the Scholar.
43. Subject to the provision of this Ordinance, the Controller of Examinations shall publish the results on receipt of the decision of the Academic Council and shall issue a provisional certificate to the effect that the Ph.D. Degree has been awarded in accordance with the UGC Regulations.
44. A scholar for the Ph.D. Degree may be permitted to publish his/her work after successful completion of the Programme in the original or revised form as per reports of the thesis which can be obtained from the University. The Dean of the School shall certify the changes to be incorporated in the thesis to be published. The copy of the same shall be delivered to the scholar on demand/request. University should be mentioned in thesis being published in book form.
45. Following the successful completion of the evaluation and notification of the award of Ph.D. Degree, the Controller of Examinations shall submit a soft copy of the Ph.D. Thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all Institutions/ Universities.

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# Central University of Jammu

Ordinance No. 6 A\*

governing

Part-time Ph.D. Programme for in-service Academic and Administrative Personnel.

(The Central Universities Act 2009: Section 28 (1) (b) and (d))

1. There shall be a part-time Ph.D. programme leading to the Ph.D. degree for in-service academic and administrative personnel in the programmes of studies as determined by the Academic Council on the recommendations of the concerned School Board.
2. The object of the programme shall be to encourage in service personnel (academic and administrative) to undertake research and enrich the subjects of their concerns through inputs of their academic attainments and professional experiences.

## Eligibility

3. Candidates seeking admission to a part-time Ph.D. programme shall fulfill the eligibility conditions laid down under Clause 5 of Ordinance No. 6 of the Central University of Jammu, with the proviso that it will not be necessary for the person seeking admission to the part-time Ph.D. Programme to pass the All India Admission Entrance Test as given in Clause 6 of Ordinance No. 6, nevertheless qualifying in the entrance test conducted by the concerned School shall be a pre-condition for admission to the course. The School Board shall prescribe the mechanism and procedure for the test with the approval of the Vice Chancellor [.....]<sup>1</sup>.
4. Candidates seeking admission to part-time Ph.D. programme shall have minimum experience of 10 years in the service of Central or State Government, or Defence/Paramilitary forces or Central/State Universities.

Provided that for Candidates employed as teachers in Higher Education institutions, a minimum of 2 years of regular service is essential.

\* Resolution No17, Executive Council Meeting dated 02-12-2013.

1. Omitted by (Amendment) Ordinance No 56, clause 1, approved vide resolution No. 6, Executive Council Meeting dated 03.05.2014.

000054

5. The scholars shall ordinarily pursue Ph.D. in the discipline in which one has obtained one's Master's Degree with the proviso that in case of other disciplines considered to be inter-disciplinary, the eligibility criteria shall be post-graduation in any discipline subject to the approval by the School Board.

#### Admission

6. Admission to the Part-time Ph.D. Programme shall be made by the School Board concerned.
7. Admission of a scholar shall be subject to satisfactory progress as evidenced by half-yearly progress reports to be submitted to the Head of the Department through the Research Supervisor. In case of unsatisfactory performance the Head of the Department shall submit progress report through Doctoral Committee<sup>2</sup> to the School Board. The School Board may deregister a scholar after giving him/her an opportunity of being heard.
8. Over the entire tenure of his/her Ph.D. Programme, a scholar shall spend a minimum of six months in the University Campus interacting with one's supervisor and other faculty of the School to which he/she has been admitted. This period may be covered over eight semesters with each stay being of at least two weeks including field work, if necessary, with the approval of Doctoral Committee<sup>3</sup>.

#### Supervisor and Topics of Research

9. A scholar shall be allotted normally a Research Supervisor of his/her choice willing to accept such scholar, provided that there are vacancies with such Supervisor. In case of no such choice available, the School Board on the recommendations of the Board of Studies concern shall allot a supervisor/co-supervisor<sup>4</sup> from among the eligible members of the Department or allied sister Department within the School after due consultation.

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2. Substituted by clause 4 ibid.

3. Added by clause 2 ibid.

4. Substituted by clause 3 ibid.

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10. The number of scholars which an individual supervisor shall supervise shall be in accordance with clause 27 of Ordinance No. 6 of the University.

11. The topic of research chosen by the scholar with the due consent of the Research Supervisor shall be approved by the School Board on the recommendation of the Board of Studies.

**Course Work Evaluation Test**

12. After completion of one year work, the scholar shall be required to take a test. The pattern, components and mode of evaluation shall be internal and to be decided by the Doctoral Committee. The result, after evaluation, shall be submitted to the Dean of School through Head of the Department<sup>5</sup>.

A scholar who scores a CGPA of at least 5 points shall be deemed to have completed the course work successfully.

**Period of Study**

13. In case of a scholar admitted for Part-time Ph.D. Programme, the minimum period of requirement for submission of the thesis shall be three and half years.

Provided that a scholar with M.Phil Degree recognized by the University may be allowed to submit his/her thesis after completion of two and half years.

Provided further that the Vice Chancellor on recommendations of Doctoral Committee, in his/her discretion, grant six months relaxation in submission of thesis to a scholar who has published at least two research papers, related to the subject/topic of the doctoral research, in refereed National/ International journals with impact factor<sup>6</sup>.

14. A scholar shall have to submit his or her thesis within five years of admission including half yearly extensions, granted by School Board on recommendations of Doctoral Committee. Failure of submission of thesis within 5 years shall lead to cancellation of admission. However, the scholar will have option to re-register for part-time Ph.D Programme<sup>7</sup>.

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5. Substituted by clause 5 ibid.  
6. Substituted by clause 7 ibid.  
7. Substituted by clause 8 ibid.

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Doctoral Committee

15. Doctoral Committee shall comprise the following:-

1. Head of the Department concerned. (Chairperson).
2. One Professor of the Department by rotation in order of seniority.
3. One Associate Professor of the Department by rotation in order of seniority.
4. One Assistant Professor of the Department by rotation in order of seniority.
5. An external expert may be co-opted by Head of the Department, if required.

Term of office of members at ser No 2, 3 and 4 above shall be three<sup>8</sup> years.

16. The rules relating to submission of thesis, evaluation and matters not covered in this Ordinance will be in accordance with Clauses 48 to 71 of Ordinance No. 6 of the University.

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8. Inserted by clause 9 ibid.

000057

(Amendment) Ordinance No 56  
amending Ordinance No 6A  
governing

Part-time Ph.D Programme for In-service Academic and Administrative Personnel.  
(The Central Universities Act 2009, Statute 37).

The Ordinance No 6A governing Part-time Ph.D Programme for In-service Academic and Administrative Personnel shall be amended as follows:-

1. In clause 3 the last sentence shall be omitted.
2. In clause 8 after removal of the full stop at the end of the last sentence the following shall be added;  
"including field work, if necessary, with the approval of Doctoral Committee".
3. In clause 9 the word "supervisor" in the second sentence shall be substituted by the words "supervisor/co-supervisor".
4. In clause 7 the words "Dean of School" shall be substituted by the words "Doctoral Committee".
5. Clause 12 shall be recast as under:-  
"12. After completion of one year work, the scholar shall be required to take a test. The pattern, components and mode of evaluation shall be internal and to be decided by the Doctoral Committee. The result, after evaluation, shall be submitted to the Dean of Schools by Head of the Department.  
A scholar who scores a CGPA of atleast 5 points shall be deemed to have completed the course work successfully".
6. The words "candidate" and "student", wherever occur, shall be substituted by the word "scholar".
7. Clause 13 shall be substituted as under :-  
"13. In case of a scholar admitted for Part-time Ph.D. Programme, the minimum period of requirement for submission of the thesis shall be three and half years.

Provided that a scholar with M.Phil Degree recognized by the University may be allowed to submit his/her thesis after completion of two and half years.

Provided further that the Vice Chancellor on recommendations of Doctoral Committee, in his/her discretion, grant six months relaxation in submission of thesis to a scholar who has published at least two research papers, related to the subject/topic of the doctoral research, in refereed National/International journals with impact factor".

8 Clause 14 shall be substituted as under :-

"14. A scholar shall have to submit his or her thesis within five years of admission including half yearly extensions, granted by School Board on recommendations of Doctoral Committee. Failure of submission of thesis within 5 years shall lead to cancellation of admission. However, the scholar will have option to re-register for part-time Ph.D Programme".

9 The existing clause 15 shall be renumbered as clause 16. The following shall be inserted as clause 15.

Doctoral Committee

"15. Doctoral Committee shall comprise the following:-

1. Head of the Department concerned. (Chairperson).
2. One Professor of the Department by rotation in order of seniority.
3. One Associate Professor of the Department by rotation in order of seniority.
4. One Assistant Professor of the Department by rotation in order of seniority.
5. An external expert may be co-opted by Head of the Department, if required.

Term of office of members at ser No 2, 3 and 4, above shall be three years".

*Resolution No 6, Executive Council Meeting  
dated 03.05.2014.*

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Ordinance 6 A  
(Revised)

**Part-time Ph.D. Programme for in-service Academic and Administrative Personnel**

1. There shall be a part-time Ph.D. Programme leading to the Ph.D. Degree for in-service academic and administrative personnel in the various disciplines as determined by the Academic Council on the recommendations of the concerned School Board.
2. The objective of the Programme shall be to encourage in-service personnel (academic and administrative) to undertake research and enrich their academic and professional competencies.

**Eligibility**

3. Candidates seeking admission to a part-time Ph.D. Programme shall fulfil the eligibility conditions laid down under Clause 5 of ordinance 6 of the Central University of Jammu, with the proviso that it shall be necessary for the person seeking admission to the part-time Ph.D. Programme to pass the Admission Entrance Test with atleast 50% of the marks in entrance test (except M.Phil/JRF (Qualified) or who have qualified NET/SET prescribed by the University as given in Clause 06 of Ordinance No. 06.
4. Candidate seeking admission to part-time Ph.D. Programme should have minimum experience of 10 years permanent service in the Central/State Government, or Defence/Paramilitary forces.

Provided that for candidates employed as teachers in recognised Colleges/Universities, a minimum of 3 years of regular service (the candidate having been selected by a duly constituted Selection Committee by the University/ Public Service Commission) against a permanent position.

Provided that for candidates employed as non-teaching staff in the Central University of Jammu/ recognised Colleges or Universities, a minimum of five years of regular service is required.

Provided the Permanent Assistant Professors of the Central University of Jammu should have a minimum two years of service (subject to the condition of other eligibility conditions).

The Part time Ph.D. Programme shall have two components viz. i) Course Work and ii) Thesis. The Course Work, its components and courses, instruction pattern, conduct of examinations, evaluation and minimum marks required for pass will be same as prescribed for the M.Phil part of the Integrated M.Phil- Ph.D. Programme of the University. The Part time Ph.D. Programme would aim at providing advanced knowledge in some specialised areas of the subject; training in interdisciplinary areas of research; research methodology and computer applications. The Course Work including the conduct of examinations,

valuation and the declaration of the result shall have to be completed within six months from the date of admission of the Scholar. Upon successful completion of the Course Work, the scholar shall have to choose the topic of his/her Thesis and prepare a detailed synopsis of the same in consultation with and under the guidance of the allotted Supervisor. However, the candidates seeking admissions to Part time Ph.D. Programme who have already an M.Phil degree in the subject concerned shall be exempted from Course Work and shall start their preliminary work for Thesis immediately after being granted admission.

5. The scholars shall ordinarily pursue Ph.D. in the discipline in which one has obtained one's Master's Degree with the proviso that in case of other disciplines considered to be inter-disciplinary/allied, the eligibility criteria shall be post-graduation in any discipline subject to the approval of the School Board.

Inservice candidates (including non-teaching staff of Central University of Jammu) shall be considered only if get study/Academic leave/any other leave to fulfil the residency requirements of the programme.

#### **Admission**

6. Admission to the Part-time Ph.D. Programme shall be made by the School Board concerned.
7. The continuation of a scholar in the Part time Ph.D. Programme shall be subject to satisfactory progress as evidenced by half-yearly progress reports to be submitted to the Head of the Department through the Research Supervisor. In case of unsatisfactory performance, the Head of the Department shall submit progress report to the School Board. The School Board may deregister a scholar after giving him/her an opportunity of being heard.
8. A candidate without M.Phil degree admitted to Part time Ph.D. Programme shall have to do Course Work for a minimum of six months as stipulated for full time Ph.D. scholars. Upon successful completion of Course Work, a candidate shall have to spend another six months in the Department to choose his topic of research, prepare a detailed synopsis and do the basic preparatory work for his/her Thesis.

#### **Supervisor and Topic of Research**

9. A scholar shall be allotted normally a Research Supervisor of his/her choice willing to accept such scholar, provided that there are vacancies with such Supervisor. In case of no such choice available, the School Board on the recommendations of the Board of Studies concerned shall allot a Supervisor/co-Supervisor from among the eligible members of the Department or allied sister Department within the School after due consultation.

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10. Professor shall not have more than eight, an Associate Professor not more than five and an Assistant Professor not more than three Ph.D. Scholars working under the supervision of above mentioned at any given time.

11. The topic of research chosen by the scholar with the due consent of the Research Supervisor shall be approved by the School Board on the recommendations of the Board of Studies.

#### Course work evaluation Test

12. A scholar who scores a CGPA of at least 5 points shall be deemed to have completed the course work successfully.

#### Period of study

13. In case of a scholar admitted to Part-Time Ph.D. Programme, the minimum period required for the submission of the Thesis shall be three years from the date of registration.

Provided that a scholar with M.Phil. Degree recognized by the University may be allowed to submit his/her Thesis after completion of two and half years from the date of registration.

14. A scholar shall have to submit his/her Thesis within five years of admission to the Programme. Failure of submission of Thesis within 5 years shall lead to cancellation of admission. However, the scholar will have option to re-register for part-time Ph.D. Programme.

15. The rules related to the submission of Thesis, evaluation and matters not covered in this ordinance will be in-accordance with clause 48 to 71 of ordinance no. 06 of the University.

**Note:** in case where the candidate is an M.Phil. or has qualified JRF/NET/SLET, he/she will be exempted from appearing in AET.

(3)

Existing	Proposed
<p style="text-align: center;"><b>CENTRAL UNIVERSITY OF JAMMU</b> Ordinance No. 3 governing Master's Degree Programmes: Curriculum and Conditions for Award of Degree (The Central Universities Act, 2009: Section 28(1)(d))</p> <p><b>Curriculum</b></p> <p>1. The curriculum of the University shall provide the best that is known and taught in the world today. It is designed to enhance the abilities and skills through incorporation of sophisticated technical expertise and make pupils conversant with socially-relevant values, so as to turn out scholars who are progressive, efficient, modern and logical in outlook and generous at heart, steeped in ancient wisdom, at the same time displaying scientific temper and intellectual curiosity.</p> <p>The curricula and pedagogy of a programme of study shall be:</p> <ol style="list-style-type: none"> <li>i. to incorporate current and emerging knowledge so as to keep students thoroughly up-to-date and capable of translating this knowledge into practice.</li> <li>ii. to develop in them the habit of analyzing, drawing inferences based on data generated during conduct of project works and review of literature etc.</li> </ol>	<p style="text-align: center;"><b>CENTRAL UNIVERSITY OF JAMMU</b> Ordinance No. 3 governing Master's Degree Programmes: Curriculum and Conditions for Award of Degree (The Central Universities Act, 2009: Section 28(1)(d))</p> <p><b>Curriculum</b></p> <p>1. The curriculum of the University shall provide the best that is known and taught in the world today. It is designed to enhance the abilities and skills through incorporation of sophisticated technical expertise and make pupils conversant with socially-relevant values, so as to turn out scholars who are progressive, efficient, modern and logical in outlook and generous at heart, steeped in ancient wisdom, at the same time displaying scientific temper and intellectual curiosity.</p> <p>The curricula and pedagogy of a programme of study shall be:</p> <ol style="list-style-type: none"> <li>i. to incorporate current and emerging knowledge so as to keep students thoroughly up-to-date and capable of translating this knowledge into practice.</li> <li>ii. to develop in them the habit of analyzing, drawing inferences based on data generated during conduct of project works and review of literature etc.</li> </ol>

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<p>iii. to pursue and ensure growth in their intellectual faculty to make them able to critically think, evaluate and apply knowledge in solving emerging problems.</p> <p>2. With a view to discourage rote learning, the curricula of all programmes of study shall aim at assessing the total learning outcomes by assessing performance of students in terms of knowledge, comprehension, application, analysis and synthesis.</p> <p>3. Assessment and evaluation of students shall be based on Total Student Efforts (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the:</p> <ol style="list-style-type: none"> <li>Contact Hours/Organized Classroom Activities;</li> <li>Practical/Lab Work/Tutorials/Teacher-led Activities;</li> <li>Individual/Group Work;</li> <li>Obligatory/Optional work placement;</li> <li>Literature Survey/Library Work/Self Study;</li> <li>Papers/Project/Dissertation/Thesis/Seminars;</li> <li>Assignments/Quizzes/Mid-Semester</li> </ol>	<p>iii. to pursue and ensure growth in their intellectual faculty to make them able to critically think, evaluate and apply knowledge in solving emerging problems.</p> <p>2. With a view to discourage rote learning, the curricula of all programmes of study shall aim at assessing the total learning outcomes by assessing performance of students in terms of knowledge, comprehension, application, analysis and synthesis.</p> <p>3. A Course shall be referred to, as 'papers' is a component of a programme. All Courses need not carry the same weightage. The Courses shall define learning objectives and learning outcomes. A Course may be defined to comprise the following:</p> <ol style="list-style-type: none"> <li>Contact Hours/Organized Classroom Activities;</li> <li>Practical/Lab Work/Tutorials/Teacher-led Activities/ Field Work/Outreach activities/Vocational Training/Term Papers/Presentations;</li> <li>Individual/Group Work;</li> <li>Obligatory/Optional work placement;</li> <li>Literature Survey/Library Work/Self Study;</li> <li>Papers/Project/Dissertation/Thesis/Seminars;</li> <li>Assignments/Quizzes/Mid-Semester Examinations and End-Semester Examination.</li> </ol> <p><b>Semester System</b></p> <p>4. All programmes of study offered by the University shall be based on the Credit based Semester-System. Each Semester will consist of 18 weeks of academic work equivalent to 90 actual teaching days. Two consecutive semesters (odd + even) constitute the Academic Year. The odd semester</p>
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<p>Examinations and</p> <p>h. End-Semester Examination.</p> <p><b>Semester System</b></p> <p>4. All programmes of study offered by the University shall be based on the Semester-System. Each Semester shall have a minimum of 90 working days.</p> <p><b>Choice based Credit System (CBCS)</b></p> <p>5. All programmes of study in the University shall be based on a Comprehensive Choice Based Credit System (CBCS). For successful completion of a programme of study, student shall be required to accumulate a total of 80 credits as under :-</p> <p><b>Note: 80 or more credits shall be equally spread over the four or six semesters as the case may be.</b></p> <p>6 In order to enable students to decide their pathways and exercise choice for different courses in each semester, they will be assisted by Faculty Advisor, nominated by the Department, who will guide them in exercising their choice.</p> <p>7. The School Boards shall specify broad framework, set standards and benchmarks by pre-specifying</p>	<p>may be scheduled from July to December and even semester from January to June.</p> <p>In order to enable students to decide their pathways and exercise choice for different courses in each semester, they will be assisted by Faculty Advisor, nominated by the Department, who will guide them in exercising their choice.</p> <p><b>Choice based Credit System (CBCS)</b></p> <p>5. A <b>Choice based Credit System (CBCS):</b> The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).</p> <p>Courses in a programme may be of three kinds: Core, Elective and Foundation.</p> <p>i. <b>Core Course:</b> There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.</p> <p>ii. <b>Elective Course:</b> Elective Course is a course which can be chosen from a pool of papers. It may be:</p> <ul style="list-style-type: none"> <li>• Supportive to the discipline of study</li> <li>• Providing an expanded scope</li> <li>• Enabling an exposure to some other discipline/domain</li> <li>• Nurturing student's proficiency/skill</li> </ul> <p>An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline Centric" or may be chosen from an unrelated discipline i.e. Inter-disciplinary specific elective.</p>
<p>6 In order to enable students to decide their pathways and exercise choice for different courses in each semester, they will be assisted by Faculty Advisor, nominated by the Department, who will guide them in exercising their choice.</p> <p>7. The School Boards shall specify broad framework, set standards and benchmarks by pre-specifying</p>	

educational components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

**Course Catalogue**

8. The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated and specified by the Board of Studies within the broad framework specified by the School Board.

9. All Courses as specified shall be approved by the Academic Council and listed with brief outline in the Course Catalogue.

**Course Registration**

10. After admission to a programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with the Faculty Advisor(s) on the prescribed format and it shall be submitted to the Head of the Department.

11. A student may be permitted to change the course(s) wherever feasible, within 7 days from

**iii. Foundation Course:**

The Foundation Courses may be of two kinds: Compulsory Foundation and Elective Foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to knowledge enhancement. They are mandatory for all disciplines. "Elective Foundation" courses are value based and aimed at man-making education. It s will be general course or skilled.

i. All programmes of study in the University shall be based on a Choice Based Credit System (CBCS). For a successful completion of a programme of study, a student shall be required to accumulate a total of minimum of 80 or more as per the approved Course credits as under:-

Types of Course	Credits
Core Courses	48
Discipline specific elective	16
Interdisciplinary specific elective	08
Foundations Course	
a) Compulsory	04
b) Elective (Skill Based)	04
<b>Total</b>	<b>80</b>

**Note:** As far as possible total credits may be shall be equally spread over the four semesters. The minimum Credits under CBCS shall be 80 in two year programme and 120 in three-years. However, if some departments desire to add more credits to their work either due to the requirement of National Regulatory Body or it is a Course requirement, the respective Board of Studies can plan accordingly. The foundation course is a compulsory requirement.

ii. Credit: A unit by which the course work is measured. It determines the

14

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<p>the date of course registration.</p> <p><b>Detailed Course Outline</b></p> <p>12. In order to make programme offering dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare detailed course outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.</p> <p>13. The detailed course outline shall be prepared by the Board of Studies and shall be approved by the Academic Council and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents, lecture plan, prescribed texts, reading lists, planned activities for students' efforts/teacher-led activities etc.</p> <p><b>Assignment of Credits</b></p> <p>14. Credit assigned to a particular course will be decided with due regard to Specified Learning Outcomes, Educational Components and Workload requirements.</p> <p>15. As a general rule, a course of one credit shall</p>	<p>number of hours of instructions required per week. One Credit equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work or one and a half hours of project work/dissertation per week.</p> <p>iii. In case of major project On the Job Training for a Complete Semester, the student shall take up minor project offered by the other Department in lieu of Open Elective Course or the Credits for the Open Elective may be adjusted in the semesters other than that which is devoted to major project or On the Job Training.</p> <p>iv. No Elective subject may be offered unless the number of students opting for the same is less than 10.</p> <p>v. In case number of students opting for an elective subject is more than a number of seats, selection of students shall be on the basis of merit.</p> <p>vi. The total period provided for contact teaching shall not be less than 30 hours a week.</p> <p>vii. The time provided for practicals, field work, library, utilization of computer and such other facilities shall not be less than 10 hours a week.</p> <p>viii. A student may, with the permission of the Head of the Department may offer courses more than the prescribed ones, subject to maximum of 08 credits such courses shall be non-credit courses.</p> <p>ix. Not with standing anything contained in clause 5 and 15 of this Ordinance, a students admitted during Academic session 2015-16 and onwards shall be governed by provisions of clause 5A.</p> <p><b>Course Catalogue</b></p> <p>6. The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated and</p>
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<p>require a work load of thirty hours comprising:</p> <ul style="list-style-type: none"> <li>i. 10 Hours of Lectures/Organized Classroom Activities/Contact Hours.</li> <li>ii. 05 Hours of Laboratory Work/Practicals/Field Work/Tutorials/Teacher-led activities.</li> <li>iii. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/projects/dissertation/thesis; seminars etc.</li> </ul> <p>*16 Individual School/Department may, with the approval of the Vice-Chancellor, modify the specified credits, depending upon the specific needs and requirements of a course subject to the condition that a student shall accumulate a minimum of 80 credits and one credit course would entail a minimum total student effort/workload of thirty hours.</p> <p><b>Programmes of Study</b></p> <p>17 All programmes of study shall be in general adherence to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as</p>	<p>specified by the Board of Studies within the broad framework specified by the School Board.</p> <ul style="list-style-type: none"> <li>7. All Courses as specified shall be provided by the Academic Council and listed with brief outline in the Course Catalogue.</li> </ul> <p><b>Course Registration</b></p> <ul style="list-style-type: none"> <li>8. After admission to a programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with the Faculty Advisor(s) on the prescribed format and it shall be submitted to the Head of the Department.</li> <li>9. A student may be permitted to change the course(s) wherever feasible, within 7 days from the date of course registration.</li> </ul>
	<p><b>Detailed Course Outline</b></p> <ul style="list-style-type: none"> <li>10. In order to make programme offering dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare detailed course outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.</li> <li>11. The detailed course outline shall be prepared by the Board of Studies and shall be approved by the Academic Council and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents, lecture plan, prescribed texts, reading lists, planned activities for students' efforts/teacher-led activities etc.</li> </ul>

prescribed by the UGC/National Regulatory Bodies/Professional Councils.

**Minimum and Maximum Duration of Programmes of Studies**

18 Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of all programmes of study introduced and offered by the University shall be such as approved by the Academic Council of the University.

**Conditions for the Award of Degree**

\*\*19 A student admitted to a programme of study shall be awarded Master Degree in the concerned subject, if he/she successfully completes four semesters with minimum of 80 credits or additional credits specified for the purpose by the individual School/Department.

20. This shall be deemed to have come into force with effect from 27<sup>th</sup> August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

(7)

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**Assignment of Credits**

12. Credit assigned to a particular course will be decided with due regard to Specified Learning Outcomes, Educational Components and Workload requirements. The credits shall be decided in the light of instructional strategy to be followed. Following are the modes out of which BOS may follow any one as given below.

Nature of course	No. of courses/semester	Credits per course	Semesters	Total
Core	3	4	4	48
Elective (Discipline)	1	4	2	08
Elective (Inter disciplinary)	1	4	2	08
Foundation compulsory/ability enrichment	1	2	2	04
Foundation elective/skill based	1	2	2	04
Practicum/Dissertation/Internship	1	4	2	08
<b>Total</b>				<b>80</b>

Semester	Core	Elective (Discipline)	Elective (Interdisciplinary)	Compulsory foundation course/ability enrichment	Foundation elective/skill based	Practicum/Dissertation/Internship	Total
1	4x3=12	4x1=4	-	2x1=2	-	-	18
2	4x3=12	4x1=4	-	-	2x1=2	-	18
3	4x3=12	-	4x1=4	-	2x1=2	4x1=4	22

4	4x3= 12	-	4x1=4	2x1=2	-	4x1=4	22
Total	48	08	08	04	04	04	80

13. "Subject to the provisions of Clause 5A of this Ordinance, the individual School/Department may, modify the specified credits or increase the number of credits, depending upon the specific needs and requirements of a course."

**Programmes of Study**

14. All programmes of study shall be in general adherence to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils.

**Minimum and Maximum Duration of Programmes of Studies**

15. Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of all programmes of study introduced and offered by the University shall be such as approved by the Academic Council of the University.

**Conditions for the Award of Degree**

**\*\*19** A student admitted to a programme of study shall be awarded Master Degree in the concerned subject, if he/she successfully completes four semesters with minimum of 80 for two year programme and 120 credits for three year programme or additional credits specified for the purpose by the individual School/Department.

20. This shall be deemed to have come into force with effect from

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August, 2011.

(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

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Existing	Proposed
<p align="center"><b>CENTRAL UNIVERSITY OF JAMMU</b> Ordinance No. 4 governing Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes Other than the Research Degree Programme (The Central Universities Act, 2009: Section 28(1)(c) and (g))</p> <p><b>Medium of Instruction and Examination</b></p> <p>1. The Medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments of Studies shall be English, except in cases of Studies in Languages other than English.</p> <p>2. Question Papers of all examinations shall be set and answered in English language, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective totality or in part, depending upon the requirements of the course.</p> <p>3. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any, shall have to be written in English, except in case of Programmes of Study in languages/literature, where the same may be required to be written in the respective languages.</p> <p><b>Examination System</b></p> <p>4. The Programmes of Studies shall be offered under Semester System and Examination and Evaluation of students shall be through Comprehensive</p>	<p align="center"><b>CENTRAL UNIVERSITY OF JAMMU</b> Ordinance No. 4 governing Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes Other than the Research Degree Programme (The Central Universities Act, 2009: Section 28(1)(c) and (g))</p> <p><b>Medium of Instruction and Examination</b></p> <p>1. The Medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments of Studies shall be English, except in cases of Studies in Languages other than English.</p> <p>2. Question Papers of all examinations shall be set and answered in English language, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.</p> <p>3. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any, shall have to be written in English, except in case of the Programmes of Study in languages/literature, where the same may be required to be written in the respective languages.</p> <p><b>Examination System</b></p> <p>4. The performance of the students in three said components remains lopsided when candidates have to score 50% marks in three</p>

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Continuous Internal Assessment (CCIA).

5. As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components:

- 5.1 Continuous Internal Assessment .....25%
- 5.2 Mid Semester Examination.....25%
- 5.3 End Semester Examination.....50%

6. Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCIA) prescribed by the School Board concerned, have freedom to prescribe additional/different component and their weightages. Provided that the weightage of the End-Semester Examination shall not be less than 50%.

7. Detailed distribution and break-up of the Continuous Internal Assessment shall be specified by the teacher concerned in the Detailed Course Outlines for each course taught by him/her during a semester.

A. In four credit course, the paper shall be of 2 (two) hours duration and shall comprise the following sections:

- 8.1 Section A shall have 10 (Ten) objective type questions (Multiple Choice) of one mark each. All questions in this Section shall be compulsory (Total 10 Marks);
- 8.2 Section B shall have 5 (Five) Short Answer Questions (SAQ) of 6 (Six) Marks each, out of which the examinees shall be required to attempt any three: (Total 18 Marks).
- 8.3 Section C shall have 2 (Two) Essay/Long Answer Questions (one from each unit with internal choice), of 11 (Eleven) Marks each

components (Continuous Internal Assessment + Mid Semester Examination + End Semester Examination) for passing the semester examination.

5. Weightages for each of the component viz., Continuous Internal Assessment (25%), in Mid Semester (25%) and End Semester Examination (50%). In the light of this, it was decided to introduce separate passing in Continuous Internal Assessment and Mid Semester in combination and End Semester separately.

Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCIA) prescribed by the School Board concerned, have freedom to prescribe additional/different component and their weightages. Provided that the weightage of the End-Semester Examination shall not be less than 50%.

6. The candidate, therefore, is required to obtain 50% marks in Continuous Internal Assessment and Mid Semester Examination in combination and 50% marks in End Semester Examination separately.

7. The candidate shall be declared to have passed a course(s) of programme if he/she obtains 50% in both the components separately.

8. The students who have obtained 50% in Continuous Internal Assessment and Mid Semester Examination in combination shall be only eligible to appear in course(s) of the programme in End Semester Examination.

9. The candidates getting less than 50% marks shall be given one additional chance to re-appear in Mid Semester Examination in the same session. The eligibility shall be course wise.

Pattern for paper setting of PG courses other than MBA-HRM and MBA-TTM for End Semester Examination :

(Total 22 Marks); alternatively, if the course so requires, this section may comprise a Case Study of 11 marks and one question with internal choice of 11 Marks;

B. In two credit course, the paper shall be of 1½ hours duration and shall comprise the following:-

8.4 Section A shall have 5 (Five) objective type questions of one mark each. All questions in this section shall be compulsory (Total 5 marks).

8.5 Section B shall have 4 (Four) short answer questions of 3 marks each out of which examinees shall be required to attempt 2 (two) (total 6 marks).

8.6 Section C shall have 2 (Two) essay/long answer questions (LAQ) one from each unit with internal choice of 7 (seven) marks each (Total 14 marks).

9.1 The question papers for the End-Semester Examination shall be as follows:-

A. In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following sections:

9.1 Section A shall have 10 (Ten) objective type questions (Multiple Choice) of 1 (One) Mark each. All questions in this Section shall be compulsory. (Total 10 Marks).

9.2 Section B: shall have 8 (Eight) Short Answer Questions (SAQs) of 6 (Six) Marks each, out of which the examinees shall be required to attempt any five questions; (Total 30 Marks).

9.3 Section C shall have 5 (Five) Essay/Long Answer Questions (one from each unit with internal choice) of 12 (Twelve) Marks each (Total 60 Marks); Alternatively, if the course so requires, this section may comprise a Case Study of 24 Marks and three questions with internal choice of 12 Marks;

B. In two credit course, the paper shall be of 2 hours duration and shall comprise the following:-

In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following three sections:

Section A shall have Ten multiple choice questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). All the questions in this section shall be compulsory

Section B shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt any five questions selecting one from each unit (Total 40 marks).

Section C shall consist five Long Answer Questions, one from each unit. Each question shall be fifteen marks. The candidate is required to attempt any three questions (Total 45 marks).

Pattern for paper setting of MBA-HRM and MBA-TTM.

10. There shall be three sections A, B and C.

In four credit course, the paper shall be of 3 (Three) hours duration and shall comprise the following sections:

Section A Shall have Ten multiple type questions, two from each unit. Each question shall be of 1.5 marks (Total 15 marks). The candidate is required to attempt all questions.

Section B shall consist of ten short answer questions, two from each unit. Each question shall be of eight marks. The candidate is required to attempt any five questions selecting atleast one from each unit (Total 40 marks).

Section C shall consist five Long Answer Questions, out of which one question pertains to a case study. Each question shall be fifteen marks. The candidate is required to attempt any three questions including case study question which is compulsory (Total 45 marks).

11. In two credit course, the paper shall be of 2 hours duration and shall comprise the following three sections:-

12. Section A shall have Eight objective type questions of 1.5 mark each

<p>9.4 Section A 10 (Ten) objective type questions of one mark each (Total 10 Marks)</p> <p>9.5 Section B shall have 6 (Six) short answer questions of 4 (Four) marks each out of which examinees shall be required to attempt any 4 (Four) (Total 16 marks).</p> <p>9.6 Section C shall have 3 (Three) Essay/Long Answer Questions (LAQ) (at least one question from each unit) with internal choice of 8 (Eight) marks. (Total 24 marks).</p> <p><b>Paper Setting &amp; Evaluation</b></p> <p>10. The overall framework of the Comprehensive Continuous Internal Assessment (CCIA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the School Board.</p> <p>11. Within the overall framework of examination and evaluation as decided by the School Board, the content, format, duration of various components of the CCIA shall be decided by the concerned faculty members and notified to student along with the detailed course outline provided at the commencement of each course.</p> <p>12. Since the University follows Choice Based Credit System (CBCS) and CCIA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. Provided that for the End-Semester Examinations, the paper shall be set by an External Examiner to be appointed by the Dean out of the panel, of at least five experts, submitted by the concerned Board of Studies through the Dean, and approved by the Vice-Chancellor.</p>	<p>(Total 12 Marks)</p> <p>13. Section B shall have Six short answer questions out of which the student shall have to attempt three questions of six marks each (Total 18 marks).</p> <p>Section C shall have Three long answer Questions and student shall have to attempt two questions from any unit of 10 marks each (Total 20 marks).</p> <p><b>Guidelines for Paper Setting</b></p> <p>15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.</p> <p>16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.</p> <p>17. The question papers for the Mid-Semester and End-Semester Examinations shall be set such as to encompass total course contents covered making it imperative for the student to study the prescribed course content in full and deter them from selective study.</p> <p>18. The paper setter shall set the question paper for the Mid Semester Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department at least ten days prior to the commencement of the Mid-Semester Examination.</p> <p>19. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.</p>
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13. In case of examinations involving Viva-Voce and practicals, in a course offered by a Department, the evaluation shall be done by a panel comprising the Head of the Department, the concerned faculty member and an external examiner to be appointed by the Dean of the School concerned, out of the panel of Examiners approved by the Vice-Chancellor.

14. Project work/Project Report/Dissertation/Field Work Report/Training Report shall be evaluated by a panel of examiners comprising the Head of the Department, the Supervisor of the concerned student and an external examiner to be appointed by the Dean out of the panel, of at least five experts, submitted by the concerned Board of Studies through the Dean and approved by the Vice-Chancellor.

In case of Viva-Voce based on the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of Examiners.

#### **Guidelines for Paper Setting**

15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.

16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.

17. The question papers for the Mid-Semester and End-Semester Examinations

20. For Mid-Semester Examination the Head of the Department shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by him/her for conduct of examination.

21. The paper setter for the End-Semester Examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination;

22. Each Paper Setter shall also be required to submit in a separate sealed cover the key to the objective type questions and detailed marking schemes for the SAQs and LAQs to the Controller of Examinations along with the question paper set by him/her.

23. Since the University follows Choice Based Credit System (CBCS) and CCIA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. Provided that for the End-Semester Examination, the paper for 50% of the Core subjects shall be set by an external Examiner to be appointed by the Dean, out of the panel, of at least five experts, submitted by the concerned Board of Studies through the Dean, and approved by the Vice-Chancellor

24. In case of examination involving Viva Voce and practicals, in a course offered by a Department, the evaluation shall be done by a panel

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<p>shall be set such as to encompass total course contents covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.</p> <p>18. The paper setter shall set the question paper for the Mid Semester Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department at least ten days prior to the commencement of the Mid-Semester Examination.</p> <p>19. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.</p> <p>(19)</p> <p>For Mid-Semester Examination the Head of the Department shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by him/her for conduct of examination.</p> <p>21. The paper setter for the End-Semester Examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination;</p> <p>22. Each Paper Setter shall also be required to submit in a separate sealed cover the key to the objective type questions and detailed marking schemes for the</p>	<p>comprising the Head of the Department, the concerned faculty member and an external examiner to be appointed by the Dean of the School concerned, out of the panel of examiners approved by the Vice Chancellor.</p> <p>35. Project work/Project Report/Dissertation/Field work/Training report shall be evaluated by a panel of examiners comprising the Head of the Department, the Supervisor of the concerned student and an external examiner to be appointed by the Dean out of panel, of at least five experts, submitted by the concerned Board of Studies through Dean and approved by the Vice-Chancellor.</p> <p>In case of Viva-Voce based on the Project work/Project Report/Dissertation/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of Examiners</p>
	<p><b>Guidelines for Evaluation</b></p> <p>26. It shall be the bounden duty of the concerned faculty members to:</p> <p>(a) evaluate all assignments, quizzes and answer scripts of mid-semester examination and given the same to the students for their perusal within one week of the date of such examination;</p> <p>(b) address questions of students, explain and satisfy them about the marks/grades awarded to them;</p> <p>(c) display the marks/grades awarded to each student on the notice board of the Department; and</p> <p>(d) submit the marks/grades awarded to the students to the Head of the Department concerned.</p> <p>Assignments, quizzes and answer scripts of mid-semester examination</p>

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shall be retrieved back from the students and submitted to the Head of the Department for record.

27. The examiner appointed by the Head of the Department shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of the examination. In case of table evaluation, the external paper setter shall be invited at the venue fixed and shall be required to evaluate the script in one or two days. The evaluated answer scripts along with the award list shall be returned to the Head of the Department.

28. Head of the Department concerned, shall forward to the Controller of Examination, a consolidated award list of marks/grade awarded to the students in the Continuous Internal Assessment, Mid-Semester and End-Semester Examinations of each course, offered by the Department, through the Dean of the School concerned.

29. All the candidates shall be shown their answer scripts before declaration of the result as per the schedule notified by the Head of the Department. A meeting shall be arranged with external evaluator in his presence when table evaluation is done at the University Centre. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Head of the Department which will be considered by a Committee consisting of Dean of the School, Head of the Department and the teacher concerned. The decision of the Committee shall be final.

**Declaration of Result**

SAQs and LAQs to the Controller of Examinations along with the question paper set by him/her.

23. Any complaint in respect of a question paper shall be submitted to the Head of the Department within two days after the conduct of the paper in respect of which the complaint is made and shall be considered by a Committee consisting of (i) Dean of the School (ii) Head of the Department and (iii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice-Chancellor for appropriate action in the matter.

**Guidelines for Evaluation**

24. It shall be the bounden duty of the concerned faculty members to:

- (a) evaluate all assignments, quizzes and answer scripts of mid-semester examination and given the same to the students for their perusal within one week of the date of such examination;
- (b) address questions of students, explain and satisfy them about the marks/grades awarded to them;
- (c) display the marks/grades awarded to each student on the notice board of the Department; and
- (d) submit the marks/grades awarded to the students to the Head of the Department concerned.

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#### Declaration of Result

28. The Controller of Examinations on receipt of the awards from the Head of the Department after completion of the evaluation process shall get the result of the candidates tabulated. Summary of the result such as number of

30. The Controller of Examinations on receipt of the awards from the Head of the Department after completion of the evaluation process shall get the result of the candidates tabulated. Summary of the result such as number of candidates appeared in each course, number of candidates passed, pass percentage and grades awarded, etc. along with other relevant information shall be placed before a committee consisting of Dean and Heads of the Departments in a School. After due consideration by the Committee, the result shall be declared by the Controller of Examinations.

#### Confidential Result

31. If a candidate has sought admission for higher studies in any other university or selected/likely to be selected for a job on the basis of an examination of this university taken by him/her, his/her provisional result may be communicated by the Controller of Examinations confidentially to the Head of the concerned institutions/organization before declaration of the result of the concerned examination on payment of fee prescribed from time to time along with postal expenses. In case a candidate desires to send the result to more than one institution/organization, the fee will be payable separately for each institution/organization.

#### Marks-Grade Card:

32. Marks-Grade Card shall be prepared by the Controller of Examinations' office at the end of the Semester and dispatched to the candidates within five days of the declaration of the result. The marks-grade card shall contain the following:

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candidates appeared in each course, number of candidates passed, pass percentage and grades awarded, etc. along with other relevant information shall be placed before a committee consisting of Dean and Heads of the Departments in a School. After due consideration by the Committee, the result shall be declared by the Controller of Examinations.

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#### Marks-Grade Card

30. Marks-Grade Card shall be prepared by the Controller of Examinations' office at the end of the Semester and dispatched to the candidates within five days of the declaration of the result. The marks-grade card shall contain the following:

- 30.1 Course Credits Registered
- 30.2 Course Credits Earned
- 30.3 Grade
- 30.4 Grade Point Average (GPA)

1. Course Credits Registered
2. Course Credits Earned
3. Grade
4. Grade Point Average (GPA)
5. Cumulative Grade Point Average

#### Provisional Certificate

33. A candidate having passed an examination may, after declaration of his/her result and before the issue of degree certificate, apply to the Controller of Examinations for a provisional certificate of having passed the examination of this University on payment of prescribed fee. The Controller of Examinations shall issue such certificate.

#### Degree Certificate

34. Degree certificates to all the candidates who have passed the degree and post-degree examinations in various schools, signed by the Controller of Examinations and the Vice-Chancellor, shall be awarded at the University Convocation in accordance with the provisions of the Statutes and the Ordinances relating to convocation.

35. Certificates of all the candidates, who have passed Certificate and Diploma Courses Examinations, shall be signed by the Controller of Examinations.

#### Duplicate Degree

36. Duplicate of a university certificate shall not be issued except in very

30.5 Cumulative Grade Point Average.

**Provisional Certificate**

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**Duplicate Degree**

34. Duplicate of a university certificate shall not be issued except in very special cases in which the Vice-Chancellor is satisfied by production of an affidavit duly sworn in by the applicant before a Magistrate First Class to the effect that the applicant has lost his/her certificate, or that it has been destroyed. In the former case, the applicant shall submit along with his/her application sufficient evidence to show the efforts put in by him/her in tracing the same

special cases in which the Vice-Chancellor is satisfied by production of an affidavit duly sworn in by the applicant before a Magistrate First Class to the effect that the applicant has lost his/her certificate, or that it has been destroyed. In the former case, the applicant shall submit along with his/her application sufficient evidence to show the efforts put in by him/her in tracing the same through Police, Press or his/her sources and in the later case, the evidence in support of genuineness of his/her request according to the circumstances of the case. In all such cases, the duplicate of a certificate shall be issued by the competent authority on payment of the prescribed fee and after a public notice is published in at least one newspaper.

**Issue of transcripts of documents**

37. Transcripts of marks sheets and other relevant document will be made available on payment of fee prescribed from time to time along with postal expenses by desirous candidate. The transcripts will be sent by the university directly to the designated authority of the institution/organization as specified by the candidate.

**Grading System:**

36. The University shall have a Grading System on a ten-Point Scale of Evaluation viz. O, A+, A, B+, B, C, P and F (with Grade Points ranging from Zero to Ten) based on the performance of students in terms of percentage of marks obtained by them in all the papers/courses within semesters of a course of study. For this purpose, the percentage of marks obtained by the students in the examinations of all semesters in a course of study shall be converted first to the respective Letter Grade then to the corresponding

through Police, Press or his/her sources and in the later case, the evidence in support of genuineness of his/her request according to the circumstances of the case. In all such cases, the duplicate of a certificate shall be issued by the competent authority on payment of the prescribed fee and after a public notice is published in at least one newspaper.

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Grade Point and Credit Point Obtained by the students. Based on these values, Grade Point Average for every examinee in every semester is calculated. On the basis of Grade Point Average of an examinee in all the semesters in a course of study Cumulative Grade Point Average (CGPA) is computed.

Note: For Non-Credit Courses satisfactory or unsatisfactory shall be indicated in the marks cum grade sheet instead of letter grade and this will not be counted for computation of SGPA/CGPA.

Percentage of Marks and corresponding Letter Grades and Grade Points (Absolute Grading) are as under:

Percentage of Marks	Letter Grade	Grade point	Descript Perform
86 and above	O	10	Outstan
80-85	A+	9	Excellen
74-79	A	8	Very goo
68-73	B+	7	Good
62-67	B	6	Average
56-61	C	5	Below A
51-55	P	4	Pass
Less than 50	F	Zero	Fail
---	AB	0	Absent

Computation of SGPA and CGPA

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The UGC recommends the following procedure 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.  $SGPA (Si) = \frac{\sum(Ci \times Gi)}{\sum Ci}$  where  $Ci$  is the number of credits of the  $i$ th course and  $Gi$  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.  $CGPA = \frac{\sum(Ci \times Si)}{\sum Ci}$  where  $Si$  is the SGPA of the  $i$ th semester and  $Ci$  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.

For the successful completion of the Master Degree Programme in a Course of Study, a student must secure a CGPA of at least 4.0 point.

i. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

ii. For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted

computed.  
Percentage of Marks and corresponding Letter Grades and Grade Points are as under:

Percentage of Marks	Letter Grade	Grade point	Description Performance
80 and above	O	10	Outstanding
70-79	A+	9	Excellent
65-69	A	8	Very good
60-64	B+	7	Good
55-59	B	6	Average
50-54	C	5	Below Average
Less than 50	F	Zero	Fail

GPA and CGPA are calculated as under:-

GPA  $\frac{\text{Sum of (Registered Course Credits X Grade Points Received)}}{\text{for all courses in the semester}}$

Sum of all registered course credits of the semester

Register Course Credit=Credit allotted to a course within a semester

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Grade Point Received = Numerical grade point obtained by a candidate in a paper/course on the basis of performance in the examination

Credits Point Obtained in a course/paper = Registered Course Credit in the paper/course x Grade Point in the paper/course

CGPA = Cumulative Grade Point Average  
=  $\frac{\text{Sum of Grade Point average of the semesters of Master Degree Programme} \times \text{Total Number of Semesters in the Master Degree Programme}}{\text{Total Number of Semesters in the Master Degree Programme}}$

For the successful completion of the Master Degree Programme in a Course of Study, a student must secure a CGPA of at least 5.0 point.

37. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies.

for the computation of SGPA/CGPA.

38. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Choice Based Credit System shall be deemed to have completed the Programme of Studies.

**Attendance**

39. No student shall be permitted to sit for the End-Semester examination in the course in which he/she has secured less than 75% of attendance.

40. The teacher incharge of a course shall be responsible for maintaining a record of attendance of students registered for the course and shall display on the Notice-Board of the Department the monthly attendance record of each student.

41. All teachers shall intimate the Head of the Department concerned, at least fifteen calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% of attendance in one or more courses.

42. The Head of the Department shall display on the Notice-Board of the Department, names of all students, who will not be eligible to take the End-Semester examination in the course(s) and send a copy of the same to the Dean of the School concerned.

43. The Head of the Department concerned may grant relaxation to the extent of five (5) percent to a student who has failed to obtain the

**Attendance**

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41. The Head of the Department shall display on the Notice-Board of the Department, names of all students, who will not be eligible to take the End-Semester examination in the course(s) and send a copy of the same to the Dean of the School concerned.

42. The Head of the Department concerned may grant relaxation to the extent of five (5) percent to a student who has failed to obtain the minimum prescribed 75% of attendance for valid reasons.

43. Students deputed by the University to take part in the extra co-curricular events be given a concession of up to 5% attendance, if necessary, in addition

minimum prescribed 75% of attendance for valid reasons.

44. Students deputed by the University to take part in the co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement-as provided in the clause immediately proceeding. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

**Promotion and Progression**

45. A student shall be required to participate in all the components of Continuous Internal Assessment, as specified in the Detailed Course Outlines, failing which he/she shall be deemed to have NOT COMPLETED the course.

46. A student who falls short of attendance or has not completed the course(s), as per Clause 44 above, shall be required to re-register for the same course(s), when offered in the next semester(s), or shall have to register for another course(s) under the overall framework of credit accumulation under the Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.

47. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "F" Grade.

Ans

to the relaxation in the attendance requirement as provided in the clause immediately preceding. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

#### Promotion and Progression

44. A student shall be required to participate in all the components of Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outlines, failing which he/she shall be deemed to have NOT COMPLETED the course.

45. A student who falls short of attendance or has not completed the course(s), as per Clause 44 above, shall be required to re-register for the same course(s), when offered in the next semester(s), or shall have to register for another course(s) under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.

46. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "F" Grade.

47. A student who has successfully completed a course with CGPA less than six points may be permitted to improve his/her grade by appearing in one or more papers provided that no student shall be permitted to avail more than two additional chances after the completion of the last semester.

48. A student who has successfully completed a course with CGPA less than four points may be permitted to improve his/her grade by appearing in one or more papers provided that no student shall be permitted to avail more than two additional chances after the completion of the last semester.

49. If a student has been awarded "F" Grade, he/she shall be required to repeat only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when the course is offered next. Provided that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Semester Examination and that the marks/grade obtained by him/her earlier shall be carried forward for declaring the result.

50. A student with "F" Grade in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations. In case, student failed to qualify in three chances, the Vice-Chancellor on the recommendations of HoD & Dean of concerned School, if deems it fit may accord one special chance on case to case basis.

51. If a student secures "F" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report he/she shall be required to resubmit the revised Project Work/Project

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Report/Dissertation/Field Work Report/Training Report for a maximum of two times (including the first submission).

48. If a student has been awarded "F" Grade, he/she shall be required to repeat only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when the course is offered next. Provided that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Semester Examination and that the marks/grade obtained by him/her earlier shall be carried forward for declaring the result.

49. A student with "F" Grade in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

50. If a student secures "F" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report for a maximum of two times (including the first submission).

51. There shall be no system of compartments/supplementary examination.

52. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the

52. There shall be no system of compartments/supplementary examination.  
53. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her in all previous even and odd semester. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

#### Disposal of Answer Books

54. Unless otherwise required, the University shall dispose of the evaluated answer books by auction after two years of the respective examination is completed. However, the award rolls shall be destroyed three years after the declaration of the results of the respective examinations to which the award rolls pertain.

Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

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This shall be deemed to have come into force with effect from 7<sup>th</sup> August, 2011.

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