



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी (बागला), जिला सांबा-181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

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**Minutes of the 11th meeting of Executive Council held on 15th July, 2016
at 11:30 A.M. in the Committee Room, Administrative Block of Central
University of Jammu, Rahya-Suchani (Bagla).**

Following members were present in the meeting:

1. **Prof. Ashok Aima** (in the Chair)
Vice Chancellor
2. **Sh. Hemant Kumar Sharma**
Commissioner Secretary,
Department of Higher Education (J&K State)
Civil Secretariat, Jammu.
3. **Prof. (Dr.) K.L. Chopra** (Padamshri),
Former Director, IIT Kharagpur.
4. **Prof. Ashok Ogra**,
Director,
Apeejay Institute of Mass Communication,
Apeejay Campus.
5. **Prof. Mohammad Israrul Haque**,
Dean and Chairman,
Deptt. of Business Administration,
Aligarh Muslim University.
6. **Prof. Devanand**
Dean, School of Basic and Applied Sciences,
Central University of Jammu.
7. **Dr. Jaya Bhasin**
Associate Professor,
Department of HRM & OB
Central University of Jammu.
8. **Sh. Jit Singh**
Registrar & Ex-officio Secretary,
Central University of Jammu.

(Handwritten signatures)

Special Invitee

1. **Prof. Me'raj Ud Din Mir**
Vice Chancellor,
Central University of Kashmir,
Nowgam Campus - II, Nowgam,
Srinagar - 190015 (J&K).
2. **Prof. A.M. Pathan**
(Former Vice Chancellor- CU Karnataka)
75/4, Ranoji Rao Road,
Basavanagudi, Bangalore- 560004

The following members could not attend the meeting because of pre-occupation, and were granted leave of absence:

1. **Secretary, Department of Higher Education, MHRD, Govt. of India,**
New Delhi.
2. **Chairman, University Grants Commission,**
Bahadur Shah Zafar Marg, New Delhi
or his/ her nominee;
3. **Prof. Dev Raj**
Former Vice Chairman,
University Grants Commission (UGC)
4. **Prof. Amitabh Mattoo**
Centre for International Politics,
Organization and Disarmament,
Jawaharlal Nehru University,
New Mehrauli Road, New Delhi 110067 &
Advisor to Hon'ble Chief Minister, J&K
5. **Dr. Koppillil Radhakrishnan,**
Former Chairman, ISRO
11-D Atria Tata Aquila Heights,
HMT Road, Jalahalli,
Bangalore – 560012.
6. **Dr. Naresh Trehan,**
CMD, Medanta, The Medicity,
Sector-38, Gurgaon-122001.

The Vice Chancellor extended a very warm welcome to the members of the Executive Council as well as the special invitees and expressed sincere thanks for sparing their valuable time to attend the 11th meeting of the Executive Council.



He also welcomed **Shri Hemant Kumar Sharma**, Commissioner Secretary, Department of Higher Education (J&K State) who attended the meeting for the first time. He also welcomed Prof. A.M. Pathan, Former Vice Chancellor- CU Karnataka and **Prof. Me'raj Ud Din Mir**, Vice Chancellor, Central University of Kashmir, who were invited as Special invitees.

The Vice Chancellor in his power point presentation highlighted the various activities undertaken since the last meeting of the Executive Council. He informed that the admission process for 2016-17 was initiated. The CUCET was conducted by the Nodal University i.e. Central University of Rajasthan. Information relating to conduct of CUCET was made available on the CUJ's website & website of the participating Universities. The University has offered admission in 22 courses (Diploma-01, UG-06, PG-15 and Ph.D. 10 courses). Total 9877 applications were received and the Entrance Test was held on May 21-22, 2016 at all India level. The admission process was adopted both through online and offline modes.

Examinations for Ist, Illrd and Vth Semesters were held in Dec., 2015 and results were declared in Jan., 2016 and Feb., 2016. The average pass percentage was 73.81% for Ist Semester; 91.49% for Illrd Semester and 100% for 5th Semester. Examinations for 2nd, 4th & 6th Semesters were held in May 2016. The average pass percentage was 80.75% for IInd Semester and 100% for 6th Semester, while the result for 4th Semester shall be declared soon.

Vice Chancellor also highlighted the library facilities available to the students, the state-wise faculty strength, appointments/engagements made during the period under report. He added that Selection Committee meetings were held from 31st May to 16th June, 2016 for the post of Assistant Professors in various Departments. Workshops/seminars/lectures/events were organized by the University, including a two-day State level Conference on "Juvenile Justice (Care and Protection) Act – Options and Opportunities", sponsored by UNICEF, which was held on 07-08 January, 2016; a two-day National



workshop on “Intellectual Property Rights: Implementation and Enforcement”, was held on 14-15 January, 2016; a two-day National Conference on “Changing Dynamics of Media Landscape” was organized on 06 May, 2016; Prof. (Dr.) Jalees A.K. Tareen (Padma Shri), former Vice Chancellor Pondicherry Central University, Kashmir University and BSA University, Chennai delivered a lecture on “Creating World Class University: The Characteristics & Challenges” on 18th December, 2015. Amb. G. Parthasarathy, former Indian High Commissioner to Pakistan delivered a lecture on “India’s Relationship with Pakistan” on 16th February, 2016;

The Central University of Jammu was represented at the United Nations’ fifteenth session of the Committee of Experts on Public Administration of the United Nations Economic and Social Council (ECOSOC) which was held at the U.N. Headquarters, New York from 18 to 22nd April 2016.

He also informed the members about the awards/achievements by the students and faculty of the University, the MoUs signed with other institutions of higher learning such as:- AASHRAY – Promotion of Social Enterprises Foundation, Ahmedabad; Community Based Rehabilitation Network (CBR) Bangalore; NASSCOM Foundation, New Delhi; the Press Club of Jammu; the Taj Global Understanding (TGU); **University of Melbourne, Australia**; VLCC Health Care LTD. The Vice Chancellor also informed to the Executive Council that he was member of President of India’s delegation for his state visit to China in the month of May, 2016. Members were also apprised that the Central University of Jammu and Lanzhou University, China have agreed to sign Memorandum of Understanding for academic collaboration and joint research activities.

The University celebrated the Constitution Day on 26th November, 2015; 153rd Birth Anniversary of Swami Vivekananda on 12th January, 2016; 67th Republic Day on 26th January, 2016 at campus & TAB; Annual Cultural Festival



“UDAAN” was held on 28-29 January, 2016; and Sports meet was held on 7th-9th April, 2016; International Women’s Day on 8th March, 2016; International Mother Earth Day on 22 April, 2016; International Yoga Day on 21th June, 2016 and organised Swami Vivekananda Memorial Lecture on 4th July, 2016.

The Vice Chancellor also informed that the Central University of Jammu became the Member of the United Nations Academic Impact (March 2016) through Office of International Affairs (OIA), Central University of Jammu, was represented through two faculty members of Nodal Department- i.e. Public Policy and Public Administration. The Vice Chancellor also expressed his sincere thanks for the support the University received from UGC & MHRD.

The members appreciated the report of the Vice Chancellor. Prof. K.L. Chopra, while applauding the efforts of the Vice Chancellor and his team for fast progress in academic and other initiatives undertaken for the development of the University. He also suggested that the academic and research activities of the Department of Nano Sciences should be integrated for the benefit of other departments of the University also. He also suggested that University should have a policy/rules regarding academic ethics & plagiarism and provision for punishment for those found guilty. Prof. Chopra suggested that the University should consolidate the existing structures rather than going for a too fast expansion, since the University is in its infancy stage. Some members suggested that donations for academic research purposes may be explored.

Shri Hemant Kumar Sharma suggested that heritage management should also be taught by the University.

The Vice Chancellor welcomed the suggestions by the worthy members and assured to translate them into action.



Thereafter, the Council resolved to adopt the Report of the Vice Chancellor and took up the agenda items for discussion/decision:

Item No. 01

To peruse report of the Vice Chancellor about the developmental activities in the University since the last meeting of the Executive Council held on 9th November, 2015.

Resolved that in view of the foregoing deliberations, the Report of the Vice Chancellor regarding the developmental activities of the University since the last meeting of the Executive Council, held on 9th November, 2015, be adopted and the same be placed on record.

Item No. 02

To consider confirmation of minutes of the 10th meeting of the Executive Council held on 9th November, 2015.

Resolved that the minutes of the 10th meeting of the Executive Council held on 9th November, 2015, as already circulated, be confirmed.

Item No. 03

To consider the "Action Taken Report" in pursuance of the decisions taken in the Executive Council meeting held on 9th November, 2015.

Resolved that the Action Taken Report be approved and placed on record (as per Annexure – A)

Item No. 04

To confirm Action Taken by the Vice Chancellor in accepting the resignation tendered by Dr. Digvijoy Phukan, Assistant Professor, Department of Sociology and Social Work to join Ernst & Young Services Private Limited.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Dr. Digvijoy Phukan, Assistant Professor, Department of Sociology and Social Work, w.e.f. 24.07.2015, be confirmed.



Item No. 05

To confirm Action Taken by the Vice Chancellor in accepting the resignation tendered by Mr. Mohd. Uzair, Assistant Professor, Department of Sociology and Social Work to join Department of Social Work in Aligarh Muslim University.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Mr. Mohd. Uzair, Assistant Professor, Department of Sociology and Social Work, w.e.f. 31.12.2015, be confirmed.

Item No. 06

To confirm Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. Nandini Bhattacharya, Professor, Department of English to join back to her parent organization i.e. University of Burdwan.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. Nandini Bhattacharya, Professor, Department of English, w.e.f. 29.02.2016, be confirmed.

Item No. 07

To confirm action taken by the Vice Chancellor in accepting the resignation tendered by Prof. L.S. Ghandi Doss, Department of Sociology and Social Work.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. L.S. Ghandi Doss, Department of Sociology and Social Work, w.e.f.30.06.2016, be confirmed.

Item No. 08

To confirm Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. Deepak Raj Gupta, Professor, Department of Tourism and Travel Management to join back to his parent organization i.e. Jammu University.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. Deepak Raj Gupta, Professor, Department of Tourism and Travel Management w.e.f. 19.01.2016 alongwith waiving the requirement of notice period of three months and allowing payment of salary, be confirmed.



Item No. 09

To confirm action taken by the Vice Chancellor regarding relieving of Prof. Rekha Chowdhary, Chair Professor, Swami Vivekananda Chair.

Resolved that the Action Taken by the Vice Chancellor in accepting the resignation tendered by Prof. Rekha Chowdhary, Chair Professor, Swami Vivekananda Chair w.e.f. 29.02.2016 alongwith waiving the requirement of notice period of one month and allowing payment of salary, be confirmed.

Item No. 10

To confirm the action taken by the Vice Chancellor on the recommendations of the Finance Committee regarding the grant of Non-productivity linked Bonus to the group B and C employees of the University.

Resolved that the action taken by the Vice Chancellor regarding adoption of Rules, alongwith the amendment from time to time, relating to Non-productivity linked bonus to the employees of the Central University of Jammu and grant of Non-productivity linked Bonus to the Group-B (non-Gazetted) and Group-C employees of the University, be confirmed.

Item No. 11

To confirm action taken by the Vice Chancellor with regard to the adoption of the guidelines issued by the Govt. of India/MHRD/UGC concerning discontinuation of the interview for all Group 'B' (Non-Gazetted) and Group 'C' posts.

Resolved that the action taken by the Vice Chancellor regarding adoption of the guidelines issued by the Govt. of India/MHRD/UGC concerning discontinuation of the interview for all Group 'B' (Non-Gazetted) and Group 'C' posts w.e.f. 1st January, 2016, except for those posts for which notification had already been issued and the selection process was in progress, be confirmed.



Item No. 12

To confirm the action taken on the approval of Executive Council members through circulation on the recommendations of the Finance Committee regarding Annual Accounts for the Financial Year 2015-16.

Resolved that the action taken on the recommendations of the Finance Committee and with the approval of the Executive Council members, which was sought through circulation, regarding approval of the Annual Accounts for the Financial Year 2015-16 (as per Annexure-2 attached with the agenda) for submission to the CAG for taking up audit, be confirmed.

Item No. 13

To confirm the action taken by the Vice Chancellor on recommendations of the Finance Committee for removal of discrepancy in fixation of emoluments payable to contractual faculty.

Resolved that the action taken by the Vice Chancellor regarding removal of discrepancy by allowing fixation of emoluments of the contractual faculty appointed earlier on the consolidated pay at par with the salary of contractual faculty who were appointed later, be confirmed.

Item No. 14

To confirm action taken by the Vice Chancellor, as ratified by the Finance Committee, regarding carrying out deep drilling, development and stabilization of the tube well in respect of assured water supply in the University Campus, Bagla.

The Vice Chancellor informed the members that with the digging of the present tube-well, the requirements of water supply of the campus are sufficient and that the University is also making water available to the construction companies on the campus site on payment basis, thus realising the amount which, over a period of time, would cover the cost of the deep drilling of tube-well. The members appreciated the efforts of the Vice Chancellor in this regard.

Resolved that the action taken by the Vice Chancellor, be confirmed.



Item No. 15

To confirm action taken by the Vice Chancellor, as ratified by the Finance Committee, regarding payment made to CPWD-1 for making temporary partition in Academic and Teaching Block (erstwhile DDE Building).

Resolved that the action taken by the Vice Chancellor regarding payment made to CPWD-1 for making temporary partition in Academic and Teaching Block (erstwhile DDE Building) at an estimated cost of Rs. 57.71 lakhs, be confirmed.

Item No. 16

To confirm action taken by the Vice Chancellor on the recommendations of the Finance Committee for meeting additional requirements for setting up Laboratories for Beauty and Wellness course under Community College Scheme out of University funds.

Resolved that the action taken by the Vice Chancellor regarding meeting additional requirements for setting up Laboratories at the TAB at an estimate cost of Rs. 6.25 lakhs for Beauty and Wellness course under Community College Scheme out of University funds on the recommendation of Finance Committee, be confirmed.

Item No. 17

To confirm action taken on the recommendations of the Finance Committee regarding honorarium payable to the members of the Court/Executive Council/Finance Committee and Academic Council except officials of the Ministries or attached institutions.

Resolved that the action taken by the Vice Chancellor regarding honorarium payable to the members of the Court/Executive Council/Finance Committee and Academic Council except officials of the Ministries or attached institutions (the rates are shown in the Annexure-B), be confirmed.



Item No. 18

To confirm/approve action taken by the Vice Chancellor in approving certain amendments in existing Ordinances.

After detailed discussion, the Council resolved to approve the action taken by the Vice Chancellor with regard to amendments in the existing Ordinances, which were also circulated to the members of Academic Council (as per Annexure- 07 of the Agenda). Amendment to the proposed draft Ordinance No. 6-A (Part-time Ph.D Programme for in-service Academic and Administrative Personnel) was circulated to the members of the Executive Council in the meeting dated 15.07.2016, and it was resolved to incorporate these changes (as per Annexure – C) in the Ordinance No. 6-A.

Resolved further that the Ordinances as amended and approved by the Executive Council be sent to MHRD for perusal of the Visitor.

Resolved also that these Ordinances shall have effect from the date these are approved by the Vice Chancellor.

Item No. 19

To consider the resignation tendered by Prof. Gopalji Malviya, Professor, Department of National Security Studies.

Considered the resignation tendered by Prof. Gopalji Malviya, Department of National Security Studies and resolved to waive the requirement of notice period of one month and his salary be released.

Item No. 20

To consider the recommendations of the Finance Committee regarding construction of 02 Academic Blocks i.e. (i) School of Life Sciences and (ii) School of Basic and Applied Sciences.

Resolved that the recommendations of the Finance Committee regarding construction of 02 Academic Blcoks i.e. (i) School of Life Sciences and



(ii) School of Basic and Applied Sciences, as per estimates and drawings (as shown in the Annexure - D) to accommodate new academic programmes, be approved.

Resolved further that the University should approach UGC for grant/sanction of funds to facilitate the construction of these two blocks on priority basis.

Item No. 21

To consider the recommendations of the Finance Committee regarding Revised Estimates for the Financial Year 2015-16 and Budget Estimates for the Financial Year 2016-17.

Resolved that the recommendations of the Finance Committee regarding Revised Estimates for the Financial Year 2015-16 and Budget Estimates for the Financial Year 2016-17, be approved (as per Annexure- E).

Resolved further that the Revised Estimates for the Financial Year 2015-16 and Budget Estimates for the Financial Year 2016-17 be placed before the next meeting of the Court.

Item No. 22

To consider adoption of Rules and Procedures under Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH).

Resolved that Rules and Procedures under Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH), as per Annexure - F, be adopted.



Item No. 23

To consider the confirmation of Non-teaching employees of the University on completion of probation period.

The Executive Council discussed the matter at length, taking note of the complaint with the Central Vigilance Commission (CVC)/MHRD as annexed with the agenda.

The Council resolved that the confirmation of non-teaching employees, whose names are not in the complaint, be confirmed w.e.f. the date of their joining, subject to the condition that they have successfully completed the probation period and their caste certificate/police verification have been duly received in the positive, wherever applicable (Annexure-G).

Resolved further that those employees whose names are mentioned in the CVC complaint, legal opinion be obtained relating to their confirmation. This will, however, be subject to the condition that they have successfully completed the probation period and that the reports with regard to the Caste Certificate/Police verification have been duly received in the positive, wherever applicable, (Annexure-H).

Item No. 24

To consider confirmation of Professor, Associate Professor and Assistant Professors on completion of probation period.

Resolved that the Agenda Item No. 24 on page no. 71 para 2 line 3 be read as "interview in May, 2013" in place of "interview in July, 2013".

The Executive Council discussed the matter at length taking note of the complaint with the CVC as at Annexed with the agenda.

Resolved that the confirmation of teaching employees whose names are not as part of the CVC complaint, be confirmed w.e.f. the date of their



joining subject to the condition that they have successfully completed the probation period and verification of their caste certificate/police verification have been duly received in the positive, wherever applicable (Annexure-I).

Resolved further that those teaching employees whose names are mentioned in the CVC complaint, legal opinion be obtained relating to their confirmation. This will, however, be subject to the condition that they have successfully completed the probation period and the reports with regard to the Caste Certificate/Police verification are positive, wherever applicable, (Annexure-J).

Item No. 25

To consider the recommendations of Selection Committee for the post of Public Relation Officer.

The Vice Chancellor apprised the members that the University has received a representation with respect to the eligibility of Sh. Rajan Badyal alleging therein that he has neither routed his application through proper channel nor submitted "No Objection Certificate" from his employer.

The Council, after a detailed discussion, resolved that the recommendation of the Selection Committee for the post of PRO be not opened and kept in abeyance.

Resolved further that a Committee comprising of the following be constituted to look into the matter and submit its report to the Vice Chancellor:-

- (1) Prof. Mohammad Israrul Haque, Member of the EC
- (2) Dr. Jaya Bhasin, Member of the EC



Resolved also that the report of the Committee be put up before the Executive Council alongwith the recommendation of the Selection Committee in a sealed cover for consideration of Executive Council.

Item No. 26

To consider the recommendations of Selection Committee for the post of Medical Officer.

Resolved that the recommendations of the Selection Committee for the post of Medical Officer, be approved as per Annexure - K, and the offer of appointment letters be issued to the selected candidates.

Item No. 27

To consider the recommendations of Selection Committees for the post of Assistant Professors in various Departments.

The Council noted the detailed data sheet circulated on the table with regard to the post of Assistant Professors in various Departments as per Annexure – L.

One of the members of the Executive Council apprised the Council that he had received a representation (Annexure-M) from one of the OBC candidates regarding non-inclusion of a representative of OBC category in the Selection Committees for the post of Assistant Professors.

The Council deliberated this matter at length and resolved to authorise the Vice Chancellor to seek legal opinion in the matter and if satisfied, the Vice Chancellor may issue offer of appointment letters to the selected candidates.

As regards authorisation to the Vice Chancellor for approving the recommendation of the Selection Committee(s) and issue offer of appointment letters to the selected candidates (teaching and non-



teaching positions), in anticipation of the approval of the Executive Council, it was resolved that UGC Guidelines in this respect be followed, if any, in vogue, otherwise the Vice Chancellor stands authorised to approve the recommendations of Selection Committee and issue the offer of appointment letter(s) and the action taken be reported to Executive Council for confirmation.

Item No. 28

To apprise the Executive Council about Selection Committee meeting held for the post of Finance Officer and Controller of Examinations.

Noted.

Item No. 29

To inform the Executive Council regarding sanction of Teaching and Non-Teaching positions by the UGC for Department of Educational Studies.

Noted.

Additional Item No. - 01

To confirm the action taken by the Vice-Chancellor with regard to Amendments of Ordinance No. 24 governing Manner of Appointment other than Teachers and other Academic Staff, their classification, Qualifications & Upper Age Limit [The Central Universities Act, 2009: Section 28(1)(o) and Statutes 23(2)].

The Executive Council resolved that the action taken by the Vice Chancellor in approving amendments to Ordinance No. 24, governing Manner of Appointment other than Teachers and other Academic Staff, their classification, Qualifications & Upper Age Limit, as per DOP&T/UGC Guidelines and the said Ordinance was also circulated to the members of



the Academic Council and the Executive Council, be confirmed and approved.

Resolved further that the existing Ordinance No. 24 be replaced with the New Ordinance as per Annexure-N.

Resolved also that a copy of the Ordinance No. 24, as approved by the Executive Council, be submitted to the UGC and MHRD for perusal of the Visitor.

Resolved further that these Ordinances shall come into force w.e.f. the date these are approved by the Vice Chancellor.

Additional Item No. - 02

To consider the adoption of Ordinance governing B.Voc. programmes.

The Executive Council considered the Ordinance relating to B.Voc. programmes, which was earlier circulated to members of the Executive Council for approval.

Resolved that the Ordinances as per the Annexure-O, be approved.

Resolved further that the said Ordinance be sent to the MHRD for perusal of the Visitor.

Any other item

- i. Prof. K.L. Chopra suggested that the agenda may be circulated electronically and that Agenda may be made available to the members through laptop/desktop in the meeting hall.



- ii. If an employee indulges in an act of indiscipline, an enquiry committee/ disciplinary proceedings may be initiated as per Act/Statutes/Ordinances of the University.
- iii. The Vice Chancellor apprised the Council that one post of Assistant Professor reserved for ST category, in the Department of Mathematics has not been filled in spite of repeated advertisements for want of suitable/eligible candidates, it was resolved that the reservation for ST category in the Department of Mathematics be shifted to any other Department and the said post of Assistant Professor in the Department of Mathematics be declared as UR and advertised accordingly.

Also resolved that roster entries be also effected as per above decision.

The Vice Chancellor expressed special thanks to all the worthy members of the Executive Council, the Special Invitees, for the successful conduct of the meeting.

The meeting ended with a vote of thanks to the Chair.


Vice Chancellor
Central University of Jammu


Registrar 17/7/2016
Central University of Jammu

Central University of Jammu

Vide Resolution of the EC/Item No. 23
11th Meeting of the of the Executive Council dated 15.07.2016

Action Taken Report" Executive Council meeting held on 9th November, 2015

EC - EC - Item No.	Agenda	Minutes	ATR
01	To peruse report of the Vice Chancellor about the developmental activities in the University since the last meeting of the Executive Council held on 21 st November, 2014	Resolved that in view of the foregoing deliberations, the Report of the Vice Chancellor regarding the developmental activities of the University since the last meeting of the Executive Council, held on 21 st November, 2014, be adopted and the same be placed on record	The report has been placed on record.
02	To consider confirmation of minutes of the 9 th meeting of the Executive Council held on 21 st November, 2014	Resolved that the minutes of the 9 th meeting of the Executive Council held on 21 st November, 2014, as already circulated, be confirmed	The minutes has been placed on Record
03	To peruse Action Taken Report in respect of the minutes of the 9 th meeting of the Executive Council held on 21 st November, 2014	Resolved that the Action Taken Report as circulated with the Agenda be approved and placed on record	The report has been placed on record
04	To confirm the action taken by the Vice Chancellor in having authorized fee and other charges payable by the students of the University, in anticipation of approval of the Competent Authority	Resolved to confirm the Action Taken by the Vice Chancellor in having authorized fee and other charges payable by the students of the University in anticipation of approval of the Competent Authority Resolved further to prescribe fee for re-registration for Ph.D programme as per <i>Annexure-I of the Agenda EC - EC - Item No. 04.</i>	Notification No. CUJ/J-sia0 1/EC/2015/6290-6414 dated 18.12.2015 has been issued.
05	To confirm Action Taken by the Vice Chancellor regarding confirmation of Prof. R.L. Bhat as Professor in the Department of Economics after satisfactory completion of probation period	Resolved that the Action Taken by the Vice Chancellor regarding confirmation of Prof. R.L. Bhat as Professor in the Department of Economics after satisfactory completion of probation period, be confirmed	Office Order No. 244/F-stab 1/2015 dated 18.12.2015 has been issued



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06	To confirm the action taken by the Vice Chancellor regarding reengagement of Prof. R.L. Bhat, as Professor on contract in Department of Economics after his superannuation.	Resolved that the Action Taken by the Vice Chancellor regarding reengagement of Prof. R.L. Bhat, as Professor on contract basis in Department of Economics, after his superannuation, for a period of six months and extended for another six months, be confirmed.	Recorded Office Order No. 153/Acad /15 dated 03 07 2015 has been issued.
07	To confirm the action taken by the Vice Chancellor regarding grant of Study Leave to Shri Neerendra Kumar, Assistant Professor, Department of Computer Sciences and IT.	Resolved that the Action Taken by the Vice Chancellor regarding grant of Study Leave for an initial period of Two Years w e f 08 09.2015(A/N) to Shri Neerendra Kumar, Assistant Professor, Department of Computer Sciences and IT to pursue his Ph.D. through Stipendium Hungaricum Scholarship from John Von Nueman Faculty of Informatics of Doctoral School of Applied Informatics and Applied Mathematics of Obuda University, Budapest, Hungary, be confirmed.	Recorded (Office order in this regard already issued.)
08	To confirm the action taken by the Vice-Chancellor in approving the amount of honorarium in favour of Wardens of Hostels.	Resolved that the Action Taken by the Vice Chancellor be confirmed. Resolved further that amount of Honorarium be revised from Rs 2000/- to Rs 3000/- per month w e f from December, 2015.	The matter was also reported to Finance Committee and it was resolved that the rates of Honorarium be paid Rs. 2000/- per month Furthermore, it was resolved that rates of honorarium prevailing in some other Central Universities be obtained and item be put up in next meeting of Finance Committee.
09	To confirm action taken by the Vice Chancellor in approving the Fee of the Standing Legal Counsel of the University.	Resolved that the Action Taken by the Vice Chancellor in approving the Fee of the Standing Legal Counsel of the University, be confirmed as per <i>Annexure-II of the Agenda EC - EC - Item No. 09</i> .	Recorded



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10	To confirm the action taken by the Vice Chancellor in approving the establishment of a temporary Police Post on the Campus of the University.	Resolved that in the light of discussion, the Vice Chancellor be authorized to take necessary steps for safety and security of students, employees and the Campus and Police Post may be set up outside University Campus.	Recorded
11	To confirm the action taken by the Vice Chancellor in approving the Hall of Residence Manual, Central University of Jammu.	Resolved that the Action Taken by the Vice Chancellor in approving the Hall of Residence Manual, Central University of Jammu, be confirmed, as per Annexure-III of EC Agenda	Recorded (Uploaded on the University website www.cujammu.ac.in)
12	To confirm the Action Taken by the Vice Chancellor for nomination of two members for Finance Committee as nominee of the Executive Council.	Resolved that the Action Taken by the Vice Chancellor for nomination of two members for Finance Committee as nominee of the Executive Council, be confirmed	Recorded
13	To confirm the Action Taken by the Vice Chancellor in having approved the Annual Accounts for the year 2014-15 in anticipation of approval of Executive Council, before taking up the Audit by CAG.	Resolved that the Action Taken by the Vice-Chancellor in having approved the Annual Accounts for the Financial Year 2014-15 in anticipation of approval of Executive Council, before taking up the Audit by CAG, be confirmed.	Recorded
14	To place before the Executive Council the Annual Accounts along with Draft Separate Audit Report (SAR) for the year 2014-15.	Resolved that the Annual Accounts for the Financial Year 2014-15 (as per Annexure-IV of E.C. Agenda), as recommended by the Finance Committee in its meeting held on 29 th June, 2015, and Draft Separate Audit Report (SAR), be approved.	Recorded
		Resolved further that the Vice Chancellor be authorized to approve the final Separate Audit Report (SAR) when received from CAG before submission to MHRD.	Copies of the Separate Audit Report (SAR) have been submitted to the Central Govt.
		Resolved also that the final SAR along with Annual Accounts be also reported to the next meeting of the Finance Committee.	Recorded

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| | | <p>Resolved further that a copy of the Annual Accounts along with the Separate Audit Report (SAR) be submitted to the next Annual meeting of the Court.</p> <p>Resolved also that requisite number of copies of the same be submitted to the Central Government to be laid before both Houses of Parliament</p> | |
| 15 | To consider the Annual Report (2014-2015) of the University for the period from 01/04/2014 to 31/03/2015. | <p>Resolved that the Annual Report (as per Annexure-V of the EC Agenda) for the period 01/04/2014 to 31/03/2015, be approved</p> <p>Resolved further that a copy of the Annual Report be submitted to the next Annual Meeting of the Court of the University.</p> <p>Resolved also that requisite number of copies of the Annual Report of the University be submitted to the Central Government to be laid before both the Houses of Parliament.</p> | <p>Recorded</p> <p>Copies of the Annual Report to be placed before the next Meeting of the Court.</p> <p>Copies of the Annual Report (2014-15) have already been submitted to the Central Govt.</p> |
| 16 | To consider the nomination of three members to the Finance Committee. | <p>Resolved that Prof. Amitab Mattoo, EC Member, be nominated as member of the Finance Committee under Clause (iv) of Statute 17.</p> <p>Resolved further that the Vice Chancellor be authorized to nominate remaining Two members on the Finance Committee under Clause (iv) of Statute 17.</p> | <p>Notified vide Notification No. CUJ/FC(9)/2015/698-714 dated 10.12.2015</p> |
| 17 | To consider the recommendation of the Academic Council regarding Convocation fee for award of Degree to the candidates | <p>Resolved that the recommendations of the Academic Council regarding Convocation fee for award of Degree to the candidates as per <i>Annexure-V(A) of the Agenda EC - EC - Item No. 17</i>, be approved</p> | <p>Notification No. CUJ/Exam/0215(A)/ 4123-37 dated 28/12/2015 has been issued.</p> |



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18	To consider the recommendation of the Finance Committee regarding Central Civil Services (Leave Travel Concession) Rules-1988 for Teaching & Non-Teaching Employees.	Resolved that the recommendations of the Finance Committee regarding Central Civil Services (Leave Travel Concession) Rules – 1988 for Teaching & Non-Teaching Employees be adopted, along with amendments from time to time.	Circular No. CUJ/Admin/IV-14/1/2015/8283 dated 28.12.2015 has been issued.
19	To consider amendment to Statute 10 to provide for Constitution of the Court of Central University of Jammu.	Resolved that the Vice Chancellor be authorized to finalize the draft amendment of Statute 10 relating to Constitution of the Court of Central University of Jammu and to submit to MHRD for consideration/approval of the Visitor.	Letter sent to MHRD vide No CUJ/Estab.T./2015/6205 dated 04.12.2015 for assent of the Visitor.
20	To consider the creation of Posts for the University Sports Facilities.	Resolved to approve the creation of Posts subject to the modification that the post of PA be attached with the Director, Sports instead of Deputy Director Sports, as per <u>ANNEXURE-A</u> . Resolved further that the proposal be submitted to UGC. Resolved also that the matter be reported to Finance Committee in its next meeting.	Letter sent to UGC vide no. CUJ/Estab.T./2015/ 6383 dt. 18.12.2015 (the matter also placed before the FC)
21	To consider nominating members amongst the members of EC on the Selection Committees for Group "A", "B" & "C" Non-teaching posts in the Central University of Jammu.	Resolved that the Vice Chancellor be authorised to nominate members of EC on the Selection Committees for Group "A", "B" & "C" Non-teaching posts as per relevant Ordinance, other than statutory posts	Recorded
22	To consider recommendations of the Finance Committee for construction of Boys & Girls Hostel under centrally sponsored scheme for	Resolved that the recommendations of the Finance Committee (as per Annexure-VII of EC Agenda), be approved.	Recorded (Work has been assigned to CPWD)



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construction of Hostels for
OBC Boys and Girls.

Supplementary Item

01	To consider the recommendation of the Academic Council regarding enhancement of the remuneration rates for paper setters/external viva-voce examiners w.e.f. the Academic Session 2015-16	Resolved that the recommendations of Academic Council vide its meeting held on 08.11.2015 for enhancement of the remuneration rates for paper setters/external viva-voce examiners w.e.f. the Academic Session 2015-16, be approved, as per <u>ANNEXURE-B</u> .	Notification No. CUJ/Exam/Conduct-May15/1623-35 dated 24/07/2015 has been already issued.
02	To consider the recommendation of the Academic Council regarding establishment of Department of Hindi & other Indian Languages from the Academic Session 2015-16	Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015 for establishment of Department of Hindi & other Indian Languages, and starting of Master's Degree Programme in Hindi from the Academic Session 2015-16, be approved.	The Department of Hindi has already been started from the Academic session w.e.f. 2015-16. (vide UGC letter No. 15-18/2015 (राजभाषा) dated 27.02.2015 Already adopted from Academic Session 2015-16.
03	To confirm action taken by the Vice Chancellor in having authorised adoption of Choice Based Credit System (CBCS) as per UGC Guidelines.	Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015 for adoption of Choice Based Credit System (CBCS) as per UGC Guidelines, be approved, as per Annexure-II of EC Supplementary Agenda.	Already adopted from Academic Session 2015-16.
04	To consider the recommendation of the Academic Council regarding starting of new Programmes in B Vocational (Tourism Management) and B Vocational (Retail Management) w.e.f. Academic Session 2015-16.	Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015 regarding starting of new Programmes in B Vocational (Tourism Management) and B Vocational (Retail Management) w.e.f. Academic Session 2015-16, be approved.	B. Vocational (Tourism Management) and B. Vocational (Retail Management) has been started w.e.f. Academic Session 2015-16.
05	To consider the recommendation of the Academic Council regarding starting of new Programme in Community College w.e.f. Academic Session 2015-16.	Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015 for starting diploma course in Beauty and Wellness in Community College w.e.f.	Started w.e.f. Academic Session 2015-16.



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06	To consider the recommendation of the Academic Council regarding rates for External Examiners for evaluating the answer scripts of various Post Graduate courses for end semester examinations.	Academic Session 2015-16, sanctioned by UGC, be approved. Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015 regarding the rates for External Examiners for evaluating the answer scripts of various Post Graduate courses for end semester examinations, be approved as per <u>ANNEXURE-C</u> .	Notified vide Notification No. CUJ/Exam/0215(A)/4108-22 dated 28/12/2015
07	To consider and recommend to the Executive Council, the Panels of Experts for nomination on the Selection Committees for the teaching posts.	Resolved that the recommendations of the Academic Council vide its meeting held on 08.11.2015, authorising the Vice Chancellor to approve the Panels of Experts for appointing subject experts on the Selection Committees for teaching posts, be approved. Resolved further that the recommendations of the Academic Council authorising the Vice Chancellor to add any name to the Panel of Experts, as per requirements, be also approved.	Recorded
08	To consider approving Panel of Experts for Selection Committees for the Post of Librarian and Deputy Librarian in the Central University of Jammu.	Resolved that the Vice Chancellor be authorised to approve the Panels of Experts for appointing subject experts on the Selection Committees for the Post of Librarian and Deputy Librarian. Resolved further that the Vice Chancellor be authorised to add any name to the panel of experts, as per requirements.	Recorded
09	To consider the composition of experts for Selection Committees for the post of Finance Officer and Controller of Examinations.	Resolved that the Vice Chancellor be authorized to nominate two members from amongst the members of EC and one person not in the service of the University on the respective Selection Committee for the post of Finance Officer and for the post of Controller of Examinations, as per clarification given by MHRD vide letter F No 52-12/2014-CU-III dated: 06.11.2015.	Recorded
10	To consider the action taken for making changes in Evaluation, Question Paper	Resolved that the recommendations of Academic Council vide its meeting held on	Changes in Evaluation, Question Paper Pattern



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	Pattern and Grading of Examinations.	08.11.2015 for making changes in Evaluation, Question Paper Pattern and Grading of Examinations as per UGC guidelines, be approved, as per <u>ANNEXURE-D</u> . Resolved further that in view of the changes as per above Annexure, the relevant Ordinance be suitably amended and be placed before the Academic Council and Executive Council.	and Grading of Examinations have been notified vide Notification No. CUJ/Exam/ 0215(A)/ 4140-54, CUJ/Exam/ 0215(A)/ 4155-69 & CUJ/Exam/0215(A)/ 4170-84 dated 31/12/2015.
11	To consider starting of Direct Ph.D Programme by all Departments of Central University of Jammu.	Resolved to approve the recommendations of Academic Council vide its meeting held on 08.11.2015 for starting the Direct Ph.D. Programme (Regular/Part-time, wherever applicable), in place of M.Phil.- Ph.D. integrated programme in all departments. Resolved further that some criteria for ascertaining research aptitude of the candidates desirous of seeking admission to Ph.D. Programmes, be devised. Resolved also that a draft of Ordinance for the Direct Ph.D. (full-time) Programme be placed before the Academic Council/ Executive Council.	Recorded <i>A separate agenda item to be placed before the Executive Council.</i>
12	To consider the recommendation of the Academic Council regarding adoption of the criteria for screening the applications for the post of Assistant Professors.	Resolved that the recommendations of Academic Council vide its meeting held on 08.11.2015 regarding adoption of the criteria for screening applications for the post of Assistant Professors, be approved, as per Annexure-IV of Supplementary EC Agenda.	Recorded
13	To consider the recommendation of the Academic Council regarding the confirmation of the action taken by the Vice Chancellor in anticipation of the approval of the competent authority in having kept in abeyance	Resolved to approve the recommendations of Academic Council vide its meeting held on 08.11.2015, for keeping in abeyance some of the Departments/ courses, as per <u>ANNEXURE-E</u> , be approved.	Recorded

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Courses approved by the Academic Council vide its 5th meeting, dated 22nd December, 2014.

Resolved further that the recommendation of Academic Council vide its meeting held on 08.11.2015 for starting programmes in the new emerging areas as shown in Annexure-VI, be approved, except the Course on Nano-Sciences & Material for which the below mentioned Committee be constituted to decide about the nomenclature of the Course to be started.

1. Prof. Rajni Kant
2. Prof. S.K. Khosa
3. Shri Raj Nehru

Resolved also that the Vice Chancellor be authorized to approve the decision of the aforesaid Committee for starting the recommended Course from the Academic Session 2016-17.

Notified vide
Notification No.
CUJ/Acad/ATR/2015/
1103-1107, dated
28.12.2015

The Committee thereafter, met again and reviewed the establishment of new departments in the light of earlier decision. The issue of starting PG Course in Nano Sciences and Materials was discussed with experts like Professor Tareen and others and finally decided to start Master's Degree Programme in Material Sciences and Technology. Further it was also decided to replace B Pharma & M. Pharma (under College of Pharmaceutical Sciences) with Centre for Molecular Biology (Research purposes). Also the nomenclature of Department of Comparative Religions and Civilizations has been changed to Centre for Comparative Religions & Civilizations. The decision was approved by the Vice Chancellor and same is reported to the Executive Council. The matter will



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14	To consider creation the posts of Electrician, Technician (Mech.) for HVAC, R.O. & A.C Plant, Plumber and Lift Operator for DDE Building of the University.	Resolved that the proposal regarding creation of posts as per ANNEXURE-F, be approved. Resolved further that the proposal be submitted to UGC.	also be reported in the next Academic Council. Letter sent to UGC vide no. CUJ/Estab T/ 2015/ 6385 dt. 18.12.2015
		Resolved also that the matter be reported to the next meeting of the Finance Committee.	(the matter also placed before the FC)
15	To consider creation of the posts of Cameraperson, Video Editor and Studio Executive for the Department of Mass Communication and New Media, Central University of Jammu.	Resolved that the proposal regarding creation of posts of Cameraperson, Video Editor, Studio Executive and Engineer (Maintenance) for the Department of Mass Communication and New Media, Central University of Jammu, be approved, as per ANNEXURE-G.	Letter sent to UGC vide no. CUJ/Estab T/ 2015/ 6384 dt. 18.12.2015
		Resolved further that the proposal be submitted to UGC.	} (the matter also placed before the FC)
		Resolved also that the matter be reported to the next meeting of the Finance Committee.	
16	To consider creation of a post of Training and Placement Officer in the University.	Resolved that the proposal regarding creation of post of Training and Placement Officer in the University at the level of Associate Professor (PB Rs 37,400-67,000 + AGP 9,000/-), be approved.	} Letter sent to UGC vide No. CUJ/Estab T /2015/ 6382 dt 18.12.2015
		Resolved further that the proposal be submitted to UGC.	
		Resolved also that the matter be reported to the next meeting of the Finance Committee.	
17	To consider proposal for upgradation of Internal Quality Assurance Cell to Directorate of Internal Quality Assurance.	Resolved that Internal Quality Assurance Cell be upgraded to Directorate of Internal Quality Assurance.	Letter sent to UGC vide no. CUJ/Estab T/2015/ 6386 dt. 18.12.2015
		Resolved further that the proposal be submitted to UGC for providing necessary manpower and financial support as applicable for Directorate of Internal Quality Assurance	} (the matter also placed before the FC)
		Resolved also that the matter be	

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Central University of Jammu

vide Resolution of Item No. 17

11th Meeting of the of the Executive Council dated 15.07.2016

**HONORARIUM PAYABLE TO OFFICIAL AND NON-OFFICIALS
MEMBERS/EXPERTS**

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The following rates are approved on account of honorarium to the members of the Court/Executive Council/Finance Committee/Academic Council of the University:

1. Rs. 3,000/- per day for per meeting subject to maximum of Rs. 5,000/- per day irrespective of number of meeting in a day.
2. Note: Officials of Govt. of India who are nominated as Govt. representatives would not be entitled for honorarium as they attend the meeting in their officials capacity as Govt. nominee/nominee of Secretary or on ex-officio basis.



Annexure - C

Vide Resolution of the EC/Item No. 18 11th Meeting of the of the Executive Council dated 15.07.2016

Ordinance Number	Title	Remarks
6-A	Full-Time Ph.D. Programme Part Time PhD programme for in-service academic and administrative personal.	Kept in abeyance to update as per revised UGC 3 rd amendment, 2016
3	Master's Degree Programmes: Curriculum and Conditions for Award of Degree	Enclosure – 'I'
4	Medium of Instruction, Examination, Evaluation, Grading System and Declaration of Result for Master's Degree Programmes Other than the Research Degree Programme	Enclosure – 'II'
2	Admission of students to the Master's Degree Programme Clause 7 (b)	Enclosure – 'III'
6	Award of Integrated M.Phil-Ph.D Degree Page 000040, Clause 7 Page 000042, Clause 14 (i) Page 000044, Clause 26 Page 000050, Clause 51 Page 000050, Clause 55 Page 000051, Clause 59 Page 000051, Clause 59 Page 000052, Clause 66 Page 000052, Clause 68	Enclosure – 'III'
7	Unfair Means/Misconduct in Examinations Page 000058, Clause 1(g)	Enclosure – 'III'
10	Procedure/Norms for appointments to the posts of Professor, Associate Professor and Assistant Professor Page 000075, Clause 05 Page 000075, Clause 06 Page 000077, Clause 77	
13	Constitution of the Board of Studies and Term of its members Page 000085, Clause 04 Page 000086	
21	Functions and Duties of Departments in a School Page 000100, Clause 02 Page 000102, Clause 08 Page 000102, Clause 09	
23	Fees and other Charges payable by Students of the University Page 000104, Clause 10	
30	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)	

Ordinance Number	Title	Remarks
31	Emoluments, Terms and Conditions of Service of the Finance Officer Page 000149, Clause 1 (a) Page 000151, Clause 2 (c) (vi)	Enclosure – 'III'
32	Purchase committee Page 000153, Clause 3 (f) Page 000152, Clause 5 Page 000159, Clause 12 Page 159, Clause 13 (c)	
34	the Proctor Page 000164, Clause 9 (c) Page 000164, Clause 12 (a) Page 000164, Clause 12 (b)	
36	Emoluments, Terms and Conditions of Service of the Librarian Page 000166, Clause 1	
38	Award of Undergraduate/Postgraduate Degrees, Diplomas/Post Graduate Diplomas and Certificates of the University (For regular on campus site) Page 000170, Clause 2 (i)	
39	Visiting Fellow Page 000171, Clause 02 Page 000171, Clause 06 Page 000171, Clause 07	
40	Employees and Students' Grievances Redressal Committee Page 000173, Clause 04 Page 000173, Clause 05 (ii) Page 000174, Clause 07 (ii) Page 000174, Clause 09 (ii)	
52	The Alumni Association Page 000207, Clause 08	
55	Amendment to Ordinance No 5 Award of Integrated M.Phil-Ph D Degree Page 000217, Clause 7 Page 000218, Clause 14 (i)	Enclosure – 'III'

CENTRAL UNIVERSITY OF JAMMU

Ordinance No. 3

governing

Master's Degree Programmes:
Curriculum and Conditions for Award of Degree
(The Central Universities Act, 2009: Section 28(1)(d))

Curriculum

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.

The curricula and pedagogy of a programme of study shall be:

- i. to incorporate current and emerging knowledge so as to keep students thoroughly up-to-date and capable of translating this knowledge into practice.
 - 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.
 - 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.
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.
3. A Course shall be referred to, as 'papers' is a component of a programme. All Courses need not carry the same wightage. The Courses shall define learning objectives and learning outcomes. A Course may be defined to comprise the following:
 - a. Contact Hours/Organized Classroom Activities;
 - b. Practical/Lab Work/Tutorials/Teacher-led Activities/ Field Work/Outreach activities/Vocational Training/Term Papers/Presentations;
 - c. Individual/Group Work;
 - d. Obligatory/Optional work placement;
 - e. Literature Survey/Library Work/Self Study;
 - f. Papers/Project/Dissertation/Thesis/Seminars;
 - g. Assignments/Quizzes/Mid-Semester Examinations and
 - h. End-Semester Examination.

Semester System

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 may be scheduled from July to December and even semester from January to June.

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.

5. A Choice based Credit System (CBCS)

- a. **Choice based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). Courses in a programme may be of three kinds: Core, Elective and Foundation.

- i. **Core Course:**

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.

- ii. **Elective Course:**

Elective Course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill

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.

- 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 will be general course or skilled.

- b. 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	08
b)	Elective (Skill Based)	04	
Total			80

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 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.
- 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.
- iv. No Elective subject may be offered unless the number of students opting for the same is less than 10.
- 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.
- vi. The total period provided for contact teaching shall not be less than 30 hours a week.
- 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.
- 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.
- 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.

Course Catalogue

6. 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.

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

Course Registration

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

Detailed Course Outline

- 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.
- 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.

Assignment of Credits

- 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
Total				80

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 August, 2011.
(Resolution No. 12, Executive Council Meeting dated 04.05.2012)

CENTRAL UNIVERSITY OF JAMMU

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))

Medium of Instruction and Examination

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.
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.
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.

Examination System

4. The performance of the students in three said components remains lopsided when candidates have to score 50% marks in three 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

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 (Total 12 Marks)
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).
14. 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).

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 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.
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.
19. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.
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 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.
25. 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.

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 Evaluation

26. 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.
 - (e) Assignments, quizzes and answer scripts of mid-semester examination 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

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:
 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 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:

38. 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 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	Description of Performance
86 and above	O	10	Outstanding
80-85	A+	9	Excellent
74-79	A	8	Very good
68-73	B+	7	Good
62-67	B	6	Average
56-61	C	5	Below Average
51-55	P	4	Pass
Less than 50	F	Zero	Fail
---	AB	0	Absent

Computation of SGPA and CGPA

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 $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

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 for the computation of SGPA/CGPA.
39. 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

- 40. 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.
- 41. 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.
- 42. 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.
- 43. 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.

44. 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.
45. 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

46. 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.
47. 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.
48. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the **"F" Grade**.
49. 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.
50. 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.
51. 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.

52. 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).
53. There shall be no system of compartments/supplementary examination.
54. 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

55. 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.

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Existing Clause	Approved															
Ordinance No. 2 governing Admission of Students to the Master's Degree Programme																
<p>Page 000008 Clause7 (b)</p>	<p>After table add:</p> <p>Eligibility: The candidate must have scored a minimum of 40% marks in Admission Entrance Test. <u>However, candidates belonging to SC/ST/PwD categories shall be given relaxation of 5% marks in AET.</u></p>															
Ordinance No. 6 governing Award of Integrated M.Phil-Ph.D. Degree																
<p>Page 000040 Clause7.</p> <p>Admission to Integrated M.Phil-Ph.D. Programme shall be on the basis of merit of Composite Score obtained in the Admission Entrance Test (AET), qualifying Examination and interview as mentioned below:-</p> <table border="1" data-bbox="172 958 805 1288"> <thead> <tr> <th>S.No</th> <th>Components of the Composite Score</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>Score obtained in the Admission Entrance Test (AET)</td> <td>60%</td> </tr> <tr> <td>2)</td> <td>Percentage of marks in the PG Degree</td> <td>30%</td> </tr> <tr> <td>3)</td> <td>Interview</td> <td>10%</td> </tr> <tr> <td></td> <td>Total</td> <td>100%</td> </tr> </tbody> </table>	S.No	Components of the Composite Score	Weightage	1)	Score obtained in the Admission Entrance Test (AET)	60%	2)	Percentage of marks in the PG Degree	30%	3)	Interview	10%		Total	100%	<p>Admission to 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%.</p>
S.No	Components of the Composite Score	Weightage														
1)	Score obtained in the Admission Entrance Test (AET)	60%														
2)	Percentage of marks in the PG Degree	30%														
3)	Interview	10%														
	Total	100%														
<p>Page 000042 Clause14 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 ,x marks obtained at Master's Degree.</p>	<p>Subject to the minimum cut off marks, candidates equivalent to five times the number of seats shall be called for interview strictly on the basis of merit of score of AET.</p>															
<p>Page 000044 Clause26</p> <p>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.</p>	<p>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 <u>PG teaching experience</u>, to guide and supervise M.Phil/Ph.D research work.</p>															

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Page 000050

Clause51

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

Clause55

The student shall submit three 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.

Page 000051

Clause59

The thesis shall be accepted for award of Ph.D. Degree, if it is accepted by all or majority of 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.

Page 000052

Clause66

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.

The student shall publish at least *two research papers* 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.

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. ~~The thesis~~ may be paper bound with the name of scholar, the supervisor and title on the cover page.

The thesis shall be accepted for award of Ph.D. Degree, if it is accepted by all or majority of external examiners and satisfactory performance of the candidate in the Viva-voce.

The Viva-voce examination shall be conducted by the Committee in the presence of the faculty and research scholars of the School concerned.

Ordinance No. 7 governing Unfair Means/ Misconduct in Examinations

Page 000058

Clause1(g)

Disqualification means disqualification from appearing or being declared successful in all/any of the examinations of the University.

Disqualification means disqualification from appearing in all/any of the examinations of the University.

**Ordinance No. 10 governing Procedure/Norms for appointments to the posts of Professor,
Associate Professor and Assistant Professor**

Page 000075

Clause05

The Chairman (Convener) shall intimate, to each member of the Selection Committee, a notice not less than ten days before the meeting stating the time and venue of the meeting.

Clause06

The Chairman (Convener) shall be entitled to vote at the Selection Committee and shall have a casting vote in case of a tie.

Page 000077

Clause16

No TA/DA and /or local conveyance shall be paid by the University to the candidates called for interview. However, outstation candidates belonging to Scheduled Caste, Scheduled tribe categories called for interview shall be paid the return single second class railway fare subject to production of tickets/ other proofs.

**Ordinance No. 13 governing Constitution of the Board of Studies and Term of office of its
Members**

Page 000085

Clause04

Any casual vacancy may be filled for the un-expired period.

Page 000086

Any casual vacancy may be filled up for the residual period.
Insert before Clause05 and change the numbering of subsequent clauses accordingly.

Powers and Functions of Board of Studies

The Board of Studies, subject to overall supervision of the School Board and Academic Council, shall exercise powers and perform the functions as given below

- i) The Board of Studies shall be the first tier academic body at the level of a Department/Centre
- ii) The courses and the detailed syllabi of the various Degree Programmes run by a

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Department/ Centre shall basically emerge from the Board of Studies for its final approval by the School Board and Academic Council

- iii) The topics of research and other requirements for research degrees like M.Phil and Ph.D. and the synopsis in case of the latter shall be discussed in the Board of Studies and after its endorsement shall be put up/ placed before the School Board for final approval
- iv) The Board of Studies shall submit the panel of examiners for the evaluation of Thesis submitted in the Department/Centre to the School Board for further necessary action
- v) To perform all other functions which may be prescribed by the Act, Statues and Ordinances, and to consider all such matters as may be referred to it by various bodies/ Vice Chancellor
- vi) The Board may authorize the Head of the Department/ Director of the Centre, to take any decision on its behalf.

Ordinance No. 21 governing Functions and Duties of Departments in a School

Page 000100
Clause02

Insert After 2(i)

2 (j) All the aforementioned duties/ functions of the Department shall be performed under the direct supervision/ guidance of the Head of the Department.

Ordinance No. 22 governing Visiting Professors

Page 000101
Clause06

In case a person serving in an Indian University or an Institution in India is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of salary drawn by him/her plus 10% of the pay in the pay Band and Grade Pay dearness allowance, and other allowances, if any, admissible (except conveyance allowance, if any) as per

In case a person serving in an Indian University or an Institution in India is appointed as a Visiting Professor, the honorarium payable shall be determined on the basis of *last salary drawn* by him/her plus 10% of the pay in the pay Band and Grade Pay dearness allowance, and other allowances, if any, admissible as per the rates of the parent

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the rates of the parent University/Institution. The University shall also contribute towards pensionary benefits of CPF as per rules.

Page 000102

Clause08

If a person working abroad on a permanent basis is appointed as a Visiting Professor, the University may meet the cost of International air travel. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.

8 (a) The remuneration and other allowances to be paid to a Visiting Professor shall be as per mutual contract.

8 (b) If a person working abroad on a permanent basis is appointed as a Visiting Professor, the University shall meet the cost of his International air travel. A Visiting Professor appointed from within the Country shall be paid travel expenses in accordance with the rules of the University.

Page 000102

Clause09

Guest House accommodation will be provided free of charge by the University. Food Charges, however, would be paid by the Visiting Professor.

Guest House accommodation will be provided free of charge by the University. As such, the incumbent will not be entitled to HRA. Food Charges, however, would be paid by the Visiting Professor.

Ordinance No. 23 governing Fees and other Charges payable by Students of the University

Page 000104

Clause10

Students admitted under this category shall pay the fee as prescribed from time to time.

Students admitted under this category shall pay the fee as prescribed from time to time, but should be more than the fee paid by the Indian Students.

Ordinance No. 30 governing Emoluments, Terms and Conditions of Service, Powers and Functions of the Registrar

Page 000146

Clause1 (a) (i)

The Registrar shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of

The Registrar shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of

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five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Page 000147

Clause 2 (b)

The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he/she shall also be ex-officio

Member-Secretary of the Court.

Page 000148

Clause 2 (c) (iii)

To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by these Authorities.

Page 000148

Clause 2 (c) (v)

To supply to the Visitor, copies of the agenda of the meetings of the Authorities of the University as soon as they are issued and the minutes of such meetings;

Page 000148

Clause 2 (d) Appeals:

- i. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in Clause 2 (a) (i).
- ii. An appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Registrar shall superannuate on attaining the age as prescribed by UGC from time to time.

2 (b)

(i) The Registrar shall be Ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities.

(ii) The Registrar shall be ex-officio Member-Secretary of the Court.

To keep the minutes of the meetings of the Court, the Executive Council, the Academic Council and of any other **Committee** appointed by these Authorities.

To supply to the Visitor, copies of the agenda and also the minutes of the meetings of the Authorities of the University as soon as they are issued;

Not to be included here, shift to Rules & Regulations

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Ordinance No. 31 governing Emoluments, Terms and Conditions of Service of the Finance Officer

Page 000149

Clause1 (a)

The Finance Officer shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Page 000151

Clause2 (c) (vi)

Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;

The Finance Officer shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Finance Officer shall superannuate on attaining the age as prescribed by UGC from time to time.

Ensure that the stock registers (of buildings, land, furniture, equipment etc) are maintained up-to-date. The stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories ~~at regular intervals by a committee constituted for the purpose;~~

Ordinance No. 32 governing Purchase Committee

Page 000153

Clause3 (f)

The University may utilize the approved registered with University suppliers for procurement of goods and services through Limited Tender Enquiry. Head of Department may also register suppliers of goods and services which are specifically required by the Department of Office.

The University may utilize the registered (with University) supplier for procurement of goods and services through Limited Tender Enquiry.

The University may also purchase from the ~~approved~~ suppliers registered with the University through Limited Tender Enquiry. Head of Department may also register suppliers of goods and services which are

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specifically required by the office of the Department.

Page 000153

Clause 5

Purchase of goods by Purchase Committee

Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousands only) and upto Rs. 1,00,000/- (rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/ Dean/ Director. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousands only) and upto Rs. 1,00,000/- (rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members as decided by the Registrar/Finance Officer/H.O.D/ Dean/ Director. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

Page 000159

Clause 12

Part Payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

Delete this clause 12 at Page No. 000159 and change the numbering of the subsequent clauses accordingly.

Page 000159

Clause 13 (c)

If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.

If the purchase of any item, the rate *of* which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.

Ordinance No. 34 governing The Proctor

Page 000164

Clause9(c)

Collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

Collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students *as per the rules*. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

Page 000164

Clause12(a)

To suspend students or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.

To suspend students or institute proceedings in cases of breach of discipline *as per the norms prescribed by the Competent Authority*, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.

Clause12(b)

to suspend or rusticate a student upto a maximum period of two weeks

to suspend a student upto a maximum period of two weeks *as per the norms prescribed by the Competent Authority*

Ordinance No. 36 governing Emoluments, Terms and Conditions of Service of the Librarian

Page 000166

Clause1

The Librarian shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Librarian shall retire on attaining the age of sixty-two years.

The Librarian shall be a whole-time officer appointed by the Executive Council on the basis of direct recruitment, on the recommendations of a Selection Committee constituted for the purpose, for a tenure of five years which may be renewed for a similar term, and shall be placed in the scale of pay as recommended by the University Grants Commission/ Government of India and adopted by the Executive Council from time to time.

Provided that the Librarian shall superannuate on attaining the age as prescribed by UGC from time to time.

as

Ordinance No. 38 governing Award of Undergraduate/ Post Graduate Degrees, Diplomas/
Post Graduate Diplomas and Certificates of the University
(For Regular on Campus Mode)

Page 000170

Clause2 (i)

Conferment of Honorary Degrees

Honorary Degrees

Ordinance No. 39 governing Visiting Fellow

Page 000171

Clause02

Superannuated persons may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum upto three months.

Superannuated persons *not above the age of 70 years* may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and not more than *six* months.

Clause06

The University would provide accommodation to the Visiting Fellow in the University Guest House free of charge but food charges would be paid by the Visiting Fellow.

The University would provide accommodation and local Hospitality to the Visiting Fellow.

Clause07

The same person may not be invited as Visiting Fellow more than once in a year, but the period of 3 months can be split up as desired by the University within the period of one year.

The same person may not be invited as Visiting Fellow more than once in a year, but the period of **6** months can be split up as desired by the University within the period of *two years*.

The appointment of the Visiting Fellow shall be made on the recommendations of the Head of the Department, endorsed by the Dean of the School and approved by the Vice-Chancellor.

The appointment of such Visiting Fellow upto six months can be made by the Vice-Chancellor and for longer term by the Executive Council.

The Visiting Fellow should be at least an Associate Professor/Fellow in a recognized University/ Institute of Higher Education.

QW

Ordinance No. 40 governing Employees and Students' Grievances Redressal Committee

Page 000173

Clause04

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| <ol style="list-style-type: none">1. The Pro-Vice Chancellor or such other person to be nominated by the Vice Chancellor2. Representatives of Student's Council3. Nominees of the Vice Chancellor4. Deans of Students Welfare5. Dean of the School concerned | <ol style="list-style-type: none">1. The Pro-Vice Chancellor or such other person to be nominated by the Vice Chancellor2. Dean of the School concerned3. <i>Nominee</i> of the Vice Chancellor4. <i>Dean</i> of Students Welfare5. <i>Representative</i> of Student's Council |
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Page 000173

Clause05

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| <p>(ii) enquire into the grievances, and make recommendations and report to the concerned authorities Academic Council and Executive Council for redressal or suitable action; and</p> | <p>(ii) enquire into the grievances, and submit report alongwith recommendations to the <i>Vice-Chancellor</i> for suitable action</p> |
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Page 000174

Clause07

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|--|--|
| <p>(ii) enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and</p> | <p>(ii) enquire into the grievances, and submit report alongwith recommendations to the <i>Vice-Chancellor</i> for suitable action</p> |
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Clause09

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| <p>(ii) enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and</p> | <p>(ii) enquire into the grievances, and submit report alongwith recommendations to the <i>Vice-Chancellor</i> for suitable action</p> |
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Ordinance No. 52 governing The Alumni Association

Page 000207

Clause08

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| <p>No member of the Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing.</p> | <p>No member of the Association shall be entitled to vote or stand for election unless he/she has been a member of the Association for at least one year prior to the date of the election.</p> |
|--|---|

aw

Ordinance No. 55 governing Amendment to Ordinance No.5 Award of Integrated M.Phil-Ph.D. Degree

Page 000217

Clause 7.

Admission in Integrated M.Phil-Ph.D. Programme/ shall be on the basis of merit of Composite Score obtained in the Admission Entrance Test (AET), qualifying Examination and interview as mentioned below:-

S.N	Components of the Composite Score	Weightage
1)	Score obtained in the Admission Entrance Test (AET)	60%
2)	Percentage of marks in the PG Degree	30%
3)	Interview	10%
	Total	100%

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 weightage of 80% and 20%.

Page 000218

14 (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.

Subject to the minimum cut off marks, candidates equivalent to *five* 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.

Existing Clause

Approved

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

Page No. 000017

Medium of Instruction & Examination

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.
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 requirement of the course.

1. The medium of instruction in respect of all programmes of Studies offered by the University shall be English/Hindi/State Language.
2. Question Papers of all examinations shall be set in English/Hindi and answered in English or Hindi as per the choice of the student 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 requirement of the course.

Existing Clause

Approved

Ordinance No. 27 governing Conditions of Halls of Residence for Students of the University

Page No 000013

6. Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment.

Wardens of Halls of Residence shall be appointed by the Vice Chancellor for a period of two years and they shall be eligible for reappointment. The Warden shall be entitled for suitable honorarium as may be decided from time to time by the Vice Chancellor for rendering additional duty.

Existing Clause

Approved

Ordinance No. 6 governing Award of Integrated M.Phil-Ph.D Degree

Page no 000048

Clause 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 profitable pursued;
- ii. that the research work can be suitably undertaken in the University;

i. The School Board concerned after considering the recommendations made by the Board of Studies, if deems fit, may approve the topic and grant registration w.e.f date of submission of M.Phil thesis or completion of one and half years of M.Phil programme whichever happens to be later subject to the fulfilment of Clause. 43 of the ordinance.

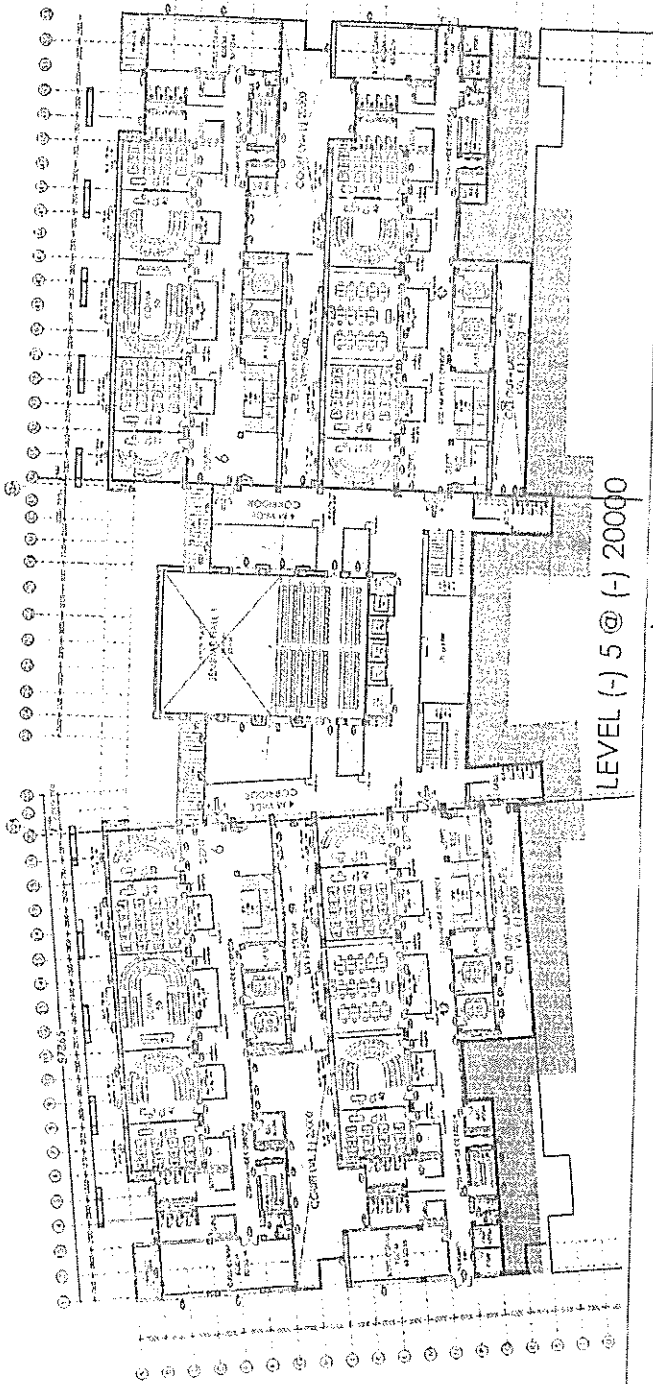
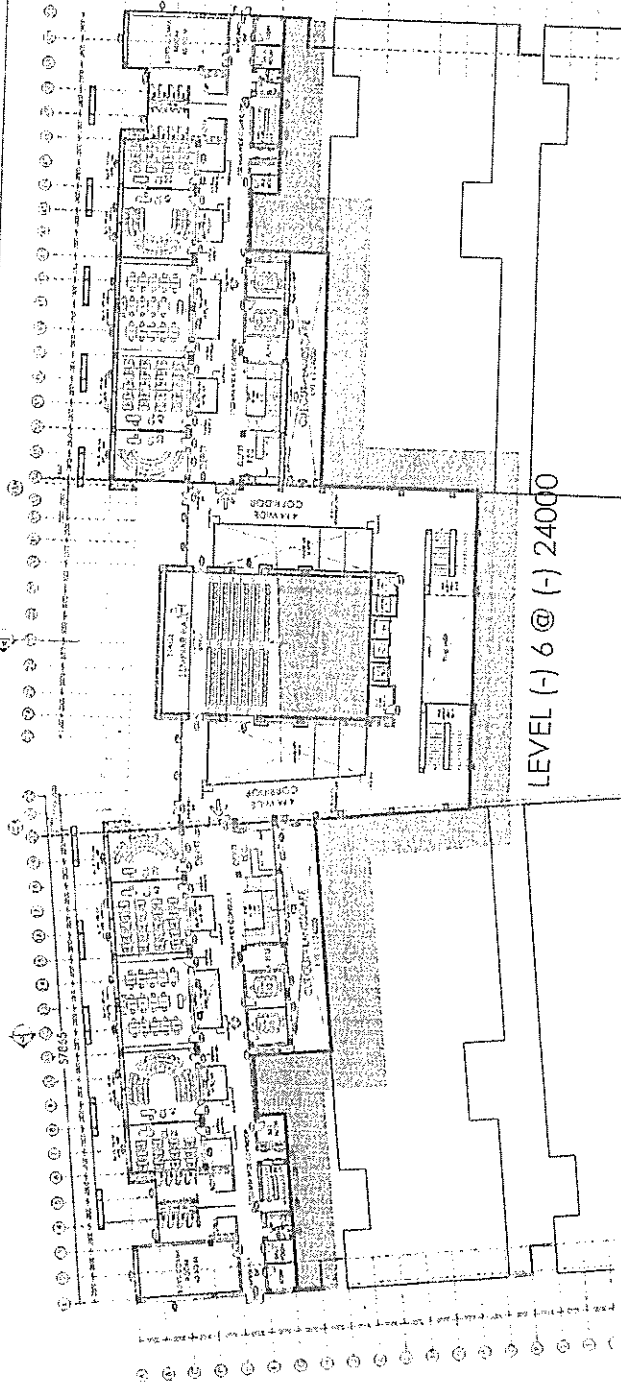
The Board of Studies shall satisfy itself-

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



Annexure - D

APPROVED FOR PERFORMING AS PER CONTRACT DOCUMENTS			TENDER DRAWINGS CENTRAL UNIVERSITY OF JHARKHAND	DATE: 10/05/2024	SCALE: AS SHOWN	PROJECT NO.: CUJ/2024/01	DRAWING NO.: 11.2	DESIGNED BY: S. K. JAIN	CHECKED BY: S. K. JAIN	DATE: 10/05/2024	BY: S. K. JAIN	DRAWING NO.: 11.2	SCALE: AS SHOWN	PROJECT NO.: CUJ/2024/01	DRAWING NO.: 11.2	
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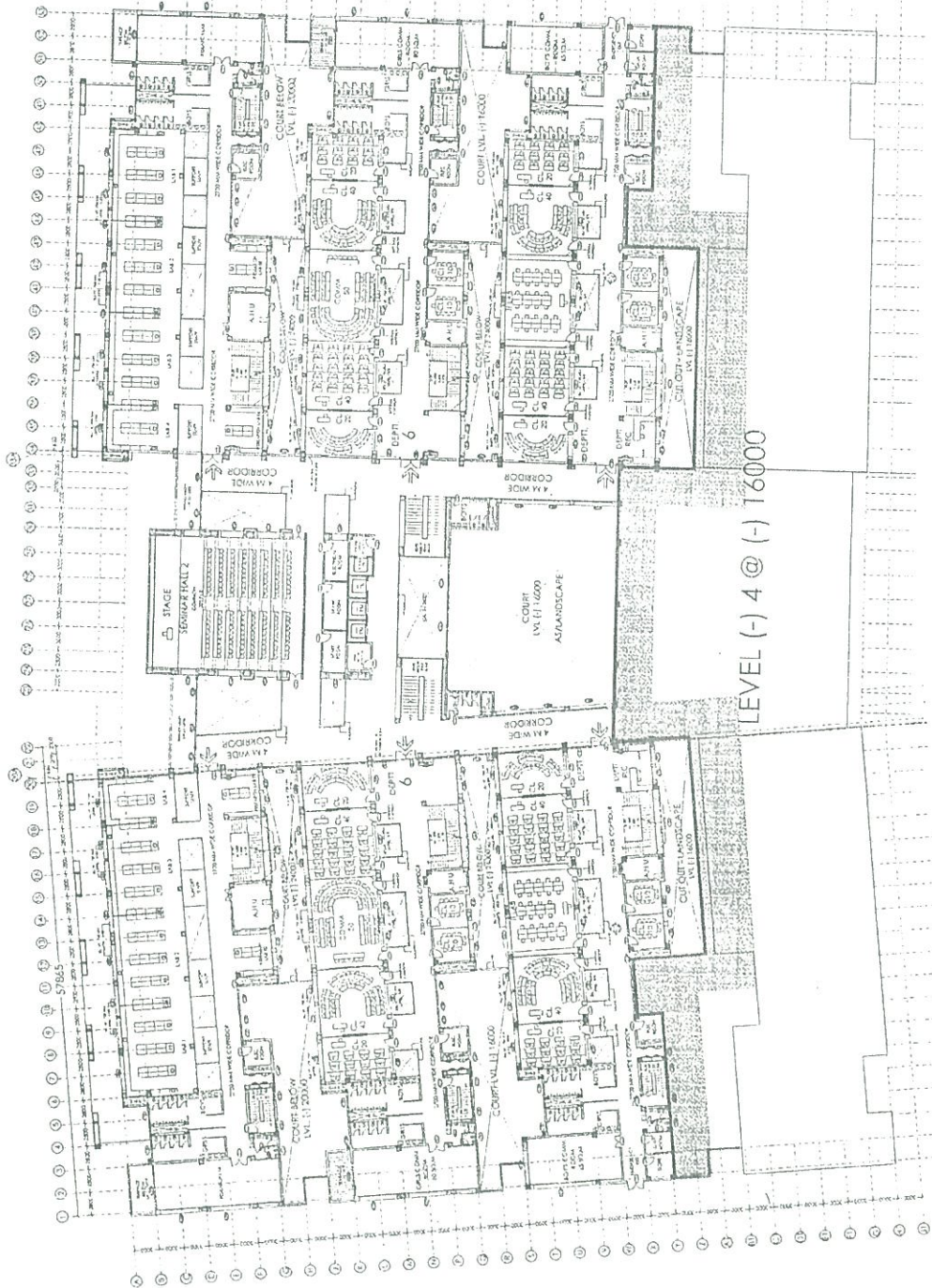
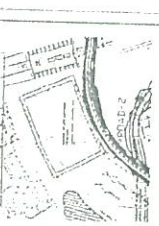


Dr. S.K. Jain

1. TITLE SHEET
 2. GENERAL NOTES
 3. FOUNDATION
 4. STRUCTURAL
 5. MECHANICAL
 6. ELECTRICAL
 7. PLUMBING
 8. SANITARY
 9. FINISHES
 10. SCHEDULES

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TENDER DRAWINGS
CENTRAL UNIVERSITY OF JAWAHAR

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 ELECTRICAL CONSULTANTS
 PLUMBING CONSULTANTS
 SANITARY CONSULTANTS
 FINISHES CONSULTANTS
 SCHEDULES CONSULTANTS
 CIVIL ENGINEERING CONSULTANTS
 STRUCTURAL CONSULTANTS
 MECHANICAL CONSULTANTS
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 PLUMBING CONSULTANTS
 SANITARY CONSULTANTS
 FINISHES CONSULTANTS
 SCHEDULES CONSULTANTS
 CIVIL ENGINEERING CONSULTANTS

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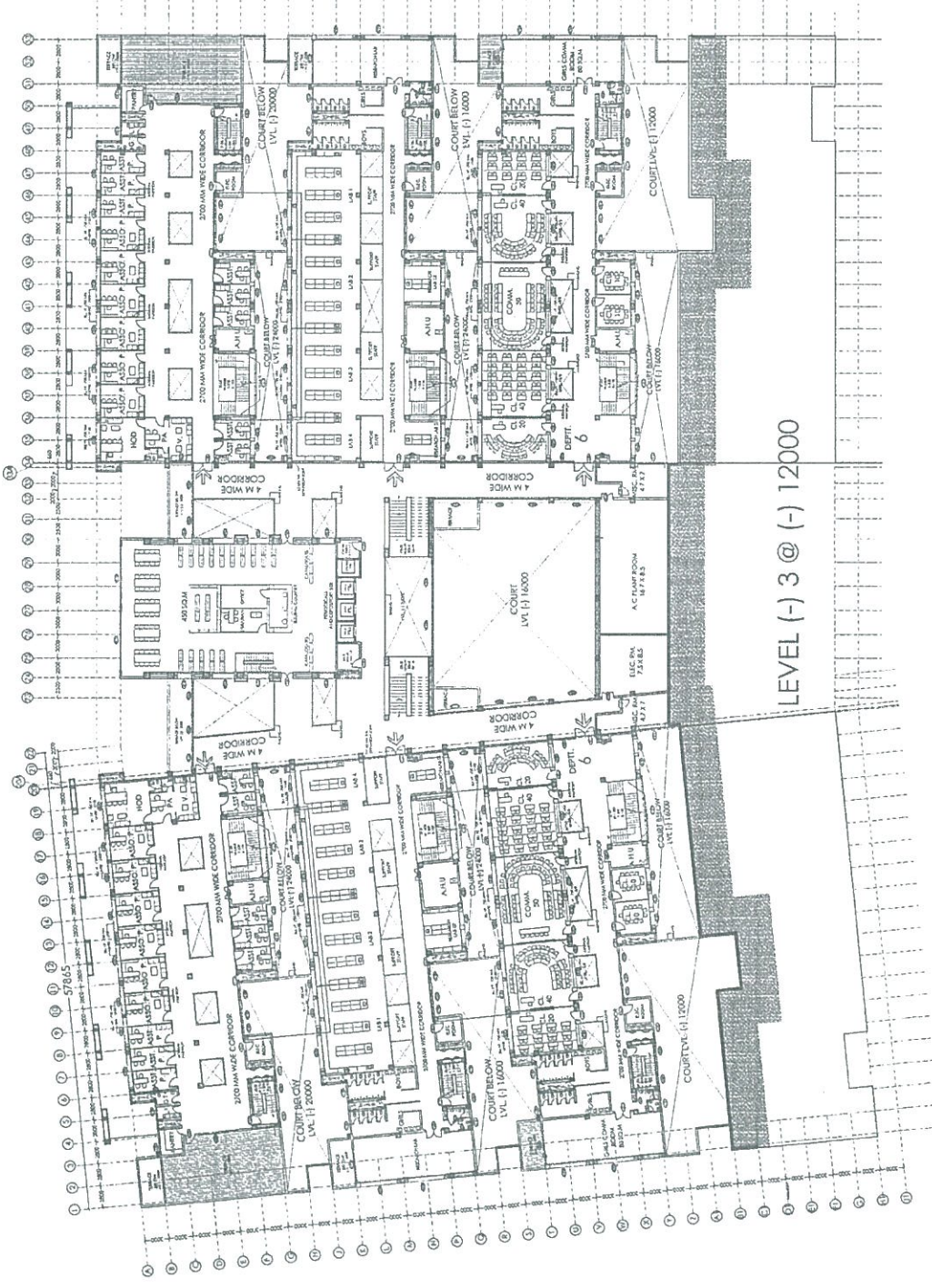
PLAN AT LEVEL (-) 4
 CENTRAL UNIVERSITY OF JAWAHAR
 SCHOOL OF LIFE SCIENCES
 PROJECT NO. 2024/2025
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 DATE: 15.02.2024
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 CHECKED BY: [Name]
 APPROVED BY: [Name]

SOL/SIA-02

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1. TITLE SHEET
2. GENERAL INFORMATION
3. FOUNDATION
4. BEARING CAPACITY
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TENDER DRAWINGS
GENERAL UNIVERSITY OF JAWWI

Client: UNIVERSITY OF JAWWI

Architect: SOLSI/A-03

Date: 2021/01/15

Scale: 1:200

Sheet No: SOLSI/A-03

Project Name: GENERAL UNIVERSITY OF JAWWI

Location: JAWWI, KUWAIT

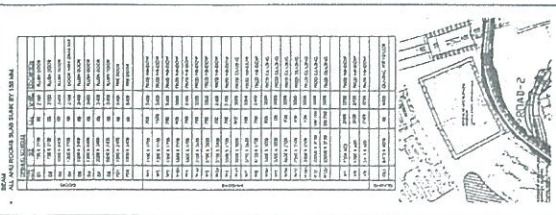
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Architect Representative: [Signature]

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3	FINISHES
4	MECHANICAL AND ELECTRICAL
5	PLUMBING
6	PAINTS AND COATINGS
7	GLAZING
8	ROOFING
9	LANDSCAPING
10	UTILITIES
11	CONCRETE
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13	WOOD
14	GLASS
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17	ELECTRICAL EQUIPMENT
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47	ELECTRICAL EQUIPMENT
48	PLUMBING EQUIPMENT
49	LANDSCAPING EQUIPMENT
50	UTILITIES EQUIPMENT



TENDER DRAWINGS
GENERAL UNIVERSITY OF JAMMU

ENGINEERING PROJECTS INDIA PVT. LTD.
Engineering Projects India Pvt. Ltd.
27/1, Jammu Bypass, Jammu - 180 007
Ph: 94190 22222, 94190 22223, 94190 22224

MAKHO CONSULTANTS
M.A. Makho & Associates
27/1, Jammu Bypass, Jammu - 180 007
Ph: 94190 22222, 94190 22223, 94190 22224

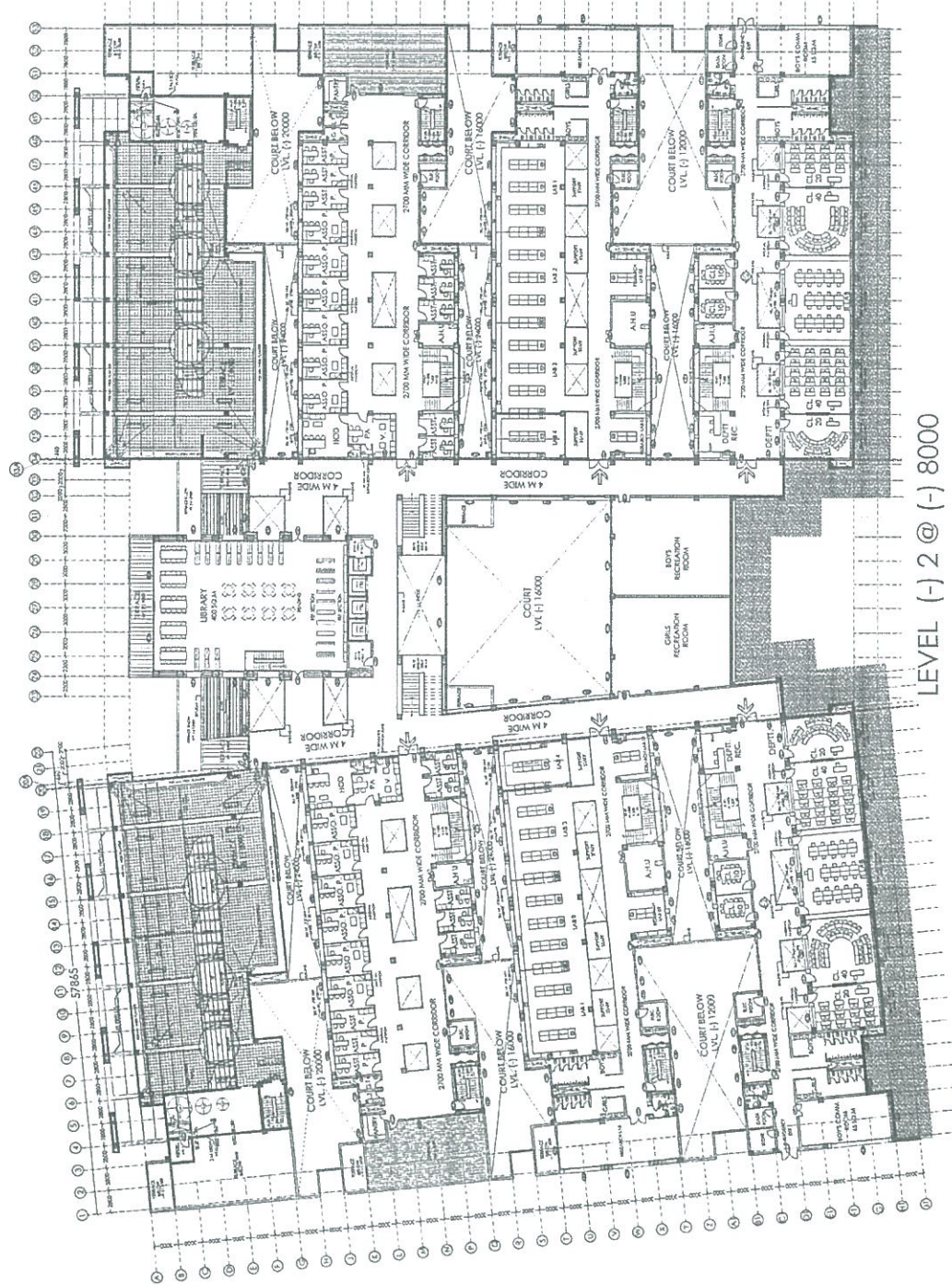
DESIGNER
SOLIS/A-04

DATE
15/05/2023

SCALE
AS SHOWN

PROJECT
SCHOOL OF LIFE SCIENCES

REVISION
PLAN AT LEVEL (-) 2



LEVEL (-) 2 @ (-) 8000

(Handwritten signatures and initials)

Notes

1. DATE: 09/05/2018
2. DRAWING NO: 18/SOL/SIA/05
3. PROJECT NAME: SOLSIA-05
4. CLIENT: SPSM
5. CONTRACT NO: 18/SOL/SIA/05
6. DRAWING TITLE: PLAN AT LEVEL (-) 1
7. DATE OF ISSUE: 09/05/2018
8. DRAWN BY: A. ABU MALIQ
9. CHECKED BY: A. ABU MALIQ
10. APPROVED BY: A. ABU MALIQ

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12	SEWERAGE	M ²	500	
13	LANDSCAPE	M ²	500	
14	GENERAL FINISH	M ²	500	
15	MECHANICAL	M ²	500	
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General Notes:

1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
2. REFER TO ARCHITECTURAL DRAWINGS FOR FINISHES.
3. REFER TO STRUCTURAL DRAWINGS FOR STRUCTURE.
4. REFER TO MECHANICAL DRAWINGS FOR MECHANICAL SERVICES.
5. REFER TO ELECTRICAL DRAWINGS FOR ELECTRICAL SERVICES.
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8. REFER TO LANDSCAPE DRAWINGS FOR LANDSCAPE SERVICES.
9. REFER TO GENERAL FINISH DRAWINGS FOR GENERAL FINISHES.

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Project Location: SPSM

Site Plan:

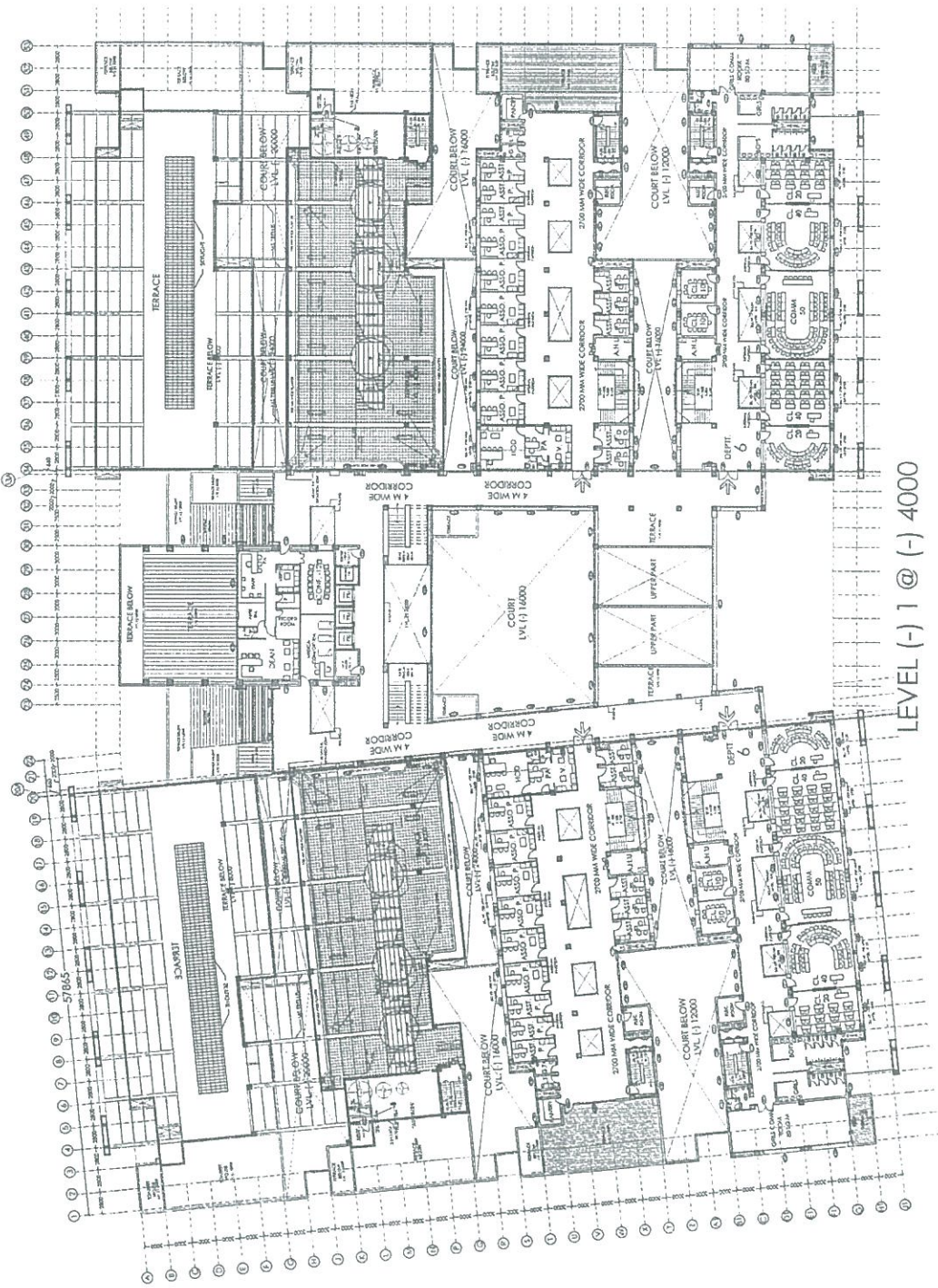
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---	LANDSCAPE
---	GENERAL FINISH
---	MECHANICAL
---	ELECTRICAL
---	WATER SUPPLY
---	SEWERAGE

Approval:

Client: *(Signature)*
 Architect: *(Signature)*
 Engineer: *(Signature)*
 Surveyor: *(Signature)*
 Structural: *(Signature)*
 Mechanical: *(Signature)*
 Electrical: *(Signature)*
 Water Supply: *(Signature)*
 Sewerage: *(Signature)*
 Landscape: *(Signature)*
 General Finish: *(Signature)*

Company Logos: SPSM, SOLSIA-05

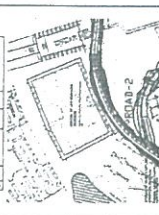


LEVEL (-) 1 @ (-) 4000

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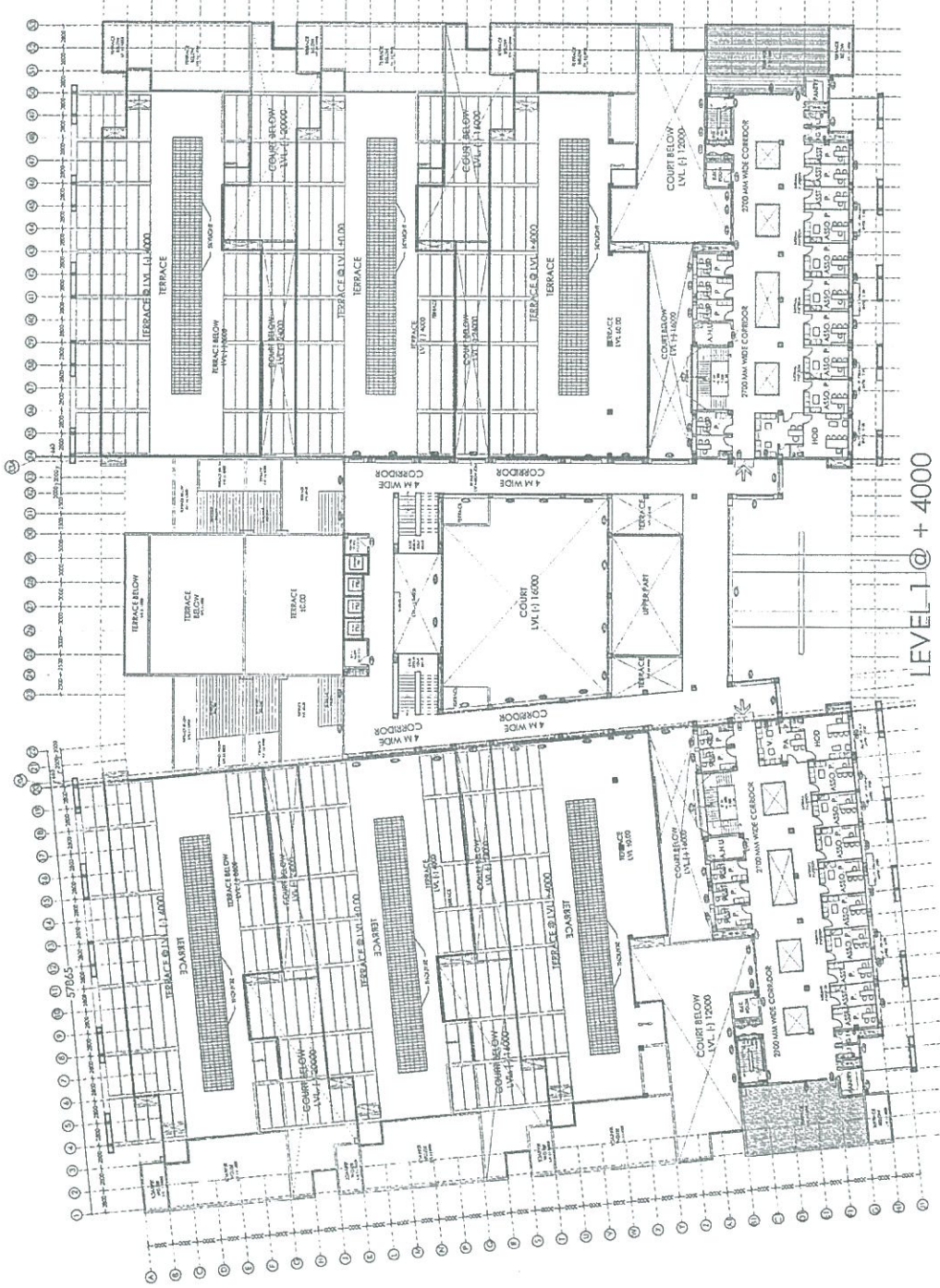
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TENDER DRAWINGS
CENTRAL UNIVERSITY OF JAMAICA

Architect: **URS**
 Engineering: **SAI**
 Quantity Surveying: **URS**
 Structural: **URS**
 Mechanical: **URS**
 Electrical: **URS**
 Plumbing: **URS**
 Fire Protection: **URS**
 Environmental: **URS**
 Landscape: **URS**
 Traffic: **URS**
 Security: **URS**
 Sustainability: **URS**

Client: **CENTRAL UNIVERSITY OF JAMAICA**
 Project: **SCHOOL OF LIFE SCIENCES**
 Drawing No: **SOLSA/07**
 Date: **2010-07-07**

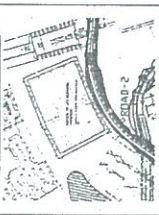


LEVEL 1 @ + 400

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NOTE: ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
 1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.

NO.	DESCRIPTION	QTY	UNIT	REMARKS
1	CONCRETE	1000	M ³	
2	STEEL	500	TON	
3	BRICK	100000	NO.	
4	CEMENT	5000	TON	
5	SAND	10000	M ³	
6	GRAVEL	5000	M ³	
7	AGGREGATE	10000	M ³	
8	PAINT	100	LITERS	
9	GLASS	1000	M ²	
10	DOOR	100	NO.	
11	WINDOW	200	NO.	
12	ROOFING	1000	M ²	
13	PLASTER	1000	M ²	
14	CEILING	1000	M ²	
15	FLOORING	1000	M ²	
16	WALLING	1000	M ²	
17	ROOFING	1000	M ²	
18	PLASTER	1000	M ²	
19	CEILING	1000	M ²	
20	FLOORING	1000	M ²	
21	WALLING	1000	M ²	
22	ROOFING	1000	M ²	
23	PLASTER	1000	M ²	
24	CEILING	1000	M ²	
25	FLOORING	1000	M ²	
26	WALLING	1000	M ²	
27	ROOFING	1000	M ²	
28	PLASTER	1000	M ²	
29	CEILING	1000	M ²	
30	FLOORING	1000	M ²	
31	WALLING	1000	M ²	
32	ROOFING	1000	M ²	
33	PLASTER	1000	M ²	
34	CEILING	1000	M ²	
35	FLOORING	1000	M ²	
36	WALLING	1000	M ²	
37	ROOFING	1000	M ²	
38	PLASTER	1000	M ²	
39	CEILING	1000	M ²	
40	FLOORING	1000	M ²	
41	WALLING	1000	M ²	
42	ROOFING	1000	M ²	
43	PLASTER	1000	M ²	
44	CEILING	1000	M ²	
45	FLOORING	1000	M ²	
46	WALLING	1000	M ²	
47	ROOFING	1000	M ²	
48	PLASTER	1000	M ²	
49	CEILING	1000	M ²	
50	FLOORING	1000	M ²	



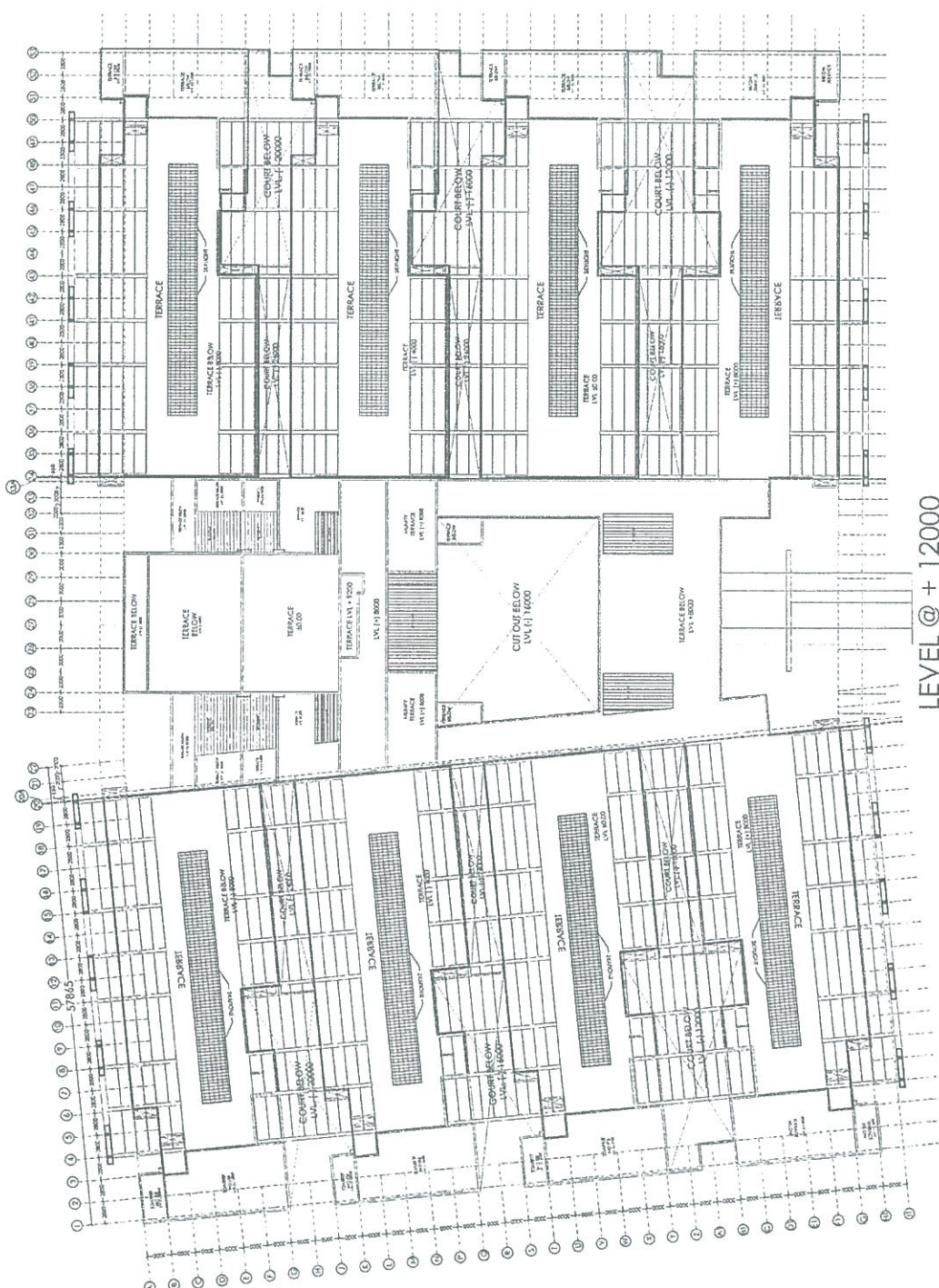
TENDER DRAWINGS
 GENERAL UNIVERSITY OF JAMMU

Eng. Neeraj Projects India Ltd.
 SAA
 M/s. Neeraj Projects India Ltd.
 Plot No. 10, Sector 10, Gurgaon, Haryana, India

DESIGNER
 M/s. Neeraj Projects India Ltd.
 Plot No. 10, Sector 10, Gurgaon, Haryana, India

CONSULTANT
 M/s. Neeraj Projects India Ltd.
 Plot No. 10, Sector 10, Gurgaon, Haryana, India

DATE: 15/03/2024
 SCALE: AS SHOWN
 SHEET NO: 10/10



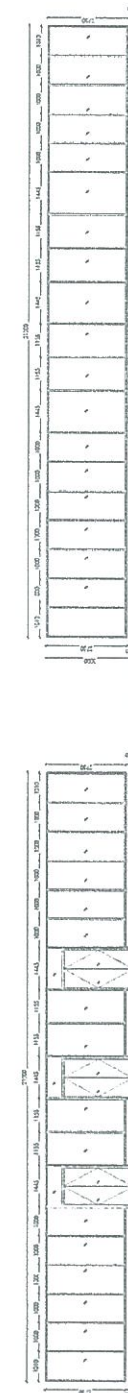
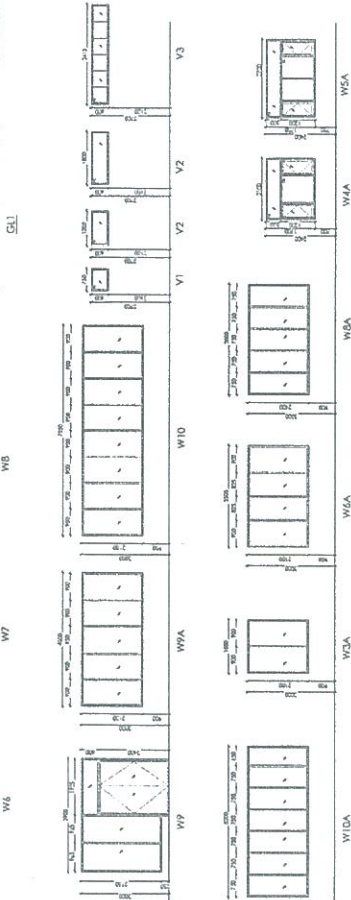
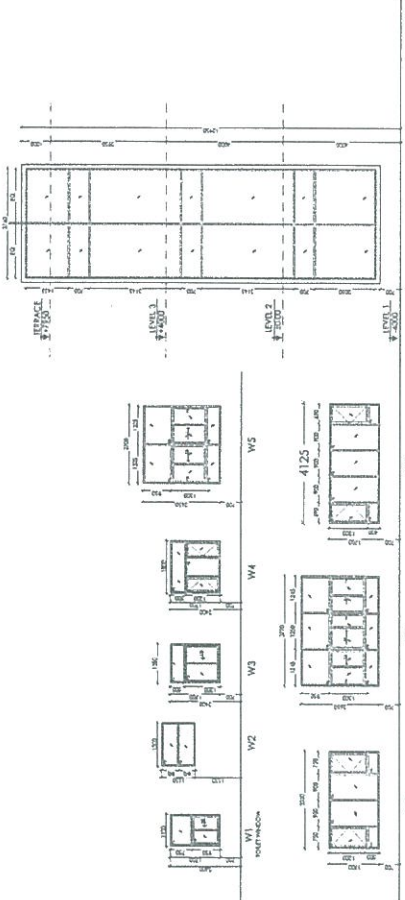
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SCHOOL BUILDING
SCHEDULE OF FINISHES

ITEM	MASONRY	SPACE	FINISH
1	ALL OVER	ALL OVER	Fly ash Bricks
2	FLOORING	All over (Including Library) & Except in Lecture Halls, Conference, Dean & HOOD offices, Landings, Trade in Lecture hall, Seminar halls, Conference hall, HOOD & Dean Lecture hall, Seminar halls. Restrooms	Antiskid Vitrified Tiles Pastramed with Polished Granite set/pa Carpet Tiles Granita Vitrified Tiles Granita IPS Flooring 62mm black Hard flooring Matching Floor Vitrified Tiles Low VOC Acrylic glass/paper Texture Paint Aluminium Flush door 35mm Black Aluminium Internal windows with term brick Glass External windows with term brick Roughtened Glass Insulated Short Crete Walls Calcium Silicate Metallic Stainless Steel Stainless Steel APP Membrane APP Membrane Red Sandstone with Kota stone
3	SOFTING	Sanitising - Restrooms AHUS & Electrical rooms AC Plant room	
4	DADO	Toilet /Pantry/Kitchen	
5	PAINING	Interior Exterior Door Frames	
6	ALL DOOR	Shutter	
7	WINDOWS / GLAZING	Internal External	
8	INTERNAL PARTITIONS	Interior	
9	FALSE CEILING	All Common Areas Remaining area	
10	RAILING	Staircase Out out Terrace	
11	WATER PROOFING	Terrace Sub Floor	
12	CLADDING	Pier at grid B	

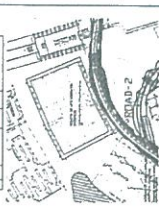


REVISIONS

1. ALL DIMENSIONS ARE IN MILLIMETRE UNITS
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GENERAL NOTES

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TENDER DRAWINGS
CENTRAL UNIVERSITY OF JAMMU

Project No. CU/JAMMU/2017/111

Prepared by: [Signature]

Checked by: [Signature]

Approved by: [Signature]

Scale: 1:50

DATE: 15/08/2017

PROJECT NO: CU/JAMMU/2017/111

SOLSIA-11

DOOR WINDOW SCHEDULE



CENTRAL UNIVERSITY OF JAMMU

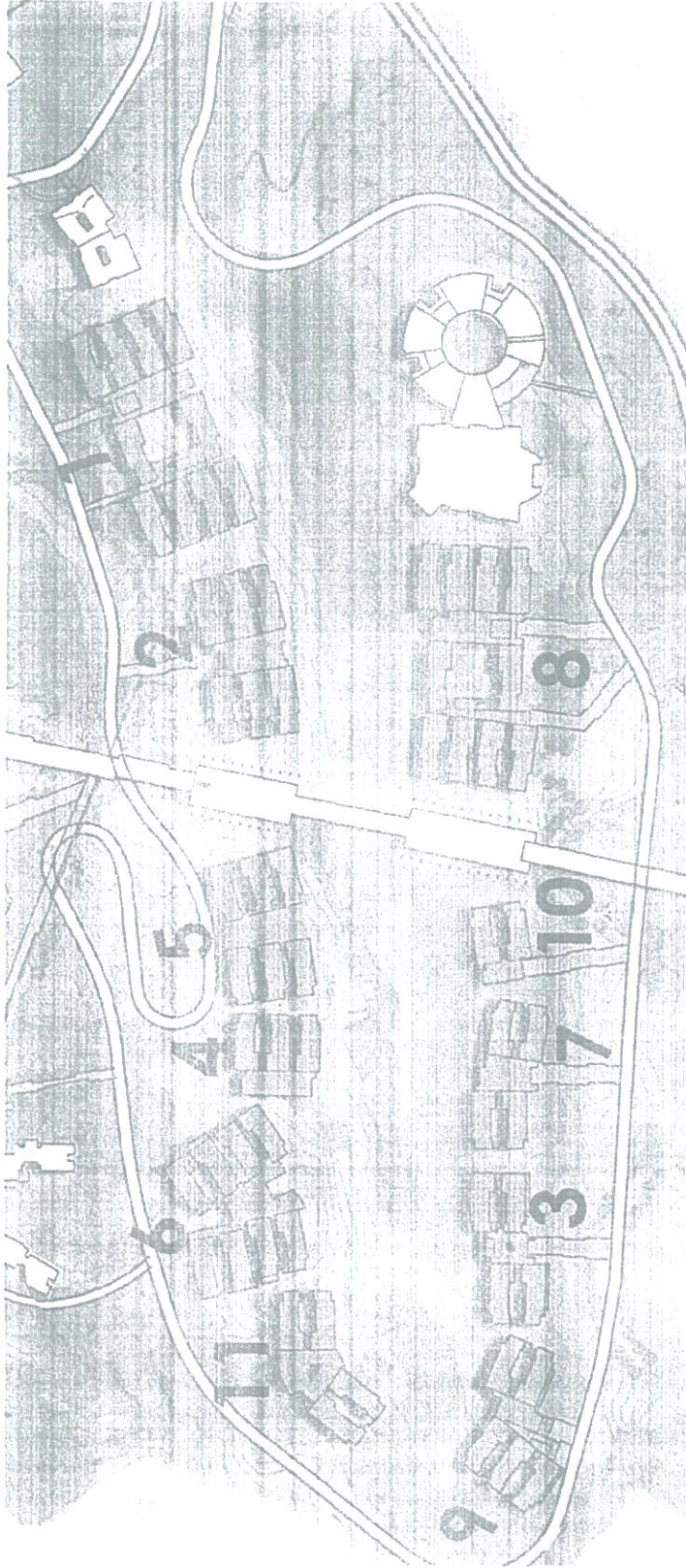
DESIGN OF SCHOOLS

15TH SEPTEMBER 2015

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ACADEMIC ZONE



S.NO	SCHOOL/ CENTRES	TOTAL NO. OF DEPTT.	DEPTT. - PHASE -1	S.NO	SCHOOL/ CENTRES	TOTAL NO. OF DEPTT.	DEPTT. - PHASE -1
1	SCHOOL OF BASIC APPLIED SCIENCE	9	NIL	7	SCHOOL OF KNOWLEDGE MANAGEMENT	3	NIL
2	SCHOOL OF LIFE SCIENCE	8	8	8	SCHOOL OF HUMANITIES	10	NIL
3	SCHOOL OF VISUAL & PERFORMING ARTS	4	NIL	9	SCHOOL OF VOCATIONAL STUDIES	5	NIL
4	SCHOOL OF EDUCATION	3	NIL	10	SCHOOL OF LAW	1	NIL
5	SCHOOL OF LANGUAGE	5	NIL	11	SCHOOL OF NATIONAL SECURITY STUDIES	4	NIL
6	SCHOOL OF BUSINESS STUDIES	8	NIL		GRAND TOTAL	60	8

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15TH SEPTEMBER 2015

REQUIREMENT

A TYPICAL DEPARTMENT

SCHOOL LEVEL SHARED FACILITIES

➤ DEPTT. RECEPTION

➤ MAIN RECEPTION

- 1 OFFICE WITH ATTACHED TOILET +1 PA CABIN + STAFF + VISITORS

- 1 OFFICE WITH ATTACHED TOILET +1 PA CABIN + STAFF
- MEETING ROOM (12 MEMBERS) ANTE ROOM + VISITORS + PANTRY

➤ DEAN

➤ FACULTY ROOMS

- 6 NO.S - PROF. & ASSO. PROF.
- 8 NO.S - ASSISTANT PROFS

- 4 NO.S-40 STUDENTS,
- 4 NO.S-20 STUDENTS,
- 3 NO.S-10 SCHOLARS,
- 1 NO.-10 MPHIL. STUDENTS)

➤ LIBRARY

- 450 SQ.M

➤ CLASS ROOMS

➤ LABORATORY

- 1 LABORATORY PER SCIENCE DEPARTMENT

➤ SEMINAR HALL

- > 4 DEPTT. -150 CAP.
- 4-5 DEPTT. -300 CAP.
- 6-8 DEPTT. -300 + 150 CAP.

➤ IT LAB

- 1 PER DEPARTMENT

➤ INDOOR GAMES FACILITY

- 1

➤ COMMON ROOMS

- 1 BOYS - 40 STUDENTS
- 1 GIRLS - 50 STUDENTS

➤ MEDICAL COMFORT ROOM

- 1

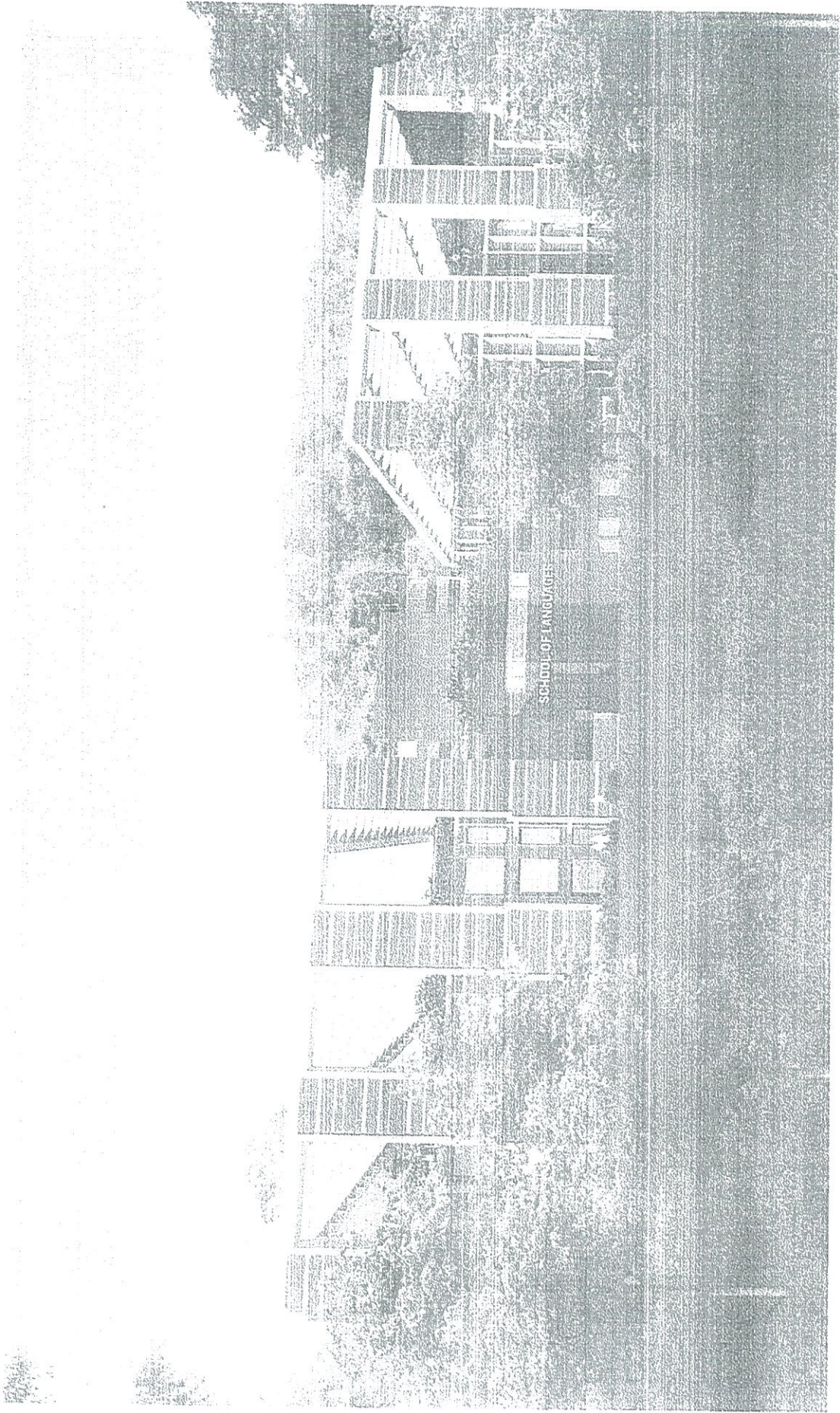
➤ UTILITIES

- STORE (20 SQ.M)
- RECORD ROOM

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VALLEY SIDE VIEW OF TYPICAL SCHOOL

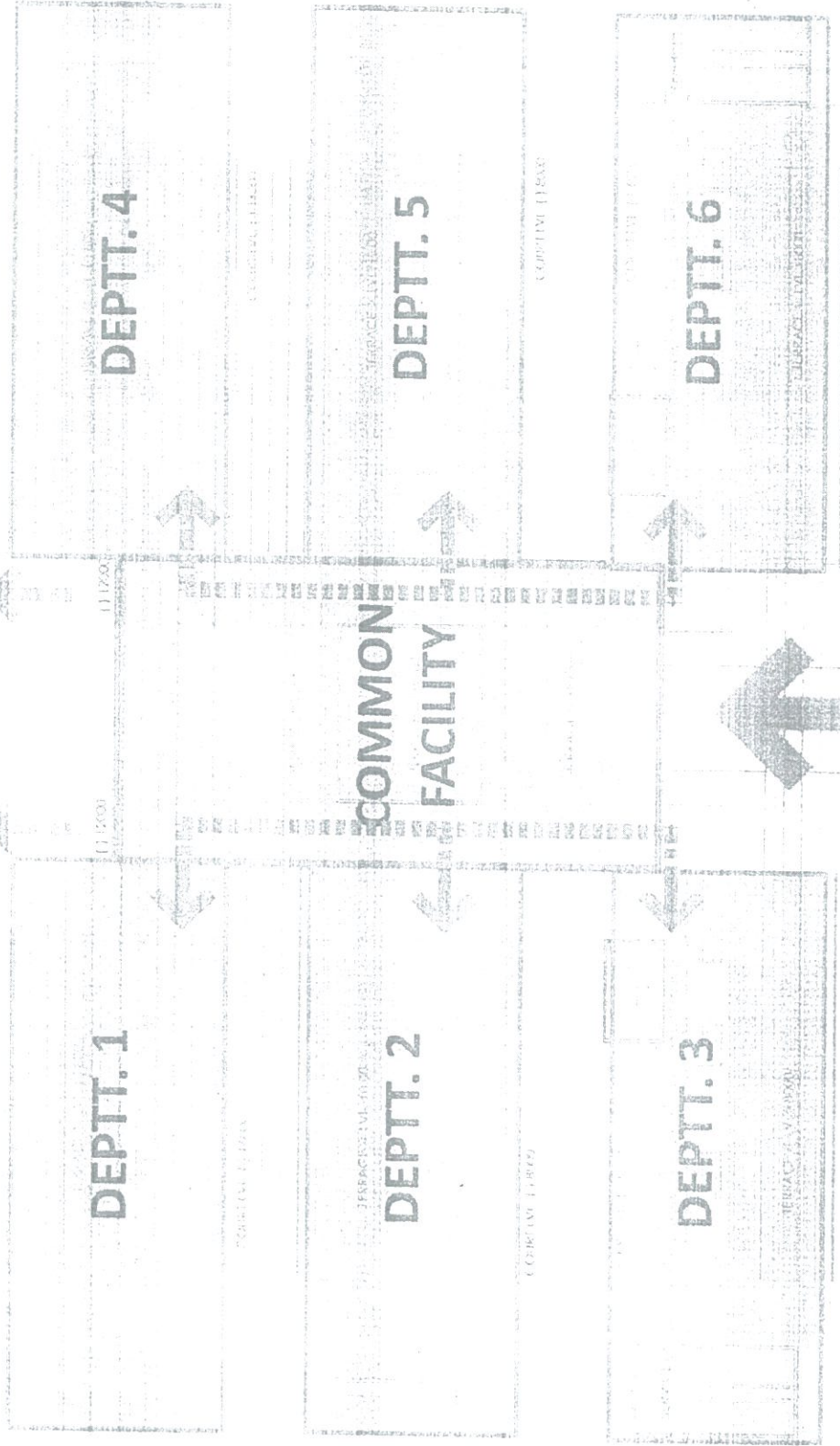


W. J. Smith

Smith

**GENERAL ARRANGEMENT
UNAMBIGUOUS/CLEAR
DISPOSITION**

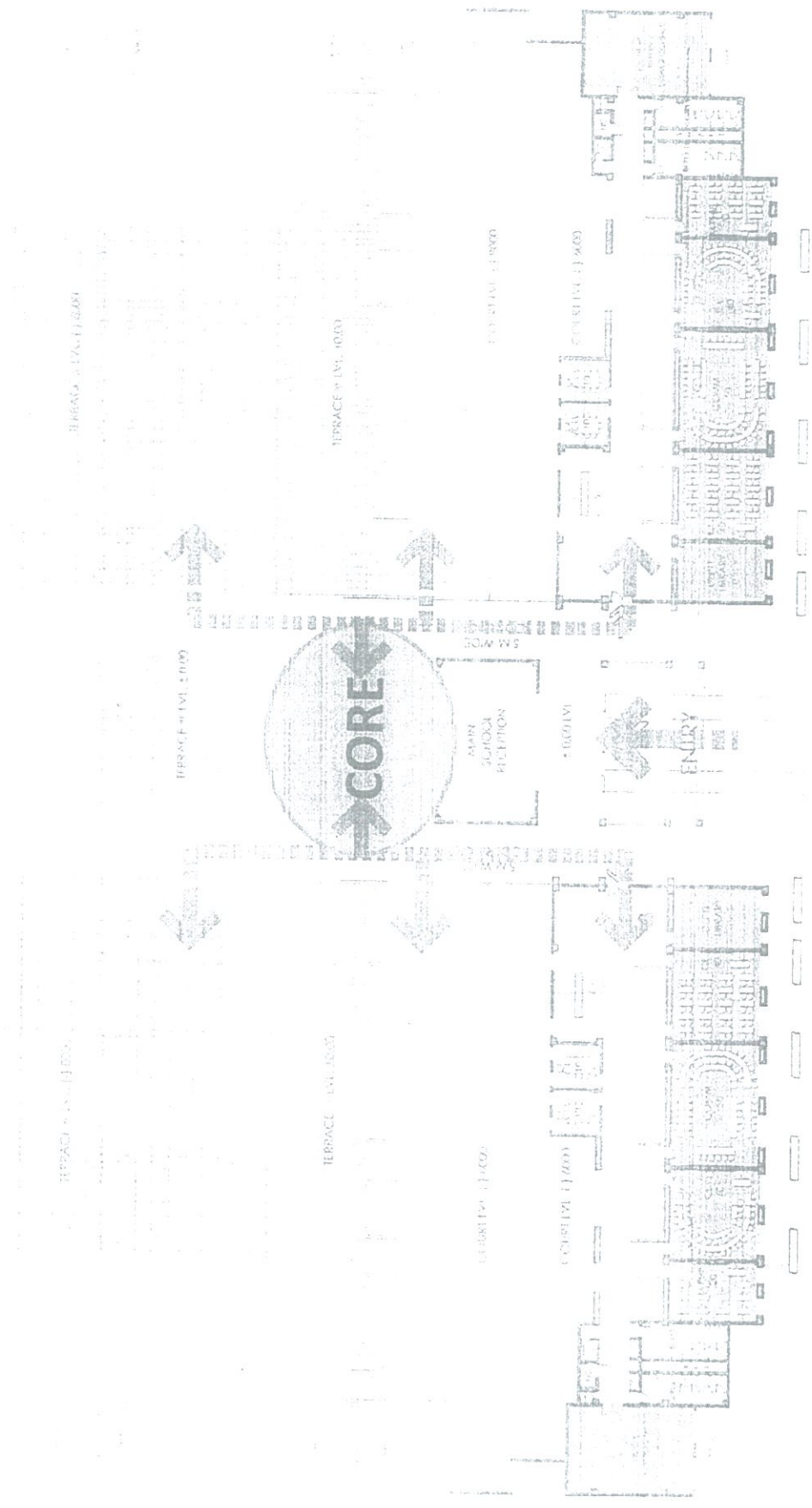
**TO
LANDSCAPE**



ROAD/PARKING

W. D. Jones *J. Smith*

ENTRY TO MAIN RECEPTION AND THEN TO CORE



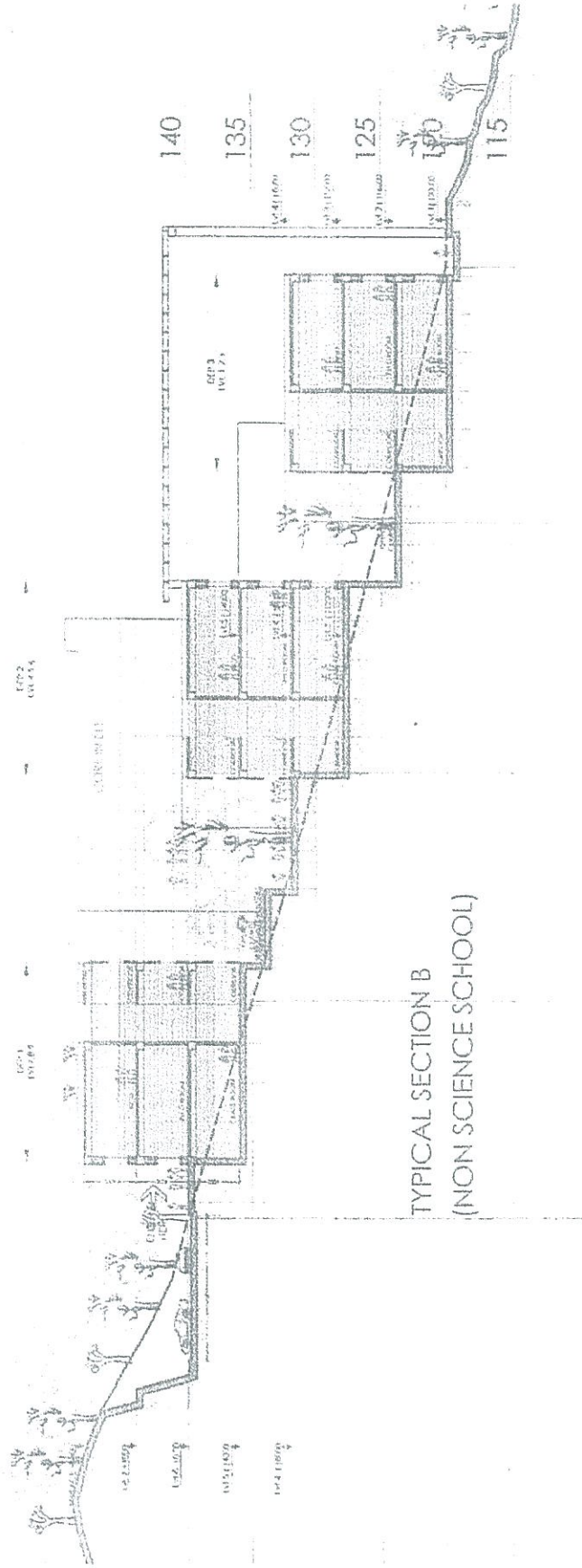
Quint

LEVEL 6 @ ± 0.00

15TH SEPTEMBER 2015

John

TYPICAL SECTION



SECTION THRU DEPARTMENTS

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15TH SEPTEMBER 2015

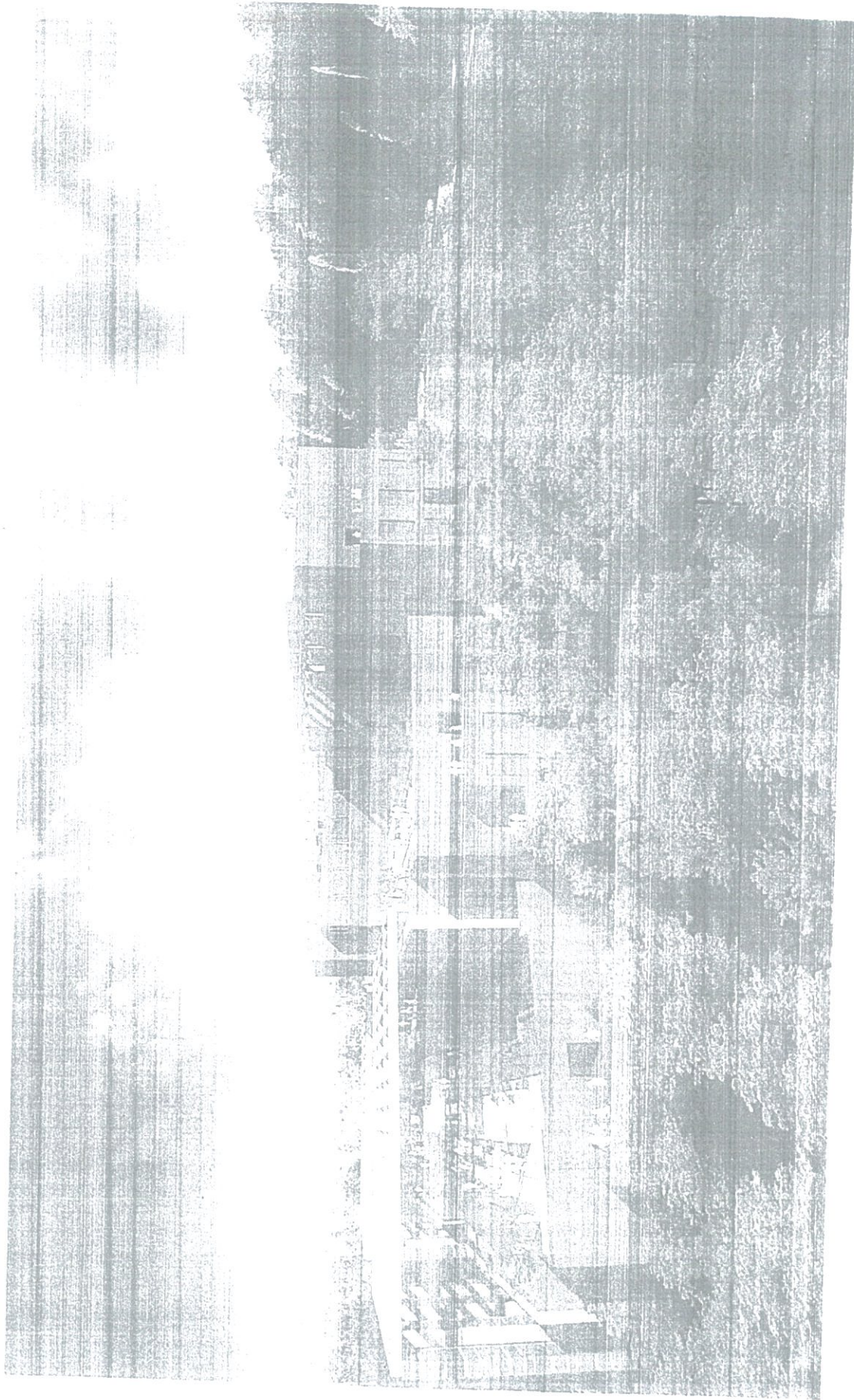
VIEWS OF INTERMEDIATE TERRACES FOR STUDENT INTERACTION



J. Smith

R. Jones

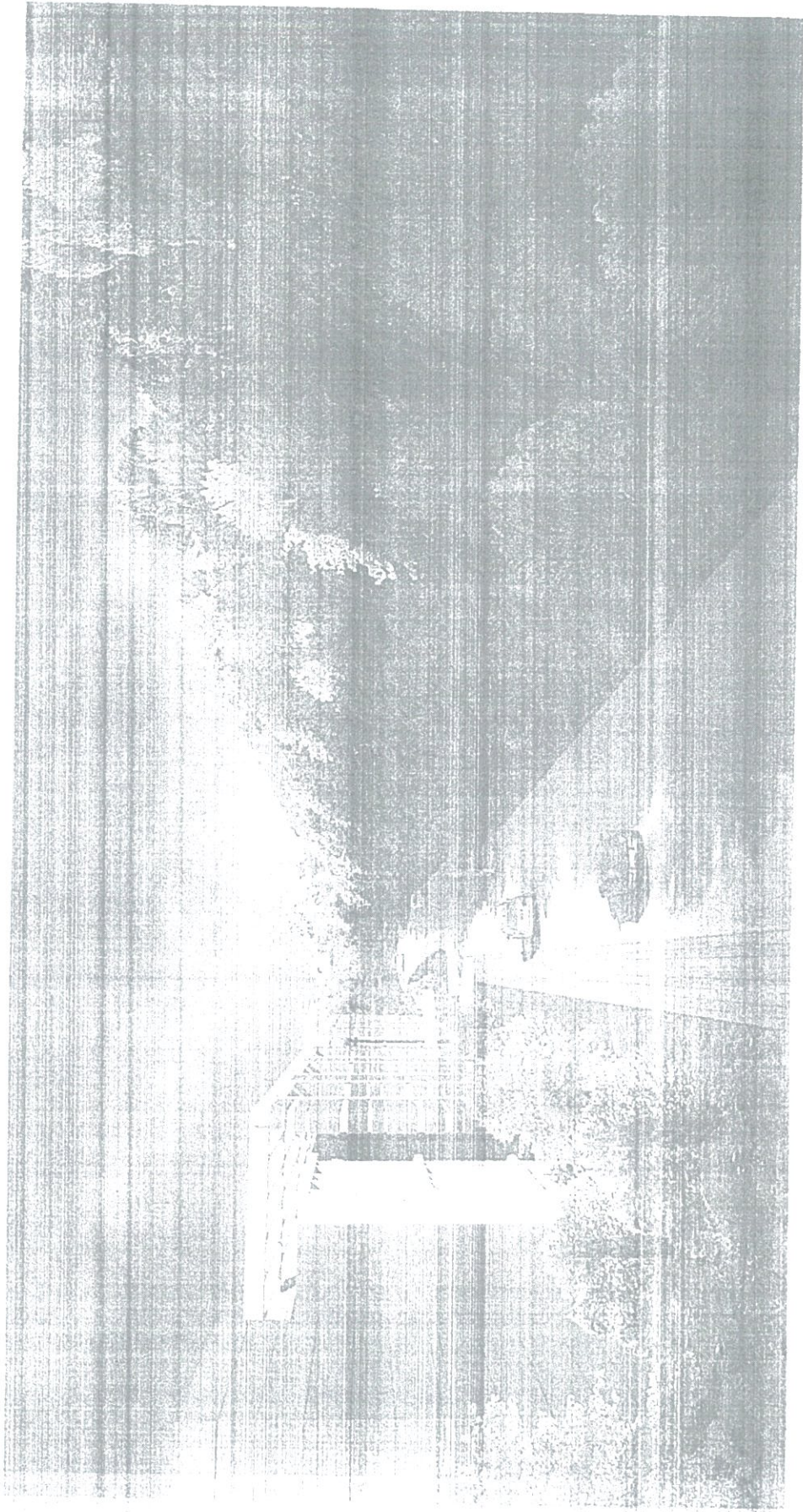
AERIAL VIEW OF TYPICAL SCHOOL



James

Dist

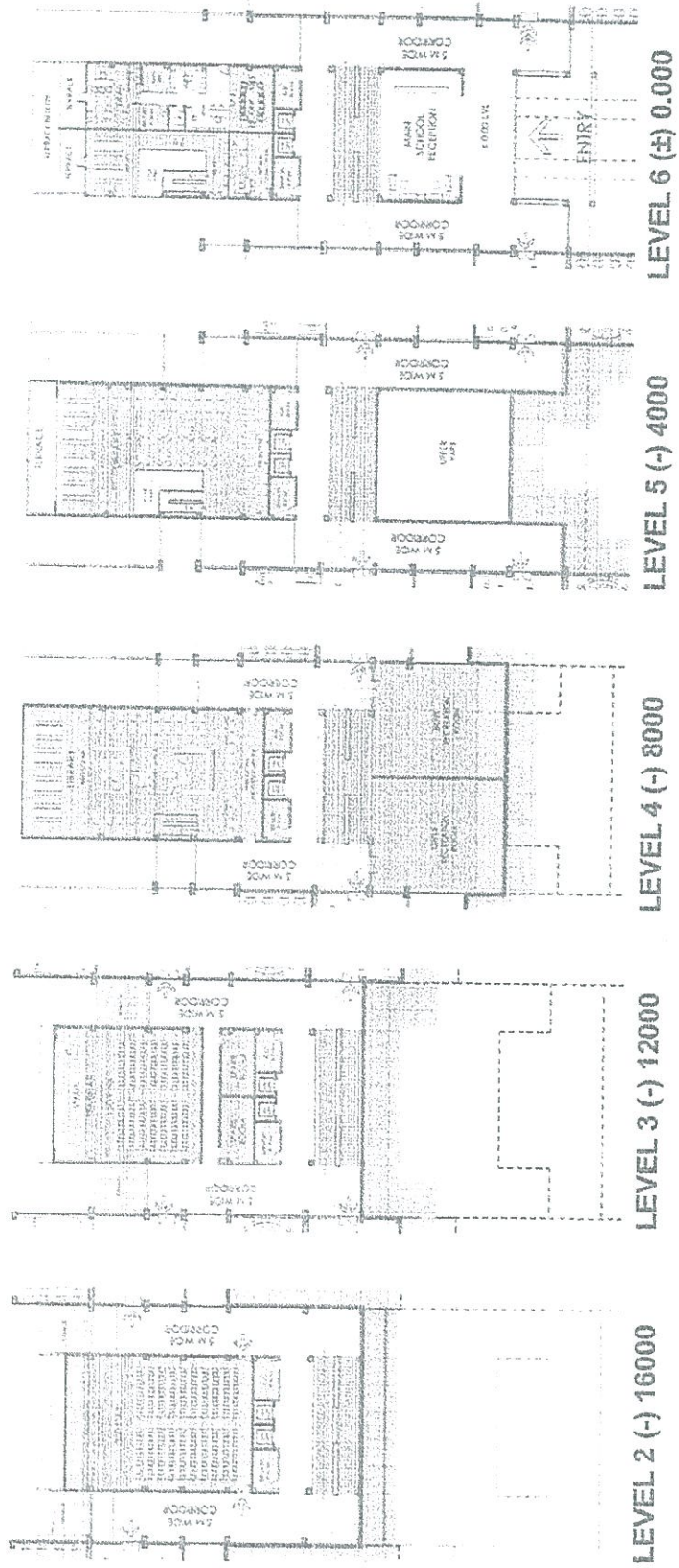
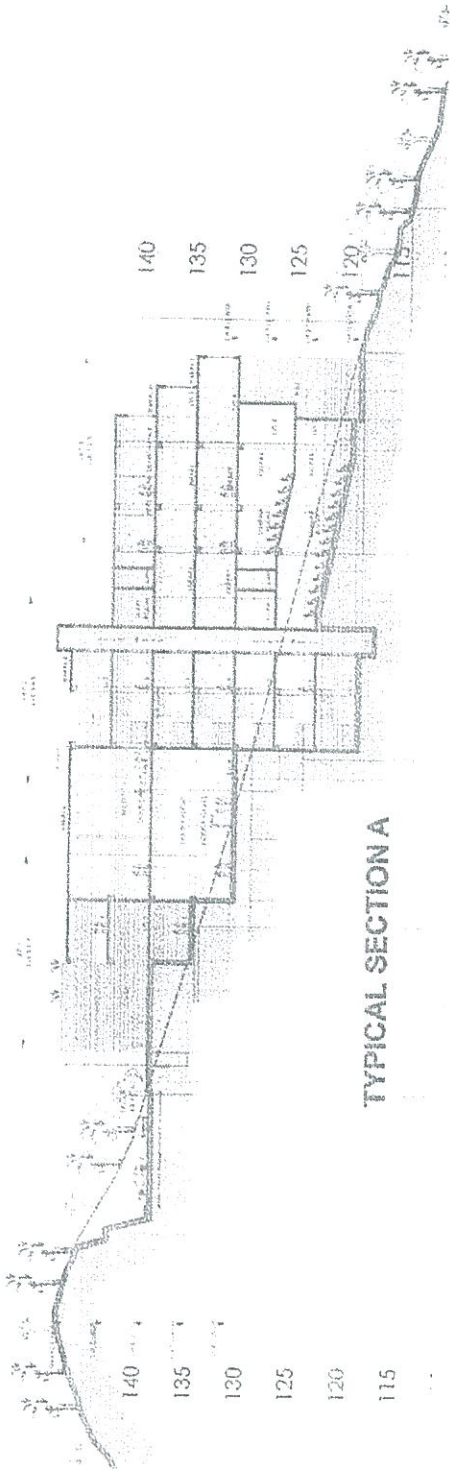
VIEW FROM GARLAND ROAD



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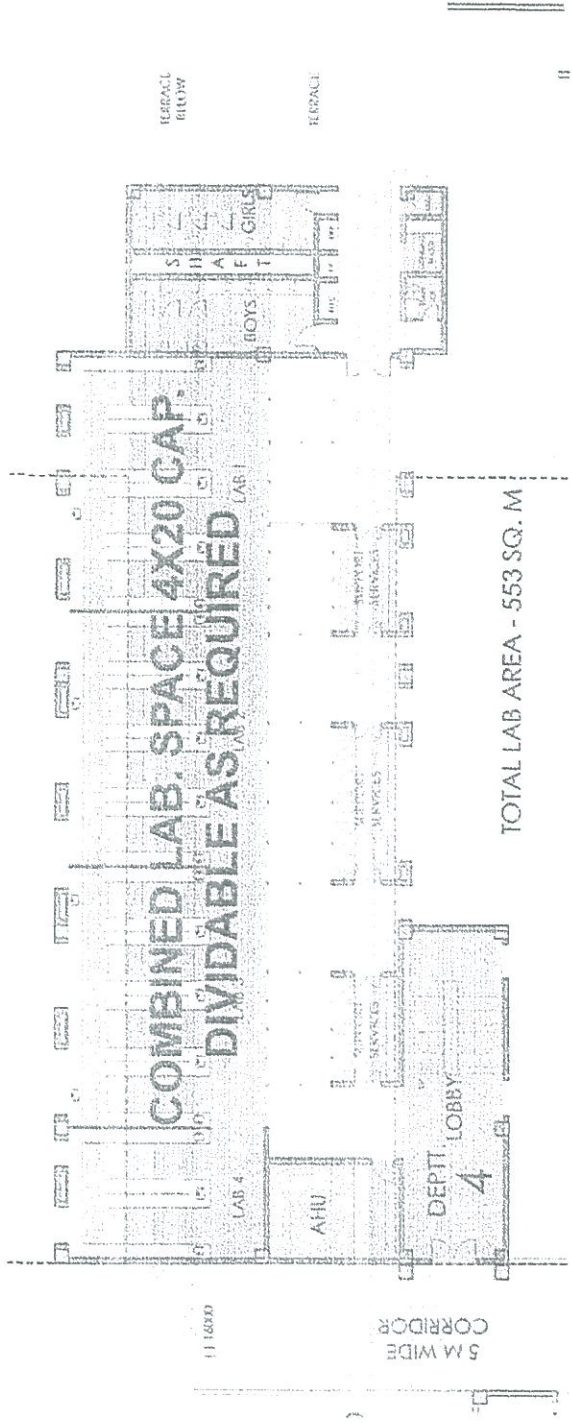
COMMON SCHOOL LVL. FACILITIES



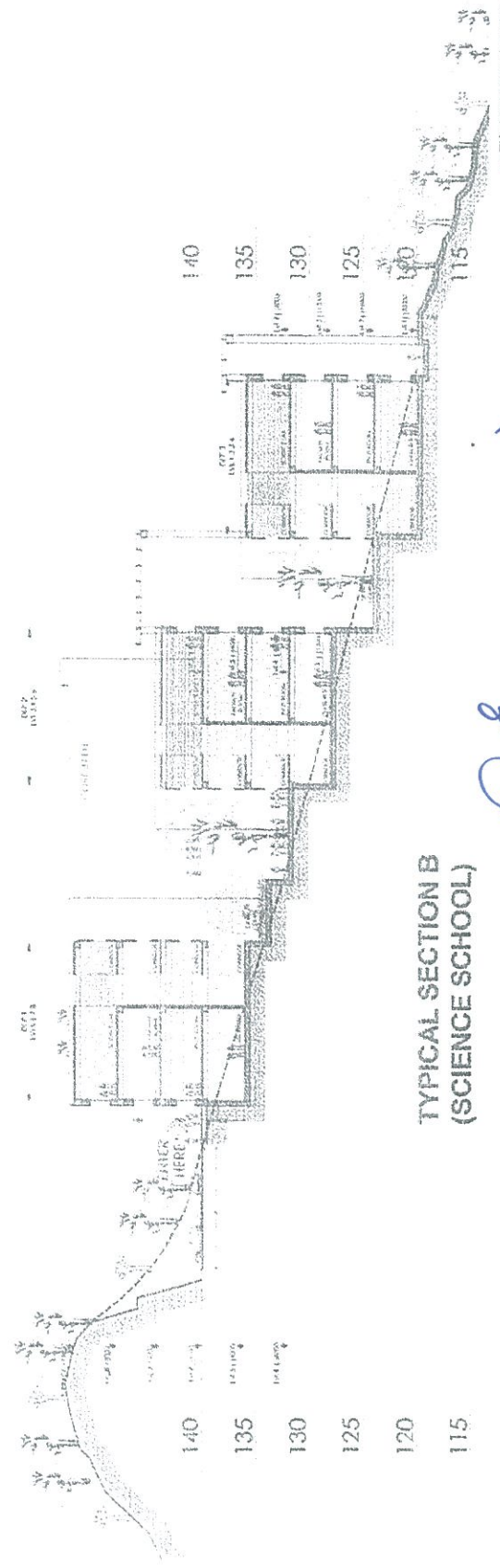
15TH SEPTEMBER 2015

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TYPICAL SCIENCE DEPTT. PLANS



LEVEL 4 (FOR SCIENCE SCHOOLS ONLY)

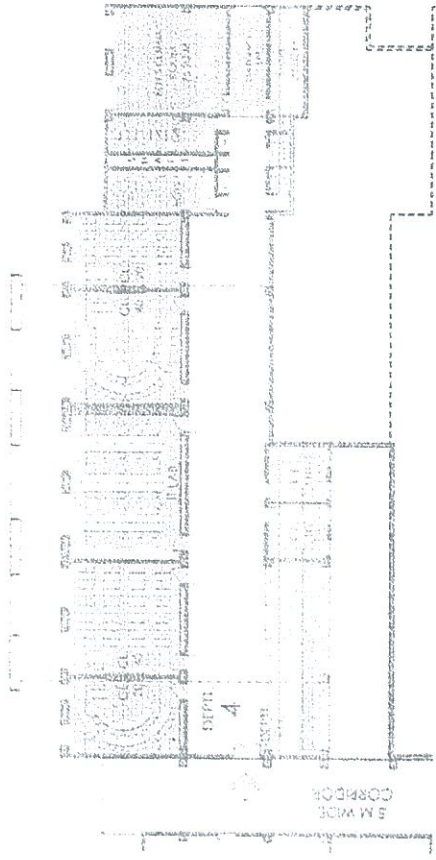


TYPICAL SECTION B
(SCIENCE SCHOOL)

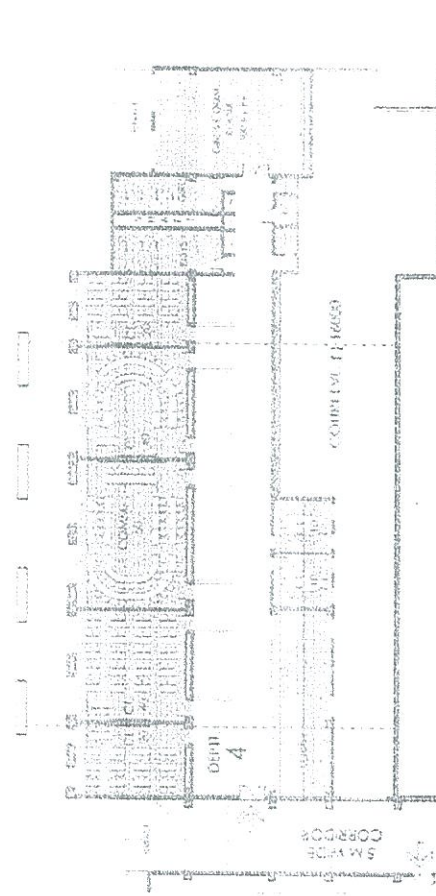
15TH SEPTEMBER 2015

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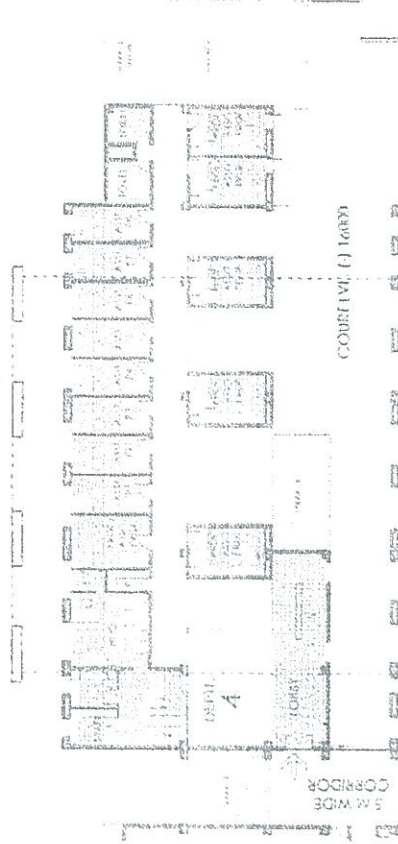
TYPICAL NON SCIENCE DEPT. PLANS



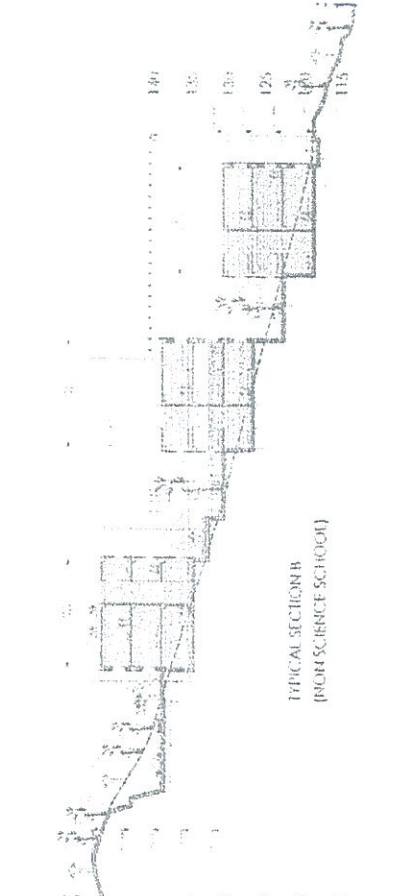
LEVEL 1
TEACHING



LEVEL 2
TEACHING



LEVEL 2
FACULTY OFFICE



LEVEL 2
TYPICAL SECTION B
(NON-SCIENCE SCHOOL)

SECTION THRU. DEPARTMENTS

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Annexure - E

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

ABSTRACT

(Rs. In Lakh)							
S. No	Object head	Accounts for (2013-14)	Accounts for (2014-15)	Receipts upto ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
A Resources							
1	Opening Balance	2925.08	1300.71	7705.78	1052.06	7705.78	2051.22
2.	Grants-in-aid						
a.	General Development Scheme	5000.00	12962.50	3000.00	28000.00	20000.00	51000.00
	Sub Total (2)	5000.00	12962.50	3000.00	28000.00	20000.00	51000.00
3	Own Resource	265.87	1112.67	678.25	311.10	890.30	1094.90
	Total Receipts (1+2+3)	8190.95	15375.88	11384.03	29368.16	28596.08	54146.12
B Expenditure							
S. No	Object head	Accounts for (2013-14)	Accounts for (2014-15)	Exp. upto ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1	Grants-in-aid						
a.	General Development Scheme	6890.24	7670.10	8519.12	28413.95	26544.86	52761.50
	Total B	6890.24	7670.10	8519.12	28418.95	26544.86	52761.50
	Surplus/Deficit (A-B)	1300.71	7705.78	2864.91	949.21	2051.22	1384.62

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

SALARIES/NPS/OTHER ESTABLISHMENT EXPENSES

(Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Salary Teaching Faculty	308.31	563.70	303.10	625.25	671.90	1069.09
2.	Salary Non-Teaching Staff	123.18	270.86	145.83	365.45	292.98	970.31
3.	Honorarium and Remuneration	15.84	14.04	2.79	15.00	15.00	15.00
4.	Medical Reimbursement	0.26	0.29	1.58	10.00	10.00	10.00
5.	Children Educ. Assistance	0.89	5.52	1.75	15.00	6.00	15.00
6.	NPS Employer Share	11.00	38.37	21.98	39.25	62.16	63.60
7.	LTC	0	0	0	12.00	12.00	20.00
8.	Contribution to Pension Fund	2.00	2.00	8.68	3.00	14.00	10.00
Total		461.48	894.78	485.71	1084.95	1084.04	2173.00

4

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

MISCELLANIOUS EXPENDITURE

(Rs. In Lakh)

No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
	Functions & Festivals	8.85	12.52	4.73	6.00	8.00	8.00
	Hospitality & Protocol	1.62	1.77	1.05	2.00	3.00	4.00
	Membership Contribution	2.09	2.08	0.67	3.00	3.00	3.00
	Selection/Other Committee Expenses	33.75	22.56	1.28	20.00	27.00	12.00
	University Health Care Centre	1.58	0.73	0.55	2.00	3.00	3.00
	Statutory Body Meeting	22.75	29.80	21.04	29.00	35.00	40.00
	Publication Expenses	2.86	3.85	0	3.00	3.00	3.00
	Souvenir Items	0.17	1.47	0.80	2.00	1.00	1.00
	Total	73.67	74.78	30.12	67.00	83.00	74.00

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Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

ADMINISTRATIVE/ OPERATIONAL EXPENCES

(Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Advt. & Publicity	10.91	6.44	13.83	10.00	15.00	15.00
2.	Bank Charges	0.01	0.01	0.01	0.05	0.05	0.05
3.	Computer Consumable	2.46	2.28	1.41	3.00	3.00	3.00
4.	Conservancy Charges	45.59	52.63	26.22	32.00	55.00	60.00
5.	DG SET maintenance	4.57	4.92	3.40	5.00	6.00	6.00
6.	Electricity Charges	20.07	12.21	5.65	8.00	20.00	20.00
7.	Insurance	0.27	0.66	0.45	0.10	0.50	0.50
8.	Legal Expenses	0.37	1.88	0.84	2.00	3.00	4.00
9.	Maintt. Of Lawn	3.82	2.87	1.43	3.00	3.00	3.00
10.	News Paper & Magazine Charges	0.77	0.79	0.58	0.95	1.00	1.00
11.	Office Books	0	0.05	0	0.10	0.10	0.20
12.	Office Expenses	6.67	4.41	1.22	6.00	6.00	6.00
13.	POL& Maintenance of Vehicles	4.05	6.37	3.66	6.00	8.00	9.00
14.	Postage Charges	1.79	1.30	0.45	1.00	1.00	1.00
15.	Printing And Stationery	4.40	8.59	3.72	8.00	9.00	10.00
16.	Furnishing	2.54	0.57	1.03	6.00	6.00	6.00
17.	Entertainment/ Refreshment	0.93	0.72	0.51	3.00	3.00	3.00
18.	Rent of Buildings	152.31	164.36	61.33	210.00	210.00	220.00
19.	Security Expenses	41.16	55.26	28.55	50.00	60.00	65.00
20.	Telephone and internet	8.09	4.48	1.39	4.00	10.00	12.00
21.	Travelling Expenses	8.25	4.65	4.56	5.00	8.00	10.00

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22.	Uniform	0	0	0	1.00	1.00	1.00
23.	Water Charges	1.41	1.02	1.06	0.80	5.00	5.00
24.	Maintenance and repair	10.46	13.77	2.46	8.00	6.00	9.00
25.	Consultancy Charges	0	0	0	2.00	1.00	1.00
26.	Professional Charges	0	0.96	0	2.00	0.00	0.00
Total		330.90	351.20	163.76	377.00	440.65	470.75

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Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

EXAMINATION EXPENSES

(Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Entrance Examination (CUCET)	6.40	7.96	8.00	20.00	8.00	10.00
2.	Printing & Binding of Stationery	1.99	0.62	0.00	3.00	3.00	3.00
3.	Remuneration to paper setters & evaluators	2.46	2.82	1.45	5.00	5.00	5.00
4.	Other charges Examination	1.46	4.20	4.52	2.00	8.00	10.00
Total		12.31	15.60	13.97	30.00	24.00	28.00



Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

ACADEMIC EXPENSES

(Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Guest Faculty	5.85	4.55	0.81	10.00	5.00	5.00
2.	Conference, Seminar and Workshop	19.92	19.68	5.85	20.00	20.00	20.00
3.	Fellowship to Non Net M.Phil/ PhD Scholars	13.60	33.03	13.45	20.00	30.00	35.00
4.	Admission Exp.	1.05	0.96	1.58	4.00	4.00	4.00
5	Lab Chemicals and Equipments	1.43	1.49	0.15	6.00	6.00	6.00
6	University Sponsored Research Project	0.00	0.00	0.00	0.00	36.00	50.00
7	University scholarship Merit-cum-means/Awards	0.00	0.00	0.00	0.00	5.00	5.00
8	Institutional Assistance to In-Service Faculty	0.00	0.00	0.00	0.00	5.00	5.00
Total		41.85	59.71	21.84	60.00	111.00	130.00

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

STUDENT CO-CURRICULAR AND WELFARE ACTIVITIES (Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Games & Sports	5.38	0	0.00	10.00	10.00	10.00
2.	Adventure Sports	0	0	0.00	3.00	3.00	3.00
3.	Cultural & Social Activities	0	0	0.00	2.00	2.00	2.00
4.	Student Welfare	0	0	0.00	2.00	2.00	2.00
5.	Student Insurance	0	0	0.00	2.00	2.00	2.00
Total		5.38	0.00	0.00	19.00	19.00	19.00

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(Appendix- VIII)

Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

Estates Maintenance & Minor Works

(Rs. In Lakh)

S. No	Object Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Maintenance of Non-Residential Building	0	13.78	4.48	10.00	10.00	10.00
2.	External. Electric Installation	4.69	1.00	1.00	1.00	2.00	2.00
3.	Maintenance of VC Residence	3.78	3.11	0.13	5.00	5.00	5.00
4.	Maintenance of Internal Tracks	14.41	8.90	3.98	10.00	6.00	10.00
5.	Dev. of Sports Infra structure	17.85	0	0.17	10.00	2.00	10.00
Total		40.73	26.79	9.76	36.00	25.00	37.00

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Budget Estimates for 2016-2017 and Revised Estimates for 2015-2016

Name of the Scheme: Transportation

(Rs. In Lakh)

S. No	Head	Accounts for (2013-14)	Accounts for (2014-15)	Expenditure ending Oct.2015	Budget Estimates (2015-16)	Revised Estimates (2015-16)	Budget Estimates (2016-17)
1.	Hiring of Vehicle	11.67	15.88	7.88	18.00	18.00	20.00
2.	Insurance of Vehicle	0.93	0.57	0.10	3.00	1.00	1.00
3.	Student Bus Expenses	10.66	15.13	8.26	12.00	17.00	20.00
4.	Study Tour	-	0	0.00	2.00	2.00	2.00
	Total	23.26	31.58	16.24	35.00	38.00	43.00

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CENTRAL UNIVERSITY OF JAMMU

(Established under Central Universities Act 2009)

RULES AND PROCEDURES OF SPARSH CUJ

In compliance with:

- Section 28(n) of the Central Universities Act 2009
- Ordinance No.26 of Central University of Jammu (CUJ);
- Vishaka Guidelines, 1997
- SHWW(PPR) Act, 2013, -[The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]; and
- SHWW (PPR) Rules, 2013 - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 reg. GSR 769(E)]
- CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965
- UGC guidelines for ensuring gender neutrality, 2016

I. PREAMBLE

Central University of Jammu is committed to create a conducive workplace environment for its employees, faculty, students and research scholars (which includes male, female and transgenders), which is free from any form of sexual harassment.

The organization believes that sexual harassment does not only infringes the victim's fundamental right to gender equality (Article 14) and the right to life and live with dignity (Article:21), but also transgress their right to practice any profession, or to carry out any occupation/trade/business [Article 19 (1)(g)].

The Supreme Court judgment in Vishaka & others vs State of Rajasthan & others has held that each incident of sexual harassment results in the violation of the fundamental rights of women as well as Human Rights Violation. The **Supreme Court in the Vishakha Judgment (1997)** acknowledged:

- Sexual harassment is a human rights violation
- ~~Sexual harassment is a violation of the constitutionally guaranteed fundamental rights:~~
 - Articles 14 and 15: Right to equality
 - Article 21: Right to life - to live with dignity
 - Article 19(1)(g) : Right to practice any profession/trade/occupation/business, i.e., a right to a safe environment free from harassment

In order to reiterate its commitment towards creating a sexual harassment free

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work environment, Central University of Jammu has constituted a committee as Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) which shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitization and elimination of sexual harassment (Ordinance 26). In compliance with the mandate of the aforementioned Act(s) and University Ordinance No. 26, SPARSH is committed to provide, for all women /men/transgender who fall within its jurisdiction including academic and non-academic staff, students and other employees, a place of work and study, free from gender discrimination, sexual harassment and exploitation. SPARSH, CUJ seeks to encourage all employees to express their opinions and feelings about any problem or complaint of sexual harassment in a freely, responsibly and orderly manner.

II. OBJECTIVES

- To uphold individual's Right to Protection against Sexual Harassment and the Right to Livelihood and towards that end for the prevention and redressal of Sexual Harassment.
- To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of ~~individuals~~ at workplace within the jurisdiction of CUJ and its constituents such as Hostels etc.
- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of all the individuals associated with the CUJ.
- To ensure the implementation of SPARSH-Committee guidelines in letter and spirit by undertaking all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of CUJ and its constituents to provide an environment free of discrimination and violence against women/men/transgenders.
- To generate public opinion against sexual harassment of women/men/transgenders at the workplace.

III. RESPONSIBILITIES OF CUJ AND ITS CONSTITUENT UNITS

The CUJ shall-

- a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under subsection (1) of section 4 of SHWW(PPR) Act, 2013;

- c) organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- d) provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- e) assist in securing the attendance of respondent and witnesses before the Internal Committee;
- f) make available such information to the Internal Committee, as it may require having regard to the complaint made under sub-section (1) of section 9 of the Act;
- g) provide assistance to the individual if he/she/transgender so chooses to file a complaint in relation to the offence under the Indian Penal Code(45 of 1860) or any other law for the time being in force;
- h) cause to initiate action, under the Indian Penal Code(45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved individual so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- j) monitor the timely submission of reports by the Internal Committee.

IV. Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)

- Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) is an Apex Committee constituted by the Central University of Jammu in compliance with Section 28(n) of the Central Universities Act 2009. Central University of Jammu is committed to providing a place of work and study free of any gender discrimination, sexual harassment, intimidation, and/or exploitation. SPARSH shall be committed to the elimination of all forms of gender discrimination and shall take proactive steps towards gender sensitization and elimination of sexual harassment.

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1. Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of the Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race, caste, sex, or place of birth. Article 42 makes provision of securing just and humane conditions of work. Article 51-A (e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination of All Forms of Discrimination against Women." Resultantly, the Central University of Jammu hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual Harassment" Ordinance.

2. Bodies of SPARSH:

Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the University. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

3. Functions, Powers and Duties of ABS:

- a) To uphold the committee of the Central University of Jammu to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- b) To promote a social and psychological environment which will raise awareness about gender-based discrimination and prevent sexual harassment and other acts of gender-based violence.
- c) To generate awareness about gender-based discrimination, sexual harassment and other acts of gender-based violence.

4. Functions, Powers and Duties of UCC:

- a) To ensure implementation of directives of the Supreme Court of India enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- b) To evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender based violence.
- c) To ensure that the provisions of the Ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.



V. DEFINITION OF SEXUAL HARASSMENT [Rule 3C of CCS (Conduct) Rules, 1964]

- (1) "Sexual harassment" as defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) as:
- i. physical contact and advances; or
 - ii. a demand or request for sexual favors; or
 - iii. making sexually colored remarks; or
 - iv. showing pornography; or
 - v. any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:

- i. implied or explicit promise of preferential treatment in employment; or
- ii. implied or explicit threat of detrimental treatment in employment; or
- iii. implied or explicit threat about her present or future employment status; or
- iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. humiliating treatment likely to affect her health or safety.

The same shall apply to male and transgenders at CUJ

The following also constitutes sexual harassment:

- (i) When submission to unwelcome sexually determined behavior such as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made ~~a term or condition of teaching/guidance, education, employment, participation or evaluation of a woman's engagement in any CUJ activity.~~
- (ii) When unwelcome sexually determined behavior, including but not limited to, sexual advances, physical and /or verbal or non-verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a

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derogatory nature have the purpose and /or effect of interfering with a woman's work or academic performance or of creating an intimidating, hostile or offensive employment, educational or living environment.

- (iii) When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.
- (iv) (a) It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would disadvantage her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, educational or living environment.
(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

The same shall apply to male and transgenders at CUJ

VI. OTHER DEFINITIONS

1. **Workplace** in regard to CUJ includes:
 - i. CUJ and its all constituents including Schools, Centres, Departments; or
 - ii. any hospital, health centre or nursing homes in the University's campus; or other activities related thereto; or
 - iii. any place visited by the employee or students arising out of or during the course of employment/study period in CUJ including transportation provided by the University for undertaking such journey; or
 - iv. a dwelling place or a house for employees or hostels for students provided by the University.
2. **Teaching Staff** includes:
 - i. Deans, Professors, Associate Professors, Assistant Professors and such other persons as may be designated as such for imparting education/instructions or for giving guidance or rendering assistance to students for pursuing any course of study;
 - ii. any person or staff who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, consultancy, or on special duty or deputation;
 - iii. persons employed on a casual or project basis;

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- iv. persons on the academic staff of any of the institutions associated with CUJ or participating in any workshop/seminar/training/conference/consultancies are covered by these rules during the official stay with the University.
3. **Non-Teaching Staff** includes any person on the staff of the University, who is not included in the category of teaching staff. It shall also include any administrative staff, technical staff, officers, consultants, support staff, contractual workers and daily wagers only to the extent that they are performing CUJ related activities.
4. **Student** includes any person who has enrolled for pursuing any programme of study or research for that duration with CUJ.
5. **Service provider** includes any person who runs or manages commercial enterprises, or provides services, on the University campus. It includes, but is not limited to, persons working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus, such as the shopping complexes, bank, post office and any other such similar services.
6. **Resident** includes any person who is a temporary or permanent resident of any of the accommodations or premises managed and/or allotted by CUJ, irrespective of whether he/she/it is the person to whom the accommodation is officially allotted.
7. **Outsider** includes any person who is not a student, resident, or member of the teaching or non-teaching staff of CUJ.
8. **Complainant** means any teaching and non-teaching staff or student of the University who alleges to have been subjected to any act of sexual harassment by a staff, student, service provider, resident or outsider of the University.
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9. **Defender** means a person against whom the complainant has made a complaint which comes under the purview of sexual harassment.
10. **Third party** shall include the NGO representative or the eminent academician serving on, or empanelled by SPARSH.

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VII. SCOPE OF SPARSH

The Rules and Procedures of SPARSH shall apply to all teaching and non-teaching staff, students, as also to residents, service providers, and outsiders who may be within the province of the University at the time of commission of an act coming under the purview of SPARSH Rules.

These rules and procedures shall be applicable to all complaints of sexual harassment made:

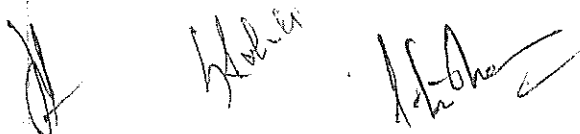
- a. By a student against a member of the teaching or non-teaching staff or a co-student; or by a member of the teaching or non-teaching staff against a student or another member of the teaching or non-teaching staff in case sexual harassment is alleged to have taken place within the workplace.
- b. By a resident against a student or a member of the teaching or non-teaching staff; or made by a student or a member of the teaching or non-teaching staff against a resident in case sexual harassment is alleged to have taken place within the workplace.
- c. By a service provider or an outsider against a student or a member of the teaching or non-teaching staff; or made by a student or a member of the teaching or non-teaching staff against an outsider or a service provider in case sexual harassment is alleged to have taken place within the workplace.

Preventive steps:

All employers or persons in charge of workplace whether in the public or

Private sector should take appropriate steps to prevent sexual harassment.

Without prejudice to the generality of this obligation they should take the following steps:



- A. Express prohibition of sexual harassment as defined above at the workplace should be notified, published and circulated in appropriate way.
- B. The rules/regulations of the government and public sector bodies relating to conduct and discipline should include rules/ regulation prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- C. As regards private employers steps should be take to include the aforesaid prohibitions in the standing orders under the industrial employment (standing order) Act, 1946.
- D. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards any individual at workplace and no woman employee should have reasonable grounds to believe that he/she/TG is disadvantaged in connection with his/her/TG's employment.

VIII. RULES AND PROCEDURES

1. **Term of Office:** The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
2. **Disqualification of Chairperson and Members:** A person shall be disqualified for being appointed, elected, nominated or designated as, or for being continued as, a member of SPARSH if there is any complaint concerning sexual harassment pending against her/him/TG, or if she/he /TG has been found guilty of sexual harassment/serious misconduct.
3. **Vacancy of a Member Owing to Absence without Intimation:** If a member elected or nominated or designated to SPARSH remains absent without written intimation to the SPARSH from three consecutive meetings, her/his /TG office shall thereupon become vacant.
4. **Resignation of a Member:** A member of SPARSH may resign her/his/TG office at any time by giving her/his/TG resignation in writing to the Chairperson of SPARSH. Such a person shall be deemed to have vacated her/his/TG office as soon as SPARSH has accepted the resignation.
5. **Filling a Vacancy in SPARSH:** If a vacancy arises in SPARSH, SPARSH shall coordinate with the relevant body to arrange for the filling up of the

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vacancy in the particular category. No act or proceedings of SPARSH shall be invalidated merely by reason of the existence of a vacancy or vacancies.

6. Meetings of SPARSH

- i. SPARSH shall meet at least twice in a semester or at such intervals as may be necessary provided that the interval between two successive meetings shall not exceed 60 days.
- ii. Members shall be intimated of meetings in writing or by electronic communication.
- iii. Minutes of all meetings shall be recorded, confirmed and adopted.
- iv. Any member of SPARSH may request the Chairperson to call an Ordinary Meeting. Forty-eight hours notice shall be required for such a meeting to be called. The quorum for an Ordinary Meeting shall be one-third of the existing members of SPARSH. Motions shall be carried by a simple majority of those present and voting.
- v. Any member of SPARSH may request the Chairperson to call an Emergency Meeting. At least twenty-four hours notice shall be required for such a meeting to be called. The quorum for an Emergency Meeting shall be one-third of the existing members of SPARSH. Motions shall be carried by a simple majority of those present and voting.
- vi. A Special meeting shall be called by the Chairperson of SPARSH, with at least twenty-four hours notice. It shall have a quorum of two-thirds of the existing members of SPARSH. Motions shall be carried by a two-thirds majority of the members present and voting.
- vii. If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. For the adjourned Ordinary or Special meetings, the required quorum shall be the same as in a regular Ordinary or Special meeting but for an adjourned Emergency Meeting there shall be no requirement of quorum.
- viii. SPARSH shall hold at least one public meeting every year specifically for the purpose of the presentation of the Annual Report of SPARSH where it shall report to the University community about its activities.

7. Crisis Management and Mediation

- i. SPARSH will assist in the mediation of situations arising out of incidents of sexual harassment and sexual assault on the campus.
- ii. SPARSH will co-ordinate with the campus security services to devise ways and means by which a system of crisis management that is gender-sensitive as well as prompt and effective is put in place. It will maintain regular contact with the campus security services to ensure that in crises arising out of incidents of sexual harassment, SPARSH members, and/or the volunteers identified by it, shall be intimated without delay.



- iii. SPARSH will, through a circular at the beginning of each semester, enlist and activate an adequately representative team of volunteers. SPARSH shall ensure the widespread publicity of the contact details (both official and personal) of all its members and volunteers.
- iv. SPARSH will organize training workshops for members and volunteers to equip them to handle sexual harassment cases (including legal and medical aspects of aid). Volunteers will assist in the gender sensitisation, crisis mediation and management duties of SPARSH, but shall not participate in the task of formal redressal of complaints under these Rules and Procedures of SPARSH.
- v. In cases in which sexually motivated conduct against a student, or a member of the academic or a non-teaching staff, or a resident and/or a service provider amounts to a specific offence under the Indian Penal Code or any other Indian law, SPARSH shall assist the affected party in making a complaint to the appropriate authority outside the University.

8. Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims or witness are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

9. **Disciplinary action** where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

10. Complaint mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism is being created in the organization for redress of the complaint made by the victim. Such complaint mechanism ensures time-bound treatment of complaints.

11. Complaints Committee

The Complaint mechanism, referred to as above, is adequate to provide, a Complaints Committee which would be constituted by the University. The

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UCC is deemed to be a valid enquiry committee for the purpose. The said committee would function as per the UGC regulations.

12. Complaints Filing Process

- i. Any student, resident, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint of sexual harassment against a student, resident, service provider, outsider, or a member of the academic or non-teaching staff. Third party complaints and witness complaints shall be entertained. The SPARSH shall take suo motto notice of grave violations of the basic principles of gender sensitivity and justice in the University.
- ii. Complaints can be lodged directly with any member of SPARSH, or through existing channels for lodging grievances, such as the University authorities, wardens, teachers, students, union/association representatives, administrative superior, etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of SPARSH within two working days of its receipt by her/him/TG.
- iii. Complaint shall be only in writing; no verbal complaint shall be entertained. If the complaint is oral, it shall be reduced in writing by the University Complaints Committee or the SPARSH member receiving the complaint and authenticated by the complainant under his/her/TG dated signature or thumb impression as the case may be.
- iv. Upon receipt of the complaint, the SPARSH member to whom the complaint is made shall forward the same to the University Complaints Committee (UCC).

13. Complaints Screening and Recording:

- i. UCC shall receive and record complaints. The names and contact details of these members shall be given widespread publicity by SPARSH.
- ii. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry by SPARSH is to be instituted.
- iii. At no time in the complaints receiving and recording procedure shall the defendant(s) and the complainant be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety problems.
- iv. At no time in the complaints receiving and recording procedure shall the past sexual history of the complainant be probed into, as such



information shall be deemed irrelevant to a complaint of sexual harassment.

- v. The UCC shall communicate its recommendations, along with the reasons and documentary evidence, if any, thereof, in writing to the Chairperson of SPARSH as soon as possible.
- vi. The UCC shall be responsible for making counselling services available to a person requesting for it.
- vii. In a special provision for physically challenged complainants, or complainants in a serious medical condition, the UCC may, on determining the complaint to be a prima facie complaint of sexual harassment, recommend the institution of enquiry proceedings.
- viii. The complainant may withdraw his/her/TG complaint in writing at any time during the complaints receiving and/or enquiry procedure. The complaints screening/enquiry procedure shall, on such withdrawal, be terminated.
- ix. Instances in which the UCC is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the defendant(s), or any person on her/his /TG behalf, on the complainant. In such an instance, the complaints screening/enquiry proceedings shall continue as per provisions given under 10 (i) to 10 (iv).

14. Restraint Order

- i. A restraint order in terms of SPARSH Rules shall provide a summary of the complaint, the date(s), time(s), and location(s), of the alleged incident(s). It shall warn the defendant(s) that any attempt on her /his /TG part or by person(s) acting on his /her/ TG behalf, to contact, or influence, or intimidate, or exert pressure on the complainant or any person in the complainant's confidence may prove prejudicial to her/his /TG case.
- ii. The complainant or any other person should intimate in writing, the Chairperson of SPARSH and/or the UCC of any violation of the order of restraint by the defendant(s), or any persons acting on her /his/TG behalf.
- iii. Should the Chairperson of SPARSH, or the UCC, be convinced of the truth of such allegations, the Chairperson of SPARSH and/or the Chief Enquiry Officer may summon the defendant(s) in person and issue a verbal and written warning that such behaviour may lead to an adverse inference being drawn against her/him/TG. The SPARSH or UCC shall retain the right to close the enquiry proceedings, and to give an ex parte decision on the complaint.

- iv. The SPARSH or UCC shall consider all violations of the restraint order when determining the nature of offence of a defendant found guilty of sexual harassment.

15. Formal Enquiry

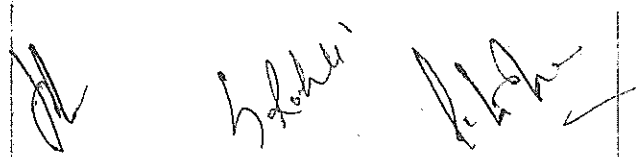
- i. Once the UCC has decided that the complaint merits further investigation, it shall inform Chairperson SPARSH and shall conduct formal enquiry. SPARSH shall designate from within the members of UCC the Chief Enquiry Officer who shall be a woman.
- ii. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a SPARSH Enquiry Committee (UCC).
- iii. The membership of UCC shall not be changed or in any other way modified during its proceedings.
- iv. Members of SPARSH who are representatives of unions/associations of which the complainant and/or the defendant are also members, shall not be eligible to serve as UCC members.
- v. SPARSH may, at its own discretion, co-opt any person(s) with demonstrable sensitivity to gender issues to be a part of an Enquiry Committee, provided that the majority of members are the members of SPARSH. Such a person shall not serve as the Chief Enquiry Officer.

16. Functions of Enquiry Committee:

- i. The UCC shall enquire into the complaint of sexual harassment using procedures in conformity with the principles of natural justice and gender sensitivity.
- ii. The UCC shall act on any violation of the order of restraint issued to the defendant in accordance with the procedure outlined in Section 10 (i) to 10 (iv).
- iii. The UCC shall submit a detailed report to SPARSH in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

17. Procedure to be Followed by the Enquiry Committee (UCC)

- i. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date that a complaint is



- referred to it, except for reasons that the Enquiry Committee shall provide in writing to SPARSH.
- ii. The UCC shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his /TG case.
 - iii. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
 - iv. The UCC shall have the power to summon any official papers or documents pertaining to the complainant as well as the defendant.
 - v. The UCC may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
 - vi. The UCC shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
 - vii. The UCC shall have the right to terminate the enquiry proceedings and to give an ex parte decision on the complaint, should the defendant fail, without valid ground, to present herself /himself /TG for three consecutive hearings convened by the Chief Enquiry Officer.
 - viii. Within two days of the institution of enquiry proceedings by the UCC, the Enquiry Committee shall prepare a summon containing details of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant as well as to the defendant along with a copy of the Rules and Procedures of SPARSH. It shall also intimate the defendant and the complainant the contact details of all members of the Enquiry Committee. The Enquiry Committee shall also make available to the defendant a true copy of the original complaint(s) lodged by the complainant(s).
 - ix. The Chief Enquiry Officer shall be responsible for making the defendant and the complainant aware that counselling services can be made available if so desired.
 - x. Within not more than two working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit to the Chief Enquiry Officer, in writing, a list of witnesses, together with their contact details, that she/he/TG desires the Enquiry Committee to examine.
-
- xi. The Chief Enquiry Officer shall convene the first hearing of the enquiry. The defendant, the complainant, and witnesses shall be intimated at least seventy-two hours in advance in writing of the date, time and venue of the enquiry proceedings.
 - xii. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by one companion of their choice, they shall communicate to the Chief Enquiry Officer the name of that person.

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Such a person shall have only observer status and her/his/TG presence during the proceedings shall be restricted to the testimony of the individual she/he/TG is accompanying.

- xiii. The identities of all witnesses shall throughout be protected by the Enquiry Committee by the use of a coding system for this purpose.
- xiv. The complainant(s) and the defendant, or any one person on her/his /TG's behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his/ TG's behalf shall be (only) either a student, or a member of the academic or non-teaching staff of CUJ. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Chief Enquiry Officer specifically if they wish to exercise this right within two working days on the receipt of the first intimation of the enquiry. The Chief Enquiry Officer may allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office of the SPARSH.
- xv. The complainant and the defendant shall have the right of cross-examination of all witnesses. Such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee.
- xvi. The defendant/complainant shall submit to the Chief Enquiry Officer, a written list of questions that she/he/TG desires to pose to the witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or her/his nominee, that is designed to intimidate or subject the complainant to mental and physical trauma, shall be construed as a violation of the order of restraint issued by SPARSH.
- xvii. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
- xviii. All proceedings of the Enquiry Committee shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- xix. In the event that the Enquiry Committee thinks that supplementary testimony is required, the Chief Enquiry Officer shall forward to the persons

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concerned a summary of the proceedings and allow for a time period of seven days for submitting such testimony, in person or in writing, to the Enquiry Committee.

- xx. After concluding its investigation, the Enquiry Committee shall submit a detailed report of its findings to the Chairperson of SPARSH within 10 working days of completion of such enquiry. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint. It shall also recommend whether SPARSH and the University authorities should, after disciplinary action has been taken, publicise the identity of the offender, the act and the disciplinary action taken. If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of SPARSH, giving reasons for its conclusions.
- xxi. All persons heard by the Enquiry Committee, as well as observers /nominees, shall take and observe an oath of secrecy about the proceedings. Any violation of the oath of secrecy may invite the full range of penalties outlined in Section XI.

18. Communication of Findings:

- i. Within three working days of the receipt of the report and recommendations of the Enquiry Committee (UCC), the Chairperson of SPARSH shall convene an Emergency meeting. Each member of SPARSH shall have the right to access the entire enquiry proceedings, or any part thereof, and to participate in SPARSH deliberations on the complaint. Within three working days of the adoption of the report of the Enquiry Committee, the Chairperson of SPARSH shall forward the report of the Enquiry Committee, together with a summary of the opinions of the members of SPARSH (including dissenting opinions) to the Vice-Chancellor for consideration of appropriate University authorities - the Executive Council for faculty members and group 'A' officers, and the Vice-Chancellor, for students and other employees.
- ii. Within a reasonable period of time, and not in any case exceeding 30 days from the date of communication of its findings by SPARSH, the appropriate University authority shall convene a meeting with SPARSH, in which at least two-thirds of the Enquiry Committee shall be present, to discuss the findings and recommendations of the Enquiry Committee.

19. Workers' initiative

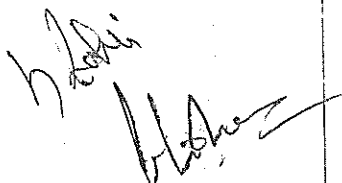
Employee is allowed to raise issues of sexual harassment at workers' meeting in and it would be affirmatively discussed in UCC meetings.

20. Awareness

Awareness of the rights of the employees in this regard would be generated by SPARSH committee.

IX. OBLIGATIONS OF UNIVERSITY AUTHORITIES AND FUNCTIONARIES

- i. The University authorities shall, through a notification each academic year, notify the names and contact details of the members of SPARSH, and the fact that SPARSH is the University body responsible for gender sensitisation and enquiries into complaints of sexual harassment.
- ii. The University authorities will ensure that the Policy is included in the Admission Brochure and circulated at the time of registration. The University authorities will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the Policy: "CUJ has a Policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment."
- iii. In order to ensure the permanent placement of the Policy, the University authorities and functionaries shall arrange for several copies to be placed on boards for display in prominent places, such as the entrances to the campus, academic and administration buildings, hostels, etc.
- iv. The University authorities and functionaries shall provide legal, medical and counselling assistance to those complainants who have to take recourse to the law.
- v. The University authorities and functionaries shall forward all complaints of sexual harassment to SPARSH, except in cases in which the complainant has expressly prohibited such forwarding.
- vi. The University authorities shall maintain full confidentiality with respect to matters pertaining to SPARSH enquiries into complaints of sexual harassment. The University authorities shall extend all necessary assistance for ensuring full, effective and speedy implementation of these Rules and Procedures of SPARSH.
- vii. As is required by the Supreme Court Judgement, the University authorities and functionaries shall strive to create a workplace in which the functioning of SPARSH and/or the interests of justice are not subjected to undue "pressure from senior levels".
- viii. As required by the Supreme Court Judgement, the University authorities shall forward to the government department concerned, the Annual Report



of SPARSH together with a written report on the action taken by them upon the decisions/recommendations of the SPARSH.

X. PENALTIES

Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action.

The penalties listed below (in ascending order) are indicative, and shall not constrain the University authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

- 1) **Employees of the CUJ & its Constituents** covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for disciplinary action as per rules of The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 as amended from time to time.
- 2) Employees, students and other offender(s) **not** covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for action as per relevant provisions / any other law for the time being in force.

Penalties may include but not restricted to:

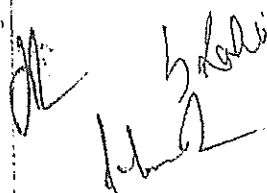
1. Penalties in Case of Academic Staff:

- a. Warning, reprimand, or condemn.
- b. Withholding of one or more increments for a period not exceeding one year.
- c. Removal from an administrative position at the Centre, School and/or University levels.
- d. Disbarment from holding an administrative position at the Centre, School and/or University levels.
- e. Suspension from service for a limited period.
- f. Compulsory retirement.
- g. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her/TA Confidential Record.

2. Penalties in Case of Non-Teaching Staff:

- a. Warning, reprimand, or condemn
- b. Transfer
- c. Withholding of one or more increments for a period not exceeding one year.
- d. Suspension from service for a limited period.



- e. Compulsory retirement.
- f. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her/TG Confidential Record.

3. Penalties in Case of CUJ Students:

- a. Warning or reprimand.
- b. Written apology
- c. Bond of Good Behaviour
- d. Transfer to another hostel.
- e. Withdrawal of hostel accommodation for a period up to one semester.
- f. Withdrawal of hostel accommodation for the entire period of study.
- g. Debarring entry into hostel/campus
- h. Withdrawal of the right to an official character certificate from CUJ.
- i. Rustication from the University for a period up to two semesters.
- j. Expulsion from the University, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by CUJ.
- k. Withholding of a degree awarded by CUJ.
- l. Withholding of scholarship, if any.
- m. Denial of re-admission.

4. Penalties in Case of Outsiders:

- a. Warning, reprimand, or condemn.
- b. A letter communicating her/his/TG misconduct to her/his/TG's place of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him/TG's, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by CUJ.
- d. Any other action as may be necessary.

5. Penalties in Case of Service Providers:

- a. Warning, reprimand, or condemn.
- b. A letter communicating her/his/TG's misconduct to her/his /TG place of employment.
- c. Declaration of the campus as out of bounds for her/him/TG's.
- d. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- e. Any other action as may be necessary.

In addition to the penalties specified above, the person may be



advised to undergo counselling and gender sensitisation, and to give a written and/or public apology to the complainant.

6. Penalty in Case of a Second Offence:

A second or repeated offence, may, on the recommendation of SPARSH, attract a major penalty as may be necessary.

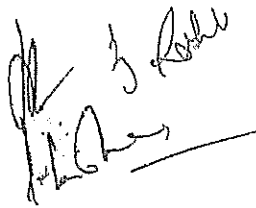
Note 1: Employees of the CUJ & its Constituents covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for disciplinary action as per rules of The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 as amended from time to time.

Note 2: Employees, students and other offender(s) not covered under The CCS (Conduct) Rules and CCS (CCA) Rules, 1965 and found guilty of sexual harassment shall be liable for action as per relevant provisions / any other law for the time being in force.

XI. OTHER FUNCTIONS

1. False Complaint/Deposition

- a. If the Complaints Screening Committee or the Enquiry Committee (UCC) finds no merit in any complaint/deposition, it shall write to the Chairperson of SPARSH giving reasons for its conclusions.
- b. Within four working days of the receipt of this communication, the Chairperson of SPARSH shall call a Special Meeting to discuss the recommendations of the Complaints Screening Committee or Enquiry Committee, and to decide whether a show-cause notice shall be issued to the complainant/witness (es).
- c. Upon the decision to issue a show-cause notice, the Chairperson of SPARSH shall issue it to the complainant/witness (es). The show-cause notice shall cite the bases of the Committee's conclusions and require the complainant/witness (es) to explain, within seven days (in writing and/or in person), as to why disciplinary action shall not be taken against her/him/TG.
- d. Within four working days of receipt of any explanation from the complainant/witness(es) to this show-cause notice, or after the expiry of the time specified for such explanation, the Chairperson of SPARSH shall convene a Special Meeting to consider the explanation or any lack thereof.



- e. In event of no, insufficient, or unconvincing explanation, SPARSH shall forward its findings to the appropriate University Authority for further action.

2. Provisions for Appeal:

- i. In the event of the SPARSH not taking action on a complaint, or if the complainant or defendant is dissatisfied with the disciplinary action taken by the University authorities, she/he /TG shall have the right to appeal with the University authorities/ Vice Chancellor of the University.
- ii. The University Authorities shall constitute an Appeals Committee to take up the case of the Complainant.
- iii. The Appeals Committee shall have all the powers and duties of an Appellate Body. It shall have the power to summon any person as witness as well as any official record. On the basis of all the records before it, including the deposition of the appellant, if it is satisfied that the matter needs to be further enquired into, it shall conduct an enquiry in accordance with the guidelines in the Supreme Court Judgement.
- iv. The Appeals Committee shall report its findings and recommendations on the nature of the action to be taken on the appeal to the University Authorities.

XII. MONITORING AND REVIEW

- a) UCC, CUJ will send an Annual Report to the SPARSH, CUJ detailing the work undertaken by them.
- b) The SPARSH, CUJ will provide a brief annual report to the Vice-Chancellor, CUJ of all complaints of sexual harassment monitored by it.
- c) In the above-mentioned Annual Reports, confidentiality of the complainant and witnesses will be maintained.
- d) The meeting of SPARSH will be organized **twice** in a year to meet and discuss their experiences on the functioning.

XIII. AMENDMENT TO THE RULES AND PROCEDURES OF SPARSH

- i. On the basis of experience of the working of the policy, the SPARSH, CUJ will have the power to make recommendations to the Vice-Chancellor about changes in the Rules and Procedures, as and when required in keeping with the preamble and objectives of the policy.
- ii. Amendments to the Rules and Procedures of SPARSH shall have effect



only if they are in consonance with the letter and spirit of the Supreme Court Judgement, SHWW(PPR) Act, 2013 -[The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]; and CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965.

- iii. Amendments shall be effected by a decision taken in a Special Meeting of SPARSH called for the purpose.
- iv. The proposed amendment (s), together with the objectives and reasons thereof, shall be recorded in writing and circulated by the proposer of the amendment (s) at least fifteen working days prior to the Special Meeting called for the purpose.
- v. An amendment motion shall be earned by two-thirds of the members present and voting.
- vi. In the event of a tie on an amendment motion, it shall be put to vote one more time. If a tie recurs, the amendment motion shall be reconsidered by another Special Meeting to be called after at least fifteen working days.

10. Third-party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the UCC will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

*TG stands for Trans Genders.

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Central University of Jammu

vide Resolution of Item No. 23

11th Meeting of the of the Executive Council dated 15.07.2016

The list of non-teaching Group-A and Group B employees of the University are eligible for confirmation since their names are not in CVC complaint as per details given below:

S. No	Name	Designation	Date of Joining	Completion of Probation	Date of confirmation
GROUP-A					
1.	Ms. Shafila Sudan	Deputy Registrar	15.05.2014	14.05.2016	15.05.2016
2.	Mohammed Iqbal	Deputy Registrar	16.06.2014	15.06.2016	16.06.2016
3.	Mr. Romesh Chander	Assistant Librarian	03.06.2014	02.06.2015	03.06.2016
4.	Ms. Prerna	Assistant Librarian	26.05.2014	25.05.2015	26.05.2016
5.	Mr. Shailender Slathia	Assistant Registrar	15.05.2014	14.05.2016	15.05.2016
6.	Mr. Ajay Sharma	Assistant Registrar	30.05.2014	29.05.2016	30.05.2016
GROUP-B					
7.	Mr. Sourabh Mahajan	Section Officer	15.05.2014	14.05.2016	15.05.2016
8.	Mr. Ashish Kumar Singh	Section Officer	06.06.2014	05.06.2016	06.06.2016
9.	Lt. Col. (Retd) Davinder Singh Trehan	Security Officer	23.05.2014	22.05.2016	23.05.2016
10.	Mr. Sanjeev Gupta	Pvt. Secretary	03.06.2014	02.06.2016	03.06.2016
11.	Mr. Ankush Sharma	Personal Assistant	12.05.2014	11.05.2016	12.05.2016
12.	Ms. Arti Puri	Personal Assistant	12.05.2014	11.05.2016	12.05.2016



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13.	Mr. Sahil Kumar Pandi	Personal Assistant	20.05.2014	19.05.2016	20.05.2016
14.	Mr. Udhay Vir Singh Jamwal	Assistant	20.05.2014	19.05.2016	20.05.2016
15.	Ms. Rachna Gupta	Assistant	26.05.2014	25.05.2016	26.05.2016
16.	Mr. Avinash Kandhwal	Assistant	29.05.2014	28.05.2016	29.05.2016
17.	Ms. Meenakshi Gupta	Assistant	30.05.2014	29.05.2016	30.05.2016
18.	Mr. Jatin Dev Ranyal	Assistant	04.06.2014	03.06.2016	04.06.2016
19.	Mr. Vikas Kumar	Assistant	04.06.2014	03.06.2016	04.06.2016

Annexure - H

vide Resolution of Item No. 23

11th Meeting of the of the Executive Council dated 15.07.2016

The services of the below mentioned Group 'A' employee, in view of the CVC complaint shall be confirmed after receiving legal opinion:

S.No	Name	Designation	Date of Joining	Completion of Probation	Date of confirmation
GROUP-A					
1.	Mr. Vikas Gupta	Assistant Registrar	06.06.2013	05.06.2015	06.06.2015



Annexure - I

Central University of Jammu

Vide Resolution of the EC/Item No. 24
11th Meeting of the of the Executive Council dated 15.07.2016

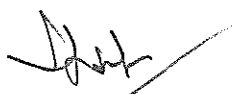
The list of teaching employees of the University are eligible for confirmation since their names are not in CVC complaint as per details given below:

Associate Professor

S.No.	Name of faculty	Caste	D.o.J.	Date of Completion of probation period	Date of confirmation
Department of Human Resource Management & OB					
1.	Dr. Jaya Bhasin	Gen	01.08.2013	31.07.2015	01.08.2015

Assistant Professor

S.No.	Name of faculty	Caste	D.o.J.	Date of Completion of probation period	Date of confirmation
Department of English					
2.	Ms. Neena Gupta Vij	Gen	01.07.2013	30.06.2014	01.07.2014
3.	Mr. Raj Thakur	ST	12.07.2013	11.07.2014	12.07.2014
4.	Dr. Mirza Ahmed Afzal Farooq	OBC	24.07.2013	23.07.2014	24.07.2014
5.	Mr. Raj Gaurav Verma	SC	12.11.2013	11.11.2014	12.11.2014
Department of Economics					
6.	Mr. Susanta Nag	OBC	18.07.2013	17.07.2014	18.07.2014
7.	Ms. Preeti Gupta	Gen	03.12.2013	02.12.2014	03.12.2014
8.	Mr. Anil Kumar Bharti	SC	05.12.2013	04.12.2014	05.12.2014
9.	Ms. Shaveta Kohli	Gen	06.12.2013	05.12.2014	06.12.2014
Department of Public Policy and Public Administration					
10.	Dr. Rouchi Choudhary	Gen	01.07.2013	30.06.2014	01.07.2014
11.	Mr. Durga Rao Ganta	OBC	17.07.2013	16.07.2014	17.07.2014
12.	Dr. Govind Kumar Inakhiya	SC	25.10.2013	24.10.2014	25.10.2014
13.	Mr. Mohit Sharma	Gen	26.12.2013	25.12.2014	26.12.2014
Department of Sociology and Social Work					
14.	Dr. Nancy Mengi	Gen	11.03.2014	10.03.2015	11.03.2014
Department of Mathematics					
15.	Dr. Deep Singh	OBC	18.07.2013	17.07.2014	18.07.2014
16.	Dr. Kamlesh Kumar	SC	26.12.2013	25.12.2014	26.12.2014



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Department of Computer Sciences and IT					
17.	Mr. Neerender Kumar	OBC	05.07.2013	04.07.2014	05.07.2014
18.	Mr. Arvind Kumar Selwal	Gen	26.07.2013	25.07.2014	26.07.2014
Department of Educational Studies					
19.	Dr. Parmod Kumar	OBC	05.07.2013	04.07.2014	05.07.2014
20.	Ms. Kiran	Gen	19.07.2013	18.07.2014	19.07.2014
21.	Dr. Jyoti Narayan Baliya	Gen	03.12.2013	02.12.2014	03.12.2014
22.	Dr. Ritu Bakshi	Gen	03.12.2013	02.12.2014	03.12.2014
Department Human Resource Management and OB					
23.	Dr. Neelika Arora	Gen	01.07.2013	30.06.2014	01.07.2014
24.	Ms. Anjali Pathania	Gen	01.07.2013	30.06.2014	01.07.2014
25.	Mr. Gowhar Rasool	Gen	02.07.2013	01.07.2014	02.07.2014
26.	Mr. Asif Ali	OBC	09.12.2013	08.12.2014	09.12.2014
Department of Tourism and Travel Management					
27.	Dr. Bharti Gupta	Gen	02.07.2013	01.07.2014	02.07.2014
28.	Dr. Amit Gangotia	Gen	04.07.2013	03.07.2014	04.07.2014
29.	Mr. Ranjeet kumar Raman	OBC	09.07.2013	08.07.2014	09.07.2014
30.	Mr. Rahul Thakur	ST	09.12.2013	08.12.2014	09.12.2014
Department of Environmental Sciences					
31.	Dr. Anita Singh	Gen	08.07.2013	07.07.2014	08.07.2014
32.	Dr. Pankaj Mehta	Gen	11.07.2013	10.07.2014	11.07.2014
33.	Dr. Shweta Yadav	OBC	22.07.2013	21.07.2014	22.07.2014
34.	Mr. Dinesh Kumar	SC	06.12.2013	05.12.2014	06.12.2014
Department of National Security Studies					
35.	Ms. Neeta Rani	OBC	08.07.2013	07.07.2014	08.07.2014
36.	Dr. J. Jeganaathan	Gen	12.07.2013	11.07.2014	12.07.2014
37.	Dr. R. Sudhakar	Gen	09.12.2013	08.12.2014	09.12.2014
38.	Mr. Thangjam Khurshchev Singh	Gen	01.01.2014	31.12.2015	01.01.2015
Department of Mass Communication and New Media					
39.	Mr. Bachha Babu	Gen	05.03.2014	04.03.2015	05.03.2015
40.	Mr. Rashid Ali	Gen	05.03.2014	04.03.2015	05.03.2015
41.	Ms. Archana Kumari	OBC	31.03.2014	30.03.2015	31.03.2015
42.	Mr. Manish Prakash	SC	22.07.2014	21.07.2015	22.07.2015

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Central University of Jammu

**Vide Resolution of the EC/Item No. 24
11th Meeting of the of the Executive Council dated 15.07.2016**

The services of the below mentioned teaching employees, in view of the CVC complaint shall be confirmed after receiving legal opinion:

Professor

Department of Computer Sciences and IT					
1.	Professor Devanand	Gen	01.08.2013	31.07.2015	

Assistant Professor

Department of Computer Sciences and IT					
1.	Dr. Bhavna Arora	Gen	01.07.2013	30.06.2014	
2.	Dr. Deepti Malhotra	Gen	03.12.2013	02.12.2014	
Department of Human Resource Management & OB					
3.	Ms. Anjali Pathania	Gen	01.07.2013	30.06.2014	
Department of Mathematics					
4.	Dr. Pavinder Singh	Gen	01.07.2013	30.06.2014	

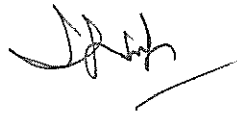


Central University of Jammu

Vide Resolution of the EC/Item No. 26
11th Meeting of the of the Executive Council dated 15.07.2016

The following candidates have been selected as per recommendation of the Selection Committee for the post of Medical Officer:

- | | | |
|----|---|-----------------------------|
| 1. | Dr. Harpreet Singh,
S/o. Sh. Shamsheer Singh | Medical Officer
(Male) |
| 2. | Dr. Vijayata Puri,
D/o. Sh. Sharat Puri | Medical Officer
(Female) |



Annexure - L

Detail statement regarding candidates appeared in Interview for the post Assistant Professor held in May-June, 2016.

S. No.	Name of the Department	Date of Interview	Total no. of applications received	Total no. of candidates appeared (category wise)				
				UR	OBC	SC	ST	PwD
1.	Department of Physics and Astronomical Sciences	31.05.2016	96	26	06		04	01
2.	Department of Nano Sciences and Materials	01.06.2016	97	26	03	08	-	-
3.	Department of Chemistry and Chemical Sciences	02.06.2016	156	23	13	12	-	-
4.	Department of Mathematics	03.06.2016	01	-	-	-	-	-
5.	Department of Plant Sciences	04.06.2016	190	22	05	10	-	-
6.	Department of Animal Sciences and Wild Life	06.06.2016	129	27 01*	02 01*	-	04	-
7.	Department of Sociology and Social Work	07.06.2016	82 +96					
8.	Department of Hindi	08.06.2016	132	09	23	-	-	03
9.	Centre for Comparative Religions and Civilizations	09.06.2016	37	21	-	-	-	-
10.	Department of Marketing and Supply Chain Management	10.06.2016	137	29	05	14	-	-
11.	Centre for Molecular Biology	16.06.2016	200	30	16	-	11	-

* In compliance with the directions of the Hon'ble High Court of Jammu & Kashmir (SWP No. 1194/2016 date of Order 04.06.2016), the candidate are allowed to appear for Interview.

Annexure - M



Fwd:

Devanand Padha <devanandpadha@gmail.com>
<registrar@cujammu.ac.in>
18-07-2016 02:29 PM

Prof. Devanand
Dean, School of Basic & App. Sciences &
Head, Dept. of Computer Sc. & IT
Central University of Jammu
Jammu (J&K)

----- Forwarded message -----

From: **mukesh chalo** <mukeshkchalo49@gmail.com>
Date: Thu, Jul 14, 2016 at 10:21 PM

Subject:

To: Secy.dhe@nic.in, Amitabh Mattoo <amitabh.mattoo@gmail.com>, Radhakrishnan K Koppillil <radhkr272@gmail.com>, mvenkateasan.dopt@gmail.com, director.aimc@apeejay.edu, mihaque@rediffmail.com, choprakl@gmail.com, devanandpadha@gmail.com, cm.ugc@nic.in, secy-ncbc@nic.in, jayabhasin@gmail.com

Sir,,

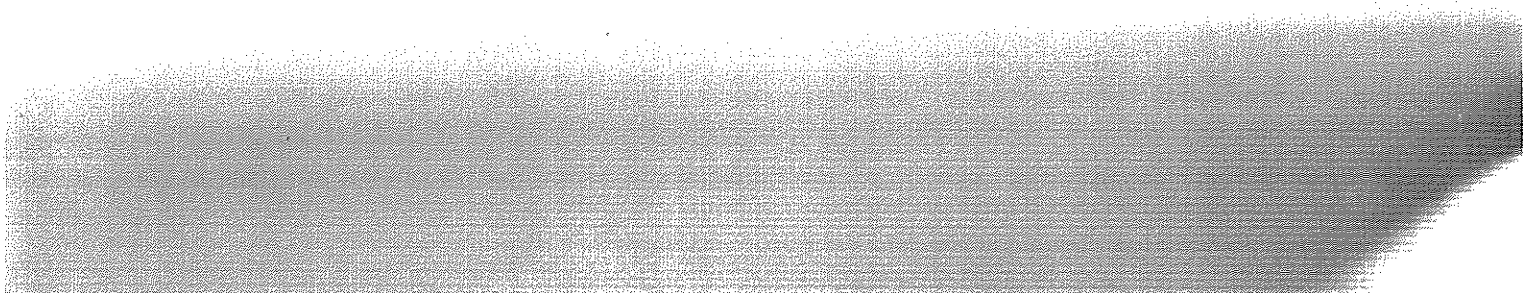
I MUKESH KUMAR, applied for Assistant Professor in Department of Chemistry and Chemical Sciences in OBC category in March 2016.

UGC guidelines says OBC Nominee is must in Selection committees for Assistant Professors. Recently I learnt that all Selection committees held in May-June 2016 were not having OBC Nominees. It is my humble request that the Selection Committees decisions shall not be considered and all selections be quashed and re-interviews should be conducted as these selections are in violation of the UGC Rules.

A letter has already been sent to OBC Commission.

yours sincerely,
MUKESH KUMAR

Handwritten signature and date: Mukesh Kumar, 14/7/16





CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

HEALTH AND MEDICAL SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Medical Officer	A	15600 – 39100	5400
2.	Staff Nurse	B	9300 – 34800	4600
3.	Pharmacist	C	5200 – 20200	2800
4.	Dresser/ Medical Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF MEDICAL OFFICER

1.	Name of Post	Medical Officer
2.	Number of Post	Two (02) one male and one female
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	Essential: i. MBBS recognized by M.C.I. ii. Registered with Medical Council of India/State Medical Council. Desirable: i. Post Graduate (M.D. Medicine) Medical Qualification from a recognized Institution by the MCI. ii. Working experience in a Hospital attached with a Medical College/ Corporate Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF NURSE

1.	Name of Post	Nurse
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600/-*
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. B.Sc. Nursing from a recognized University/ Institution. OR Diploma in General Nursing and Midwifery (GNM) with two years experience. ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Relevant experience of two years in reputed Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employces), 2016 – Appendix-1 or Appendix-3 as the case may be.

*As per approved pay scale of UGC for the post



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF PHARMACIST

1.	Name of Post	Pharmacist
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 32 years
7.	Educational and other qualifications required for direct recruits	Essential: i. 10+2 or equivalent in Science subjects from a recognized Board or University ii. Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India OR Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. iii. Registered as Pharmacist under the Pharmacy Act, 1948.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF DRESSER/ MEDICAL ATTENDANT

1.	Name of Post	Dresser/ Medical Attendant
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	Essential: i. Matriculation or its equivalent examination from any recognized Board/ University. ii. Elementary knowledge of first aid. iii. One year relevant experience in hospital/dispensary/reputed clinic. Desirable: 10+2 with Science Biology subject or equivalent from a recognized Board/ University
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	System Analyst	A	15600 – 39100	5400
2.	Senior Technical Assistant (ICT)	B	9300 – 34800	4200



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST

1.	Name of Post	System Analyst
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	Essential: M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent. OR B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. OR Master in Computer Applications (MCA) or equivalent with two years of relevant experience. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience Desirable: Relevant experience in software development/automation/net working. Note: All qualifying degrees with atleast 60% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT (ICT)

1.	Name of Post	Senior Technical Assistant (ICT)
2.	Number of Post	Two (02)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	Essential: i. B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent from a recognized institute. OR Master in Computer Applications (MCA) or equivalent from a recognized institute. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. At least one year of relevant experience. Desirable: Relevant experience in library automation and networking. Note: All qualifying degrees with atleast 55% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment 50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HINDI OFFICER

1.	Name of Post	Hindi Officer
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years (as per UGC sanction letter)
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i.) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>ii.) Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p>Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

OFFICIAL LANGUAGE SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Hindi Officer	A	15600 – 39100	5400
2.	Hindi Translator	B	9300 – 34800	4200
3.	Hindi Typist	C	5200-20200	1900



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts; OR with five years' service in posts in the PB-2 Grade Pay Rs. 4600/ 4200 or equivalent; ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR

1.	Name of Post	Hindi Translator
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years (as per UGC sanction letter)
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/	Deputation: Officers from the Central Govt./ State Govt./ University System or other similar organisations:



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER

1.	Name of Post	Security Officer
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<p>Essential: Bachelor's Degree with eight years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Indian Army or such Uniformed service(s) at JCO level/equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">And</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p>Desirable: (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should be able to speak English, Hindi and local language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation: Officers from the Central/ State Government, recognized Universities and other Autonomous organizations:-</p> <p>a) holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>b) with three years' regular service in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200.</p>
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SECURITY INSPECTOR

1.	Name of Post	Security Inspector
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential: Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Indian Army or such Uniformed service at JCO level/equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">And</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p>Desirable: (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should able to speak English, Hindi and local language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment (failing which by deputation)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation: Officers from the Central/ State Government, recognized Universities and other Autonomous organizations:-</p> <p>a) holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>b) with three years' regular service at appropriate level.</p>
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

TECHNICAL/ LABORATORY SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Senior Technical Assistant	B	9300 – 34800	4200
2.	Technical Assistant	C	5200 – 20200	2800
3.	Laboratory Assistant	C	5200 – 20200	2000
4.	Laboratory Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT

1.	Name of Post	Senior Technical Assistant (Laboratory)
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ Non-selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. <u>STA (Instrumentation):</u> B.Tech./ B.E. in Instrumentation Science with at least 60% of marks from a recognized University;</p> <p>ii. <u>STA (Physical/ Chemical Science):</u> Master's degree in Physic/ Chemistry with at least 55% of marks from a recognized University;</p> <p>iii. <u>STA (Biological Science):</u> Master's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University; *As per requirement of the University i.e. in which laboratory to be provided.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No</p> <p>Qualification: Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

1.	Name of Post	Technical Assistant
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i. <u>TA (ICT):</u> B.E. / B. Tech. (Computer Science/ Information Technology) or equivalent from a recognized University.</p> <p style="text-align: center;">OR</p> <p>BCA or B.Sc. Computer Science/IT with atleast 55% marks and one year relevant experience in Govt. recognized institute.</p> <p>ii. <u>TA (Physical/ Chemical Science):</u> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory.</p> <p>iii. <u>TA (Biological Science):</u> Bachelor's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. *As per requirement of the University i.e. in which Laboratory to be provided.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No</p> <p>Qualification: Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Assistant with eight years of regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2000.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LABORATORY ASSISTANT

1.	Name of Post	Laboratory Assistant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's degree in Science with Physical/Chemical/Biological science subjects from a recognized University. Desirable: Experience in Science Laboratories of Academic/ Research institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment 25% by promotion based on a departmental test, failing which by deputation/ direct recruitment (as may be decided by competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Laboratory Attendant with five years of regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDANT

1.	Name of Post	Laboratory Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	Essential: 10+2 or its equivalent examination with Science subjects from a recognized Board. Desirable: Experience of working in a Science Laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES

PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 th CPC)	
			Pay Band	Grade Pay
1.	Cook	C	5200 – 20200	1900
2.	Kitchen Attendant	C	5200 – 20200	1800
3.	Hostel Attendant	C	5200 – 20200	1800



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF COOK

1.	Name of Post	Cook
2.	Number of Post	Three (03)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 32 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <ol style="list-style-type: none"> Class 10th Standard from a recognized School/ Board Three years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations. <p>Desirable:-</p> <ol style="list-style-type: none"> ITI Trade Certificate in Bakery & Confectionery (one year duration) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No</p> <p>Qualification: Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Kitchen Attendant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF KITCHEN ATTENDANT

1.	Name of Post	Kitchen Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	Essential:- i. Class 10 th Standard from a recognized School/ Board. OR ii. ITI Trade Certificate in the relevant field ii. Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

RECRUITMENT RULES FOR THE POST OF HOSTEL ATTENDANT

1.	Name of Post	Hostel Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	Essential: Matriculation or equivalent pass OR ITI pass Desirable: Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.

Ordinance No

BACHELOR'S OF VOCATIONAL DEGREE PROGRAMMES (B.Voc)

1. General Rules

- a) Nobody shall be denied admission to a programme of study in the University on the basis of sex, caste, creed, race, class, religious belief or any of them.
- b) The B.Voc programme will be focused on providing undergraduate degree with multiple exit points such as Certificate, Diploma, Advanced Diploma and Degree under National Skill Qualification Framework (NSQF) comprising of level 5, 6 and 7 spread over three years. It shall incorporate qualification packs suggested by respective sector skill councils with specific job roles in line with National Occupation Standards.
- c) The B.Voc course shall be divided in six semesters and university examination will be held at the end of every semester in the months of November/December (for semester I, III & V) and May/June (for semester II, IV & VI) or as proposed by Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council.
- d) The CUCET/Entrance Test shall be aimed at assessing knowledge, comprehension and aptitude of the candidates seeking admission to pursue higher studies.
- e) The academic calendar and commencement of class work for all programmes of study shall be in accordance with the guidelines/regulations of the UGC and other National Level Regulatory Bodies as issued and amended from time to time.
- f) The duration of programmes of study shall be prescribed by Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council in conformity with requirements of regulations prescribed by the UGC and other National Regulatory Bodies from time to time.
- g) No student pursuing a full time B.Voc programme in the University shall be allowed to take up a job without prior and explicit permission of the University. Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original from his/her employer to the effect that

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the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study shall stand cancelled.

- h) Unless otherwise provided, no student pursuing a full course programme of study in the University shall be permitted to attend any other course or to take any other regular examination leading to another degree of this University or any other University/Educational Institution. Provided that this does not debar a student from appearing in an examination for a course of study for which he/she has already completed the instructional part.
- i) If at any time, it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission, his/her candidature shall be liable to be cancelled and if admitted his/her name shall be removed from the rolls of the University.
- j) There shall be no age bar for admission to Bachelor's of Vocational Degree Programmes
- k) Admission to the Bachelor's Vocational Degree Programmes will be done twice a year (summer / winter session), to facilitate a steady stream of learners joining the university and moving out as trained work force to the job market.

2. Applications

- a) All admissions shall be based on the applications received in response to an admission notification.
- b) Applications for admission must be accompanied by a non-refundable prescribed application fee in the form of a Payee's Account Bank Draft/Pay Order (payable to the Central University of Jammu) or any other mode of payment notified by the University.
- c) The University will have a single common application form for admission to all B.Voc degree programmes.
- d) Applicants for admission shall be required to indicate their choices of B.Voc programmes in order of preference in their application forms to be submitted offline/online as per decision taken by the University from time to time.

3. Prospectus

- a) The prospectus shall be published on the website of the University and the attention of the prospective candidates and the general public shall be drawn to such publication

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17) Detailed Course Outline

The detailed course outline shall be prepared by the Board of Studies and shall be approved by Advisory Committee of Bachelor's of Vocational Degree Programmes and 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.

18) Programmes of Study

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

19) Minimum and Maximum Duration of Programmes of Studies

Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of B.Voc programmes introduced and offered by the University shall be two years after completion of the duration of the course.

20) Conditions for the Award of Certificate/Diploma/Advanced Diploma/Degree

A student admitted to a programme of study shall be awarded Certificate/ Diploma/ Advanced Diploma/ B.Voc Degree in the concerned discipline, if he/she successfully completes General Educational & Skill Component in each semester with minimum credits for award of certificate, Diploma, Advanced Diploma and award of B.Voc degree or six semesters, with minimum credits at each level for exit as specified in the NSQF scheme, as the case may be, and additional credits specified for the purpose by the individual Department/Sector Skill Council.

21) Medium of Instruction and Examination

- I) The Medium of instruction in respect of all Vocational Programmes of Studies offered by the Schools/Departments of Studies shall be English, Hindi and State languages depending upon the requirements of the course.
- II) Question Papers of all examinations shall be set and answered in English language or any other language depending upon the requirements of the course.
- III) Project Work/Project Report/Field Work Report/Training Report etc., if any, shall have to be written in English/Local Language, except in case of the Programmes of Study where the same may be required to be written in the respective languages.

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hosted on the website through advertisements in the prominent national and local dailies.

- b) Contents of the prospectus shall be such as approved by the Academic Council, and will interalia, contain intake capacity, procedure of admission, fee structure, eligibility conditions, admission schedule and information about CUCET/Entrance Test.
- c) Fee and other charges as prescribed from time to time, shall be charged from a student admitted to a programme of study in the University.

4. Reservation of seats

There shall be reservation of seats for SC, ST, OBC and Differently Abled Persons in the following manner:

i. Scheduled Caste (SC) Category	15.0%
ii. Schedule Tribe (ST) Category	7.5%
iii. Other Backward Classes (OBC) Category	27.0%
iv. Differently Abled Persons	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.

- 4.1 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- 4.2 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed proforma.
- 4.2 Application form received without the requisite certificate(s) shall be liable to be rejected.

5. Minimum Eligibility Conditions

- a) To be eligible for admission to a bachelor's vocational degree programme of study, a candidate must have secured a minimum of 45% of the aggregate marks in class +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of bachelor's vocational degree programme under NSQF can be made as per following categorization unless otherwise

prescribed by Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council:

Category-1: Candidates who have already acquired prescribed NSQF certification level in a particular industry sector and opted for admission in the bachelor's of vocational degree programme under same sector for which he / she was previously certified at school level.

Category-2: Students who have acquired requisite NSQF certification Level but may like to change their sector and may enter in B.Voc course in a different sector.

Category-3: Students who have passed 10+2 examination with conventional schooling without any background of vocational training.

Category-4: Students who have qualified equivalent examination from polytechnic in the same field may also be considered eligible.

- b) Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission

6. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Disabilities. However, in open merit category if suitable number of candidates are not eligible then the relaxation in minimum qualifying marks up to a maximum of 5% marks shall be permitted.

7. Criteria for Selection

- a) Admission to a B.Voc programme in the University shall be made on the basis of academic merit in qualifying examination, however, in case the number of candidates is three times the number of seats to be filled in the programme of study, then admission shall be made on the bases of merit of the Composite Score of the selection criteria in accordance with the preference of the candidates.
- b) The composite score shall be determined as under

Components of the Composite Score	Weightage
Marks in the qualifying degree examination	50%
Scores obtained in the CUCET/Entrance Test	50%

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If the score of candidates are same then this shall be resolved on the basis of the score obtained by the candidates in the CUCET/Entrance test. If the same is still not resolved, it shall be decided on the basis of marks obtained in the qualifying degree examination.

c) Syllabus, components and weightage of the CUCET/Entrance Test.

The components, weightage and the syllabus of the CUCET/Entrance Test shall be prescribed by the Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council or Collegium of Central Universities.

d) Notwithstanding the above provisions, the University may also admit students, in case of a B.Voc programme where the number of intake is small, on the basis of marks obtained in the qualifying examination.

8. Supernumerary Seats for Admission of the Foreign National/NRIs/PIOs

- a) In a course of study, 15% seats or as fixed by advisory committee of Bachelor's of Vocational Degree Programmes may be filled as supernumerary seats meant for Foreign National (FN), Non-Residential Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) Candidates belonging to the FN/NRI/PIO categories shall not be required to appear in the CUCET/Entrance Test of the University but will have to fulfill minimum eligibility conditions for admission on the basis of equivalence of the qualifying examination determined by the Government of India from time to time.
- c) Admission to these categories of students shall be granted on the merit based on the qualifying examination.
- d) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their applications on prescribed forms along with the certified copies of all the documents required as per the policy laid down by the Government of India not later than the prescribed date.
- e) Candidates seeking admission under FN/NRI/PIO category shall be required to pay the prescribed fees and other charges as applicable to their category.
- f) Students admitted under the FN/NRI/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- g) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same to the Dean of the School concerned, failing which their admission shall stand cancelled.

9. Completion of Admissions

- a) No candidate shall be entitled to claim admission as a matter of right. The University reserves the right to refuse admission to any individual case, without assigning any reason.
- b) A candidate shall be considered as admitted to a programme of study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee. If a candidate fails to complete the admission formalities by the prescribed date, he/she will forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the University Website and on the Notice Boards of the School/Department concerned. No intimation to the selected candidates will be sent by post/e-mail.
- d) The candidates shall be required to get their admissions completed by the notified dates.
- e) The selected candidates shall be required to produce, for verification, on or before the date prescribed for completion of the admission formalities, the following documents in original:
 - i. certificates, Diplomas, Mark-Sheets of all educational qualifications;
 - ii. In case of employed candidates, no objection certificate (NOC) from the employer clearly mentioning that the employer has no objection in the candidate pursuing Bachelor's of Vocational Degree Programme at the University as a regular student.
- f) Admission will be granted to only those candidates whose results of the qualifying examinations are complete in all respects.
- g) Admission of candidates to a programme of study shall be subject to the approval of the Vice-Chancellor or any other authority nominated by him/her.
- h) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
- i) All the students admitted to a B.Voc programme shall be required to submit Migration Certificates in original within 30 days from the date of admission failing which their admissions in the University shall be liable to be cancelled.

10. Conduct and Administration of Admission

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of the list of candidates on the basis of the merit of the CUCET/Entrance Test, shall be the responsibility of a person or a Committee specifically appointed by the Vice-Chancellor for the purpose. Accordingly, it shall be the responsibility of such person or Committee, as the case may be, specifically appointed to ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to. The said person or Committee shall, inter alia,
- i. coordinate the task of preparation of the University Prospectus;
 - ii. issue notification for admission specifying the date of issue of application form and the last date for its receipt;
 - iii. receive, verify and process application forms, allot roll numbers and issue admit cards;
 - iv. take care of the logistics and conduct of CUCET/Entrance Test.
 - v. tabulate the scores obtained by the candidates in the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission to various programmes of study in accordance with the merit of the composite score;
 - vi. notify the merit list, of the selected candidates, based on complete score and forward the same to the Chairman of the Admission Committee concerned for completion of admission.
- b) There shall be an Admission Committee at the level of each department running Bachelor's of Vocational Degree Programme comprising (a) Head of Department concerned as Chairman, (b) Nodal Officer of Bachelor's of Vocational Degree Programmes (c) One nominee of the Vice-Chancellor.
- c) Fee: The fee shall be fixed by the committee constituted by the University for Bachelor's of Vocational Degree Programmes which would essentially include Head of the Department concerned, Finance Officer or his nominee, Nodal Officer, Bachelor's of Vocational Degree Programmes and one nominee of the Vice Chancellor. The course fee would be reviewed after every two year.
- d) Question papers for the CUCET/Entrance Test, each year shall be set by the Expert(s) appointed by the Vice-Chancellor/Collegium of Central Universities.

11. Appellate Committee

A candidate aggrieved by the decision of the Admission Committee may file an appeal within ten days, from the last date of admission, on the prescribed form and payment of

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prescribed fee, to the Appellate Committee through the Head of Department concerned. The Appellate Committee shall consist of the following:

- i. Vice-Chancellor or his nominee
- ii. Head of the Department concerned
- iii. Nodal Officer of Bachelor's of Vocational Degree Programmes
- iv. One faculty member of the concerned department
- v. Nodal Officer appointed by the Vice-Chancellor for conducting the CUCET/Entrance Test.

12. Appellate Committee shall decide the appeal on merit.

13 Curriculum

The curriculum for Bachelor's of Vocational Degree programmes in each year of the programme would be a suitable mix of skill development and general education components. The weight-age for skill development would be 60 % and general education component 40%. The 60:40 credit weightage should be maintained on completion of each level. The curriculum and courseware be aligned as per the Qualification Pack (QP) of the respective sector skill council. The changes would be incorporated as per UGC/NSDC guidelines issued from time to time keeping in view the needs of the local industry as well. Presently the B.Voc programme shall follow the credit schema for each of the years as under:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Duration	Exit points/ Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

1) Skill Development Component:

The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.

- i) The curriculum would necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- ii) The overall design of the skill development component along with the job roles selected would be such that it leads to an inclusive specialization in one or two domains.

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- iii) National Occupation Standard (NO) is not available for a specific area/job role, the department would get the curriculum developed in consultation with industry experts.
- iv) The curriculum would be designed to focus on work-readiness skills in each of the three years.
- v) Adequate attention shall be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

II) General Education Component:

The general education component would adhere to the normal university standards by emphasizing on courses which provide holistic development and not exceeding 40% of the overall curriculum. Strong emphasis shall be given to language and communication skills.

NSQF Level	Vocational Skill Building (Hrs)	General Learning (Hrs)	Total (Hrs)
4	275	225	500
5	550	450	1000
6	600	400	1000
7	750	250	1000

14) Semester System

The programmes of study offered by the University shall be based on the Semester-System. Each Semester shall have a minimum of 90 working days. The broad framework specified by concerned sector skill council about national occupational standards, qualification packs by pre-specifying general and skill components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

15) Course Catalogue

The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated in light of UGC guidelines issued from time to time or as per the framework of concerned sector skill council and specified by the Board of Studies within the broad framework specified by the Advisory Committee. All Courses as specified shall be approved by Advisory Committee of Bachelor's Of Vocational Degree Programmes and Academic Council.

16) Course Registration

After admission to a vocational 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 concerned Head of Department on the prescribed format and it shall be submitted to the Head of the Department for onward transmission to Controller of Examinations.

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22) Examination and Assessment System

- I) The B.Voc Programmes shall be offered under Semester System and Examination and Evaluation of students shall be divided into general education and skill component assessment. The assessment for the general education component shall be done by the department. However, in order to check the domain/applicative knowledge of theoretical precepts of students' skill component shall be assessed as per the guidelines of UGC/Sector Skill council. The evaluation of skill component shall be done by respective sector skill council/university.
- II) Semester examination will be open to regular candidates who have been on the rolls and meet the attendance and other requirements as prescribed in the University statutes.
- III) Evaluation of students shall be through Continuous Internal Assessment of General education and Skill component. The Continuous Internal Assessment shall comprise the following components:

Break-up of Evaluation Criteria and Weightage (%)	General education	Award
Continuous Internal Assessment (25%)	To be conducted by Community College	To be issued by the University
Mid Semester Examination (25%)		
End Semester Examination (50%)		

Evaluation Criteria and Weightage	Skill Component	Award
As per Sector Skill Council Guidelines amended from time to time	To be conducted by respective Sector Skill Council as per UGC/NSDC guidelines for vocational courses under Community College	To be issued by Sector Skill Council

- IV) Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Continuous Internal Assessment prescribed by the Advisory Committee for B.Voc programmes/Board of Studies 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% in case of General Education Component.

V) Paper Setting & Evaluation

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- a) The overall framework of the Continuous Internal Assessment (CIA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the Advisory Committee. Preferably CIA should include following components attendance (5%), class participation (5%), unit tests/skill tests (10%) and student portfolio (5%).
- b) Within the overall framework of examination and evaluation as decided by the Advisory Committee, the content, format, duration of various components of the CIA shall be decided by the concerned faculty members in consultation with Head or his/her nominee and be notified to student along with the detailed course outline provided at the commencement of each course.
- c) 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 except for the courses for which examination to be conducted by Sector Skill Council.
- d) In case of examinations involving Viva-Voce/Practicals, in a course offered by a Department under General Education Component, the evaluation shall be done by a panel comprising of Head, the concerned faculty member and an external examiner approved by the Vice-Chancellor out of the panel of Examiners.
- e) Project Report/Field Work Report/Training Report in case of general education component shall be evaluated by a panel of examiners comprising the Head of the Department and faculty member associated with B.Voc programme. In case of Viva-Voce based on the Project Work/Project Report/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of Examiners. However, in case of skill component the same may be evaluated by the expert from the concerned industry/sector skill council representative as per Sector Skill Council/UGC guidelines

VI) Guidelines for Paper Setting

- a) The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester. The question papers for General Education component for the End Semester Examination shall be based on the total course content prescribed for the Semester and for skill component as per respective Sector Skill Council norms.
- b) The question papers for the Mid-Semester and End-Semester Examinations shall be set such as to encompass total course contents covered with limited internal choices such as to

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make it imperative for the student to study the prescribed course content in full and deter them from selective study.

- c) 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 or his/her nominee at least five days prior to the commencement of the Mid-Semester Examination.
- d) Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.
- e) For Mid-Semester Examination, the Head or his/her nominee 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 Head for conduct of examination.
- f) 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 ten days prior to the commencement of the End Semester Examination.
- g) Each Paper Setter shall also be required to submit in a separate sealed cover the key to the objective type questions to the Controller of Examinations along with the question paper set by him/her.
- h) **The question papers for the Mid-Semester Examination shall be as follows:**
For courses with 3 or more credits the paper shall be of 2 (two) hours duration and shall comprise the following sections:
Section A shall have 10 (Ten) objective type questions (Multiple Choice) of 0.5 mark each. (Total 05 Marks) and 03 (three) Short Answer Questions of 02 (Two) Marks each (Total 6 Marks)
Section B shall have 2 (Two) Essay/Long Answer Questions preferably one from each unit with internal choice of 07 (Seven) Marks each (Total 14 Marks);

In two credit course, the paper shall be of $1\frac{1}{2}$ hours duration and shall comprise the following:

Section A shall have 6 (Six) objective type questions of 0.5 mark each (Total 3 marks), 03 (Three) short answer questions of 1.5 marks each (Total 4.5 marks). All questions in this section shall be compulsory.

Section B shall have 2 (Two) essay/long answer questions preferably one from each unit out of which examinees shall be required to attempt 01 (One) (total 5 marks).

- J) **The question papers for the End-Semester Examination shall be as follows:**
For courses with 3 or more credits, the paper shall be of 3 (Three) hour duration and shall comprise the following sections:

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Section A shall have 10 (Ten) objective type questions (Multiple Choice) of 1^{1/2} Mark each. All questions in this Section shall be compulsory. (Total 15 Marks).

Section B: shall have 7 Short Answer type Questions of 8 (Eight) Marks each preferably covering all the units out of which the candidate shall attempt 5 questions. (Total 40 Marks).

Section C shall have 5 (Five) Essay/Long Answer Questions of 15 (Fifteen) Marks each (Total 45 Marks), out of which the examinees shall be required to attempt any 3 (Three) questions;

K) In two credit course, the paper shall be of 2 hours duration and shall comprise the following:

Section A shall have 08 (Eight) objective type questions of 1.5 marks each (Total 12 Marks)

Section B shall have 6 (Six) short answer questions out of which examinees shall be required to attempt any 03 (Three) questions of 6 marks each (Total 18 marks).

Section C shall have 3 (Three) Essay/Long Answer Questions at least one question from each unit out of which examinees shall be required to attempt any 02 (Two) questions of 10 marks each (Total 20 marks).

VII) Any complaint in respect of a question paper shall be submitted to the concerned Head or his/her nominee 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) Head of the Department and (ii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice-Chancellor for appropriate action in the matter.

VIII) Guidelines for Evaluation: 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.

Assignments, quizzes and answer scripts of mid-semester examination shall be retrieved back from the students and submitted to the Head of the Department for record.

IX) 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.

X) 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. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Head which will be considered by a Committee consisting of Head of the Department and the teacher concerned. The decision of the Committee shall be final.

XI) **Letter Grades and Grade Points:** The UGC 10-point grading system as prescribed in revised guidelines of UGC for B.Voc shall be followed with the following letter grades:

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

Percentage of Marks	Letter Grade	Grade point	Description of Performance
96-100	O	10	Outstanding
90-95	A+	9	Excellent
80-89	A	8	Very good
70-79	B+	7	Good
60-69	B	6	Above Average
50-59	C	5	Average
41-49	P	4	Pass
Less than 40	F	0	Fail
Absent	Ab	0	Absent

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

XII) **Computation of SGPA and CGPA:** Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be adopted:

- 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 course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester viz.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where 'C_i' is the number of credits of the ith course component and 'G_i' is the grade point scored by the student in the ith course component.

- 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 viz.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where 'Si' is the SGPA of the ith semester and Ci is the total number of credits in that semester.

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

XIII) Marks-Grade Card shall be issued to candidates by the Controller of Examinations' office in accordance with guidelines issued by UGC for B.Voc programmes from time to time.

23) Governance and Coordination:

The Bachelor's of Vocational Degree Programmes would be governed by the Board of Studies and Advisory Committee. The course would be offered under the aegis of concerned Departments/School of Studies.

I) Composition of Board of Studies for and Term of Office of its Members

1. Board of Studies comprises of the following members:

- | | |
|---|----------|
| a. Head of the concerned Department | Chairman |
| b. One industry representative from concerned specialisation to be nominated by the Head of Department | Member |
| c. One representative of concerned Sector Skill Council of India to be nominated by the Head of Department | Member |
| d. One representative from National Skill Development Corporation | Member |
| e. Two subject expert, not in the service of the University to be nominated by the Vice-Chancellor | Member |
| f. One Assistant Professor of the Department to be nominated by Head of the Department | Member |
| g. One faculty member to be nominated by the Vice-Chancellor from amongst the faculty members of the Department | Member |

Term of office

2. The term of office of members other than a and c shall be three years.
3. A member specified in a, e, f and g above shall cease to be member if he/she ceases to be a teacher of the concerned department.
4. A member specified in c and d above shall cease to be member if he/she ceases to be associated with concerned Sector Skill Council/National Skill Development Corporation of India
5. Any casual vacancy may be filled for the un-expired period.

Meetings

6. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.

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Provided that when Nodal Officer of Vocational Courses on the recommendation of the Head of the Department is of the opinion that a particular issue needs urgent consideration and it is not expedient that a meeting of Board of Studies be convened, the matter may be disposed off by circulation among members of Board of Studies and he/she may issue necessary instructions to that effect.

7. The quorum of the Board of Studies meeting shall be 50% of the members which shall include at least one outside subject expert and one sector skill council/industry representative.
8. Head of the Department shall convene and preside over the meetings of the Board of Studies.
9. In the absence of the Chairman, senior-most member present shall act as Chairman for that meeting.
10. Special meeting may be called by Chairperson at his/her own initiative or on a written request of at least 50% of the members of the Board of Studies. All members who have requested for the meeting will have to be present.
11. Chairman of the Board of Studies may invite special invitees maximum 02 depending upon the requirement if any Faculty from B.Voc Programme/Concerned Department/ Subject Experts /industry representative
12. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.

II) Composition, Powers and Functions of the Advisory Committee B.Voc Courses

1. Composition

The advisory committee shall consist of the following members:

- | | |
|---|------------------|
| a. Vice Chancellor | Chairperson |
| b. One representative each of Sector Skill Council | Member |
| c. One representative from National Skill Development Corporation | Member |
| d. One representative each associated with concerned industry | Member |
| h. One subject expert each, not in the service of the University to be nominated by the Vice-Chancellor | Member |
| e. Head of the Departments offering Bachelor's of Vocational Degree Programmes | Member |
| f. Nodal Officer, Bachelor's of Vocational Degree Programmes | Member |
| g. On rotation basis between Departments offering vocational Courses | Member Secretary |

2. Term of Office

The term of office of the members other than Vice Chancellor, Nodal Officer, Heads of the Departments in the Advisory shall be three years.

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3. Powers and Functions

The Advisory Committee, subject to overall supervision of the Academic Council, shall exercise powers and perform the functions given below:-

- a. To prescribe the qualifications and procedures for admission of the candidates to the various vocational courses in the Departments
- b. To co-ordinate the teaching, evaluation and industry-academia interface in the Departments;
- c. To consider and approve subjects for various Vocational Degrees and other requirements of vocational degrees as recommended by the Board of Studies;
- d. To constitute Committees to organize the teaching and concerned industry/sector skill council inputs in subjects or areas which do not fall within the sphere of any Department and to supervise the work of such Committees;
- e. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- f. To frame general rules for continuous internal evaluation and end-semester examinations;
- g. To consider and act on any proposal regarding the welfare of the students of the Vocational Courses;
- h. Chairman of the Advisory Committee may invite experts from industry, academic field as special invitees
- i. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor; and
- m. To delegate to the Nodal Officer/Head of Departments/Member Secretary, or to any other member of the Committee or to a Committee such powers, general or specific, as may be decided by the Committee from time to time.

4. Meetings

- (a) The Vice Chancellor shall preside over the meetings of the committee. In his absence, the Committee shall elect the Chairperson for the Meeting.
- (b) The Committee shall hold at least two ordinary meetings in an Academic Year, one in each semester;
- (c) The Vice Chancellor may convene special meetings of the committee at his /her own initiative or at the suggestion of the Nodal Officer/Head of Departments/Member Secretary or on a written request from at last one third of the members of the Committee.

5. Quorum

The quorum for the meeting of the Committee shall be one third of its total members.

6. Notice

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Notice for any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting. The Vice Chancellor may convene emergency meeting of the Committee at short notice.

24) Nomination of Nodal Officer

The Nodal Officer shall be nominated by the Vice-Chancellor from amongst the teachers of departments running B.Voc programme. Nodal officer shall be appointed for a term of one year and shall be eligible for re-appointment of maximum two terms

25) This shall be deemed to have come into force with effect from 2015

In case, there is no provision mentioned against any of the issues emerging thereafter, the general provision of the ordinances for other courses shall also be applicable to the B.Voc courses.