CHAPTER : FIVE
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ORGANISATION AND MANAGEMENT OF UNIVERSITY OF JAMMU, JAMMU

In the present Chapter following aspects of organisation and management of University of Jammu, Jammu have been studied:
- Act, Rules, Regulations, Establishment of University and Amendments, Chancellor, Pro-Chancellor and Vice-Chancellor.
- Appointment and duties of Registrar and other officials.
- Dean Student Welfare.
- Faculties of the University.
- University Teachers - Appointments, duties, leave etc.
- Functioning of the University Council and Syndicate.
- Relationship with U.G.C. and other bodies.

From the above mentioned aspects only those Rules/Regulations are discussed which help in carrying out the comparative study about the two universities.

UNIVERSITY OF JAMMU, JAMMU
ESTABLISHMENT OF UNIVERSITY, ACTS, NOTIFICATIONS AND AMENDMENTS
The Act, Volume I, 1985, pp.1-57

THE ACT
ACT No.XXIV OF 1969
Dated: 30th October,1969

AN ACT to provide for the establishment of the University of Kashmir and the University of Jammu in the State.

Be it enacted by the Jammu and Kashmir State Legislature in the Twentieth Year of the Republic of India as follows:-
1. This Act may be called the Kashmir and Jammu Universities Act, 1969.

2. In this Act and in all Statutes made hereunder, unless there is anything repugnant in the subject or context-

(a) "Academic Council" means the Academic Council of the University;

(b) "affiliated college" means an institution imparting instruction up to the Bachelor's degree excluding integrated Honours, Post-graduate and professional degree courses recognised by the University concerned in accordance with the provisions of this Act and the Statutes;

(c) "college" means an institution maintained or admitted to its privileges by the University concerned and includes a constituent college;

(d) "constituent college" means an institution recognised as such by the Syndicate of the University concerned in accordance with the provisions of this Act and the Statutes;

(e) "Faculties", "Boards of Studies", "Board of Inspection" and "Boards of Research Studies" mean the "Faculties", "Boards of Studies", "Board of Inspection" and "Boards of Research Studies" of a University;

(f) "Head of the department" means the head of a University Teaching Department who has the status of a Professor or a Reader in the University and where any University
has no teaching department in a subject the seniormost Professor in that subject is an affiliated or a constituent college;

(g) "Principal" means the head of a college;

(h) "Statutes" and "Regulations" mean respectively the Statutes and Regulations of a University made or continued under this Act;

(i) "Teacher" means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal, Professor, Reader, Lecturer, Demonstrator, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers' Training College and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher;

(k) "University" means the University of Kashmir or the University of Jammu as the case may be;

(l) "University Council" means the University Council of a University.

3. (1) There shall be two Universities in the State, one in the Kashmir Division and the other in the Jammu Division each having jurisdiction extending to its respective Division of the territories of the State.

4. The University of Kashmir and the University of Jammu shall be corporate bodies known by the names of the "University of Kashmir" and the "University of Jammu", each having
perpetual succession and a common seal with power to acquire and hold property movable and immovable.

5. A University shall have the following powers and functions namely:

(1) to provide for instruction in such branches of learning as the University may think fit and to make provision for research and for the advancement and dissemination of knowledge;

(2) to hold examinations, to grant degrees to and to confer other academic distinctions on persons.

(3) to confer honorary degrees or other distinctions on approved persons in the manner laid down in the Statutes;

(6) to institute professorships, readerships, lecturerships and any other teaching posts required by the University;

(7) To admit and maintain colleges to recognise colleges and other institutions not maintained by the University and to withdraw such recognition;

(8) to inspect constituent and affiliated colleges and other institutions and places approved by the University for the residence of students;

(9) to demand and receive payments of such fees and other charges as may be authorised by the Statutes and Regulations.

(11) to supervise and control the residence and discipline of students of the University or of colleges.
(12) to institute and award fellowships, exhibitions, prizes and medals in accordance with the Statutes and Regulations.

6. Notwithstanding anything in the foregoing section, any reorganisation or alternation in structure, pattern or medium or education at the University stage shall require the previous approval of the Government.

7. Each University shall be open to all persons of either sex and of whatever race, creed or class, and it shall not be lawful for a University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to a certificate, diploma or degree of the University, or to serve as a teacher or to hold any office in the University.

9. The following shall be the officers of each University:

   (1) the Chancellor;
   (2) the Pro-Chancellor;
   (3) the Vice-Chancellor;
   (4) the Pro-Vice-Chancellor; if any;
   (5) the Financial Adviser;
   (6) the Registrar;
   (7) the Controller of Examinations;
   (8) the Joint Registrar, if any; and
   (9) such other officers as the Statutes may declare to be the officers of a University.

10. (1) The Governor shall be the Chancellor of both the Universities. He shall be the head of both the Universities and shall, when present, preside at the meetings of the University.
Council and at the Convocation of both the Universities.

(4) The Chancellor may delegate to the Pro-Chancellor such of his powers under this Act or the Statute, as he may specify.

11. (1) The Chief Minister of the Jammu and Kashmir shall be the ex-officio Pro-Chancellor of both the Universities.

(2) The Pro-Chancellor shall, when present, in the absence of the Chancellor, preside at the meetings of the University Council and at the Convocations of both the Universities.

(3) The Pro-Chancellor shall have the right to cause an inspection to be made, by such person or persons as may direct, of a University, its buildings, laboratories, equipment, and of any institutions associated with the University and also of the examinations, teaching and other work conducted or done by the University.

12. (1) The Vice-Chancellor shall either be a whole-time paid or part-time honorary officer of a University as the Chancellor may determine and shall be appointed by the Chancellor in consultation with the Pro-Chancellor from amongst the persons whose names are submitted to him by a Committee constituted in accordance with the provisions of sub-section (2)

(2) The Committee referred to in sub-section (1) shall consist of three persons, namely:

(a) two persons not connected with the University or any constituent or affiliated college of that
University to be nominated by the University Council;

(b) a third person not connected with the University or any constituent or affiliated college of that University to be nominated by the Chancellor, who shall also be the Chairman of the Committee.

(3) The Committee constituted under sub-section (2) shall submit a panel of three names to the Chancellor for appointment of the Vice-Chancellor.

(5) The Vice-Chancellor of a University shall hold office for three years;

Provided that on the expiry of the term of his office, the Vice-Chancellor shall be eligible for re-appointment for such term as the Chancellor may in consultation with the Pro-Chancellor, determine.

13.(1) The Vice-Chancellor shall be the Principal executive and academic officer of a University and shall, in the absence of the Chancellor and the Pro-Chancellor preside at the meetings of the University Council and at any convocation of the University. He shall be an ex-officio member and Chairman of the Academic Council and of such other authorities and bodies as are provided under the provisions of this Act.

(2) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes and the Regulations are faithfully observed and he shall have all powers necessary for the purpose.
(3) The Vice-Chancellor shall have power to convene meetings of the University Council, the Syndicate, the Academic Council and Joint meetings of Faculties and Boards of Studies of the University concerned.

(7) The Vice-Chancellor shall exercise such other powers as may be prescribed by Statutes and Regulations.

14.(1) There may be a Pro-Vice-Chancellor for a University who shall be whole-time officer of the University and shall be appointed by the Chancellor in consultation with the Pro-Chancellor in the manner provided for the appointment of a Vice-Chancellor. The term of office of the Pro-Vice-Chancellor shall ordinarily be the same as that of the Vice-Chancellor.

15.(1) Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

(2) The Pro-Vice-Chancellor of a University shall exercise such other powers and perform such other duties as may be prescribed by the Statutes and the Regulations.

16.(1) The Secretary to Government, Finance Department, or any other officer nominated by the Government of Jammu and Kashmir shall be the ex-officio Financial Adviser to both the Universities.

(2) The Financial Adviser shall exercise general supervision over the funds of each University and shall advise it as regards its financial policy.
(3) The Financial Adviser shall be an ex-officio member of the University Council and the Syndicate of both the universities.

(4) The Financial Adviser shall-
   (a) present annual estimates and the statement of accounts to the Syndicate and the University Council; and
   (b) exercise such other powers and perform such other duties as may be prescribed by the Statutes and Regulations.

17. (1) The Registrar of a University shall be a whole-time officer and shall be appointed by the University Council on the recommendation of the Selection Committee constituted under Section 36(1).

(2) The Registrar of a University shall act as the Secretary of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection, the Boards of Research Studies and other bodies of the University concerned and keep the minutes thereof.

(3) The Registrar of a University shall, subject to the sanction of the Vice-Chancellor and subject to the Regulations that may be framed in this behalf, control the ministerial, technical and inferior staff of the University concerned.

(4) The Registrar of a University shall be the custodian of the records the common seal and such other property of the University concerned as the University Council or Syndicate may commit to his charge.
(6) The Registrar of a University shall issue over his signatures notice convening meetings of the University Council, the Syndicate, the Academic Council, the Faculties, the Boards of Studies, the Board of Inspection and the Board of Research Studies of the University concerned.

(7) The Registrar shall, in the execution of his duties be subject to the immediate direction and control of the Vice-Chancellor and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

18.(1) The Controller of Examinations of a University shall be whole-time officer of the University concerned and shall be appointed by the University Council on the recommendation of the Selection Committee constituted in accordance with the provisions of Section 36(1) on such terms and conditions as the University Council may from time to time prescribe.

(6) The Controller of Examinations of a University shall, in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor of the University concerned and shall render such assistance to the Vice-Chancellor as may be required by him in the performance of his official duties.

20. The following shall be the authorities of each University:

(1) the University Council;
(2) the Syndicate;
(3) the Academic Council;
(4) the Faculties;
(5) the Board of Studies;
(6) the Board of Research Studies;
21. (1) There shall be a University Council in a University consisting of the following members, namely:

(i) the Chancellor;  
(ii) the Pro-Chancellor;  
(iii) the Vice-Chancellor of the University concerned;  
(iv) the Vice-Chancellor of the other University established under the provisions of this Act;  
(v) the Pro-Vice-Chancellor of the University, if any;  
(vi) the Financial Adviser;  
(vii) the Educational Adviser to the Government or the officer designated by the Government to be in charge of Higher Education;  
(viii) two Deans of the Faculties of the University concerned nominated by the Chancellor, by rotation;  
(ix) one Principal of affiliated/constituent college of the University concerned nominated by the Chancellor, by rotation;  
(ix-a) two members of the teaching staff belonging either to the University or the constituent/affiliated colleges to be nominated by the Chancellor in consultation with Pro-Chancellor; and  
(x) two nominees of the Chancellor.

(2) The period for which members nominated under (viii) to (x) of sub-section (1) shall hold office, shall be prescribed by Statutes in this behalf.

(3) The meetings of the University Council of a University shall be presided over by the Chancellor, when present. In his absence, the Pro-Chancellor shall preside and in the absence of both the Chancellor and the Pro-Chancellor, the Vice-Chancellor of the University concerned shall preside.
22. The University Council of a University shall be the supreme authority of the University and shall have the following powers, namely:

(a) to make Statutes under this Act and to amend and repeal the same in consultation with the Syndicate;
(b) to make Regulations in consultation with the Syndicate;
(c) to approve the financial estimates framed by the Syndicate of the University;
(d) to approve plans of development and expansion of the University.
(e) to consider and pass resolutions on the annual reports; and
(f) save as otherwise provided in the Act, to appoint officers of the status of Joint Registrar, Deputy Librarian and above and teachers of the status of Readers and above and to define their duties;

Provided that no officer or teacher shall be appointed by a University Council until provision has been made for his salary in the approved budget of the University concerned:

Provided further that all appointments (permanent or temporary) to the posts of officers or teachers referred to in this section shall be made by the University Council on the recommendation of the Selection Committee constituted for the purpose in accordance with the provisions of Section 36 of this Act, and on such terms and conditions as may be prescribed by the Statutes;
(g) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by this Act or Statutes;

(h) to constitute committees for specific purposes and to assign such duties to them as it deems fit;

23. (1) The Syndicate shall be the Chief Executive authority except in respect of the matters falling within the purview of the University Council concerned in accordance with the provisions of the Act and it shall consist of the following members, namely:-

(i) the Vice-Chancellor;

(ii) the Pro-Vice-Chancellor, if any;

(iii) the Educational Adviser to the Government or the officer designated by the Government to be incharge of Higher Education;

(iv) the Financial Adviser;

(v) two Deans of the Faculties of the University by rotation to be nominated by the Vice-Chancellor;

(vi) two Deans of Faculties of the other University by rotation to be nominated by the Chancellor;

(vii) two principals of affiliated or constituent colleges by rotation to be nominated by the Vice-Chancellor with the approval of the Pro-Chancellor.

(viii) one member of the Academic Council of the University concerned elected by the Council from amongst its members.
(ix) two members of the Syndicate of the other University elected by that body; and

(x) three nominees of the Chancellor at least one of whom shall be woman connected with academic life.

(2) The terms and conditions of the office of members of a Syndicate other than ex-officio member/s shall be such as may be prescribed by the Statutes in this behalf.

24.(1) Subject to the provisions of this Act, the Statutes and the Regulations, the Syndicate of a University shall exercise and perform the following powers and functions:-

(a) to frame the budget estimates of the University and to submit these to the University Council at a time to be prescribed by Statutes;

(b) to recommend the draft statutes and regulations or amendments or revolution thereof and other proposals for consideration by the University Council;

(d) save as otherwise provided in this Act to appoint officers (below the status of Joint Registrar and Deputy Librarian) and teachers (below the status of a Reader) and to define their duties;

Provided that no officer or teacher shall be appointed by a Syndicate until provision has been made for his salary in the approved budget of the University concerned.

Provided further that all appointments (permanent or temporary) to the posts of officers or teachers
referred to in this section shall be made by the Syndicate on the recommendations of the Selection Committee constituted for the purpose in accordance with the provisions of Section 36 of this Act and on such terms and conditions as may be prescribed by the Statutes;

(e) to recognise teachers of the constituent colleges for purpose of integrated Honours and Post-graduate teaching on the recommendations of the Selection Committee to be constituted by the Syndicate for this purpose;

(f) to admit new colleges to the privileges of affiliated or constituent colleges of the University subject to the conditions to be laid down in the Statutes;

(m) to constitute committees for specific purposes and to assign such duties to them as may be deemed necessary;

(n) to recommend to the University Council the plans for development and expansion of the University;

(o) to appoint paper setters and examiners for all the examinations held by the University in accordance with the procedure prescribed in the Statutes;

(p) to give directions for holding of examinations and compilation and publication of results;

(q) to give directions for the editing, printing and publishing of such text-books for various examinations of the University as may be considered necessary for this purpose;
(r) to maintain proper standards of teaching and examination in consultation with the Academic Council of the University concerned;

(2) Any difference or disagreement arising between the Syndicate and the Vice-Chancellor with regard to any decision taken by the Syndicate may be referred by the Vice-Chancellor to the Chancellor. The Chancellor shall refer back such decision to the Syndicate for reconsideration. In case the Syndicate endorses its earlier decision by a two-thirds majority, such decision shall be deemed to be final.

25. (1) The Academic Council of a University shall consist of the following persons, all of whom shall be members ex-officio:-

(i) the Vice-Chancellor of the University concerned;
(ii) the Pro-Vice-Chancellor of the University concerned; if any;
(iii) the Deans of Faculties of the University concerned;
(iv) the Heads of Departments of the University concerned having the status of Professors or Readers;
(v) six Principals from the constituent and affiliated colleges of the University concerned by rotation, nominated by the Vice-Chancellor;
(vi) four Professors from colleges of the University concerned representing subjects other than those represented by the Principals, nominated by the Vice-Chancellor.
26.(1) The Academic Council of a University shall have the following powers and functions:

(a) to control and regulate the standards of teaching and examinations in the University;

(b) to prescribe the syllabi and the courses of study for all the examinations held by the University except such text books as may be got edited, printed and published by the Syndicate direct in accordance with the procedure laid down in the Regulations;

(c) to make proposals to the Syndicate and the University Council for the institution of Professorships, Readerships, Lecturership, or other teaching posts and in regard to the duties and emoluments thereof in accordance with the provisions of this Act;

(d) to formulate, modify or revise, subject to control of the Syndicate and the University Council, schemes for the constitution of Faculties and for the assignment of subjects to the Faculties;

(e) to nominate teachers or specialists to the faculties;

(f) to promote research within the University and to require reports of such research from persons engaged therein;

(g) to advise the Syndicate and the University Council on academic matters.
27. (1) The University of Kashmir shall have the Faculties of Arts, Science, Social Sciences, Commerce, Education, Engineering, Medicine, Agriculture, Unani Medicine, Oriental Learning and such other Faculties as may be prescribed by the Statutes of the University from time to time.

(2) The University of Jammu shall have the Faculties of Arts, Science, Social Sciences, Commerce, Education, Agriculture, Ayurvedic Medicine, Oriental Learning, Law and such other Faculties as may be prescribed by the Statutes of the University from time to time.

(3) (a) The Faculty in Arts, Science, Social Sciences, Education and Commerce shall consist of:

(i) the Professors and Readers of the University Departments comprised in the Faculty;

(ii) such Principals of constituent and affiliated colleges of the University concerned as are qualified to teach any subject comprised in the Faculty;

(v) two persons other than teachers nominated to the Faculty by the Academic Council possessing expert knowledge in the subject comprised in the Faculty.

(b) The Faculty of Engineering shall consist of:

(1) Principals of the colleges concerned;
(ii) Heads of the Departments of the subjects comprised in the Faculty;

(iii) Professors of the subjects comprised in the Faculty; and

(iv) three persons to be nominated by the Academic Council of the University concerned on account of their possessing expert knowledge in the subject or subjects comprised in the Faculty.

(c) The Faculty of Medicine shall consist of:

(1) Principals of the colleges concerned;

(ii) Heads of the Departments in each subject comprised in the Faculty;

(iii) Professors and Associate Professors in each subject comprised in the Faculty; and

(iv) two persons to be nominated by the Academic Council of the University concerned on account of their possessing expert knowledge in a subject or subjects comprised in the Faculty.

28. Each Faculty of a University shall have the following powers:

(b) to suggest to the Academic Council the syllabi and courses of study for the different examinations after consulting the Boards of Sciences, except such text books as may be got edited, printed and published in the manner prescribed under the Regulations;
(d) to deal with any matter referred to it by the University Council or the Syndicate or the Academic Council;

29. (1) There shall be a Dean of each Faculty who shall be elected by the members of the Faculty in the manner and subject to such conditions as may be prescribed by the Statutes:

Provided that the office of the Dean of a Faculty shall be held by a member of the Faculty who is a University Professor in a subject comprised in the Faculty and in case there is no University Professor in any subject comprised in a Faculty, it may be held by a member of the Faculty who is a University Reader or the Principal of a college.

Provided also that no person shall hold the office of the Dean for more than two consecutive terms except where there is no other person eligible to hold the office.

30. (1) In a University there shall be a Board of Studies for a subject or subjects comprised in a Faculty in accordance with the provisions of the Regulations.

(2) Each Board of Studies except in the case of Boards assigned to the Faculties of Medicine, Engineering, Agriculture, Law, Ayurvedic Medicine and Unani Medicine shall consist of the following members, namely:—

(a) the Professors of the University Department in the subject assigned to the Board, if there are any;
(b) the Readers of the University Department in the subject assigned to the Board, if there are any;

(c) the Head of the Department in the subject concerned from each constituent college, not lower in rank than that of a Professor;

(d) the Head of the Department in the subject concerned from each affiliated college, not lower in rank than that of a Professor; and

(e) one person who is not a teacher in any affiliated or constituent college of the University or a Department of the University, nominated by the Faculty.

(3) The Professor of the University Department senior to all other Professors in the Department shall be the Convener and in case there is no Professor of the University Department in a subject the Board of Studies shall elect one of its members as the Convener of the Board.

31.(1) It shall be the duty of each Board of Studies to make suggestions to the Faculty concerned regarding-

(a) syllabi for the subject or subjects of instruction;

(b) combination of subjects permitted in various courses;

(c) new courses of study except such text books as may be got edited, printed and published by the Syndicate of the University concerned in accordance with the Regulations prescribed in this behalf;
(d) appointment of paper-setters and examiners; and

(e) any matter referred to it by the University Council, the Syndicate, the Academic Council or the Faculty concerned.

(2) The Boards of Studies shall also discharge such other functions as may be prescribed by the Statutes or the Regulations.

32.(1) There shall be a Board of Research Studies, one each for Arts, Science, Social Studies and such other fields of study as may be specified by the Syndicate concerned after having consulted the Academic Council of the University concerned. Each Board shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Dean and the Heads of the University Departments of the subjects comprised in the Faculty with power to co-opt members.

33.(1) Each Board shall have the following powers and functions namely:

(a) to consider and grant applications for registration for the research degrees in the light of the recommendations made by the Head of the Post-graduate Department concerned.

(b) to appoint supervisors for the guidance of research studies;

(c) to prescribe the maximum number of research scholars to be guided by an approved supervisor;
(d) to submit to the Academic Council suggestions and proposals for organising or improvement of the research studies in the University; and

(e) to consider any other matter referred to it by the Academic Council, the Syndicate and the University Council.

36.(1) Save as otherwise provided in this Act, there shall be Selection Committees in a University comprising the following members for selection of teachers and officers for appointment in the University concerned:-

(a) Committee for appointment of teachers:
   (i) Vice-Chancellor (Chairman);
   (ii) Pro-Vice-Chancellor, if any;
   (iii) Chairman, Public Service Commission or, a member of the Public Service Commission nominated by him;
   (iv) the Head of the University Department concerned (in case of selection of Readers and Lecturers only);
   (v) one member nominated by the University Council of the University concerned in the case of appointment of Professors and Readers and one member nominated by the Syndicate concerned in the case of appointment of Lecturers concerned, as the case may be; and
(vi) two persons not connected with the University having special knowledge of the subject in which the appointment is to be made, nominated by the Vice-Chancellor from the panel of experts approved by the University Council in the case of Professors and Readers and the Syndicate in the case of Lecturers;

Provided that the panels shall be reviewed after every two years.

(b) Committee for appointment of the officers of the status of the Joint Registrar, Deputy Librarian and above:

(i) Vice-Chancellor (Chairman);
(ii) Pro-Vice-Chancellor, if any;
(iii) Financial Adviser; and
(iv) a member of the University Council concerned nominated by the Chancellor.

(c) Committee for appointment of officers below the status of the Joint Registrar and Deputy Librarian:

(i) Vice-Chancellor (Chairman);
(ii) Pro-Vice-Chancellor, if any;
(iii) Financial Adviser;
(iv) a member of the Syndicate concerned, nominated by the Vice-Chancellor; and
(v) the Registrar

(2) The quorum of the Committee for appointment of teachers shall be four in each case, of whom at least one person
not connected with the University or a college, should possess special knowledge of the subject. The majority of the members of the other two Selection Committees shall form the quorum.

38. The Accounts of a University shall, once in every year and at the interval of not more than fifteen months be audited by auditors appointed by the Government and a copy of the accounts together with the auditors report shall be published in Government Gazette.

Statutes and Regulations

40. Subject to the provision of this Act the Statutes may provide for all or any of the following matters, namely:

(a) the holding of Convocation by a university to confer degrees;

(b) the conferment of Honorary Degree;

(c) the institution of Fellowships, Scholarships, Exhibitions, Bursaries, Medals and Prizes;

(d) the conditions of service of the Vice-Chancellor and other officers of the University;

(e) the designation and powers of the officers of the University;

(f) the constitution, powers and duties of the authorities of the University;

(g) the conditions for recognition and affiliation of colleges and other institutions to the University;

(h) the classification of teachers employed by the University;
(i) the constitution of pension or general provident fund or contributory provident fund for the benefit of the officers, teachers and other servants employed by the University;

(j) the conditions under which students shall be admitted, to the examinations conducted by the University, and be eligible for degrees, diplomas or certificates;

(k) the fees to be charged for admission to the examinations and the Departments of the University;

(l) the conditions and mode of employment and the duties of examiners and paper-setters;

(m) the conduct of examinations;

(n) the admission of students to constituent and affiliated colleges;

(o) the number, qualifications and emoluments of teachers employed by the University; and

(p) all matters which by this Act are to be or may be prescribed by the Statutes.

41. (1) Subject to the provisions of Sections 48 and 51 of this Act, the Statutes may be amended or repealed or added to by Statutes made by the University Council in the manner hereinafter appearing.

(2) The University Council may of its own motion take into consideration the draft of any Statutes submitted to it by one of its own members;
Provided that in any such case, before a Statute is passed, the opinion of the Syndicate or if the draft of such a Statute affects the powers, duties or emoluments of any officer, teacher, authority or board, a report from the person or body concerned together with the opinion of the Syndicate shall be taken into consideration by the University Council.

(3) The Syndicate of a University may propose to the University Council the draft of any Statute to be passed by the University Council such draft shall be considered by the University Council at its next meeting. The University Council may approve such draft and pass the Statute, or may reject it, or may return it to the Syndicate for reconsideration either in whole or in part, together with any amendments which the University Council may suggest. After any draft so returned has been further considered by the Syndicate together with any amendments suggested by the University Council it shall again be presented to the University Council with the report of the Syndicate and the University Council may then deal with the draft in such manner as it may think proper.

(4) (a) When the University Council has passed a Statute, it shall be submitted to the Chancellor who may assent to it or may withhold his assent or may refer it back to the University Council for further consideration.
(b) If the University Council rejects the draft of a Statute proposed by the Syndicate the draft shall be submitted to the Chancellor who may refer it back to the University Council for further consideration.

(c) A statute passed by the University Council shall not become valid until assent thereto of Chancellor has been notified.

42. The authorities and the bodies of the University may recommend to the University Council Regulations consistent with this Act and the Statutes providing for all or any of the following matters:

(a) the procedure to be observed at their meetings and the number of members required to form a quorum;

(b) the notice to be given of the meetings and of business to be considered thereat, the keeping of records of their proceedings and similar matters;

(c) all matters which by this Act or the Statutes are to be prescribed by the Regulations;

(d) the conditions of residence of students;

(e) the discipline of students;

(f) the classification or inclusion of subjects of study in various Faculties;

(g) the constitution, powers and duties of the various Boards of the University;

(h) the periodical inspection of constituent or affiliated colleges and other institutions.
43. (1) The University Council of a University shall make Regulations in consultation with the Syndicate after receiving drafts from the authorities and bodies of the University.

(2) Regulations shall not be made for those matters which under Section 40 of this Act may be provided for by the Statutes.

53. The Chancellor or the Pro-Chancellor may, after consulting the Vice-Chancellor of the two Universities, transfer any employee from one University to another University if such transfer is considered by him necessary in the interest of administration of the Universities constituted under this Act.

DEFINITIONS

In the Statutes and Regulations, unless there is anything in the subject or context-

(i) Unless otherwise provided in the Statutes and Regulations, "Academic Year" wherever mentioned shall mean the period from the date of commencement of formation of a class to the date of commencement of the annual examination hold for that class;


(iii) "Affiliated Colleges" shall be the colleges and institutions imparting instruction up to Bachelor's Degree excluding a Degree in a professional course.
(iv) "An Indian University" means an Indian University incorporated by any law for the time being in force;

(v) "Casual Student" means one whose name is not enrolled as a regular student in a Department, College or any educational institution recognised by the University, but who, with the consent of the Head of the Department/College/Institution, attends lectures or laboratory work in a subject. A casual student will not lose his right to appear as a private candidate if he/she is otherwise eligible to do so.

(vi) "Constituent Colleges" mean the colleges and institutions imparting instruction at least up to Honours (integrated course) standard in the Bachelor's Degree Course or for a Bachelor's Degree in a professional course, recognised as such by the University;

(vii) "Department" means a Department of teaching established and maintained by the University;

(viii) "Late College Student" means one who has completed the prescribed course for a particular examination in a University Department or constituent/affiliated college or any other recognised institution and has either failed or not appeared in that examination;

"Professors", "Readers", "Lecturers", "Fellows", "Demonstrators" and the "Ministerial, technical and inferior staff" of the University;

(xi) "Private candidate" means one who is eligible and has been granted permission to appear in a University examination without having attended a regular course of instruction in a University Department or Constituent/affiliated college or any other recognised institution in accordance with the provisions relating to the Statutes governing admission of private candidates to University examinations.

**OFFICERS**

Chapter I, Volume I, 1985, p. 58

Statutes:

1. In addition to the officers mentioned in Section 9 of the Act, there shall be the following officers:-

   (1) Librarian;
   (2) Deputy Librarian;
   (3) Deputy Registrar;
   (4) Dean, Students' Welfare;
   (5) Director, Physical Education;
   (6) Officer, Employment Information Bureau;
   (7) Assistant Registrar/Private Secretary to Vice-Chancellor;
(8) Senior Assistant Librarian;
(9) Assistant Librarian;
(10) Assistant Engineer;
(11) Assistant Director of Sports; and
(12) Medical Officer.

2. In addition to the duties assigned to and powers vested in him under Section 13 of the Act, it shall be competent to the Vice-Chancellor:

(1) to depute officers, teachers and other employees of the University on University work;
(2) to permit the teachers and officers to attend the meetings and conferences recognised by the University within and outside the State;
(3) to treat on duty for a period of 15 days extendable to 20 days in exceptional cases in a financial year in the case of teachers and officers to enable them to attend meetings and academic conferences recognised by the University, and the Committees constituted by the State Government or other recognised bodies and to conduct the viva or practical examination outside the jurisdiction of the University;
(5) to recommend and forward to the University Grants Commission and Union Ministry of Education, the proposals made by the University teaching Departments,
constituent and affiliated colleges and other recognised institutions for grant of financial assistance under various schemes.

(6) to select candidates and/or recommend them to the State Ministry of Education, University Grants Commission, Union Ministry of Education, the Council of Scientific and Industrial Research and other institutions, for the award of scholarships, fellowships, travel grants, financial assistance subject to the conditions, if any, laid down in this behalf;

(12) to sanction casual leave to the officers and Heads of Departments of the University.

(20) to sanction all scholarships and fellowships of the University to the students under Regulations;

(33) to sign the certificates of degrees awarded by the University;

(37) to sign cheques in the absence of Registrar;

(38) to sanction re-appropriation from one major or minor head to another in the approved budget, to the extent of Rs. 20,000/- subject to the restrictions laid down in Account and Finance Regulations; and

(39) to sanction advances to the University employees for purchase of Motor Cars and Motor Cycle/Scooters in accordance with the Regulations laid down for the purpose.
3. The Pro-Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice-Chancellor under Section 15(1) of the Act:

(1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and

(2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned by the University Council.

4. The Registrar shall have the following powers and functions in addition to those provided under Section 17 of the Act:

(1) to make all disbursements on account of the University; and sign all cheques;

(6) to authorise purchases of all kinds for the office upto and including Rs. 2,500 in individual cases;

(11) to sanction re-appropriation from one major or minor head to another in the approved budget to the extent of Rs. 2500/- subject to the restrictions laid down in Accounts and Finance Regulations;

(12) to operate upon and maintain the account of imprest of Rs. 1,000/- to meet emergent expenses in accordance with the provisions laid down for this purpose;

(13) to declare the seniority list of the University employees;
(14) to sanction advances to the University employees out of their G.P./C.P. Fund deposits in accordance with the relevant Regulations;

(15) to keep the custody of Service Books and Character Rolls of the University employees;

(16) to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down in the Statutes/Regulations and when he takes such an action he will report it to the Vice-Chancellor;

5. The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act:-

(1) to frame and issue date sheets (theory and practical) for various examinations;

(2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the Statutes;

(3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;

(9) to make payment of remuneration to printers of question papers, paper-setters, examiners, checking assistants, code officers, tabulators and collators and to sign cheques in that connection;

(10) to authorise incurring of normal contingent expenditure in regard to the work relating to the examinations;
(11) to sanction payment of advance T.A. to the examiners, superintendents of Examinations Centres and officials of the Examination Branch.

(13) to inspect the examination centres (theory & practical).

6. The Joint Registrar, if any, shall perform the following duties:-

(1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other bodies unless otherwise provided by the Statutes; and

(2) to perform such other duties of the Registrar as may be assigned to him by the University Council.

7. The Dean, Students' Welfare, shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section (1) (b) of Section 36 of the Act. He shall perform the duties and exercise powers as under:-

(1) to plan, organise and conduct students' welfare programmes including cultural and literary activities, festivals, extension and special lectures, youth clubs, societies etc;

(2) to co-ordinate the work of student services and agencies in the University and motivate faculty involvement in the students' welfare programmes;
(3) to prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Heads of affiliated/constituent colleges;

(5) to maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the University from time to time;

(6) to devise ways and means for promoting the well-being of the University students—social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth;

(7) to plan, organise and supervise the working of hostels, halls of residence, canteens, co-operative stores, hobby centres, students' homes, community halls and clubs etc;

(8) to prepare reviews and reports of the activities pursued during a year; and

12. The Deputy Registrar and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under sub-section (1)(c) of Section 36 of the Act. Besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrar and the Assistant
Registrars incharge of Sections other than the Accounts, Examinations and Secrecy shall, subject to the control of the Registrar, perform the duties and exercise the powers as under:

1. to be incharge of work relating to-
   (a) Convocation; (b) forms and stationery
   (c) registration of students.

3. to sanction and issue inter-college and inter-university migration certificates and eligibility certificates;

5. to maintain up-to date seniority list of the employees of the University;

7. to take care of the University property;

13. The Deputy/Assistant Registrar incharge (Accounts) shall be responsible for supervising and maintaining all the accounts of the University, in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar;

1. he shall be incharge of the Accounts Branch including the cash section;

2. he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities if any, noticed by him;

6. he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his custody.
(7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;

Besides performing such duties and exercising such powers as may be assigned to them by the Vice-Chancellor or the Controller of Examinations, the Deputy Registrar and the Assistant Registrar in charge of Examinations and Secrecy Section shall, subject to the control of the Controller of Examinations, perform the duties and exercise the powers as under:

(1) to conduct routine correspondence regarding examinations;

(2) to keep the safe custody of blank certificates and diploma forms;

(3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates appearing in various examinations of the University; and

(4) save as otherwise provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University Examinations.
The term of office of members of faculties will be three years.

Regulations:

25. Each of the Faculties provided in the Act shall include the subjects stated below and such other subjects as may be added by the University Council:

1. **Faculty of Arts**
   - English
   - Sanskrit
   - Persian
   - Arabic
   - Hindi
   - Urdu
   - Panjabi
   - Music
   - Dogri
   - Philosophy
   - Library Science

2. **Faculty of Science**
   - Physics
   - Chemistry
   - Botany
   - Mathematics
   - Zoology
   - Geography
   - Geology
   - Home Science
   - Statistics

3. **Faculty of Social Sciences**
   - Economics
   - History
   - Political Science
   - Civics
   - Education
   - Public Administration
   - Psychology
   - Statistics
   - Sociology
   - Anthropology
   - Home Science
(4) Faculty of Oriental Learning
1. Sanskrit
2. Hindi;
3. Panjabi;
4. Arabic;
5. Persian;
6. Urdu;
7. Dogri; and
8. Kashmiri

(5) Faculty of Education
1. Teacher Education and 2. Education

(6) Faculty of Ayurvedic Medicine
1. Medicine;
2. Midwifery Gynaecology;
3. Social and Preventive Medicine (Keys Chiktsa, Charak, Prasuti Stri Rog, Swasthvrit);
4. Anatomy and Surgery, Eye and E.N.T. (Sharita, Shalya Shalakaya);
5. Physiology and Pathology (L.D.M.V. & Nidan);
6. Pharmacy and Pharmacology, Medical Jurisprudence and Toxicology (Ras Shastra, Dravya Guna and Agad Tantra); and
7. Basic Sciences and Languages (padarth Vigyan, Basic Sciences and Sanskrit).

(7) Faculty of Medicine
1. Anatomy;
2. Physiology including Bio-Physics;
3. Pathology and Bacteriology;
4. Pharmacology;
5. Forensic Medicine;
6. Surgery;
7. Medicine;
8. Preventive and Social Medicine;
9. Obstetrics and Gynaecology;
10. Opthalmology & E.N.T.
11. Radiology;
12. Psychology;
13. Paediatrics;
14. Anaesthesia;
15. Orthopaedics;
16. Dermatology;
17. Bio-Chemistry; and

(8) Faculty of Commerce
1. Commerce; and
2. Business Management.

(9) Faculty of Music and Fine Arts
1. Music
   (a) Vocal;
   (b) Instrumental and
   (c) Dancing.
2. Fine Arts
   (a) Painting;
   (b) Sculpture;
   (c) Applied Art; and
   (d) Graphic Art

(1) Faculty of Law
Law.
1. Teachers of the University shall be of two classes, namely-
   (1) Appointed teachers; and
   (2) Recognised teachers.

2. Appointed teachers of the University shall be either-
   (1) Servants of the University paid by the University and appointed by the University Council/Syndicate as Professors, Readers* or Lecturers** or otherwise teachers of the University; or
   (2) Persons appointed by the University Council/Syndicate as Honorary Professors, Readers or Lecturers or otherwise as teachers of the University.

3. The qualifications of salaried teachers appointed by the University shall be as under:-
   (1) Faculties of Arts, Science, Social Science and Commerce.

   **Professors**
   An eminent scholar with published work of high quality actively engaged in research. About ten years experience of teaching and/or research. Experience of guiding research at doctoral level.

*Reader includes a Senior Fellow appointed in the scale prescribed for the post of Reader.

**Lecturer includes a Fellow appointed in the pay scale prescribed for the post of Lecturer or a lower scale (but excludes Research Fellow even if assigned teaching work.)
OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

Readers
Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research or (ii) innovation in teaching method in production of teaching materials.

About five years experience of teaching and/or research provided that at least three of these years were as a Lecturer or in an equivalent position.

This condition may be relaxed in the case of candidate with outstanding record of teaching/research.

Lecturer
(a) A Doctor's degree or research work of an equivalent standard; and

(b) good academic record with at least second (Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inte programmes the degrees in (a) and (b) above may be in relevant subjects:

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of qualifications prescribed in (b) above;
Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record, (weightage being given to M.Phil or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfills these requirements.

**Explanation**

For determining "good academic record" the following criteria shall be adopted.

i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or

iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

(2) Faculty of Education

An eminent scholar with published work of high quality actively engaged in research. Ten years experience of teaching and/or research. Experience of guiding research at doctoral level.

OR
An outstanding scholar with established reputation who had made significant contribution to knowledge.

Readers

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research of (ii) innovation in teaching methods or (iii) production of teaching materials.

About five years experience of teaching and/or research provided that at least three of these years were as Lecturer or in an equivalent position.

This condition may be relaxed in the case of candidate with outstanding research work.

Lecturers

(a) a Doctor's degree in Education or research work of an equally high standard; and

(b) good academic record with at least second class (in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign university.

OR

(a) A Doctor's degree in any University discipline or research work of an equally high standard; and

(b) good academic record with an M.Phil degree in Education (which may be acquired while in service) from an Indian University or an equivalent degree from a foreign University.
5. All applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select candidates for being invited to appear before the Selection Committee for interview.

6. Candidates selected for interview shall be entitled to receive one side travelling expenses.

7. The Selection Committee shall after interviewing the candidates, submit its recommendations to the University Council/Syndicate.

10. The duties of teachers shall be to teach and to engage in and guide research and to take such part and perform such duties including extra-curricular duties in the University, as may be required by and in accordance with the Act, Statutes and Regulations of the University for the time being in force and to act under the direction of the authorities of the University and under the immediate orders of the Vice-Chancellor.

The duties of Heads of Departments and Professors shall also include the guidance and co-ordination of studies in their subjects.

11. The teacher shall devote his whole time to the service of the University and shall not, without the special sanction of the Vice-Chancellor previously obtained, accept any engagement or office except those relating to the examinations of the Universities and Public Service Commission.
12. Except as otherwise provided for by an order of the appointing authority, no teacher shall be eligible for confirmation until he has been on probation for such period not exceeding two years as the appointing authority may determine. During the period of probation the appointment of a teacher shall be terminable on one month's notice by either side.

13. Subject to other conditions provided in these Statutes a teacher shall continue in the service of the University until he/she attains the age of sixty years:

Provided that on the recommendation of the Vice-Chancellor the University Council/Syndicate may extend his/her term of the appointment for a period not exceeding three years if it is satisfied that such extension is in the interest of the University.

16 (1) The University Council/Syndicate of the University shall be entitled summarily to determine the engagement of a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty in accordance with the provisions hereinafter set forth.

(2) The Vice-Chancellor may, when he deems it necessary, suspend a teacher on grounds of misconduct, insubordination, inefficiency or unsatisfactory performance of duty. When he suspends the teacher, he shall report it to the University Council/Syndicate at its next meeting.
(3) The University Council/Syndicate shall investigate all matters reported to it by the Vice-Chancellor about the misconduct, insubordination, inefficiency or unsatisfactory performance of duty of the teacher.

17. The appointment shall not be determined by the University Council/Syndicate under Statute 16 except by a resolution stating the reasons for the termination. Before a resolution under this Statute is passed, the University Council/Syndicate shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks time to make such representation as the teacher may like to make. Every resolution terminating the service under this Statute shall be passed only after consideration of the representation, if any, of the teacher. The teacher whose services are terminated under this Statute shall be given not less than one month's notice from the date on which he is notified of the resolution of the termination of service is not less than one month's salary in lieu of such notice.

21. No whole-time teacher appointed by the University shall be required to do teaching work, whether lecturing or tutorial, or laboratory work, for more than eighteen periods of fifty minutes each, or for more than fifteen hours in all, during each week:

22. The Vice-Chancellor shall nominate a teacher of a Department of studies to act as Head of the Department for such period as he may determine. The Head of a Department shall be
responsible for proper functioning of the Department and maintenance of discipline. He shall also assign duties to the teachers and co-ordinate studies and research in the Department. He shall also perform such other duties and exercise powers as may be assigned to him by the Vice-Chancellor.

23. The University Council/Syndicate may appoint a part-time teacher to teach a particular subject or a part thereof whenever considered necessary.

29. Recognised teachers of the University shall be members of the staff of a constituent college of the University which provides teaching in Integrated Honours and Post-graduate Courses of Study approved by the University:

Provided that no such member of the staff of the college shall be deemed to be a recognised teacher unless:

he is recognised by the Syndicate as a Professor, Reader or in any other capacity as a teacher of the University for teaching in his own college relating to Integrated Honours and Post-graduate Courses.

30. The qualifications of recognised teachers of the University shall be the same as prescribed for the appointed teachers of the University.

36. The University Council may, on the recommendation of the Syndicate, confer the title of "Professor Emeritus" on any distinguished teacher of the University at, or after his/her relinquishment of the post, in recognition of his/her scholarship and outstanding service to the University;
Provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period of not less than twenty years. A "Professor Emeritus" shall for all purposes of courtesy and ceremonial occasions be of such status as may be determined by the University Council, but he/she shall not as such be entitled to membership of any University authority or body.

37. Distinguished persons, having special competence in one or other of the fields of study covered by the University, may with the approval of the University Council/Syndicate, be invited by the Vice-Chancellor to function as Visiting Professors or Lecturers, as the case may be, in the University. These Visiting Professors or Lecturers can be drawn either from within India or abroad.

39. Persons invited as Visiting Professors or Lecturers may be paid such salary, honorarium, travelling expenses, hospitality etc. as may be decided by the University Council/Syndicate.

40. To the extent possible, the University shall make arrangements for accommodating such Visiting Professors or Lecturers within the Campus so that fruitful contacts could be established between them and the teachers and students of the University.
1. GENERAL CONDITIONS:
   (a) Leave cannot be claimed as a matter of right.
   (b) Leave shall always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

(3) CONVERSION OF ONE KIND OF LEAVE IN ANOTHER KIND:
   i) At the request of a teacher, the university may convert any kind of leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken but he cannot claim such conversion as a matter of right.

(5) LEAVE TO PERSON APPOINTED ON PROBATION:
   A person appointed on probation will during the period of probation be treated for purposes of leave, as a temporary teacher. However, if a person in the permanent service of the University is appointed on probation to a higher post in the same department, he shall not during the period of probation be deprived of the benefit of leave rules applicable in his permanent post.

10) LEAVE ON MEDICAL GROUNDS TO BE SUPPORTED BY MEDICAL CERTIFICATE
   An employee who applies for leave on medical grounds shall support his application with a medical certificate from a University/Government doctor not below the rank of Chief Medical Officer.
(12) EMPLOYMENT DURING LEAVE

A University teacher on leave shall not take any service or accept any employment including the setting up of private professional practice as accountant, consultant or legal or medical practitioner without obtaining prior sanction of the Vice-Chancellor. In no case shall a teacher be allowed to draw emoluments from more than one source.

2. (b) Cash equivalent to earned leave salary due to him on the date of his retirement subject to a maximum of 120 days.

3. Kinds of leave admissible:
The following kinds of leave shall be admissible:
(a) Casual leave.
(b) Special Casual leave.
(c) Earned leave.
(d) Half pay leave.
(e) Leave not due.
(f) Maternity leave.
(g) Duty leave.
(h) Extra-ordinary leave.
(i) Commuted leave.
(j) Study leave.
(k) Sabbatical leave.

4. AUTHORITY COMPETENT TO SANCTION LEAVE:
(1) Casual leave may be sanctioned by the Heads of Department except in their own case where it shall be granted by the Dean.
(2) Special casual leave to teachers may be granted by the Dean concerned but to Heads of the department by the Vice-Chancellor.

(3) The following shall be the authorities for the grant of leave other than casual or special casual leave.

<table>
<thead>
<tr>
<th>KINDS OF LEAVE</th>
<th>AUTHORITY</th>
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<tbody>
<tr>
<td>Maternity</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Earned leave</td>
<td>in all cases</td>
</tr>
<tr>
<td>Duty leave</td>
<td></td>
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<tr>
<td>Leave not due</td>
<td></td>
</tr>
<tr>
<td>Study leave</td>
<td></td>
</tr>
</tbody>
</table>

Except as otherwise provided in these Regulations, any kind of leave under these Regulations may be granted in combination with or in continuation of any other kind of leave.

5. CASUAL LEAVE

1. The amount of casual leave that may be granted to a teacher shall not exceed 15 days in one calendar year. In case of teacher joining in the middle of a calendar year, this limit shall be proportionately reduced.

2. Casual leave shall not be combined with any other kind of leave (except special casual leave or vacation except in emergencies. It may be combined with holidays including Sundays, but the total period of absence at one time shall not exceed 10 days. Holidays falling within the period of leave shall not be counted as casual leave.
3. Any casual leave not availed during the year shall lapse at the close of calendar year.

4. Casual leave account of a teacher except Head of the Department shall be maintained by the respective Heads of Department concerned.

5. Casual leave of the Heads of the Department including permission to leave headquarters shall be granted by the Dean of the concerned Faculty.

6. **SPECIAL CASUAL LEAVE:**

   (1) Special casual leave not exceeding ten days in an academic year may be granted to a teacher.

   (a) to conduct examination of a University, Public Service Commission, J&K School Board of Education or other similar bodies/institutions;

   (b) to inspect academic institutions attached to a statutory Board etc;

   (c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conduct by Bodies recognised by the University authorities;

   (d) to do such other work as may be approved by the Vice-Chancellor as academic work.

**NOTE:** In computing the 10 days' leave admissible the days of actual journey, if any, to and from the place(s) where such conference activity takes place will be excluded.
(2) In addition, special casual leave to the extent mentioned below may also be granted:

(a) for undergoing sterilization operation (vasectomy or salpingectomy) under the family planning programme. Leave in this case will be restricted to 6 days.

7. **Earned Leave:**

(1) Earned leave admissible to a teacher shall be:

(a) $\frac{1}{30}$th of actual service including vacation-plus,

(b) $\frac{1}{3}$rd of the period, if any, during which he is required to perform duty during vacation;

Provided that where leave is also earned in a year under clause (b), the period of vacation during which duty is performed shall be excluded from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 10 days.

**NOTE:** Except as provided in the proviso to the above Regulation all periods of leave except casual, special casual and duty leave shall be excluded for the purposes of computation of actual service.

(2) Earned leave at the credit of a teacher shall not accumulate beyond 120 days. The maximum earned leave that may be sanctioned at a time shall not exceed 90 days. Earned leave exceeding 90 days, however, be sanctioned for purpose of prosecution of higher study or training or on ground of sickness supported by a medical certificate or when the entire leave or a portion thereof is spent outside India.
Note: 1. When a teacher combines vacation with earned leave the total period of absence on vacation and leave so combined shall not exceed 120 days.

3. **HALF PAY LEAVE**

Half pay leave admissible to a permanent teacher shall be 20 days for each complete year of service, such leave may be granted on medical certificate, or private affairs or for academic purposes.

Note: A completed year of service means continuous service of specified duration under the University and includes periods spent on duty including casual leave, special casual leave, duty leave, and maternity leave but excluding all other kinds of leave.

11. **MATERNITY LEAVE**

(1) Maternity leave be granted to a lady teacher on full pay for a period which may extend up to the end of 3 months from the date of the commencement of leave or to the end of 6 weeks from the date of confinement whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 6 weeks and the application for leave is supported by a medical certificate.

(2) Maternity leave may be granted in combination with leave of any kind due. Leave of whatever kind due applied for in continuation of maternity leave up to a maximum of 60 days may be granted without production of medical certificate.
12. **DUTY LEAVE**

(1) Duty leave may be granted for

(a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;

(b) delivering lectures in institutions and universities at the invitation of such institutions or Universities received by the University and accepted by the Vice-Chancellor;

(c) working in another Indian or foreign University; any other agency, institution or organisation when so deputed by the University and for the University;

(d) working on a delegation or committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body; and

(e) for performing such other duty for the University as may be prescribed by the University Council as qualifying for duty leave.

(4) Duty leave may be combined with earned leave, half pay leave or extra-ordinary leave.

13. **EXTRA-ORDINARY LEAVE**

(1) A teacher may be granted extra-ordinary leave:

(a) when no other leave by rule is admissible.

(b) when other leave is admissible but the teacher concerned applies in writing for the grant of extra-ordinary leave.
(2) Extra-ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:

(a) where it is taken on grounds of illness and is supported by a Medical certificate.

(b) where the vice-chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity provided the teacher had no other kind of leave to his credit.

(c) where leave is taken for prosecuting higher studies with the approval of the university council.

(3) A teacher in permanent employment may be granted extra-ordinary leave not exceeding 2 years at a time but this limit may be permitted upto 3 years if the leave is required for accepting employment outside India provided the officer concerned has put in at least 3 years of service in this University on the date of proceeding on leave. This leave may be combined with any other kind of leave but the total period of absence from duty shall in no case exceed five years in all.

(5) The total amount of extra-ordinary leave granted to a teacher during his entire service shall not exceed five years.
(6) The authority empowered to leave may convert retrospectively the period of absence without leave into extra-ordinary leave.

14. COMMITTED LEAVE:
Committed leave not exceeding half the amount of half pay leave due may be granted on medical certificate to permanent teacher subject to the following conditions:

(1) Commuted leave during the entire service shall be limited to a maximum of 240 days.

(2) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

15. STUDY LEAVE:
(1) Study leave may be granted to a permanent whole-time teacher (other than a professor of a University) with not less than three years continuous service, to pursue a special line of study or research directly related to his work in the University organisation and methods of education giving full plan of work.

(2) Study leave shall be granted on the recommendation of the Board of Research Studies or such other Standing Committee as may be constituted for the purpose. The leave shall not be granted for more than two years.

(3) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave.
(7) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(8) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of a part-time employment during the period of study leave.

(9) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave when study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of vacation.

(10) A teacher granted study leave shall on his return and rejoining the service of the University be eligible to the benefit of the annual increment which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
(11) Study leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his study leave and has regularly paid his subscription to the contributory provident fund during the period of leave.

(13) A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least double the period of study leave granted to him subject to a maximum of five years, to be calculated from the date of his return from study leave.

(14)(e) Notwithstanding the above, the University Council may order that nothing in this regulation shall apply to a teacher who, within five years of return to duty from study leave, is permitted to retire from service on medical grounds; provided further that the University Council may, in any other exceptional case waive or reduce for reasons to be recorded the amount refundable by a teacher under this Regulation.

16. SABBATICAL LEAVE TO PROFESSORS:

(1) Professors in a University not being eligible for study leave shall be eligible for grant of Sabbatical leave for a period of one year at the end of every six years of continuous service in the Professor's Grade in the University for undertaking study, research and writing purposes within the country, or abroad.
(3) Sabbatical leave shall be granted for a period of twelve months including vacation, vacation will not be allowed to be prefixed or suffixed with Sabbatical leave.

(4) Sabbatical leave may be availed of, only twice, of one year each only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical leave.

(5) During the period of Sabbatical leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of pension/retirement benefits provided that the Professor rejoins the University on the expiry of his leave.

NOTE: (a) The programme to be followed during the Sabbatical leave shall be submitted for approval (by the University) along with the application for grant of leave.

(b) On return from leave the teacher shall report to the University the nature of study research or writing work undertaken during the period of leave.

(6) A Professor shall, during the period of Sabbatical leave, be paid full pay and allowances.

(7) A Professor on Sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad.
1. The members of University Council nominated by the Chancellor under Section 21 (vii,-x) shall hold office for a period of three years.

2. In addition to the provisions of the Act, the University Council shall have the following powers:-

(1) to institute such Professorships, Readerships, Lecturerships or other teaching posts as may be proposed by the Academic Council in this regard;

(2) to abolish or suspend any Professorships, Readerships and Lecturerships or other teaching posts on the report of the Academic Council in this regard; and

(3) Subject to the powers conferred upon the Syndicate under the Act, to manage and regulate the finances, accounts investments, property and all administrative affairs whatsoever of the University, and for that purpose to appoint such agents as it may think fit.
At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.

2. The Registrar shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meeting the Registrar shall give previous notice of the time, date and place of the meeting as the circumstances in each case may permit.

3. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar the person performing his duties shall act as Secretary.

4. Five members inclusive of the Chairman shall form the quorum.

5. (1) No resolution, proposal or other matter, foreign to, or wholly inconsistent, with the matter appearing in the agenda paper, shall be decided by the University Council, except to the extent permitted by the Chairman whose decision on the subject shall be final.

   (2) Notice of a motion or resolution, from a member of the University Council, to be included in the agenda of an ordinary meeting of the Council must reach the Registrar at least seven clear days before the date of the meeting.
(3) A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with the permission of the Chairman.

6. (1) Every motion shall be in the form of a resolution which must be seconded.

(2) When a motion has been duly proposed and seconded, the Chairman shall read it out at the meeting. It shall then be open to discussion, and if there is no discussion the motion shall at once be put to vote.

(4) It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.

(5) The proposer of an amendment may make a speech in support of his amendment, but he shall not be entitled to reply.

(6) An amendment must be duly seconded.

(7) Every question shall be decided by a majority of the votes of the members present. The Chairman shall be competent to decide the manner in which the votes of the members shall be recorded. In the case of equality of votes the Chairman shall have the casting vote in addition to his vote as member.

(15) A member may withdraw his motion or amendment, and any motion or amendment may be withdrawn by its proposer with the consent of the Chairman of the meeting.

7. Any emergent item of business for the University Council may, at the discretion of the Vice-Chancellor be
disposed of by correspondence. Such item shall, however, be placed before the next meeting of the University Council.

8. The proceedings of the meeting of the University Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures.

9. The Registrar shall, within fifteen days after the meeting of the University Council send a copy of the proceedings to each member of the University Council and the Syndicate.

2. SYNDICATE

Statutes

3. The members of the Syndicate other than the ex-officio members shall hold office for a period of three years.

4. In addition to the provisions of the Act, the Syndicate shall have the powers to appoint the following Committees to transact such business of the Syndicate as may be provided by the Statutes or Regulations or assigned by the Syndicate:-

(i) Standing Finance Committee;

(ii) Campus Development and Works Committee;

(iii) Board of Sports & Youth Welfare to-

(a) organize, conduct and supervise Youth Welfare activities; and

(b) organize, conduct and supervise sports and related activities;
(iv) Library Committee to manage affairs of the Library;
(v) Publication Board to organise publication of books, journals, research papers and thesis and other publications of the University;
(vi) Committee for appointment of paper-setters and examiners;
(vii) Committee for general supervision of University examinations and appointment of Inspectors, Superintendents and other supervisory staff for examination centres;
(viii) Committee for scrutiny of unfair means cases in examinations;
(ix) Committee for scrutiny of complaints against question papers/publication of results/scrutiny of marks and re-checking of results; and
(x) any other Committee which the Syndicate may deem necessary.

Regulations

10. The meetings of the Syndicate shall be held at such times as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any six members of the Syndicate to convene a special meeting of the Syndicate, the Vice-Chancellor in his absence the Pro-Vice-Chancellor, if any, shall convene a special meeting on a date fixed by him. At such meetings only such subjects at the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.
11. The Registrar shall, ordinarily at least ten days before each meeting issue to each member a notice of the time, date and the place of the meeting together with the agenda paper. In the case of special meetings the Registrar shall give such previous notice of the time, date and place of the meetings as the circumstances in each case may permit;

12. The Vice-Chancellor shall be the Chairman of the Syndicate. In his absence, the Pro-Vice-Chancellor, if any, shall be the Chairman and in the absence of both the members present shall elect a Chairman for the meeting.

13. The Registrar shall be the ex-officio Secretary. In his absence the person performing his duties shall act as Secretary.

14. Six members inclusive of the Chairman shall form the quorum.

15. All Regulations relating to the conduct of business at the meetings of the University Council, mutatis mutandis, shall apply to the meetings of the Syndicate.

16. Any emergent item of business for the Syndicate may at the discretion of the Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, if any, be disposed of by correspondence. Such item shall, however, be placed before the next meeting of the Syndicate.

17. The proceedings of the meeting of the Syndicate shall be recorded in writing by the Secretary and submitted
to the Chairman of the meeting for approval and signatures. The Registrar shall, within fifteen days after the meeting of the Syndicate, send a copy of the proceedings to each member of the Syndicate and the University Council.

3. ACADEMIC COUNCIL

Statutes

5. The members of the Academic Council, other than ex-officio members, shall hold office for a period of three years.

6. The Academic Council may appoint a Standing Committee to grant equivalence to the courses and examinations of other Universities with the corresponding courses and examinations.

Regulations

18 The meetings of the Academic Council shall be convened as the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may direct.

But on a requisition signed by any ten members of the Academic Council to convene a special meeting thereof, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, shall convene a special meeting on a date fixed by him.

19. The Registrar shall, ordinarily, not less than ten days previous to each meeting of the Academic Council issue to each member thereof, a notice stating the time, date and place of the meeting alongwith the agenda paper;
20 The Vice-Chancellor shall be the Chairman of the Academic Council. In his absence the Pro-Vice-Chancellor, if any, shall be the Chairman, and in the absence of both, the Council shall elect one of the Deans of Faculties of the University present as the Chairman for the meeting.

21. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

22. At all meetings of the Academic Council fifteen members inclusive of the Chairman shall form a quorum. But if a meeting is adjourned twice for want of quorum, no quorum shall be necessary for the subsequent meeting.

23. (1) All proposals brought forward for the consideration of the Academic Council, shall be decided by the majority votes of the members present at the meeting and in the case of equality of votes the Chairman shall have the casting vote. The Chairman may decide that any matter may be decided by a secret ballot or by the show of hands at his discretion.

(2) Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must be in the hands of the Registrar not less than five days before the meeting.

(5) It shall be open to the Chairman to put to the vote any amendment in parts, or two or more amendments in parts, or two or more amendments consolidated.
The Chairman may also take vote on two or more amendments in the alternative.

(6) All Regulations relating to conduct of business at meetings of the University Council not inconsistent with those Regulations shall mutatis mutandis, apply to all meetings of the Academic Council.

24. The proceedings of the meeting of the Academic Council shall be recorded in writing by the Secretary and submitted to the Chairman of the meeting for approval and signatures. The Registrar shall within fifteen days after the meeting, send a copy of the proceedings to each member of the Academic Council.

JUNIOR RESEARCH FELLOWSHIPS IN SCIENCE AND HUMANITIES INCLUDING SOCIAL SCIENCES PROVIDED BY THE UNIVERSITY GRANTS COMMISSION.

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REGULATIONS

Purpose of the Award

1. To provide an opportunity to deserving research students to undertake advanced study and research work for doing M.Phil/Ph.D. in Science and Humanities including Social Sciences.

Number of Fellowships

2. The number of Fellowships in the University shall be determined according to the funds made available to the University by the University Grants Commission from time to time. 10% fellowships for SC/ST candidates.
Applications for the Award

3. Applications for award of Junior Research Fellowships shall be made by the research students on the prescribed form given at Appendix - I as and when invited by the University Grants Commission for National Educational Test of the University.

Duration:

4. The tenure of the Junior Research Fellowships shall be four years.

Eligibility

5. The Junior Research Fellowship is to be awarded for work towards M.Phil./Ph.D. The fellowship shall be open to persons who have obtained either at least a high second class Master's Degree with second class Bachelor's Degree or at least second class Master's Degree with first class Bachelor's Degree and are preferably below the age of 30 years (40 years in case of women candidates).

6. The value of Junior Research Fellowship shall be Rs.1800/-p.m. for the first two years and Rs. 2100/- p.m. for the subsequent period of the award after the work has been assessed and found satisfactory.

i) A Junior Research Fellow who has completed M.Phil. in the course of his two years of junior Research Fellowship and has obtained M.Phil. with the requisite grade and has been registered for Ph.D. Degree
would be eligible automatically to the enhanced value of Rs. 2100/- p.m. and redesignated as Senior Research Fellow without being subjected to any further evaluation.

ii) A Junior Research Fellow after having completed two years fellowship at Rs. 1800/- p.m. shall submit a comprehensive progress report along with a review of the work already done in the area by other workers with the necessary bibliography indicating the problems faced by him and his line of thinking to achieve his objective, if possible, supported partly in the form of published work. The progress report, along with the confidential assessment by his supervisor would be sent for evaluation to an outside expert in the field to be chosen by the Head of the Department/Institution from the panel of five persons to be suggested by the supervisor.

iii) A three member committee consisting of the Dean of the Faculty, Head of the concerned Department and Supervisor of the Fellow may consider and make recommendations in the light of the evaluation report of the expert to whom the proposal had been sent, for approval of the Vice-Chancellor. In case same person is holding more than one position i.e. Dean as well as Head or Head as well as Supervisor senior teacher from the Department be appointed on the three member committee.
vi) The fellow shall present to the Head of the Department through his supervisor, half yearly report on the progress of his work who shall forward the same to the Vice-Chancellor alongwith his remarks.

7. (a) Leave for maximum of 30 days in a year, in addition to general holidays, may be taken by a fellow with the approval of the Supervisor and Head of the Post-graduate Department concerned. The general holidays, however, do not include the vacation period e.g. Summer and Winter vacation. No other leave with fellowship will be admissible to a fellow.

(b) The women awardees may be permitted by the Vice-Chancellor, on the recommendation of the Supervisor and the Head of the Department concerned to avail of maternity leave to the extent of three months once during the tenure of fellowship.

Selection

8. The selection will be made on merit by the University Grants Commission in respect of those subjects for which the applications have been invited by the Commission and in other cases, by the Selection Committee consisting of the following:

1. Vice-Chancellor;
2. Dean, Faculty of Science;
3. Dean, Faculty of Social Sciences;
4. Dean, Faculty of Arts;
5. Dean Faculty of Commerce;
6. Heads of the Post-graduate Departments from whom recommendations for award of Junior Research Fellowships are received; and

7. Registrar.

Allotments

9. The Selection Committee, keeping in view the following, shall make equitable allotment of the fellowships amongst the various Teaching Departments to encourage research at doctoral level:–

1. Number of applicants and their merits in each Department;

2. Fellowships already allotted to each Department.

Relinquishment of the Award

11. If the fellow relinquishes the award before the completion of the research project without the prior permission of the Vice-Chancellor, he shall have to refund to the University the whole amount drawn by him on this account plus penalty as may be determined by the Vice-Chancellor but not exceeding ₹ 1,000/–.

REGULATIONS FOR UTILISATION OF CONTINGENT GRANT ADMISSIBLE TO THE FELLOWS WORKING UNDER THE SCHEME OF JUNIOR RESEARCH FELLOWSHIPS PROVIDED BY THE UNIVERSITY GRANTS COMMISSION

1. Contingent Grant

   (1) The regular contingent grant of ₹ 5,000 per annum admissible to the Research Fellows under the scheme of Junior Research Fellowship shall be
utilised for the following items with the approval of the Supervisor, Head of the Department and the University:-

(a) Apparatus, chemicals, equipment, books, journals, photostat copies and micro films needed for approved research project.

(b) Typing (including thesis), stationery, postage and clerical or other assistance.

(c) Travel for field and/or research work, attending conferences/seminars within India.

(iii) On termination of the fellowship, the apparatus and other non consumable articles purchased out of the contingent grant shall become the property of the University or the College where a fellow works.