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EXAMINATION (GENERAL)

Statutes

1. The following examinations shall be conducted by the University every year on such dates and at such places as may be fixed from time to time: -
- List of Examinations*
1. BA/B. Sc/B. Com 3-year (General) course.
 2. B.B.A
 3. B.C.A
 4. B.Sc. IT
 5. BA Mass Communication and Multi-Media Production
 6. Three year BA Fazila
 7. Music and Fine Arts
 - i) Preparatory course in Music
 - ii) Bachelor's course in Music
 - iii) Preparatory course in Fine Arts
 - iv) Bachelor's course in Fine Arts
 8. M.A/ M. Sc in the following subjects: -
English, Urdu, Persian, Hindi, Sanskrit, Arabic, Kashmiri, Library and Information Science, Linguistics, Islamic Studies, History, Economics, Political Science, Education, Sociology, Psychology, Social Work, Mass Com. and Journalism, Statistics, Physics, Chemistry, Botany, Zoology, Mathematics, Bio-chemistry, Home Science (Food and Nutrition, Extension & Communication, Human Development, Dietetics and Clinical Nutrition), Electronics, Geography and Regional Development, Applied Geology, Bio-Technology, Environmental Sciences, Food Science Technology,



- Remote Sensing & GIS, Bio-Resource,
Geo-Informatics, Clinical Bio-Chemistry.
9. Masters in Commerce
 10. M. Tech in Embedded System and Solutions
 11. Four (4) year B. Sc and Two (2) year post Basic
Nursing Course
 12. M. Ed.
 13. M.P.Ed
 14. M. B. A
 15. BBA-MBA Five year Integrated Programme
 16. M. F. C
 17. Masters Programme in Management and
Entrepreneurship (MCME)
 18. M. C. A
 19. M. Pharma
 20. LL. M.
 21. M. E.
 22. M.D/ M. S
 23. MDS
 24. M. Phil/Ph. D/D. Lit./ D.Sc/DCL
 25. B. Pharma – 4 years
 26. B. Ed – One Year
 27. B. P. Ed
 28. B. E. (Civil, Mechanical, Computer Science
Electronics and Communication)
 29. B.Tech.(Electronics and Communication
Engineering and Computer Science Engineering)
 30. M. B. B. S.
 31. B. D. S
 32. B. U. M. S.
 33. LL. B.
 34. BA-LL.B five year programme
 35. LL. B (Academics)
 36. P. G. Diploma in Home Science
- } through Distance
mode



37. Diploma in Anesthesiology/Gynaecology/
Ophthalmology
38. P. G. Diploma in Kashmiri
39. P. G. Diploma in Persian
40. P. G. Diploma in Sanskrit
41. P. G. Diploma in Business Administration
42. P. G. Diploma in Dietetics
43. P. G. Diploma in Modern Spoken Arabic
44. P. G. Diploma in Remote Sensing & G.I.S
45. P. G. Diploma in Bio-Informatics
46. P. G. Diploma in French/German
47. P. G. Diploma in Cost Accounting
48. P. G. Diploma in Computer Application
49. P. G. Diploma in Statistics
50. P. G. Diploma in Mass Media Urdu
51. P.G. Diploma in Human Rights & Duties
Education
52. P. G. Diploma in Instrumentation Technology
53. P.G. Diploma in Cyber Law
54. P.G. Diploma in Web Designing
55. P.G. Diploma in Tourism Mgt.
56. Diploma PPTT
57. Diploma in Kashmiri
58. Diploma in French, German
59. Certificate Course in Quranic Studies
60. Certificate Course in Modern Spoken Persian
61. Certificate Course in French/German/Russian
Languages
62. Certificate Course in Export Marketing (Part time)
63. Certificate Course in Spoken Hindi (Part time)
64. Certificate Course in Sanskrit (Part time)
65. Certificate Course in Modern Spoken Arabic

through Distance Mode



66. O.C. & MIL Proficiency, High Proficiency and Honours in Arabic, Sanskrit, Persian, Hindi, Urdu, Punjabi and Kashmiri
67. Any other examination for which the University may provide instruction in its own Departments or in constituent/ affiliated Colleges or recognized institutions.
2. A candidate for any examination of this University shall on or before the date prescribed for the purpose submit to the Controller of Examinations his/her application for admission on the prescribed form along with the fees prescribed from time to time and certificates signed by an officer authorized for this purpose to the effect that he/ she has fulfilled all the conditions laid down by the University in this behalf and is of good character: -
- Examination form*
- i. In case of Regular/Late college students and failures through Principal of the College/ Institution, Head of the Post graduate Dept. where the candidate(s) have pursued the course for the examination.
- ii. In case of candidates enrolled in the Directorate of Distance Education/appearing in Private Capacity through Director, Directorate of Distance Education.
3. Save as otherwise provided in the statutes governing an examination, each candidate shall be required to pay the examination fee as may be prescribed from time to time.
- Examination fee*
- Provided that blind and physically handicapped candidates as defined in the Statutes shall be exempted from payment of all fees including charges for supervision and amanuensis.
- Provided further that permanent non-teaching employees of the University shall be exempted from payment of all fees.
4. Save as otherwise provided in the Statutes governing an examination candidates as have been placed under Re-appear category in any of the examinations of the University and if availed of by them shall be eligible to join the next higher class, and they shall be eligible to
- Re-appear/ compartmental candidates*



appear in the next higher examination provisionally provided they are otherwise eligible.

In the event of their having qualified in the higher examination, the result of the higher examination shall be declared as "Provisional yet to pass the lower examination in full" and the Marks Certificate kept withheld, until such a candidate/s passes the lower examination in full. However, if such a candidate clears the paper(s) in which he/ she has to re-appear in lower examination subsequent to the session at which he/ she qualified the higher examination he/ she shall be deemed to have passed the higher examination at the session in which he/ she passes the lower examination.

5. The Head of the University Department/Principal of a constituent/affiliated college or a recognized institution shall be competent to withdraw before the commencement of the examination the admission form of a candidate sent-up by him/her for an examination, for good and sufficient reasons recorded in writing.

Withdrawal of Examination form

6. I. A candidate who is unable to present himself/herself at an examination conducted by the University shall not be entitled to refund of the fee or to having it kept in deposit for a subsequent examination except in the following cases:-
- If he/ she dies before the commencement of the examination or before he/ she finishes the examination, the fee in either case being refunded to his/ her legal heirs;
 - If he/ she is detained from appearing at the examination on account of shortage;
 - If he/ she is declared ineligible to appear at the examination;
 - If he/she has paid the admission-cum-permission fee but has not submitted his/ her admission-cum-permission form.

Refund of fees

Provided that refund of fee or its being kept in deposit shall not be allowed to candidates whose admission-cum-permission forms have been rejected on account of their producing a false certificate or making a false statement in



the form of application or who have failed to produce documents subject to production of which they could have been declared eligible.

- II. Marks fee and late fee shall not be refundable.
- III. Any fee paid for a certificate which cannot be issued or for any other service which cannot be rendered under the Statutes and Regulations may be refunded.

Notwithstanding anything contained in these Statutes, the Vice-Chancellor may, to avoid hardships in genuine cases, sanction refund of fee or its being kept in deposit in exceptional cases.

- 7. The Controller of Examination or any other officer authorized for the purpose shall after satisfying himself that a candidate has completed all the requirements for admission to an examination, furnish the candidate with an admission card permitting him/ her to appear in the examination.

Issuance of admission card

Provided that the Controller of Examinations or any other authorized officer may with the prior approval of the Vice-Chancellor admit a candidate provisionally to an examination entirely on the candidate's risk and responsibility on genuine grounds. The result of the examination of such a candidate shall be declared only after his/ her provisional admission to the examination is regularized.

Provided further that no candidate shall be admitted to the examination hall, unless he/she produces to the Superintendent of the examination centre his/her admission card or satisfies him that it shall be produced on the next day of the examination. If he/she fails to do so, he/ she shall not be allowed to continue his/ her examination on the next day.

- 8. The Controller of Examinations or any other authorized officer may, if satisfied that the admission card issued to a particular candidate has been lost or destroyed, issued on payment of the prescribed fee, a duplicate admission card.
- 9. Permission to appear in a University examination may be withdrawn by the University before or during the

Duplicate admission card

Withdrawal of permission to appear in an examination



course of examination for such conduct of a candidate as in the opinion of the Syndicate or the Committee for dealing with unfair-means/ misconduct case justifies his/ her expulsion.

The Controller of Examinations or any other authorized officer may withdraw before or during the course of an examination the permission granted to a candidate by some mistake or omission, if he/she was not eligible to appear in a University examination, even though an admission card has been issued and produced by him/her before the Superintendent of an Examination centre.

10. Candidates from Directorate of Distance Education including private and late college students shall not be allowed to offer a subject or an optional paper of a subject prescribed in the syllabus, unless provision has been made for an examination in such subject or optional paper/s for regular students attending University Departments or affiliated/ constituent colleges or recognized institutions;

Subjects/s to be offered by private candidates

Provided, however, that a private candidate or a late college student, who has once offered a subject or optional paper in any examination of the University, shall be allowed the same subject/paper when he/she appears at the subsequent examination (within three years) if that subject/paper forms part of the syllabus.

Provided further that such of the candidates as have appeared in a bi-annual/supplementary/special examination from this University or an annual examination from any other University/Board and whose results have not been declared shall not, ordinarily, be granted admission to any of the courses conducted by the University along with the batch of students who have appeared and passed the qualifying examination at the annual session of the previous year.

Unless otherwise provided in the statutes governing an examination, no candidate shall be eligible to appear in an examination of the course which involves practical or map work or surveying.

Eligibility for admission to Bi-Annual, Supplementary Examinations



11. The following categories of candidates shall be eligible for admission to Bi-annual/Supplementary examination:-

- i. Failures;
- ii. Compartmental cases;
- iii. Re-appear cases;
- iv. Late college students having completed the prescribed course before the annual examination but have not appeared therein;
- v. Candidates who were declared ineligible for admission to the last examination owing to shortages in lectures, provided they make up the shortages according to University Statutes before the commencement of the Biannual/Supplementary examination;
- vi. Candidates offering additional subjects;
- vii. Candidates desirous to qualify in English only;
- viii. Candidates wishing to complete an examination after having passed an examination in the Faculty of Oriental Learning and English (only) examination in the Faculty of Arts; and
- ix. Candidates who were unable owing to ill health to appear in or complete the last annual examination.

However, such of the failures (including exemption and compartment cases) as rejoin the college after the declaration of their results in the annual examination shall not be eligible for admission to the (Biannual/Supplementary) examination of the year. They shall be eligible after re-admission only at the next annual examination along with the batch of students with whom they got readmitted into the college after their last failure.

The successful candidates of the Biannual/Supplementary examination shall be eligible for admission to the next higher class along with the successful candidates of the next annual examination.

12. Unless otherwise provided in the statutes governing the conduct of various programmes/courses run by this

Examination (General)

*Private
Candidates
Eligibility to
Various
Examinations*



University “the following categories of candidates may be allowed admission as private candidates to B.A/B.Sc/ B.Com (1st, 2nd and 3rd year), M.A/M.Sc/M.Com. and other proficiency, High Proficiency and Honours examinations in Oriental Classical and Modern Indian Languages in the Faculty of Oriental Learning, subject to the fulfillment of all other conditions of eligibility for appearing in the examination prescribed by the University under Statutes or Regulations.

Provided that they have not been on the rolls of a University Department or a constituent/affiliated college or any recognized institution or Directorate of Distance Education as regular students for more than 2 months from the date of classification in the course leading to the examination at which they intend to appear, during the academic year preceding the examination.

Provided further that the restriction of having remained on the rolls shall not be applicable in the case of candidates appearing in an examination under compartment/ exemption/ re-appear category: -

- i. A permanent resident of the territorial jurisdiction of the University.
- ii. Any person residing within the territorial jurisdiction of the University continuously for a period of not less than 3 months immediately preceding the date prescribed by the University for submission of Permission-cum- Admission form without late fee for the examination concerned.
- iii. A member of the “Defence Forces of India or the Central Reserve Police or the Border Security Force or the Indo – Tibetan Border Police or the General Reserve Engineering Force (GREF) provided he/she is serving within the territorial jurisdiction of the University at the time of submitting the application form or is a permanent resident of the state of Jammu & Kashmir.

Note: For purpose of eligibility to appear in the University examination as member of Defence Forces of India, the term DEFENCE PERSONNEL INCLUDES only persons in Uniform i.e., officers, Junior Commissioned



Officers, non commissioned officers, other ranks and non-combatants (enrolled) in the Army and corresponding personnel in the Navy and Air Force. The civilians such as L.D.C's, U.D.C's, Store-Keepers, etc. employed in the Defence Forces cannot be termed as DEFENCE PERSONNEL in the matter.

13. The following categories of candidates may also be allowed admission as private candidates to M. Sc. Examination on production of a certificate from the Head of the University Department concerned to the effect that the candidate has completed the required number of practicals in the subject as whole time student after having remained on authorized leave for purpose of undertaking practical work in the Department concerned and having fulfilled all Statutory requirements: -

Teachers of a recognized School/ Institution, Laboratory Assistants, Lecture Assistants and Computing Assistants employed in a University Department or in an affiliated/ constituent college or a High/ Higher Secondary School recognized by the Jammu & Kashmir State Board of School Education or Government Polytechnic Srinagar, all such other Assistants employed in the above Institutions and Scientific Staff of an institution recognized by the Syndicate as a Centre for Ph. D. research whose duties are considered by the Vice-Chancellor to be identical with those of the Laboratory Assistants employed in the above Institutions.

14. (a) Late College students who have completed the prescribed course for an examination and have not appeared in the examination shall be eligible to appear as late college students within three academic years following the one in which they completed the course.

Illustration:

A candidate who has completed the course for a particular examination in the academic year 2006-07, shall be eligible to appear as a late college student in that examination upto and including the annual examination of 2010.



- (b) Candidates who have failed in an examination shall be eligible to appear in that examination within a period of three years from the year of their last failure.

Note: -

- I. Candidates falling in the above categories shall have to appear in the examination according to the courses of study and syllabi prescribed by the University for the year in which the examination is taken by the candidates, unless otherwise notified by the University.
- II. In the case of a student who has been disqualified from appearing in the examination on account of use of unfair-means, the period of three years shall commence after the period of disqualification is over.
15. (a) Candidates having passed B.A./B.Sc./B.Com. examination may be allowed to appear at any subsequent examination in any one or more elective subjects prescribed for that examination except the subjects in which they have already passed the examination in accordance with the Statutes governing that examination provided instruction is being imparted in that subject to the regular candidates in the University Departments or affiliated colleges as the case may be.
- (b) Candidates having passed the Master's Degree examination in a particular subject with one set of options from this University may be allowed to appear at any subsequent examination in any one or more options prescribed for that subject but not offered by them before.

Provided that a candidate holding the B. Sc. Degree will be eligible to appear in M.Sc. Mathematics Examination, if otherwise eligible.

16. Candidates having passed an Honours examination in the Faculty of Oriental Learning of the University or body may be allowed admission to the B. A. 1st year examination in one or more subjects and on passing



B.A. 1st year examination to B. A. 2nd and 3rd year examination in the subjects concerned.

17. Candidates who are eligible to appear as private candidates in an examination which is not conducted by the University of Jammu, may be allowed to appear in such an examination in the University of Kashmir in relaxation of restrictions regarding jurisdiction imposed by the existing Statutes and the provisions of the Act.

Notwithstanding anything Contained in these statutes: -

- i. A candidate who has been on the rolls of a University Department or a constituent/ affiliated college or any recognized institution or Directorate of Distance Education for more than 2 months from the date of classification in the course leading to the examination at which he intends to appear during the academic year preceding the examination shall not be eligible to appear in the examination as a private candidate;
- ii. Employees of the University connected with confidential work relating to University examination shall not be allowed to appear at any examination of the University of Kashmir but may be permitted to appear at examinations conducted by the University of Jammu or any other University, if eligible;
- iii. Every employee of the University intending to appear in an examination of the University of Kashmir or any other University must seek prior administrative sanction of the Vice-Chancellor at least three months before the scheduled date of commencement of that examination. The Vice-Chancellor may refuse this permission to an employee for administrative reasons;
- iv. In-service candidates must obtain a certificate of no objection for appearing in the examination from their employer;
- v. A blind candidate appearing as a private candidate may offer Music as one of his/her elective subjects;
Provided further that blind candidates and such other candidates who are permanently disabled



from writing with their own hands and are provided the service of amanuensis under Statutes be allowed the concession of 30 minutes extra time for answering a question paper of three hours duration or more at an examination.

18. No one who has passed an examination of this University or an equivalent examination of another University shall be permitted to appear at the same examination except as specifically provided in the statutes governing an examination.

Admission of candidates to an Examination already passed by them

19. Subject to the conditions, if any, provided in the relevant statutes governing an examination, if a candidate allowed for an examination is unable to appear in or misses a paper/papers of the examination on account of his/her serious illness or on account of an accident to himself/ herself or on account of the death of near relative* on one of the days of examination, or on account of any other unforeseen circumstances beyond his/her control, he/she may be given another opportunity of appearing at a subsequent examination in the paper/s/subjects(s) missed by him/her, by the Vice-Chancellor, if he is satisfied by the evidence produced that the concession applied for is justified.

Illness cases

A candidate having missed the examination partly may, at his/her option, be examined in the part of the subject he has missed or in the whole subject at the subsequent examination. To enable him to exercise this option the candidate shall be furnished with the marks certificate in respect of the subject/ subjects or paper/ papers in which he/she had appeared. The application of a candidate prevented from appearing in or completing the examination on account of the aforesaid reasons shall be entertained only if it fulfills the following conditions: -

- i. It is submitted so as to reach the Controller of Examinations not later than the fifteenth day from the date on which the candidate was incapacitated from appearing in the examination or missing it partly.

* A near relative means father, mother, sister, uncle, aunt, grandfather, grandmother, son, daughter, wife or husband.



- ii. It is submitted through the concerned Head of the University Department or Principal of the college/institution, Directorate of Distance Education as the case may be who attested the application of the candidate for admission to the examination.

The Above mentioned officer after making necessary enquiries shall certify that the candidate could not appear in the examination or missed it partly because of his/her serious illness, or accident to himself/ herself or because of the death of a near relative or on account of any other unforeseen circumstances beyond his/her control (to be recorded in writing).

- iii. It is accompanied by a medical certificate from an Assistant Surgeon or a General Practitioner being a Medical Graduate in case of illness or any accident.

Unless otherwise provided, only those candidates to whom this concession is granted by the University who have missed one paper/subject of the examination may be allowed provisional admission to the next higher class till the publication of the results of the subsequent examination.

Provided that in the case of a candidate who appears in any higher examination(s) after having availed of the concession provided in this statute, the period of interval between the previous examination and the next examination in which he/she is appearing, shall be counted from the session in which he/she could not appear in the last examination or missed it partly;

Provided further that no candidate who passes under this Statute shall be eligible for a scholarship or prize.

20.
 - i. An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or permanently disabled from writing with their own hands; *Amanuensis*
 - ii. The Controller of Examinations shall arrange for the appointment of an amanuensis and inform the superintendent of the centre concerned;



- iii. The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which candidate belongs;

Explanation: if the candidate is appearing in the BA 1st year examination the amanuensis must be a student of the 12th Standard or lower class and so on;

- iv. The Superintendent shall arrange for a suitable room for such a candidate and appoint a special supervisor for him/her out of the list supplied by the Controller of Examinations.

- v. Blind candidates may be permitted to type their answer, if they so desire.

21. English shall be the medium of examination in all subjects including Islamic Studies except in a subject/s for which statutes provide otherwise and in Oriental Classical and Modern Indian Languages. The medium of examination in an Oriental Classical Language shall be the language itself or the cognate Modern Indian Language at the option of the candidate. The medium of examination in a Modern Indian Language shall be the language concerned.

Medium of Examination

Examinees in Indian Music may answer the question paper in the subject in English or Hindi or Urdu or Punjabi at their option.

22. I. All examinations shall be held at Srinagar and such other places as may be fixed for the purpose on the basis of the number of candidates appearing from such places as indicated in Statute.

Constitution of Examination Centres

- II. Every candidate shall be required to appear at a centre allotted to him/her.

- III. A candidate who wishes to take the examination in another town on genuine grounds shall submit an application on the prescribed form with the prescribed fee to the Controller of Examinations for the purpose. The application must reach to the Controller of Examination one month before the commencement of the examination. An application for change of centre



may be entertained as a special case after the prescribed date with a late fee prescribed by the University from time to time upto the 14th day preceding the date of commencement of the examination;

Provided that change of centre shall be authorized only in the event of transfer of parent or guardian of a candidate, where it is duly attested that the family of the transferee has shifted along with him/her.

IV. The minimum number of candidates required for the constitution of a centre for the conduct of different examinations (theory) shall be as under: -

1. B.A/B.Sc/B. Com/B. Ed. - 75
2. OC & MIL Examinations (taken together) - 50
3. No minimum is prescribed for the constitution of centres for conduct of:-
 - a. PG Level/Courses examination
 - b. Professional courses; and
 - c. Other PG Diploma/Certificate courses

V. A special centre may be constituted for the conduct of BA/B.Sc./B.Com and OC and MIL examination on payment of prescribed fee per candidate short of the minimum prescribed in Statute, provided that the minimum number of candidates likely to appear from the centre is not less than 50 in the case of BA/B. Sc/ B. Com and 35 in the case of Oriental Classical and Modern Indian Languages Examinations. The amount realized thereof shall be deposited in the University chest against proper receipt by the institution concerned.

VI. Notwithstanding anything contained in the statutes a special centre may be fixed at the Central Jail, Srinagar, or any other place of detention, for a particular candidate or candidates who are detained and are not in a position to appear from the examination centre/ centres normally fixed for him/her/them. Such a centre shall be fixed on the explicit recommendation of the



Divisional Commissioner or the District Magistrate who will certify that it will not be in the interest of law and order to let such a candidate/s appear from his/her/their normal examination centre/s.

23. i. 20 candidates for the examination involving practicals at undergraduate level shall be the minimum for constitution of a Centre for the conduct of practical test. A special centre may be constituted for the purpose on payment of the prescribed fee, per candidate short of the said minimum, recoverable from the institution concerned, provided the minimum number of candidates appearing from the centre is not less than 10 in each case.
- ii. No minimum shall be required for the constitution of practical examination centres in respect of the subjects involving practicals other than the Science and Computer, IT, related Examinations.
- iii. No minimum shall be required for the conduct of viva-voce test when required for any examination independent of a theory or practical test.

***Constitution of
Practical
Examination
Centre***

Note 1 The above provisions regarding the constitution of centres (theory and practical) are subject to the fundamental condition that satisfactory and adequate arrangements for the conduct of an examination at a Department/College/Institution are available; and

Note 2 The number of candidates comprising in a group to be examined in any University Department or college at the same time shall not be more than is justified by the capacity of the laboratory and the apparatus available there.

24. I. The Head of the University Department/ Principal of the College concerned/Director, Directorate of Distance Education or any other officer nominated by him, where examination centre(s) is/are fixed shall be the appointing authority for appointment of supervisory staff for the conduct of examination with the approval of

***Appointment
of Supervisory
Staff***



Controller of Examinations, for the smooth conduct of the examinations.

- II. No one shall be appointed Superintendent of an examination centre unless he has previously worked as Deputy Superintendent and no one shall be appointed Deputy Superintendent unless he has worked as Supervisor previously. Only members of the teaching staff will be eligible for appointment as Superintendents, Deputy Superintendents and Supervisors. As far as possible one of the supervisors shall be engaged as Assistant Superintendent. Members of the ministerial and subordinate staff of the constituent/ affiliated colleges and recognized institutions and of the University may be appointed as Assistant Superintendents.
 - III. The Superintendents of examination centres shall appoint the inferior staff required for the conduct of an examination in consultation with the Head of the institution where the centre is located. Such staff should preferably be appointed from among the employees of the institution concerned.
 - IV. The practical examiners shall appoint the supervisors and inferior staff to assist in the practical examination from among the employees of the institution where the practical examination is conducted, in consultation with the Head of the Institution.
 - V. The strength of supervisory and menial staff required for the conduct of an examination (theory or practical) at each centre shall be as prescribed in the Regulations.
25. I. An officer of the status of the Head of a University Department or a Principal of a constituent/affiliated College, in the case of practical examination for the B. Sc and other under graduate level courses which involves practical examination shall be appointed to inspect each centre constituted for the conduct of theory and practical examinations.

Inspection of Centres

Provided that the Vice-Chancellor may when he considers necessary appoint a committee of inspectors with powers to co-opt other members to exercise over-all supervision of the conduct of examinations and inspect the examination centres;



Provided further that the Principal of the College/ Head of the University Department/Director, Directorate of Distance Education whereat an examination centre (theory) is fixed shall be the Inspector-cum-Chief Superintendent of that centre.

II. The Inspector-cum-Chief Superintendent of a theory examination or an Inspector of a practical examination shall advise the Superintendent of a theory centre, or the examiner of a practical centre, as the case may be, and remove his/her difficulties, if any, in the conduct of examination. He/She shall be required to submit a general report to the Controller of Examinations in respect of all the centres of examination inspected by him/her immediately after the close of the examination, containing his/ her observations and suggestions, if any, for the efficient conduct of examination.

III. The maximum number of visits for inspection of a practical centre shall be two;

Provided that the Vice-Chancellor may waive this condition whenever he considers it absolutely necessary.

IV. An inspector of practical examination centre shall have the power to check and if necessary, revise on spot an award given by an examiner. All such cases of revision shall be specifically reported to the Controller of Examination.

V. Notwithstanding anything contained in the statutes, the Committee for general supervision of University examinations or any officer authorized by it for this purpose shall be empowered to make changes in the supervisory staff and make appointments otherwise than as laid down in the Regulations.

26. The scale of remuneration payable to the inspector-cum-chief superintendent of theory examinations, Inspectors of practical examinations, Superintendents, Deputy Superintendents, Assistant Superintendents and other supervisory and menial staff shall be such as may be prescribed from time to time.

Scale of remuneration

27. I) In these statutes, unless the context otherwise requires,

Use of unfair - means/ misconduct



- a) "Examination" means an examination held by the University;
 - b) "Candidate" means a person appearing or claiming to appear in an examination;
 - c) "Competent authority" means "Committee for misconduct/unfair means cases in Examinations or such other authority in respect of any class of candidates as the University Council may specify".
 - d) "Examination hall" means the premises specified by the Controller of Examinations for holding of an examination;
 - e) "Officer In-charge Examinations" means the officer In-charge of an examination hall whether designated as superintendent or practical examiner or otherwise;
 - f) "Year" means two sessions of an examination i.e. annual/main and bi-annual/subsequent or special;
 - g) Semester/Term means one session of an examination whether main or subsequent or special.
 - h) "Disqualification" means disqualification from passing or appearing in any examination of the University.
- II) a) Everyday before the examination begins, the Officer In-charge Examination Hall shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, or any other material relevant to the subject of the examination which they may have in their possession. Where a late comer is admitted this warning shall be repeated to him at the entrance.
- b. The officer In-charge Examination Hall shall forward to the Controller of Examinations, everyday a declaration, signed by him and witnessed by all the supervisors on duty, to the effect that he did, as a matter of fact, called upon the candidates to search their



pockets and to surrender all papers, books or notes in their possession or any other material relevant to the subject of examination, and that all the late comers were also given this warning.

- c. The Officer In-charge or the Controller of Examinations or any other officer including the Inspector and the members of the inspection team may make a search of a candidate's person suspected of any malafide possession e.g., copying material or a lethal weapon etc. at any time during the course of the examination or even at the entrance of the examination hall before the commencement of the examination.
- III) a) The Officer In-charge examination hall shall report to the Controller of Examinations without delay and on the very day of occurrence, each case where use of unfairmeans/misconduct in the examination is suspected or discovered with full details of evidence and the explanation of the candidate concerned on the form supplied by the Controller of Examinations for the purpose.
- b) In case the candidate refuses to give a statement he is not to be forced to do so; only the fact of his refusal shall be recorded by the officer In-charge and attested by two other members of the supervisory staff on duty at the time of occurrence on the prescribed form.

Provided that where there are not more than two members of the supervisory staff on duty at a centre at the time of occurrence, only one witness will suffice.

- c) A candidate found to be, or suspected to be guilty of, using unfairmeans/misconduct in the examination hall be permitted to answer the remaining part of question paper, but on a separate answer book and the answer book in which the use of unfairmeans/misconduct is suspected shall be seized by the officer



In-charge, who shall send separately both the answer-books to the Controller of Examinations with his report.

28. I. A candidate commits misconduct/uses unfair means in respect of an examination shall be liable for punishment as shown below, if he/she:
- Punishment***
- | | |
|--|--|
| a) possess or keeps accessible in the examination hall any paper, note book or material connected with the subject or the examination in which he is appearing; or | Disqualification from appearing in two consecutive semesters' examinations and in the case of yearly examination there should be disqualification for two examinations |
| b) gives assistance or guidance to or receives it from any other candidate or communicates or attempts to communicate with any other candidate or person in or outside the examination hall in respect of any matter connected with the examination in which he is appearing; or | |
| c) Copies or has copied in the examination hall from any paper book or note or any other material. | One year to Five years disqualification depending upon the gravity of the misconduct |
| d) Changes his seat with any other candidate or occupies a vacant seat or the seat of any other candidate not allotted to him; | |
| e) Refuses to obey the orders of the officer in-charge examination; or | |
| f) Misbehaves or commits an act of violence or creates | |



- disturbance of any kind in and around the examination hall; or organizes a walkout
- g) or instigate others to stage a walkout;
 - h) Impersonates or misrepresents any other candidate in connection with the examination; or
 - i) Smuggles an answer book or part thereof or continuation sheet into the examination hall or takes out or arranges to send out an answer book or part thereof or a continuation sheet or replaces the answer book, its inner sheets, or continuation sheets during or after the examination with or without the connivance of a supervisor.
 - j) Threatens the officer incharge or any person on duty or any other officer or any member of the Inspection team in or outside the examination hall with any injury to his person or to any of his relations or friends; whether by words either spoken or written or by signs or by visible representation or otherwise with a view to inducting the officer incharge examination or any person on duty in or
- Disqualification for two years
- Disqualification from appearing in one examination.



- outside the hall to show any concession;
- k) Discloses his/her identity or makes a distinctive mark in the answer book for purposes of his/ her identification;
 - l) Appeals to or approaches the Officer Incharge examination or the examiner or any member of the supervisory staff or the Controller or Examinations by himself or through any relative, guardian or friend for obtaining any concession in respect of the examination in which he/she is appearing or has appeared or makes an appeal to the examiner in his/ her answer books; or
 - m) Uses abusive or obscene or indecent language in the answer book;
 - n) Obtains or attempts to obtain admission to an examination on false representation made on his admission form or forges another person's signatures on his/ her admission form;
 - o) During the course of the examination, writes either on blotting paper, or any other piece of paper a question set in
- Cancellation of the paper
- do -
- Disqualification for one academic year
- Cancellation of the paper



the paper, or anything connected with or relating to a question set in the paper or solution thereof;

- p) Obtains a solution to a question set in the paper through the connivance of any member of the supervisory or menial staff or an outside agency.
- q) Leaves the examination hall without delivering the answer book and takes it away with him/ her or intentionally tears off the answer book or any part thereof or continuation sheet or part thereof inside or outside the examination hall;
- r) Approaches or attempts to influence directly or indirectly, regarding his/ her unfairmeans/ mis-conduct case any member of the committee for unfair-means/ misconduct cases or any University officials;
- s) Forces his entry into an examination hall for the purposes of taking the examination even after being told that he/ she is not eligible to sit for the examination;
- t) Possesses any lethal weapon or firearm or comes in drunken condition to the examination hall; **or**
- u) Engage in any other act of omission which in the

Disqualification from appearing in the examination

Disqualification from appearing or passing any examination of the University

Disqualification from appearing or passing any examination of the University



opinion of the committee for mis-conduct/ unfairmeans cases has the tendency to disrupt the orderly conduct of the examination.

Note: Material shall include any mark or impression recorded on any part of the body or a part of the candidate.

- II. When a case of a candidate alleged to have committed misconduct/ used unfairmeans in an examination is received from the officer Incharge Examination, the grounds on which it is proposed to take action shall be reduced in the form of a definite charge or charges which shall be communicated to the candidate together with particulars of allegations on which it is based and any other circumstances which it is proposed to take into consideration in passing orders on the case. Further, the Controller of Examinations or an officer authorized by him in this behalf shall call upon the candidate to present himself in his office on a specific date when he will be asked to reply to a questionnaire (in the presence of the officer concerned) based on the statement of the allegations of the officer in-charge examinations. In case the candidate fails to report or reports and refuses to answer questions, the competent authority may take ex parte decision. The questionnaire shall be in the prescribed form and after the candidate has given answer to the questionnaire, the case shall be placed before the competent authority as early as possible;

Provided that in respect of the alleged misconduct/use of unfairmeans in an examination by a candidate belonging to a class for which any authority other than the committee for misconduct/ unfairmeans in examination has been specified under sub-statute (15) of these statutes, the report of the officer in-charge examinations shall be forwarded to that authority for processing the case by that authority (or any officer nominated by it) in accordance with these statutes and in that



- event references to the Controller of Examinations occurring in these statutes shall also be construed as reference to that “Competent Authority”.
- III. The candidate may request for copies of reports of the supervisory staff or written statements of witnesses, if any for the purpose of preparing his written statement provided that the Controller of Examinations may, for reasons to be recorded in writing, refuse to issue copies of such parts of the reports or statements as, in his opinion are not strictly relevant to the case or it is not desirable in the public interest to issue such copies.
- IV. After the competent authority has considered the replies to the questionnaire together with the statement of allegations alone in the event of the candidate not having replied to the questionnaire, and arrived at a tentative conclusion in regard to the punishment to be imposed, the candidate shall be asked to show-cause by a particular date which affords him reasonable time, why the punishment proposed should not be imposed upon him. The competent authority shall consider the reply to the show-cause notice vis-à-vis its tentative decision and shall decide the case and the decision shall be final and binding on the candidate.
- V. No proceedings under these statutes shall be initiated against any candidate except at the instance of the officer Incharge examination or a member of the inspection team or examiner of the paper or the Code Officer or the Controller of Examinations.
- VI. Subject to the provisions hereinafter appearing a candidate committing misconduct using unfairmeans in any examination, shall be liable to be disqualified from appearing or passing in any or all the examinations of the University for a period which may extend to five years as the competent authority may determine, provided that whenever in the opinion of the competent authority the misconduct committed/unfairmeans used is not of a serious nature it may let off the candidate with a



warning and or order cancellation of the relevant answer-book or impose a fine not exceeding Rs. 2000/= according to the nature of the misconduct/unfairmeans;

Provided further that where the competent authority is of the opinion that the misconduct committed by the candidate is of exceptional gravity, it may disqualify the candidate permanently from appearing in any examination of the University;

Provided also that misconduct/ unfairmeans shall always be deemed to be of a serious nature if a candidate indulges in any of the activities mentioned in clauses (a), (b), (c), (f), (h), (i), (m), (o), (p), (r), and (s) of Statute 29 (I) of these statutes.

- VII. Without prejudice to the provisions of Sub-Statute (3)(c) of these statutes, where the Officer Incharge examinations is of the opinion that the presence of a candidate committing misconduct in the examination hall is likely to create disorder or prevent other candidates from taking the examination he may expel the candidate from the examination hall for the day only and report the matter to the Controller of Examinations forthwith for necessary action. Provided that in case the candidate commits the misconduct again on the next day of examination and the Officer Incharge feels that his presence would disrupt the examination, he may for reasons to be recorded in writing expel the candidate for the rest of the examination and send a detailed report to the Controller of Examinations together with his concrete recommendation.
- VIII. Where during the course of an examination any allegation of misconduct/ use of unfairmeans against a candidate is made, the candidate shall not unless otherwise directed by the competent authority, or provided for in the Statutes be debarred or prevented from appearing in the examination in the subject or any other subject related to the examination;



Provided that where any such allegation exists or any inquiry under these Statutes is pending against any candidate, the result of the examination of the candidate shall be withheld pending disposal of the allegation/ completion of the Inquiry, as the case may be.

- IX. The period of disqualification of a candidate shall, unless otherwise specified, commence from the session in which the candidate is found to have committed misconduct/ used unfairmeans;

Provided that a candidate who is disqualified for use of unfairmeans in University examination may, on the expiry of the period of his/her disqualification, be allowed the same number of chances if any, to appear in or complete the examination and the same concession, if any, of appearing in the examinations for the next higher class simultaneously, as would have been admissible to him/her under the Statutes had he/she not been disqualified.

- X. Any punishment imposed under these Statutes shall not preclude a candidate or a person from any other criminal or civil liability under any law for the time-being in force in the State.
- XI. If the Vice-Chancellor is satisfied on the report of the Officer Incharge examination or otherwise that integrity of a University examination has been violated at any examination centre as a consequence of misconduct/ use of unfairmeans by all or a majority of the candidates appearing at the centre he may order cancellation of the examinations held at the centre without prejudice to any other action under the provisions of these Statutes.
- XII. A person who commits misconduct/ uses unfairmeans under these Statutes but is not a candidate for any University examination shall be dealt with as under:-
- a) The Vice-Chancellor may, if he so desires, report the case to the Police;



- b) In the case of a teacher or a person connected with an institution, his conduct shall be reported to the Managing Body of the Institution and to the government in the case of a government institution and shall be debarred from any remunerative job in the University for such period as the competent authority may deem appropriate.
- XIII. In the case of the alleged use of unfair means/ misconduct in connection with an examination, if in the opinion of the Vice-Chancellor, facts have been brought to light within 30 days of the receipt by the candidate of the written intimation from the Controller of Examinations of the decision of the Committee which had they been before the Committee at the time of taking the decision/ might have induced it to come to a different decision, the Vice-Chancellor may order that such facts be reduced to writing and placed before the Committee. The Committee shall then reconsider the case. A unanimous decision of the Committee after it considers the new evidence shall be final. But in the event of a difference of opinion, the case shall be referred to the Vice-Chancellor, who may either finally decide the case himself or refer it to the Syndicate for final decision, as he thinks fit.
- XIV. Any candidate aggrieved by an order of the competent authority may prefer an appeal to the Syndicate within forty-five days from the date of the order.
- Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.
29. If a candidate's answer-book is lost after having been received by the Superintendent of the Examination centre or by a member of his supervisory staff, and if he passes in all other subjects/papers of the examination, he may be required to appear in that paper which is lost without payment of fee on a date, before the publication

*Loss of
Answer Book*



of the result of the examination, fixed by the Controller of Examinations and if he/she obtains pass marks, he shall be deemed to have passed the examination. In case of a dispute as to whether a candidate's answer-book was duly received or not; the finding of the Controller of Examinations shall be final.

30. Complaints, if any, against individual question paper must reach the Controller of Examinations (telegraphically, if necessary) by the 4th day of the examination in the particular paper. The Controller of Examinations shall immediately pass on the complaint to the expert nominated by the Vice Chancellor who shall send his comments and suggestions within two days. If the expert is of the opinion that the complaint deserves to be entertained, the relevant extracts from the complaint and the relevant comments and suggestions of the expert shall be forwarded to the paper setter and Head Examiner/ Examiner for his remarks and suggestions. After the remarks have been received from the paper-setter and Head Examiner/ Examiner, the complaint with the connected papers shall be placed before the Committee for scrutiny of complaints. If the examiner makes suggestions regarding moderation in the evaluation of answer-books to redress the grievances of the examinees, the Committee may accept the suggestions and the examiner shall be informed accordingly. In case the Committee feels that the suggestions are not adequate to meet the requirements of the case it may refer the case to the Results Publishing Committee for appropriate action or take any other action as it may deem necessary.
- Complaints, against question papers*
31. The results shall be computerized/ or tabulated by two sets of tabulators from among suitable persons appointed by the Controller of Examinations.
- Tabulation of results*
32. The results after being compiled by the two sets of tabulators shall be collated by the person/s appointed for the purpose, wherever necessary/ required.
- Collation of results*
33. The scale of remuneration payable to tabulators and collators shall be such as may be prescribed from time to time. However, the scale of automatic deductions from
- Scale of remuneration*



the remuneration of tabulators/collators is given in Appendix V.

34. Save as otherwise provided in the statutes pertaining to an examination the Controller of Examinations shall prepare a statement showing the overall pass percentage in the examination and the subject-wise pass percentage for the year of the examination and preceding three years and the same shall be submitted along with the Result Registers to the Result Reviewing/ Scrutinizing and Publishing Committee. If the Committee feels that the standard of marking is in order and is satisfied with the result, it shall authorize its publication. If on scrutiny of the figures the Committee feels that: -

Publication of results

- 1) There has been a distinct fall in pass percentage in the whole examination or in a particular subject/ paper on the basis of a genuine complaint against the question paper set for that examination which has adversely affected the results and the grievances of the candidates could not otherwise be redressed; or
- 2) That the marking in a particular paper has been haphazard, erratic or imaginary.

It shall authorize the moderation of results to such extent as it deems absolutely necessary;

Provided, that for the publication of the results of supplementary/bi-annual/ special/ subsequent examination, the Vice Chancellor shall exercise the powers of the said committee.

35. Unless otherwise provided in the statutes the Controller of Examinations shall publish a Result gazette for each examination, indicating the Roll Nos., Registration Nos. and names of successful candidates with total number of marks and division/ distinction, wherever applicable and the Roll Nos. of candidates who have been placed under the categories of compartment and re-appear, and whose result has been withheld for various reasons or not determined. The result Gazette shall be published at the University Office and complimentary copies supplied to the members of the University Council, the Syndicate

Publication of Result Gazette



and such other officers and institutions as the Vice Chancellor may consider necessary. The gazette may be sold to others on cash payment at the price fixed from time to time.

36. A candidate who has secured a pass in a subject/s with the help of statutory marks and or notional mark shall have option either to accept the concession or to opt to re-appear in the same subject/s at a subsequent examination.

Option to accept notional/ statutory marks

Such a candidate shall be required to submit an application to the Controller of Examinations so as to reach him within 10 days from the date of issue of marks certificate. The option once exercised shall be final

37. If a candidate has sought or is seeking admission to a college/ institution or is seeking employment in or outside the state on the basis of an examination taken by him from this University, his result may be communicated by the Controller of Examinations confidentially to the Head of that college/ institution before the declaration of the result of the said examination on payment of prescribed fee and marks fee (in case marks are also to be communicated) plus postal and/or telegram charges. The said fee will be payable separately for each institution/ appointing authority to which the result and or marks are to be communicated.

Communication of confidential/ Result Advance

Save with the special permission of the Vice-Chancellor, the results shall not be declared later than the 8th week of the respective dates of termination of examinations.

38. The marks certificate, not prepared by Computer, shall be prepared by the officials of the Examination Section. But where the Controller of Examinations is satisfied that the work of preparation of marks certificate cannot be carried out within the stipulated time during the office hours he shall get the marks certificates prepared by the officials of the University after the office hours against payment of prescribed remuneration.

Preparation of marks certificates

39. Each candidate shall be supplied with a result statement ordinarily within ten days of the declaration of results, indicating the marks obtained by him in each subject, for theory and practicals separately and the overall

Issuance of marks certificates



result with division in the case of successful candidates. The marks certificate may be issued to a candidate out of turn within three days of the receipt of the application on payment of additional fee prescribed from time to time. Duplicate result statement may be issued to a candidate on payment of the prescribed fee.

40. Failure statement of the result of the candidates showing the subject or subjects in which they have failed to obtain the prescribed minimum number of marks, shall be prepared and communicated to the University Department, College or institution concerned within one week of the publication of results. *Issuance of Failure statement*
41. I) In any case where it is found that the result of a candidate(s) in an examination has/have been affected by an error, the Controller of Examinations shall, with the approval of the Vice-Chancellor, amend such result in such manner as shall be in accordance with the true position. *Cancellation failure statement*
- Provided that no such result shall be amended at the expiry of six months from the date of declaration.
- II). In any case where the result of an examinee has been ascertained and published and it is found that such result has been affected by malpractice, fraud, improper conduct whereby an examiner has benefited and that such examinee has, in the opinion of the Syndicate, been party to, or connived at such malpractice, fraud, or improper conduct, the Syndicate shall have power at anytime to cancel/amend the result of such an examiner and to make such declaration as it may consider necessary, in this behalf notwithstanding the issuance of a certificate or the award of degree.
- III). The Syndicate shall have the power to quash the result of a candidate after it has been declared, if he/she is disqualified for committing misconduct in the examination.
42. I) ¹Re-evaluation shall be permissible in all the annual supplementary, Bi-annual and Semester *Re-evaluation of the answer-scripts*

¹ University council resolution dated 10-01-2004



examinations conducted by this University except in the following:-

- i. Practical examinations in various courses, sessional/internal assessment, project reports, dissertations, thesis and viva voce
 - ii. M. Phil
 - iii. MD/MS and
 - iv. MDS
- II). ²Re-evaluation shall be permissible upto the maximum of 50% of the courses prescribed for a particular programme/course, provided the candidate/s is/are failing in paper/s or a subject/s by 10 % marks or less. In case of odd number of courses in a programme 0.5 shall be treated as one course for re-evaluation.

Provided, further that the candidate/s who has already passed the examination is also allowed to apply for re-evaluation in paper/s or a subject/s if he/she desires so.

- III). ^{*}Re-evaluation shall be permissible upto a maximum of 50% of the courses/subjects prescribed for a particular programme/course provided the candidate is failing in a course/s or a subject/s by 10% or less marks. In case of the odd number of courses in a programme/course 0.5 shall be treated as one course/subject for re-evaluation.

Provided further that a candidate who has already passed the examination shall also be allowed to apply for re-evaluation in a course/subject/s if he/she so desires.

- IV). Subject to the revision from time to time, the fee for Re-evaluation shall be Rs. 500/= each paper.

Provided where the result of the candidates changes by 15% or more marks after re-evaluation,

² Substituted vide notification dated Nov. 21, 2005

^{*}substituted vide notification dated May 27, 2009



the fee will be refunded to the candidate by the University within a period of 3 months.

- V). Every answer script shall be re-evaluated by an examiner other than the one who has originally evaluated the answer script(s). For the purpose, the examiner(s) shall be appointed by the Controller of Examinations from the panel of examiners recommended by the respective Board(s) of Studies and approved by the Vice-Chancellor. The re-evaluation of the answer script(s) shall be arranged by the Controller of examination under his supervision.
- VI). ³The candidate shall be awarded higher marks awarded by the 1st or 2nd examiner as the case may be.
Provided that in case the variation/difference in the marks awarded by the 1st and 2nd examiner exceeds 20, the answer scripts shall be referred to the 3rd examiner and the candidate shall be awarded average of the marks awarded by all the three examiners.”
- VII). Before the answer script(s) are passed on to the examiner for re-evaluation the marks awarded by the first examiner shall be concealed and made illegible.
- VIII). Subject to the provisions hereafter marks secured by the candidate after re-evaluation of the course(s) shall be declared, as far as possible, within three weeks from the last date of submission of the application. Provided further, where the candidate fails to obtain pass marks in a particular course after re-evaluation, the result of the candidate shall not be altered.
- IX). The revised marks certificates of candidate/s shall be issued within 10 days from the date of issuance of the result notification of the re-evaluation.
- X). The result of Re-evaluation of a candidate shall be final.

³ Substituted vide notification dated May 29, 2007



- XI).The University shall not be liable to any consequential effect to the candidate on account of the result of Re-evaluation.
43. I) A candidate who has appeared in an examination conducted by the University may apply to the Controller of Examinations for the re-totaling of his/her marks in one or more subjects/ papers in accordance with the following procedure: -
- Re-checking/
Re-totaling of
marks***
- a) The application must be made on the prescribed form so as to reach the Controller of Examinations within 30 days of the date of declaration of the result;
 - b) The application must be forwarded by a Gazetted Officer;
 - c) All such applications must be accompanied by a fee prescribed by the University from time to time for each subject or paper as the case may be, in which re-totaling and re-checking is sought.
- II). The work of re-totaling and re-checking does not include re-assessment/ re-evaluation of the answers of a candidate, it consists of re-checking the marks awarded on the answer books and entered in the result registers with a view to ascertaining whether there has been any mistake in totaling the marks assigned to individual questions or an omission to award marks in part of the answer book. It is also verified whether the marks awarded to the candidate have been correctly entered in the award roll and the result registers.
- III).The re-totaling of marks and re-checking of results shall be conducted by the Controller of Examinations who shall decide the cases in which no error is detected. All other cases shall be placed before the committee for Reviewing, Scrutinizing and Publication of Results for scrutiny and decision. The Controller of Examinations shall, in due course, report to the said committee action taken by him in having decided all those cases where no error was detected.



IV).If on re-totaling and re-checking, the Result Publishing Committee detects a mistake in the result, the result of re-checking shall be at once notified.

Provided in case the mistake has been caused by an omission of the examiner in evaluating answer or answers attempted by the candidate the answer book shall be sent to the examiner concerned who had originally marked the answer book for completion of assignment.

Provided further in all other cases, the result of the rechecking shall be communicated to the candidate as soon as possible.

V).The decision of the Result Publishing Committee regarding the re-totaling of marks and rechecking of results shall be final.

VI).After the decision on the application for re-totaling of marks and re-checking of results is communicated to a candidate he/she may apply to the Controller of Examination requesting him to show the answer scripts re-totaled and re-checked. Such an application shall be made within fifteen days from the date of issue of the memo containing the results of the re-totaling and re-checking of the answer scripts. The said application shall be submitted with a prescribed fee. The Controller of Examinations shall show the answer scripts to the candidate in the presence of a committee appointed by the Vice-Chancellor for the purpose. Before entering the room where the answer scripts may be shown to the candidate, it shall be ensured that the candidate does not carry with him/her anything that helps him/her in tampering with the respective answer script/s.

VII). A candidate shall not be entitled to refund of the fee unless his/her overall result of the examination is affected by the re-checking/re-totaling.

44. I) All the successful candidate shall be supplied with certificates signed by the Controller of Examinations.

Issuance of Degree/ Certificates



Provided that the degree certificates to the candidates passing the degree, post-degree and other examinations in various Faculties signed by the Controller of Examinations and the Vice-Chancellor shall be awarded at the Convocation in accordance with the procedure laid down for the purpose.

- II) Candidates who improve their division in the MA/ M. Sc/M. Com. and other examination shall be awarded a certificate to that effect.
45. A candidate having passed an examination of this University, may after the declaration of his/her result and before the issuance of proper certificate apply to the Controller of Examinations on the prescribed application form for provisional certificate of his/her having passed the examination of this University. Such an application shall be accompanied with the prescribed fee. *Issuance of Provisional Certificate*
46. A certificate to the effect that a candidate has appeared in a particular examination of this University whose result has not been declared may be issued on payment of prescribed fee. *Issuance of Appearance Certificate*
47. I) Duplicates of University certificates shall not be granted except in cases in which the Vice-Chancellor is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force that the applicant has lost his/her (degree/ post degree) certificate or diploma, or that it has been destroyed and sufficient evidence in support of his application including the copy of the FIR in the case of theft and that the applicant has a real need for a duplicate *Issuance of Duplicate Degree/ Certificate*
- II) Notwithstanding anything contained in the above Statute, fresh certificate shall be issued on payment of prescribed fee in the case of candidates in whose favour change in name or father's name etc. is sanctioned by the competent authority;
- Provided that the officer authorized to sign such certificates under the statutes shall certify in each case that the original certificate or diploma as



the case may be, was produced before him and destroyed in his presence.

48. A certificate to be signed by the Controller of Examinations indicating the position of merit (for the first three positions only) in the pass list of an examination shall be awarded to the candidates concerned at the time of annual convocation;

Provided that a certificate to be signed by the Controller of Examinations indicating the position of merit (for the first ten positions only in each Faculty) in the pass list may be issued to a successful candidate on payment of a prescribed fee;

Provided further that merit certificates shall be awarded/ issued to such candidates only who have secured 1st position in the respective examinations.

49. I) A certificate to be signed by the Controller of Examinations showing the number of attempts availed of by a candidate to pass each examination in the Faculty of Medicine may be issued on application which should be accompanied by the prescribed fee.
- II) Detention from appearing in the University examination on account of shortage in attendance, misconduct, misbehavior or any other reasons shall be considered as an attempt, However, in respect of faculty of Medicine, the Dean Faculty of Medicine shall appoint a committee at the beginning of each academic year to determine the attempt in the case of a candidate who could not appear in the examination on account of illness/ accident or any other reason which the committee considers to be valid and genuine provided he/she makes an application within 6 months from the date of the commencement of an examination;

Attempt Certificate

The above proviso shall also apply to other Faculties as well.

50. Marked Answer Books shall be preserved in the following manner:

Preservation of answer books

Examination (General)

For a period of two years after the declaration of the result of the respective exam.



I) Examination in which there is no carry on system.

II) Examinations in which there is carry on system

For a period of two years after the declaration of the results of the final examination of the course.

51. The award-rolls shall be preserved for a period of three years from the date of declaration of the results of the final examination.

Preservation of award rolls

52. Question papers for various examinations conducted by the University shall be set strictly in accordance with the syllabi and courses of studies prescribed for the course/examination.

Setting of Question papers

Provided that alternate questions shall be set for three years, for late college students and failures (including compartment, exemption and re-appear cases) in such papers in which change in the syllabus or prescribed courses is 50% or more;

Provided further that if the whole scheme of a course is changed alternate question papers shall also be set for three years.

Provided also that separate question papers shall be set for the undergraduate examinations for the subjects offered by the candidates appearing from the centres constituted at Leh and Kargil by the same paper setters who set the question papers for the candidates appearing from other centres in the valley.

53. I) All paper-setters and examiners for various examinations shall be appointed by the committee for appointment of paper-setters/examiners.

Appointment of Paper Setters/examiner

II). Each Board of Studies shall prepare a panel of five names, in each paper of the subject/s assigned to it, of paper-setters and examiners, separately, for the following year and the convener shall send the panels to the Controller of Examinations so as to



reach him before four months preceding the date of examination fixed for, for which the appointments are to be made.

- III). The Controller of Examinations shall consolidate the panels received from the various boards of studies and place them before the committee, together with a list of members of the teaching staff of the University Departments/ colleges and other institutions subject-wise in order of seniority and a panel of names of suitable teachers from other Universities not recommended by the Board of Studies.
- IV). The Committee shall make the selection of paper-setters and examiners out of the panels mentioned in Statute 73 (3).
- V). No one shall be appointed as a paper-setter or Head Examiner or an Examiner for any examination unless he/she has, at least, five years experience of teaching the subject for an examination of the standard for which he/she has been appointed as a paper setter/ Head Examiner/ Examiner;
- Provided that no one shall be appointed as paper setter/ Head Examiner/ Examiner if he/she has retired from teaching more than five years back;
- Provided further that the Head Examiners appointed for various papers of B.A/B.Sc/ B.Com/B.B.A/BCA/B.Sc. IT/3 year degree course in Mass Communication & Multi-Media Production examinations shall only revise the answer book and prepare the guidelines for evaluation of a particular paper in consultation with the team of sub-examiners allotted to them.
- Provided also that the Vice-Chancellor shall approve the details in respect of fixing the %age of scripts to be revised by the Head Examiners.
- VI). No one shall be appointed sub-examiner/ practical examiner for any examination unless he/ she has, at least, three years experience of teaching the subject of an examination of the standard for which



he/she is appointed sub-examiner/ practical examiner.

Provided that no one shall be appointed as Sub-examiner/ Practical examiner if he/she has retired from teaching more than five years back.

- VII). All appointments of examiners from among the teaching staff of the Postgraduate Departments, Colleges and other Institutions shall be made on the principle of rotation by seniority.
- VIII). Unless otherwise provided in the Regulations, a paper setter shall be required to act as Head Examiner for evaluating the answer books in the subject in which he has set the question paper.
- IX). In a subject comprising in B.A/B.Sc./B.Com/ B.B.A/B.C.A/B.Sc. IT/3-years courses in Mass Communication & Multi Media, where the number of answer books does not exceed 300, all the answer books shall be evaluated by the paper-setter or the single examiner to be appointed by the committee. Where the number exceeds 300, a sub-examiner, shall be appointed to evaluate the answer books under the direction of the paper setters/Head Examiners. No examiner shall ordinarily examine more than 300 answer books in a single examination or more than 500 answer-books in all, in a particular year.
- X). For B.A/B.Sc./B.Com/B.B.A/B.C.A/B.Sc.IT/3-year degree course in Mass Communication & Multi-Media, examination there shall be one Head Examiner for about 2500 candidates. If the number exceeds 2500, co-Head Examiner shall be appointed for every 2500 candidates. The Head Examiner and Co-Head Examiner shall not ordinarily evaluate the answer books himself but only supervise the work and revise the answer books marked by his sub-examiners, in accordance with the instructions, contained in the relevant Regulations.
- XI). Not more than one Head/Single Examiner shall ordinarily be appointed from any one University



- Department/College/Institution in the same subject in a particular examination.
- XII). No paper setter/ examiner shall, as far as possible, continue for more than 3 consecutive years for a particular examination. There shall be a gap of at least one year before he/she is reappointed.
- XIII). No one shall be examiner for more than one paper of a particular examination. In postgraduate examinations (previous and final taken together or 1st & second semester taken together or 3rd & 4th taken together) no one shall have more than two papers.
- XIV). Instructions for evaluation of answer-books wherever necessary shall be drawn up by the Head Examiner as soon as the question paper is released. The sub-examiners shall carry out these instructions while evaluating the answer-books and conform to the standard laid down by the Head Examiner.
- XV). In the Faculties of Arts, Science, Social Sciences, Commerce, Education and O.C. & M.I. L, no teacher teaching the subject to the class in the University teaching departments or in the affiliated colleges or other institutions shall be appointed a paper setter in the subject;
Provided that the Vice-Chancellor may relax this condition whenever he considers it necessary.
- XVI). Except in the case of B.A/B.Sc./B.Com/B.B.A/ B.C.A/B.Sc.IT/3-year degree course in Mass Communication & Multi-Media, examinations, question papers for practical examination shall be set by the examiners on spot and no remuneration shall be paid for this work. Where there are external and internal examiners, the question papers shall be set by them jointly.
- XVII). For practicals in the B.A/B.Sc./B.Com/B.B.A/ B.C.A/B.Sc.IT/3-year degree course in Mass Communication & Multi-Media, 1st and 2nd year examinations there shall be single examiner appointed from among the teaching staff of the



University Departments or constituent/ affiliated colleges but for practicals in B.A/B.Sc./B.Com/ B.B.A/B.C.A/B.Sc.IT/3-year degree course in Mass Communication & Multi-Media, 3rd year (General Course) and Honours, B. Ed./M. Sc/MCA/MBA/ M. Com/MFC Examinations and for examining a thesis or dissertation and conducting the viva voce examination in MA., M. Sc, MBA, MFC, M. Ed. and M.P.Ed examinations there shall be two examiners, one external and the other internal;

Provided that the practical examination in the additional optional subjects, whenever necessary and in the case of B. Ed. Examination shall be conducted by the single examiner only.

- Note:
- a. An external examiner ordinarily shall be one who is teaching in a post graduate Dept. or in an affiliated/ constituent college or institution recognized by any other university; or a retired teacher in the subject.
 - b. An internal examiner is one who is actually teaching candidates for the particular examination for which he/ she is appointed. As far as possible the Principal of the Training College in the case of B. Ed examination and the Head of the Department or a senior staff member of the department, in the case of other examinations shall act as the internal examiner.
 - c. In the M. Ed. Examination, the Head of the University Department or the Principal of the College, as the case may be, shall act as the internal examiner.
 - d. In the MA or M. Sc and Post-graduate examination, the internal examiner shall be one who has taught the candidates for the examination but not necessarily in the same paper.
- XVIII i) Unless otherwise provided in the statutes governing an examination, in the Faculty of Medicine there shall be four examiners two internal and two external. The question papers for all the subjects



shall be set by the senior external examiner and the senior internal examiner.

- ii) Regardless of the number of examinees, the oral, clinical and practical examinations of the MBBS course shall be conducted by the two external and two internal examiners jointly. The result of the theory, practical/clinical and viva voce/oral examination shall be forwarded by the Head of the Department concerned to the University in a consolidated form duly signed by all the four examiners within the time stipulated by the regulations;

Provided that one of the internal examiners may, ordinarily, be the Head of the Department concerned and for the second internal examiner other eligible persons including recognized postgraduate teachers in the subject concerned shall rotate;

Provided further that where only one external examiner conducts the oral and clinical examination he alone shall examine the answer books meant for external examiners.

- iii) No person shall ordinarily be appointed an examiner either in clinical or non clinical subjects of M.B.B.S. examination unless he/she is a Professor or Head of the Dept. and has taken at least five years previously a Doctor's or Master's Degree or an equivalent degree prescribed by the Syndicate.

XIX). i) The examiners for MD/ MS examination shall be required to have the same qualifications and experience as prescribed for the Post-graduate examinations of this University.

- ii) The four question papers or as the case may be of the MD/ MS examination shall be set by two external examiners and two internal examiners who shall be the Head of the Dept. concerned and the second senior most Professor of the Department. The practical and oral examination shall be conducted by a Board of two external examiners and two internal examiners. One of the two internal



examiners shall be the Head of the Department and the other one, the next senior most Professors in the subject concerned. The answer-books shall be evaluated by all the examiners separately who shall report to Controller of examinations whether the candidate passes or fails;

Provided that where there is only one Professor in a particular Department the senior most Associate/ Assistant Professor shall act as internal examiner subject to the condition that he fulfills the requirements prescribed for appointment of guide. In that case the Board of Examiners shall comprise three examiners only (two external and one internal);

Wherever there are more than two teachers eligible for internal examinership, they shall be appointed as examiners by rotation on the basis of seniority in the Department concerned for each examination.

Explanation: The rotation will take place among the Professors of concerned specialty if there are more than two professors in it. If there is no second Professor available, then the rotation will be among the Associate Professors. If there is no Associate Professor, then it will be among the Assistant Professor of that Particular Specialty.

- XX).i) The Registrar shall call a meeting of the Board of Post graduate Studies in Medicine for recommending the panel of external examiners/ evaluators of thesis out of which two shall be selected by the Vice-Chancellor for the conduct of examination/ evaluation of theses;
- ii. The Head of the Department in the subject concerned shall act as internal examiner.
- iii. The examiners shall report, independently, to the Controller of Examinations directly on the quality of the work and presentation and shall recommend whether the thesis is:
- a) approved; or
 - b) returned for improvement as suggested; or



- c) rejected in the manner prescribed for the purpose.
 - iv. The thesis, if rejected by one of the examiners and approved by two others shall be sent to the fourth examiner for evaluation selected by the Vice-Chancellor out of the panel suggested by the Board of Post-graduate Studies.
 - v. The thesis rejected by two examiners out of 3 or 4 examiners, as the case may be, shall be returned to the candidate and he/she shall have to write the thesis again. The second thesis as and when submitted may be treated afresh and shall be evaluated again on submission under the procedure laid down on payment of a fresh fee.
 - vi. Where improvements have been suggested by the examiner/s the candidate shall be required to submit the thesis after making the requisite improvement for evaluation.
 - vii. On unanimous recommendation of the three examiners a part or whole of the subsequent examination may be condoned in favour of the candidate provided it is certified that the work is original and of outstanding merit. Such a thesis may then be published by the University in the name of the candidate.
- XXI. i) Unless otherwise provided in the statutes governing an examination in the Engineering, ordinarily each theory paper for the 1st, 3rd, 5th and 7th semester shall be set by an internal teacher who is actually teaching the subject of the semester concerned and that for the other semester it shall be set by an external examiner. The examiners shall be supplied along with the syllabus lecture lists, tutorial sheets, text books references etc. which may be furnished to the University by the Engineering College. The viva voce examination in respect of project/thesis, practical training and professional interviews wherever applicable, shall be set in consultation with the Head of the Department concerned.



- ii. The question papers for Engineering Examinations, set by the external examiners, shall be moderated by a committee comprising of at least, two external members one of whom must be present at the time of moderation, besides the Head of the Dept. concerned and the Dean of the faculty of Engineering. The External moderators shall be paid a moderation fee at the prescribed rate in addition to the traveling allowance and daily allowance.
- XXII. Unless otherwise provided in the statutes governing an examination in BUMS, each theory paper in every subject of all the three professional examinations shall be set by the external examiners. The oral, practical or clinical examination in each subject wherever provided shall be conducted by a Board of Examiners comprising:-
- i. Chairman/Coordinator;
 - ii. External Examiner;
 - iii. Internal Examiner.
- XXIII. i) Unless otherwise provided in the statutes governing award of the Ph. D. Degree, or examining the thesis for the award of Ph. D. Degree, two external examiners besides the supervisor who shall be the internal examiner shall be appointed by the Board of Research Studies concerned. The thesis shall be accepted on the unanimous recommendation of the external examiners. In case of difference of opinion between the two examiners a third examiner shall be appointed whose decision shall be final.
- ii). A re-submitted thesis may also be examined by the original Board of Examiners, unless they or any of them are unable or unwilling to act.
- iii). The viva-voce test of a Ph. D. candidate shall be conducted by not less than two examiners at least one of whom shall be an external examiner.
- XXIV. In case of difference of opinion between the external and internal examiners in an examination where such examiners are appointed to conduct the practical clinical or oral examination, the decision of the external examiner shall be final.



- XXV. Notwithstanding anything contained in these statutes the committee for appointment of examiners etc. may relax in genuine cases any of the conditions prescribed for appointment of examiners.
- XXVI. If an examiner appointed by the committee is unable to accept the assignment for one reason or the other the Vice-Chancellor shall make an alternative appointment from the panel of examiners submitted by the Controller of Examinations.
- XXVII. The sessional award, wherever provided for an examination, shall be awarded as per the criteria laid down from time to time in the Syllabi prescribed for each course/ programme.
- XXVIII. The scale of remuneration payable to the paper-setters/ Head Examiners/Practical Examiners/Sub-Examiners, and those relating to automatic deductions from their remuneration shall be such as prescribed from time to time.
- XXIX. Detailed procedure regarding the evaluation of answer books and conduct of practical clinical/ viva voce examination shall be prescribed under the Regulations.
- XXX. Notwithstanding anything contained in these statutes the procedure for setting of question papers, evaluation of answer scripts and conduct of practical/ viva voce shall be the same as contained in the statutes governing an examination.

REGULATIONS

CONDUCT OF EXAMINATIONS (THEORY AND PRACTICAL)

1.
 - I. Any deficiency in the question papers or infringement of Statutes and Regulations affecting the conduct of examinations, such as opening of a wrong envelope etc. shall immediately be reported to the Controller of Examinations or any other authorized officer. *General*
 - II. All enquiries in regard to candidates e.g., admission of candidates, Roll Nos., subjects offered etc. should be addressed to the Deputy/Assistant Controller of Examinations (Conduct).



- III. From the time the Superintendent/Examiner reaches the station of examination up to the end of the examination he/she shall consider himself as an agent of the University and must not leave the station without the previous permission of the Controller of Examinations.
- IV. The Superintendent/Examiner shall make his/her own arrangement for board and lodging, if posted outside his/her normal headquarters.
- V. The Superintendent shall ask the supervisory staff to go through the list of their duties and directions for the candidates, a day before the commencement of the examination.
- VI. The Superintendent shall see that the duties assigned to the Deputy Superintendent and the supervisory staff are properly carried out.
- VII. Any infringement of Statutes and Regulations or disobedience or misbehavior on the part of any member of the supervisory staff should be reported to the Controller of Examinations on the day of the occurrence.
- VIII. The Superintendent shall make a round of all the rooms comprising the centre after short intervals and shall not leave the supervisions of any of the rooms or side galleries entirely to the Deputy Superintendent or the supervisors.
2. On the first day of the examination the Superintendent shall announce to the candidates the subject/ subjects/ paper/ papers given in the date sheet, but in which question papers have not been received by him/ her or which have not been provided in the centre statement; to verify that no candidate is appearing in any of these subjects/ papers at his/ her centre.
3. The Superintendent/ Examiner shall be responsible for the safe custody of the sealed envelopes containing question papers from the time of taking the delivery. He/ She shall see that the key of the box in which the question papers are kept, remains always in his PERSONAL CUSTODY and that no one else possesses a duplicate.
4. I. In no case shall a Superintendent/ Examiner make arrangements for his/ her stay in a student's hostel or
- Subjects/
Papers not
provided for**
- Custody of
question -
papers**
- Superintendent's/
Examiner's
Residence**



- in the school/ college premises or in the house of a member of the supervisory staff or in the house of an examiner.
- II. The sealed parcel containing the sealed envelopes of question papers shall be opened by the superintendent one day before the commencement of the examination in the presence of two witnesses i.e., one of the Deputy Superintendents and one supervisor. If no supervisor is available, another person of known respectability shall be asked to witness the opening of the parcel. The superintendent and the two witnesses shall examine carefully the state of the outer cover and that of the sealed envelopes contained in it. If the sealed cover of the parcel is found in proper condition with seals intact, the Superintendent shall open it and send the certificate on the prescribed form to the Controller of Examination on the same day.
- III. If the seals of the cover containing the envelopes of question papers appears to have been tampered with the sealed envelopes inside shall be taken out without breaking the seals of the cover and the empty cover shall be returned immediately to the Controller of Examinations by name, with a detailed report which should be signed by the witnesses as well as the Superintendent.
- IV. The Superintendent shall check the total number of envelopes, see their condition, particularly that of the seals, and compare the number of question papers shown on the envelopes with the centre statement and also with the list of candidates, subject-wise/paper-wise in order to make sure that question papers have been supplied in adequate number in all the subjects/ papers (including options, if any) indicated in the centre statement and the list of candidates. He/She shall also make sure that the seals have not been damaged in transit. Any discrepancy shall be reported immediately to the Controller of Examinations. A certificate on the prescribed form duly filled in shall be sent to the Controller of Examinations on the same day.
5. If by chance the number of copies of a question paper is less than the number of candidates, the Superintendent
-
- Examination (General)
- Insufficient number of copies of question papers*



/Examiner shall dictate the paper to the candidates not supplied with the printed paper without disturbing other candidates and give them extra time equal to that spent in dictation. A report of this must be made to the Controller of Examinations.

6. I. Each envelope containing question papers shall be opened in the examination hall by the Superintendent/Examiner on the date and hour fixed for the examination in that subject and paper, in the presence of the Deputy Superintendent and the supervisors in the case of theory examination, and in the presence of a supervisor in respect of practical examination or in the absence of a supervisor, before a witness of known respectability after the condition of the envelope is carefully examined by them. If the envelope along with the seals is found in proper condition, the Superintendent/Examiner shall open it keeping the seals intact, after signing together with at least two witnesses including the Deputy Superintendent/Supervisor, as the case may be, the prescribed certificate given on the envelope containing the question papers.
- II. The contents of the envelope containing question papers shall be removed by cutting the flap side of the envelope with a pen knife or a pair of scissors. The flap shall, in no case be torn open. The seals must be left intact for purposes of inspection after the completion of the examination, the empty envelopes shall be returned to the Controller of Examinations along with other documents.
- III. No envelope containing question papers shall be opened unless the Superintendent/Examiner is sure that there is at least one candidate present for taking the examination in that subject/paper. If no candidate is present for a particular subject/paper, the envelope shall be returned to the Controller of Examinations by name unopened, in a sealed cover with a forwarding letter on the day of examination.
- IV. No remunerations shall be paid to a Superintendent/Examiner who, through an oversight, opens a sealed envelope containing question papers meant for a



different session. Likewise the Deputy Superintendent and or the supervisors who have acted as witnesses for the opening of the envelopes shall not be paid any remuneration. The matter shall be reported to the Vice-Chancellor for such action as he or the Committee for General Supervision of University Examinations and the Appointment of Supervisory staff may consider necessary.

7. (I) As soon as the sealed envelopes containing question papers have been opened, the Superintendent/ Examiner shall see, before distributing the question papers, that the envelopes contain the same question papers immediately after opening the sealed envelopes. Discrepancies, if any, in the number of question papers shall also be reported to the Controller of Examinations. Report of all such discrepancies shall be signed by the witnesses who sign the prescribed certificate. After distributing the question papers the Superintendent/ Examiner shall keep the balance in safe custody. In no case shall the question-papers lie open on the table.
- (II) An account of consumption of question-papers shall be maintained on the prescribed form.
8. In some examinations, the candidates are given passages in Urdu, Hindi or Punjabi (according to their option) for translation into English. If by any chance, the sealed envelopes do not contain the passage in the language opted by a particular candidate, the Superintendent should arrange the translation into the required language and dictate the passage so translated to the candidate sending a copy to the Controller of Examinations.
9. The Superintendent/Examiner shall immediately bring to the notice of the Controller of Examinations any misprints, errors or ambiguities found by him/her in any question paper.
10. (I) No candidate shall be permitted to leave the examination hall until the expiry of an hour after the distribution of question papers.
- Distribution of question-papers*
- Medium of translation into English*
- Misprints in the question-paper*
- Permission to leave the examination hall*



- (II).Candidates leaving the examination hall before the expiry of half the time shall not be allowed to take question papers with them.
- (III) A day before the commencement of the examination the Superintendent shall attend the centre for making proper seating arrangements. He/She shall allot seats to the candidates in such a manner, so as to render all communications among them impossible. Care should, therefore, be taken to see that:-
- a. the candidates from one and the same institution are not seated near one another, when they are from more than one institution;
 - b. the candidates from different institution and those appearing privately are so seated that candidates of the same institution are not ordinarily permitted to occupy seats in close proximity to each other;
 - c. The arrangement of seats of candidates is changed every day.

*Note:*Only one person shall be appointed as centre chowkidar in respect of all the examinations to be held at the centre both in the morning and in the afternoon, in order to ensure safe custody of furniture and facilitate the seating arrangement in the two sessions every day.

11. Roll No. of each candidate shall be written on the candidate's desk on each day of the examination, to enable him/her to locate his/her seat in the examination hall. Photographs of private candidates (both men & women candidates) affixed on attendance sheets shall be open to inspection by the Inspector-cum-Chief Superintendents of Centers/Inspector of Practical Examinations.
12. The Superintendent shall arrange to get a plan of the examination hall typed, showing the Roll No's of the candidates in the order of seats allotted to them on the first day of the examination. The plan shall be pasted outside the hall at a conspicuous place a day before the commencement of the

***Roll No. and
Photo-graph***

***Plan of the
examination
hall***



examination. Similar plans with appropriate changes made from time to time shall be pasted on all the subsequent days of the examination. Copies of all the plans shall be sent to the Controller of Examinations on the termination of the examination.

- 13 The Superintendent Examiner shall be particularly careful about making arrangements for urinals and latrines for the use of candidates. A commode and a pot may be provided at a suitable place, near the examination hall, if there is no pucca latrine or urinal nearby. The Superintendent/Examiner shall see that a supervisor always accompanies the candidate wishing to make use of urinal or latrine while the examination is going on. To prevent any possibility of misconduct the urinal or the latrine must be inspected by the supervisor each time, before and after the candidate uses it. The Roll Nos. of candidates going out of the hall to use urinal or latrine should be invariably recorded by the supervisors.

Separate arrangements shall invariably be made for girl candidates, appearing at a centre common to boys and girls. In such a case an extra lady supervisor shall be provided at the centre to accompany the girls to the urinal.

14. (I) The doors shall be opened each day half an hour before the time specified in the date sheet. All the candidates must be in their seats before the time fixed for the commencement of the examination. Care shall be taken that the examination starts according to the radio time.
- (II) The Superintendent may permit a candidate to take the examination, if the candidate is not late by more than 15 minutes on a particular day of the examination.

Admission of candidates

The Superintendent shall not admit a candidate to the examination hall after fifteen minutes except under EXCEPTIONAL CIRCUMSTANCES when he/she is satisfied that the candidate was delayed for reasons beyond his/her control, in which case the



Superintendent may provisionally admit him/her provided that the candidate is not late by more than half an hour from the commencement of the examination. No candidate shall be admitted to the examination hall for any reason whatsoever, after the expiry of half an hour, during which time no person including the inferior staff shall be allowed to leave the examination hall. The Superintendent shall send to the Controller of Examinations on the prescribed form a detailed report giving reasons why a candidate was late. The answer-book of a candidate who arrives at the centre late by more than fifteen minutes but within half an hour of the commencement of the examination shall be sent as stray answer-book. The candidate must sign a declaration to the effect that his/her admission to the examination is provisional and that he/she shall have no claim to have his/her script valued in case his/her admission to the examination is not approved.

(III) Late arrival of candidates at the practical examination centres may be permitted by the examiners only upto a maximum of ten minutes on payment of penalty of Rs.10/= by each candidate. The amount of penalty recovered from such candidates shall be remitted to the University as soon as the practical examination of the concerned group is over.

15. Before the commencement of examination, the Superintendent shall be supplied with a list, showing the names of the candidates allotted to his/ her centre of examination, and the subjects/ papers offered by them, and also a statement showing the number of candidates appearing in each subject/ paper of the examination.

List of candidates

The Superintendent shall not admit any candidate whose name does not exist in the list of candidates for that centre or about whom the Superintendent has no instructions from the Controller of Examinations except as provided under regulation 23.

16. (I) Each candidate is supplied by the University office with an admission card as an authority for admission to the examination centre. The

Admission Card



candidates are to be admitted on production of the card which shall be collected from the candidates on the first day of the examination and returned to the University office along with other papers on the termination of the examination.

- (II) Each candidate (Regular or private) must be directed to present the card to the Superintendent of the examination centre individually.

17. The Superintendent of a centre may admit a candidate provisionally entirely at the candidate's own risk and responsibility under the following circumstances even though his/her name may not appear in the list of candidates, provided that question papers in the subjects/papers offered by the candidate are available at the centre. All cases of such admission are subject to the final orders of the authorities: -

*Provisional
admission*

- (I) When a candidate has not been issued an admission card by the University but he/she satisfies the Superintendent by production of original documentary proof that he/she has duly submitted his/ her admission form and fee to the University within the prescribed date, in which case the Superintendent must collect two copies of the photograph of the candidate (both men and women) with his/her, name, father's name and examination written on the back and attested by the superintendent. A copy of the photograph shall be forwarded, on the same day, to the Controller of Examinations along with a full report including the candidate's particulars.
- II. In a city or town where there are several centres of examination it is possible that a candidate to be examined at one centre may, by mistake, go to another centre on the first day of the examination. Should there be time as stipulated in Regulation 20(2), the Superintendent shall permit such a candidate for that day only to appear at his/her centre and report the candidate's Roll No. and name to the Controller of Examinations and the



Superintendent of the original centre fixed for such a candidate.

- III. In all cases of provisional admission the Superintendent must also obtain a written statement from the candidate explaining the circumstances under which provisional admission to the centre has been sought. This statement must also be accompanied with a declaration in the form given below and submitted to the Controller of Examinations immediately and further instructions from him awaited. Answer-books of such candidates shall be treated as stray and sent separately to the Controller of Examinations by name, each day till further instructions. If no Roll No. has been allotted to such a candidate by the University, the Superintendent shall attach a separate slip to the answer-books mentioning the name of the candidate and full particulars of the case: -

DECLARATION

I, _____ son/ daughter of _____ being a candidate listed under Roll No _____ for the _____ Examination, 20____, do hereby declare that, in the absence of any authority issued on behalf of University of Kashmir, by its Controller of Examination, I have solicited the favour of appearing at the centre named below at my own risk and responsibility and that the University of Kashmir, or any member/ members of its supervisory or other staff incur no liability whatsoever by permitting me to take the examination at his/ her centre. I will abide by the orders of the University of Kashmir, whose decision on my case shall be final and binding on me.

Name of the Examination Centre _____

Signature of the candidate
Name of the Centre



Witness Attested

(Deputy Superintendent) (Superintendent)

- IV. In case a candidate does not produce his/her admission card on the first day of the examination, he/ she should be directed to produce it on the following day positively provided that his/ her name exists in the list of candidates. If a candidate has lost his/ her card, he/ she should be directed to get a duplicate one from the University office on payment of prescribed fees and produce it on the following day of examination. One who fails to produce the admission card on the following day of his/her examination he/she should not be allowed to appear in the examination.

In the case of mufassil centres, such a candidate may similarly be admitted provisionally on the first day of examination. In case a candidate has lost his/her admission card the Superintendent shall realize from him/her a fee of Rs. 50/= for intimating the Roll No. telegraphically. The Superintendent shall send a reply paid telegram to the Controller of Examinations for communicating the Roll No. of the candidate in case he/she has been allowed to appear in the examination.

18. All dues collected by the Superintendent/Examiner from the candidates on behalf of the University must be remitted to the Registrar, University of Kashmir, Srinagar in time, under an intimation to the Controller of Examinations to avoid complications in the payment of the Superintendent's bill.
19. (I) An amanuensis shall be allowed in the case of physically handicapped candidates who are either blind or are permanently disabled from writing with their own hands.
- (II) The Controller of Examinations may arrange for the appointment of an amanuensis and inform the Superintendent of the centre concerned
- (III) The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which the candidate belongs.

Dues

Concession for physically handicapped candidates



(IV) The Superintendent shall arrange for a suitable room for such a candidate and appoint a special supervisor for him/ her out of the list supplied by the Controller of Examination.

(V) Blind candidates may be permitted to type their answers on their own type-writers, if they so desire.

20. The Superintendent shall submit a list of candidates not admitted to the examination hall giving reasons for refusal of admission in each case.

List of candidates not admitted to the examination

21. No candidate can appear in a subject/option not originally offered in his/her admission form unless a change had been applied for and duly sanctioned by the University before the commencement of the examination, according to the Statutes. If, however, a candidate insists that he/ she had offered a subject or option which is not shown in the list of candidates supplied to the Superintendent, the latter shall allow the candidate to appear in that subject or option provisionally, subject to the submission of a declaration to the effect that he/she is appearing in the subject/option entirely at his/her own risk and responsibility, and shall have no claim to the evaluation of the answer-books in question, unless it is found that the candidate has actually offered the subject in his/her admission form in accordance with the instructions and was eligible to appear therein.

Discrepancy in the subject option offered

The superintendent shall send the declaration obtained from the candidate to the controller of Examinations on the same day along with his/ her report. The answer-book shall be sent in a separate cover to the Controller of Examinations, by name, as a stray answer-book with a separate forwarding note.

22. The answer-book of a candidate admitted provisionally to an examination for any reason whatsoever shall be sent separately to the Controller of Examinations under double cover, the inner one to be labeled as under: -

Stray answer-book

Subject_____Paper_____Examination Roll No.
_____Centre _____ Brief reasons for
sending the answer-book as
stray_____.



23. The Controller of Examinations shall supply to the Superintendent the attendance sheets of all the candidates appearing at his/ her centre. These shall be presented to the candidates by the Assistant Superintendent concerned on each day of the examination and the candidates shall fill in the blank columns in accordance with the instructions given in the sheet.

In case a variation is noticed between the signature of the candidate recorded by him/ her on a particular day of his/ her examination and the signature already borne on the attendance sheet, the matter shall forthwith be reported to the controller of examinations along with the candidate's explanation and the answer book of the candidate treated as a stray answer-book

24. In case a candidate falls ill in the examination hall, the superintendent/Examiner may send for a qualified doctor for his/her treatment.

Illness of a candidate

25. Candidates attempting to damage the furniture etc. of the centre shall be required to make good the loss besides incurring any other penalty that may be imposed on him/her/them. The Superintendent/Examiner of the examination centre shall communicate to the University the name, Roll No. and other particulars of such candidate/s.

Damage to furniture etc.

26. A copy of "Directions for the Candidates" in poster form, as supplied by the University, shall be pasted outside the examination hall at a conspicuous place.

Directions for the candidates

27. At each session immediately before the examination begins, the Superintendent/Examiner shall read out to the candidates present and to the late comers as well the following warning: -

Misconduct in the examination

- i. Candidates shall search their pockets and deliver to the Superintendent/Examiner all papers, books or notes which they may have in their possession;
- ii. Candidates shall not attempt to disclose in their answer-books their identity in any manner whatsoever. They shall not give an indication of their caste or religion;



- iii. Candidates shall not write their names or the name of their centre, college, school or district or indicate that they are appearing as private candidates. No sign or mark shall be made anywhere on the answer book to indicate the identity of the candidate;
 - iv. Candidates shall use fictitious marks like A, B, C or X, Y, Z after the closing subscription in a letter;
 - v. Candidates shall write their Roll Nos. on the question papers. Nothing except the Roll No. shall be written on the question papers.
28. (I) The Superintendent/Examiner shall forward to the Controller of Examination on the termination of the examination, a declaration on the prescribed form signed by him/her and witnessed by the Deputy Superintendent, if any, or any other member of the supervisory staff to the effect that he/she did in actual fact read out the instructions to the candidates and called upon them to surrender all papers, books or notes in their possession.
- (II) Any infringement of these directions by the candidates shall be dealt with under statutes relating to mis-conduct in examination.
29. (I) The superintendent/Examiner and other supervisory staff shall carefully read the statutes relating to mis-conduct in examination.
- (II). The Superintendent/Examiner of the examination centre shall report to the Controller of Examinations without delay and in detail each case of the misconduct with all available evidences and with the explanation of the candidate concerned. In calling upon the candidates to explain his/ her conduct with reference to the incident concerned, the material facts shall invariably be stated in precise terms.
- (III). The statement may be written by the candidate in the language of his/her choice viz. English, Urdu, Hindi or Punjabi. Under no circumstances, should any statement be dictated to the candidate. If any candidate refuses to give his/her statement the fact



shall be noted in the report sent to the Controller of Examinations. The relevant answer-book and the Superintendent's/Examiner's report in the prescribed form shall always be sent together. The report of the Superintendent/Examiner must be complete and conclusive and must include all known and relevant facts and all evidence bearing on the case.

(IV).The Superintendent/Examiner shall send along with his/her report a plan of the hall or room in which the candidate in question was seated, and he/ she shall indicate in the plan by an arrow mark, the direction which the candidate faced.

(V).The Superintendent/ Examiner shall not cover more than one case of misconduct in one and the same report unless the cases are interrelated. Each report shall ordinarily be sent separately along with its answer-book.

(VI).Each case of alleged misconduct should be completed on the day of the examination to which it relates in the presence of all the supervisory staff on duty.

(VII).The case of alleged misconduct should be completed on the day of the examination to which it relates in the presence of all the supervisory staff on duty.

30. If a case of misconduct remains undetected in a centre and is later-on brought to the notice of the University or if a member of the supervisory staff shows incompetence in the conduct of the examination or the observance of Statutes and Regulations, the officials concerned i.e. the Superintendent/Examiner, the Deputy Superintendent, the Assistant Superintendent and the Supervisor/ Supervisors concerned are liable to disqualification for appointment as members of the supervisory staff and any other penalty that the University authorities may deem fit in the circumstances of the case.

Disqualification of officials working at a centre

31. (I) Blank answer-books shall be supplied by the University office bearing the stamp of the Registrar.

Blank answer-books and continuation sheets



- (II).The title page of each answer-book in respect of examinations in which there is the system of code Nos. shall have a foil and a counterfoil and absolutely nowhere else either on the title page or counterfoil of the answer-book. Any candidate detected in having written his/her Roll No. anywhere else in the answer book or made any sign or mark which may reveal directly or indirectly his/her identity shall be liable to disqualification.
- (III).The answer-books are serially numbered and these shall be issued on each day of the examination in the serial order. The Superintendent shall see that the serial No. of the answer-book is recorded by the candidate on his/her attendance sheet on each day of the examination.

Superintendents are strictly prohibited to give more than one answer-book to a candidate in one paper except in the case of examinations in such papers as comprise two different subjects at one meeting or in the case of candidates found to be guilty of mis-conduct in the examination.

- (IV).Continuation sheets shall invariably be supplied in case the answer-book supplied is finished. To avoid detachment of continuation sheets, the candidates shall write on the title page of the answer-book the number of the sheets attached and the supervisor concerned shall, in the presence of the candidate, verify this statement while receiving the answer-book; otherwise the responsibility for loss, if any, shall be that of the supervisor.
- (V).Thread for stitching (soft and durable) shall be supplied to stitch the continuation sheets inside the cover of answer-books. Supervisors are instructed to see that the continuation sheets supplied to the candidates are stitched immediately.
- (VI).The Superintendent/Examiner shall keep a regular record of the blank answer-books utilized every day in every paper/subject and shall strike balances per meeting for the information of the Inspector Cum-Chief Superintendent/Inspector of Practical Examination Centres who may check the account any time. The



prescribed form should be submitted to the Controller of Examinations duly filled in, along with the Superintendent's bill at the close of the examination.

(VII).The supervisor concerned is required to keep a regular account of the continuation sheets issued by him/ her to the candidates and mention the number of continuation sheets or graph paper or any other material used by the candidates in each answer-book. Each such entry shall be countersigned by the candidates and the supervisor. A statement of such account shall be sent to the Controller of Examination.

32. Candidates, sometimes, either through carelessness or inadvertence, omit to or write wrong Roll Nos. on the answer-books. Such an omission or mistake, if left unnoticed by the Superintendent/Examiner, causes complications. To avoid such a situation, the Superintendent/Examiner must take special care to compare the Roll Nos., written on the answer-books with those given in the list of candidates supplied by the University. If any answer-book with a wrong Roll No. is discovered in the course of this comparison or otherwise, it shall be treated as a stray answer-book.

***Wrong Roll
No. on an
answer-book***

The Superintendent/Examiner shall also ask the candidates in the examination hall to be particularly careful in writing their Roll Nos. correctly and legibly on the counterfoil of the answer-books. The attention of the supervisors shall also be drawn to the relevant provisions in these Regulations under the heading "Duties of Supervisors".

Ten minutes before the expiry of the examination every day the Superintendent/Examiner shall ask the candidates to see that they have written the correct Roll Nos. on their answer-books.

33. In Oriental Classical and modern Indian Languages examinations, the Superintendent shall instruct the candidates to write their Roll Nos. in English. They can seek the help of the supervisor concerned, if they do not know English figures.

***Roll No. in
OC & MIL
Examination***

***Signing of
Answer Books***



34. Unless otherwise authorized by the Vice-Chancellor, the Deputy Superintendent shall affix during the examination hours (and in no case before the commencement of the examination) the signature stamp of the Controller of Examination supplied to the centre by the University office, inside each answer-book soon after the commencement of the examination on each day. Likewise, he/she shall affix the stamp on each continuation sheet or graph paper or any other paper issued to a candidate. Each answer-book shall bear such stamp on two different pages.

35. The Superintendent/ Examiner shall close all exists ten minutes before the time allotted for each paper is due to end. During this interval no candidate shall be allowed to leave the examination hall. As soon as the time is over, the answer-books shall be collected and no candidate allowed to remain in the examination hall. Under no circumstances shall the candidates leave their answer-books on their tables (desks). They should hand these over to the concerned supervisors. The candidate shall remain in their seats and not leave their places until the answer-books have been collected by the supervisors concerned. The supervisors shall then serially arrange the answer-books of the candidates allotted to them and hand these over to the Superintendent/Examiner or the Deputy Superintendent. Care should be taken to insert in lieu of the answer-book of each absentee, a slip bearing his/ her Roll No. at the appropriate place in the series. Supervisors should see that even a candidate who does not attempt any part of the question paper does nevertheless submit the answer-book bearing his/her Roll No. and other particulars on the title-page. Such answer-books should be super-scribed, "Not Attempted" by the Superintendent/Examiner or the Deputy Superintendent of the Centre. The Superintendent/Examiner and other supervisory staff shall see that no candidate leaves the hall/room without handing over his/her answer-book.

*Collection of
Answer-Books*

36. The memo for the Controller of Examinations in the case of answer-books bearing code Nos. and in other cases the memo for the examiner must be filled in correctly on

*Filling up of
memos for the
controller of
Examinations*



the prescribed form giving all details for each paper. The Roll Nos. of candidates whose answer-books are dispatched must tally with those given on the answer-books and the list of the candidates supplied by the University. Roll Nos. of the candidates who are absent must be correctly mentioned in the memos.

The memo duly filled in, shall be placed inside the sealed packet of answer-books after each session of the examination.

37. (I) The answer-books in each paper shall be arranged serially and tied together securely after which the answer-books shall be packed in waste paper and wrapped in a cloth cover which shall be properly sealed. The cloth cover shall bear the following particulars: -
- i. Name of examination;
 - ii. Centre;
 - iii. Subject and Paper; and
 - iv. Number of answer-books.

*Dispatch of
answer-books*

All the answer-books pertaining to a particular paper whatever their number be, shall be packed in one parcel unless otherwise instructed.

- (II) The Superintendent of each centre located in Srinagar shall send each day through his/her Assistant Superintendent or in exceptional cases through any other member of the supervisory staff to the Controller of Examinations, packages of answer-books collected, at the place fixed by him for the purpose, immediately after the examination is over.

The Superintendents of centres outside Srinagar shall send the packages of answer-books to the Controller of Examinations by name at the place fixed by him for the purpose, the same day when the examination in a particular paper is held. All the packages sent by post must have a double cover-the outer one bearing the name and address of the Controller of Examinations and of the Superintendents, and nothing else, and the inner as indicated in Regulation 43(1).



38. I. The strength of the supervisory staff at each centre of examinations under the Superintendent shall be one for every 30 candidates or part thereof not below 10; provided, however, that irrespective of the number of candidates there shall always be present on each day of the examination at least two persons, the Superintendent and the Assistant Superintendent.
- II. An Assistant Superintendent shall be engaged at each centre of examination on all the days of examination in addition to the number of supervisors permissible under rules; provided that he/she shall perform the supervising duties also in addition to his/her normal duties when the number of examinees is less than 10.
- III. The strength of the supervisory staff shall be according to the figures given in the centre statement.
- IV. Regulation 44 (one supervisor for every 30 candidates) applies to each hall. Where rooms are engaged at least two supervisors are allowed for each room irrespective of the number of candidates seated in the room. The number of rooms used and the number of candidates seated in each room must invariably be stated in the supervisor's bill under each date.
- V. In a combined centre, a lady supervisor may be appointed.
- VI. If in view of the peculiar nature of accommodation or for other special reasons extra supervisors are required previous sanction of the Controller of Examinations is necessary and should be applied for. In centres outside Srinagar city, in exceptional circumstances, when the sanction of the Controller of examinations cannot be obtained in time, the Superintendents are authorized to engage the necessary additional supervisory staff with the approval of the Inspector-Cum-Chief Superintendent of Examination Centres, wherever possible. Such appointments shall be subject to the formal sanction of the Controller of Examinations.
39. The Superintendent shall see that the numbers of turns are equally distributed amongst the supervisors. A duty chart of the supervisory and other staff shall be maintained for inspection by the Inspector-cum-Chief Superintendent of Centres.

*Allotment of
turns*

Examination (General)

*Approval of
substitute*



40. I. In case a member of the supervisory staff does not report for duty or for some reasons cannot undertake the work, the Superintendent shall appoint a substitute, who should, as far as possible, belong to the same institution from which the earlier appointment was made. The names etc. of such substitutes must be forwarded to the Controller of Examinations for confirmation as soon as an appointment is made.
- II. No person shall act as Superintendent, Deputy Superintendent, Assistant Superintendent or as any other member of the supervisory staff when a relation of his/her is taking the examination at the particular centre assigned to him/her.
41. Superintendents/Examiners shall invariably appoint the other staff such as daftaries, watermen, chowkidars and sweepers required for the conduct of examination in consultation with the Head of the institution where the centre is located preferably from the staff of that very institution. *Other staff*
42. The Superintendent shall keep and preserve at least for six months a detailed statement regarding assignment of duties to each member of the supervisory staff showing the Roll Nos. which the latter was supervising on each day. *Record of assignment of duties*
43. The Superintendent shall give a certificate to each member of the supervisory staff showing the number of sessions for which he/she has worked. This certificate shall be attached with the T.A. bill of the supervisor when such a claim is preferred. *Certificate regarding duties assigned*
44. The Superintendent/Examiner shall also obtain a declaration from the Deputy Superintendent, Assistant Superintendent, Supervisors and other staff that there were no relations of theirs appearing from the centre. *Declaration by the Supervisory staff*
45. I. One day before the commencement of the examination the Superintendent shall read over to each member of supervisory staff the duties as prescribed hereunder in these Regulations and obtain from each member of the staff a declaration to the effect that the duties have been explained to him/her. In case of a person appointed during the course of the examination a similar declaration shall be obtained from him/ her. *Duties of the Supervisory staff*
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II. Any Superintendent/Examiner or any number of the supervisory staff who commits a breach of trust shall make himself/herself liable to legal or departmental action or both.

The Deputy Superintendent and supervisors must report themselves to the Superintendent at 11 a.m. on the day preceding the examination at the centre of examination. On the days of the examination they should reach the centre, when on duty, at least half an hour before the commencement of the examination.

46. (I) The Deputy Superintendent shall assist the Superintendent in the conduct of the examination, especially in the supervision of side rooms, and if found necessary shall perform any of the duties of the superintendent temporarily, under his/her instructions. He/she is also expected to take charge of the examination in case of any accident to the Superintendent.
- (II). He/She must contact the Superintendent of his/her centre as early as possible, so that he/she can be present when the Superintendent opens the parcel containing envelopes of question papers one day before the examination. He/ she must see that the parcel is intact and that it has not been tampered with in any manner whatsoever.
- (III). He/She must help the Superintendent in checking the envelopes. He/She and the Superintendent have to satisfy themselves that they have all the question papers for the subject of the examination at their centre and that the number of question papers for each day is sufficient.
- (IV). He/She shall, invariably, be one of the witnesses to the opening of the envelopes of question papers. He/She shall examine the seals and the condition of the envelopes carefully every time and satisfy himself/herself that these are in the same state as were seen by him/ her on the first day. He/She must make sure that the envelope to be opened pertains to the date and paper indicated in the date sheet. The entire responsibility of opening the correct envelopes is that of the Superintendent.

*Deputy
Superintendent*



He/She should remember that the assistance of the Deputy Superintendent does not mitigate his/her responsibility or relieve him/her of it to any extent whatsoever. At the same time it would be clear that if it is found that the Deputy Superintendent was not careful in scrutiny of the envelopes or if a wrong paper was distributed he/she too shall be deemed to have been guilty of gross negligence and his/her name shall be reported to the appropriate University authority for disqualification for the future and/ or any other action which may be considered necessary.

- (V). He/She shall not leave the station without the permission of the Controller of Examinations and shall take over the duties of the Superintendent in case of any accident to the Superintendent and report the matter by wire or telephone to the Controller of Examinations and confirm the report in writing.
- (VI). The Deputy Superintendent shall affix the signature stamp of the Controller of Examinations or record his/her signature if so authorized by the Vice-Chancellor, on every answer-book and continuation sheet in strict accordance with Regulation 40.
47. (I) The Assistant Superintendent shall be required to do all the clerical work under the direct supervision of the Superintendent. *Assistant Superintendent (Clerk)*
- (II). He/She shall not leave the examination hall or do any other work not assigned to him/her by the Superintendent.
- (III). He/She shall help the Superintendent in the dispatch of answer-books.
- (IV). He/She shall keep a record of the attendances of the supervisory staff and the candidates and prepare their bills etc. at the close of the examination in addition to the duties assigned to him/her by the Superintendent from time to time.



- (V). He/She shall perform the supervisory duties when the number of examinees is less than 10, in addition to his/her normal duties.
48. (I) Each supervisor is expected to supervise about 30 candidates. *Supervisors*
- (II). A supervisor must see that every candidate takes his/ her proper seat and writes his/ her correct Roll Nos. in figures as well as in words and other particulars required of him/ her, on the title page of the answer-book. In the case of an examination, in which code Nos. are assigned, Roll Nos. should be written on the specified portion only on the title page and nowhere else.
- (III). The supervisor himself/herself cannot allow a candidate into the examination hall after the question paper has been distributed, except with the express permission of the Superintendent.
- (IV). No supervisor should speak or allow anyone else to speak to any candidate in his/her room, after the question paper has been distributed. No supervisor should disturb candidates by unnecessarily halting near them and trying to read their answers except in a case of suspicion of misconduct. He/She is expected to see that the candidates are promptly supplied with blank answer-books, continuation sheets, water, etc. etc.
- (V). Supervisors shall not allow any candidate to bring into the examination hall the cover of the ink-pot. Blue black ink/Ball point pen alone shall be used by the candidates while writing the answers.
- (VI). The supervisor shall keep moving about his/her room and should not read a book or knit while supervising. No male supervisor is permitted to sit during the examination time except with the permission of the Superintendent. Women supervisors may sit down for a few minutes at intervals.
- (VII). The supervisor shall distribute blank answer-books to candidates after they have taken their seats. No candidate shall be allowed to leave his/



her seat after he/ she has received the answer-book until the expiry of half the time after the distribution of the question paper. Only one answer book will be issued to a candidate in a question paper, save as otherwise provided in the Statutes and Regulations.

(VIII). Before distributing the question-papers to the candidates the supervisor should see that the correct paper according to the date sheet is given to him/her for distribution. Should he/she find a wrong question-paper, it should be returned to the Superintendent immediately without reading.

(IX). No question-paper is to be taken from any candidate for reading it. As soon as the supervisor has finished distributing the question-papers, he/she should return the remaining papers, if any, to the Superintendent without reading them. No question-paper is to be given to any outsider under any circumstances.

(X). The supervisors are responsible for the safe delivery of the answer-books of the candidates supervised by them to the superintendent. They shall see that the answer-book and continuation sheets, if any, of each candidate are properly stitched together; that the answer-books delivered to the Superintendent are serially arranged and that no candidate leaves the room without delivering his/her answer-book even if no question is attempted and that an absentee slip is inserted in place of the answer-book of an absentee.

(XI) In no case shall a member of the supervisory staff make a change in the Roll No. of a candidate. Answer-books with doubtful Roll Nos. shall be sent separately to the Controller of Examinations by the Superintendent.

(XII) The Supervisor shall see that no candidate makes use of notes; attempts to copy from another candidate; or has in his/her possession or in his/her desk any book or papers not issued in the examination hall. If he/she happens to find a candidate committing misconduct he/she shall



take possession of any book or article so used and report the matter to the Superintendent and sign the answer-book and any other document as the Superintendent may direct.

(XIII). Absence of a supervisor without the written permission of the Superintendent or change of centre by a supervisor (by absenting himself/herself from where he/ she is appointed and getting himself/herself appointed at another centre) without the written permission of the Controller of Examinations, shall be treated as a serious breach of discipline for which action may be taken against him/her.

(XIV). A supervisor shall obtain a certificate from the Superintendent showing the number of sessions he/she has worked in the examination.

Note: In case of any other difficulty or emergency not covered by the above regulations, the Superintendent may be consulted and his/her decision obtained.

49. The Superintendent shall see that the supervisors from a particular institution are not as far as possible asked to supervise candidates from the same institution. The supervisors/ should change their places of duty every day. In case no supervisor has been appointed by the University, the Superintendent should take the initiative and appoint the supervisory staff within the sanctioned strength subject to the approval of the Controller of Examinations.

Posting of Supervisors

50. The supervisory staff shall be paid remuneration as per the rates prescribed/notified by the University from time to time.

Rates of remuneration to supervisory staff

51. From the time the Superintendents/Examiners reach their stations of examination up to the time of the conclusion of the examination, they shall consider themselves to be the agents of the University and shall not therefore leave the station during the examination days without the previous permission of the Controller of Examinations.

Leaving the station without permission



In case of centres situated within a radius of 15 kilometers from the residence of the Superintendent/ Examiner and where suitable accommodation for the Superintendent/ Examiner is not available, he/ she may with the previous permission of the Controller of Examinations reside at his/her headquarters but it shall be his/her responsibility to reach the centre at least one hour before the commencement of the examination each day.

52. The Superintendent/Examiner shall not leave the centre during the time allotted for each paper. He/She shall, on no account, speak or permit any one at the centre to speak to a candidate on any subject pertaining to the question-paper during the hours of examination except for the purposes of correcting misprints or other errors likely to mislead the candidates. *Leaving the examination centre*
53. No visitors other than the officers of the University authorized for the purpose and an Inspector-cum-Chief Superintendent/Inspector of Centres shall be allowed to enter the centre during the examination unless specific instructions are issued by the Controller of Examinations to the contrary. *Admittance of visitors to the examination hall*
54. On the conclusion of the examination, the Superintendent/Examiner shall submit to the Controller of Examinations a report in duplicate on the prescribed form about the conduct of the examination at the centre pointing out there in infringement of rules, if any, either by himself/herself or by any member of the his/her supervisory staff or candidates. He/She should also note that infringement of rules, if any, has to be reported immediately to the Controller of Examinations. He/She should submit with his/her bills questionnaire duly signed. *Infringement of rules.*
55. The Superintendent/Examiner should obtain the logarithmic tables from the Head of the institution in which the examination is held or from the Controller of Examinations. These should be returned to him/her after the examination is over. *Logarithmic Tables*
56. (I) The Superintendent should be particularly careful in returning the furniture borrowed by him/ her *Return of furniture and stationery*



from the various institutions for the conduct of the examination immediately after the termination of the written examination unless otherwise instructed. Receipts for return of furniture should invariably be obtained from the authority of the concerned institution. In case of any breakage or damage to the furniture, the Superintendent shall give to the institution a certificate giving the details of such damage and the circumstances under which it was caused. A copy of this certificate shall be sent to the Controller of Examinations.

- (II) A separate report on the prescribed form containing an account of blank answer-books shall be submitted to the Controller of Examinations immediately on the termination of the examination by the Superintendent. The Superintendent shall immediately after termination of the examination deposit the balance of blank answer-books continuation sheets and stationary articles left over on the termination of the examination with the University office against a proper receipt.

57. The Superintendent is expected to make arrangements for the examination under his/her charge efficiently. There should not be any wasteful expenditure. Articles purchased for the examination, if any, as sanctioned by the Controller of Examination from time to time should be deposited on the termination of the examination with the Head of the institution unless otherwise instructed by the University. At least three lists of such articles deposited should be prepared. One should be sent to the Controller of Examinations for record, another should be attached with the contingent bill and the third should be given to the Head of the institution where the examination has been conducted.

Contingent expenses

58. An amount equivalent to a sum of Rs.10/= per candidate at Srinagar and Rs. 15/= for mufasil centres subject to a minimum of Rs. 500/= and Rs. 700/= respectively and maximum of Rs. 1000/= will be advanced to each Superintendent to meet contingent expenses at the examination centre.

Advance of money to Superintendents

Examination (General)

Articles supplied by University for the conduct of examinations



59. The following articles shall be supplied to the Superintendent by the University office: -

Answer-books, continuation sheets, graph paper, drawing paper, tracing paper and packing cloth.

The use of the following articles shall be regulated as shown below: -

- (I) Graph paper: One piece per candidate whenever required.
 - (II) Packing cloth: one meter for each packet containing more than 150 answer-books, 75 centimeters of cloth for each packet of about 125-150 answer-books and forty centimeters for a smaller packet.
60. (I) A flat rate is fixed for purchase of the following articles: -
- (i). Stitching thread;
 - (ii). Thread reel;
 - (iii). Sutli;
 - (iv). Stamping ink;
 - (v). Needles;
 - (vi). Gharas or matkas;
 - (vii). Glass tumblers;
 - (viii). Candle sticks;
 - (ix). Match box;
 - (x). Waste newspaper (for packing of answer-books and pasting on glass panes); and
 - (xi). Gum and sealing Wax, card board, etc.
- (II).The scale of the flat rate for the above articles shall be prescribed by the University from time to time.
- (III).The superintendents are, however, expected to use the articles consistent with efficiency and economy. They will not be required to furnish vouchers for payment of the above amount. A certificate to the effect that this amount has actually been spent for the articles mentioned above will suffice. The Superintendents are requested to use their own

Items of expenditure for which sanction is not necessary



- knife, pair of scissors and stamp for which no payment will be made by the office.
61. (I) Previous sanction for expenditure on postage of ordinary and registered letters and parcels, railway freight and octroi expenses is not required, but actual payees receipts should always be attached with the bill.
- (II) Previous sanction of the Controller of Examinations for appointment of night chowkidar is not necessary. Only Superintendents appointed at outstation are allowed to employ a night chowkidar for safe custody of question-papers as per the rates/ remuneration, fixed/ prescribed by the University from time to time, per night, for the days of written examination.
62. Previous sanction of the Controller of Examinations for the following expenditure should immediately be obtained on the prescribed form (in duplicate) : -
- (I) Arrangement of urinal: Only one pot and one commode (earthen) per urinal where pacca urinals are not available nearby. At a combined centre for boys and girls two separate urinals should be arranged.
- (II). Carriage: When carts and coolies are engaged to transport the furniture to and from the examination hall, the number of carts/ coolies, the rates fixed by the Municipality and the capacity of each cart/ coolie to carry the number of pieces of furniture should be mentioned while asking for sanction.
- (III). Kanats for purdah arrangements, if necessary. The number of Kanats required and the rate of hire per day should always be mentioned. These items shall be admitted only on a certificate of the Inspector-cum-Chief Superintendent of the centre concerned.
63. Cooling arrangements are not permissible without approval of the Vice-Chancellor. However, arrangements for heating shall be accommodatable during winters.
64. The Superintendent and the Assistant Superintendent can accommodate the expenditure to be incurred on



purchase of following items out of the provision made available under Regulation No. 59 (I-II).

- (1) Plain Paper
- (2) Pen Ink
- (3) Pins
- (4) Tags
- (5) Pencils
- (6) File covers

The superintendent shall be required to furnish a certificate to the effect that the amount has actually been spent for the purchase of the articles mentioned above.

65. In order to avoid lengthy correspondence and delay in payment, the superintendent should prepare the bill strictly in accordance with the following instructions:-
- (I) The details of the expenditure incurred on account of postage on registered letters, registered parcels and ordinary letters should be given separately on different statements. The expenditure on ordinary postage should always be supported by postal receipts. The items should be totaled and signed by the Superintendent.
 - (II) The appointments of inferior staff should always be made in accordance with the Regulations. No payments will be made for additional inferior staff except when it has been appointed with previous sanction, a copy of which should be enclosed with the bill.
 - (III) As regards expenditure incurred under Regulation 60, 61 and 64, a certificate from the Superintendent to the effect that the amount has actually been spent should invariably be attached with the bill failing which the expenditure billed for will be disallowed. It should be noted that no payments beyond the maximum prescribed under these Regulations shall be allowed in any case.
 - (IV) As regards miscellaneous expenditure the Superintendents are required to charge for those items of expenditure only for which proper sanction



- has been obtained and enclosed with the bill. No item of expenditure should be included in the bill for which sanction has not been obtained.
- (V) The Superintendent should note that expenditure shown in the bill should always be supported by vouchers. The receipts of the payee should invariably be obtained on the face of the memo, bearing the words "Received the payment in full".
- (VI) Conveyance charges to a Superintendent and other staff engaged for the conduct of a particular examination will be paid at the rates already fixed by the University for the purpose.
- (VII) The bill should be signed, stamped and receipted at the places meant for the purpose.
66. The list of papers etc. that the Superintendent must receive from the University is given in Appendix I.
67. This list of papers that the Superintendent is required to return to the University is given in Appendix II.
68. The scale of automatic deductions from the remuneration of Superintendents for various irregularities is given in Appendix III.

EVALUATION OF ANSWER-BOOKS AND CONDUCT OF PRACTICAL EXAMINATIONS

- 1 These Regulations shall apply to all the examiners both in the written examination and practical unless in the case of practical examiners and the examiners working together at the Evaluation Centre/ Centres fixed by the University; these are repugnant with Regulations 37 & 38. *Application*
- 2 I. The names of examiners and the entire correspondence conducted with them are kept strictly confidential. The examiners are, therefore, requested to keep their appointments strictly confidential and not disclose under any circumstances, whatsoever, their identity as examiners of the University. *Secrecy*
- II. All communications of whatever nature, in regard to matters pertaining to examinations shall be addressed to



the Controller of Examinations or any other officer authorized by him for the purpose, by name, in closed covers, and in no case by means of post cards. Sub-examiners shall forward all documents through their Head Examiners. The envelopes containing such communications shall not indicate the name and address of the examiner.

- III. If at any time it becomes necessary for an examiner to visit the University office in connection with the work entrusted to him/ her or payment of his/ her remuneration, he/ she will see no person other than the Controller of Examinations or any other officer authorized for the purpose.
 - IV. The examiners are requested to keep the result of the examination including the marks assigned to the candidates strictly confidential. They shall not make known to any person the nature of any correspondence that may have passed between them and their Head Examiner or the Controller of Examinations. In case of leakage the person concerned is liable to disqualification. Getting assistance in the preparation of awards or marking of the answer-books shall also render an examiner liable to disqualification.
 - V. Examiners shall be responsible for the safe custody of the answer-books in their charge and they must keep them in a secure place under lock and key.
- 3
- I. On receipt of the packet of the answer-books the examiner shall first satisfy himself/herself that the seals affixed on the cover of the packet are intact. He/She shall then open the packet, count the answer-books received and check them with the memo contained inside the packet. The seals affixed on the cover shall be compared with the seal impression borne on the memo. Discrepancy, if any, in the number of answer-books shown in the memo and the actual number received by the examiner, or in the Roll Nos. or in the seals shall, at once be reported to the Controller of Examinations.
 - II. If the cover or seals are found to have been tampered with; the contents shall be removed

***Checking of
packets of
answer-books***



without breaking the seals and the empty cover returned immediately to the Controller of Examinations with a full report about the circumstances of the case.

- III. All examiners shall acknowledge on the prescribed form receipt of the packets of answer-books on the day these are received by them, indicating the number of answer-books received.
 - IV. If any answer-book or a packet of answer-books, not meant for him/her is sent by mistake to an examiner, he/she shall immediately return it to the Controller of Examinations in a sealed cover under a separate intimation.
 - V. If an examiner finds in his/ her lot an answer-book written in a script or language with which he/ she is not familiar, he/ she shall return it to the Controller of Examinations immediately when it comes in his/ her notice.
- 4
- I. The examiners shall arrange the answer-books serially before starting the evaluation and then mark them strictly in accordance with the instructions issued by the Paper-setter/ Head Examiner.
 - II. The examiners shall carefully examine the prescribed pass percentage for individual subjects and papers before proceeding with the marking.
 - III. A sub-examiner, who has to work under a Head Examiner shall within two days of the receipt by him/ her of the first packet of the answer-books send to the Head Examiner for his her approval of the standard, a test installment of 10 answer-books of average, above average and below, below candidates duly marked in accordance with the detailed instructions of the Paper-setter/ Head Examiner together with the award rolls. The Head Examiner shall communicate telegraphically if stationed outside, his/ her approval or otherwise of the standard within two days. Till the approval of the standard is received the sub-examiner shall proceed with the marking of the answer-books but shall dispatch subsequent installments of the awards and marked answer-books only after

Evaluation



receiving the Head Examiner's reply and modifying his/ her previous award, if necessary according to the Head Examiner's instructions. In case the Head Examiner disagrees with the standard of marking of a sub-examiner, he/ she will return along with detailed instructions the relevant answer-books and the award rolls to the sub-examiner within two days for re-assessment.

- IV. The examiners are not authorized to award any grace marks.
- V. No fraction other than $\frac{1}{2}$ shall be used by an examiner while awarding marks for the answers written by examinees. Half mark shall be raised only in the total number of marks awarded to a candidate in a particular paper, to the next whole number, e.g. $24 \frac{1}{2}$ to 25.
- VI. If a candidate attempts more than the required number of answers, any answer or answers written in excess of the required number shall be ignored. The examiner will see that the answer/answers which has/ have secured the least marks are ignored for this purpose.
- VII. In examining the answer-books, the examiner shall clearly indicate on the outer title page of the answer-book in the column provided for the purpose, the number of marks awarded by him/her to each separate answer. The total number of marks shall be written both in figures and words distinctly in red ink in the examiner's own hand-writing and under his/ her signature.
- VIII. The examiners shall report to the Controller of Examinations the Roll. Nos. of the candidates guilty of communicating or attempting to communicate with the examiner in order to influence him/her in the award of marks, or in disclosing his/her identity or in making peculiar marks in his/her answer-book. The answer-book or books of such candidates shall be forwarded to the Controller Examinations along with the report. An entry to this effect shall be made in the award roll against the Roll. No. of such candidate.



- IX. The sub-examiner shall send the answer-books examined by him/ her securely packed and sealed to the Head Examiner in regular weekly installments together with all the three copies of the award rolls pertaining to the relevant series of Roll. Nos. Each installment shall be accompanied by a forwarding letter on the prescribed form.
- X. On receipt of the answer-books by him/ her from his/ her sub-examiners the Head Examiner shall thoroughly check the marking of the answer-books and if he/ she is satisfied after necessary revision that a proper and uniform standard of marking has been maintained, he/ she shall transmit all the award rolls, his/ her own as well as those of his/ her sub-examiners, to the Controller of Examinations in regular weekly installments, along-with a forwarding letter on the prescribed form. The covers containing the award rolls shall be properly sealed. Each Head Examiner shall be supplied with a list of the sub-examiners showing the number of answer-books allotted and the date of dispatch of the final installment to each in order to enable him/ her to watch the progress of the work of the sub-examiners and issue periodical reminders to them.
- XI. The Head Examiner shall check thoroughly 10% of the answer-books marked by each sub-examiner, excluding the test installment of answer-books mentioned in Regulation 12 above. In case he/ she finds it necessary to a revision of more than 10%, he/ she shall seek the previous permission of the Vice-Chancellor through the Controller of Examinations. Subject to this provision the Head examiner shall invariably revise the marginal cases and also those who obtain more than 60% or more marks.
- XII. In case of the difference of opinion, the decision of the Head Examiner shall prevail. But in no case shall the Head Examiner himself/ herself increase or decrease the marks assigned to any answer-book by a sub-examiner except where the increase or decrease is not more than 5% of the marks awarded by the sub-examiner.
- XIII. In case the Head Examiner considers personal consultation with a sub-examiner necessary in order to



explain matters to him/ her in the event of his/ her work being unsatisfactory, he/ she may send for him/ her under intimation to the Controller of Examinations. In such cases only one way journey will be permitted in accordance with the T. A. Regulations of this University.

XIV. The Head Examiner shall report to the controller of Examinations cases of evaluation in which undue favour has been shown.

XV. The Head Examiner shall engage an assistant preferably of the status of a sub-examiner for checking the answer-books marked by him/ her and by his/ her sub-examiners in the light of the instructions issued to him/her in this behalf by the Head Examiner and as per detailed instructions given in Appendix IV. The payment to the checking assistant shall be made only on presentation of a bill on the prescribed form duly attested by the Head Examiner. The assistant shall maintain a diary of errors detected by him/her and the Head Examiner shall forward it to the Controller of Examinations along-with the assistant's bill.

XVI. The answer-books shall be retained by the Head Examiner for not more than a week after the final installment of awards rolls has been sent and shall be packed in serial order of Roll Nos. and dispatched in sealed packets to the Controller of Examinations.

5. Such of the examiners as are stationed within the Kashmir valley in order to save time and expense should deliver the award rolls and marked answer-books personally to the Head Examiner stationed in another town in the Valley or to the Controller of Examinations, as the case may be, for which actual expenses will be paid. Other examiners shall send the documents by registered post/ deposit at the Collection Centres constituted for the purpose from time to time.

***Dispatch of
award rolls and
marked answer-
books***

No examiner shall send the answer-books and the award rolls in the same cover or the parcel unless otherwise provided in these Regulations.

6. (I) The Time-limit for marking of answer books shall be one week for a hundred answer-books or part thereof, and shall be calculated from the date of the receipt by the examiner of the first packet of answer-books. In case the

***Time limit for
evaluation***



awards are not received by the Controller of Examinations within the prescribed period automatic deductions under rules are liable to be made from the remuneration of the examiners.

- (II) Head Examiners are allowed seven days as the maximum period from the date of receipt by them of the respective award rolls and answer-books from their sub-examiners for onward dispatch.

7. The examiners are requested not to leave their respective stations as far as possible, until the answer-books have been examined and sent to the Controller of Examinations or the Head Examiner, as the case may be. In case it becomes necessary for an examiner to leave the station he/she should communicate the change in his/her address to his/her Head Examiner/sub-examiners and the Controller of Examinations. While communicating such a change the examiner shall mention the name of the examination, subject and paper with his/her identification mark.

Leaving of station

8. The award roll is to be prepared in triplicate unless otherwise instructed.

Filling in the award rolls

- I. Such examiners as have to work under a Head Examiner, shall send the award rolls to the Head Examiner along-with the relevant answer-books duly marked by them.
- II. Head Examiners and such examiners as have to work independently of a Head Examiner, shall send (by registered post deposit at Collection Centres constituted for the purpose from time to time, in the case of out stations) the award rolls to the Controller of Examinations.
- III. The award rolls shall always be accompanied with the prescribed forwarding memo. No other papers should be sent with the award rolls. When the examiner runs short of award rolls he/she should ask the Controller of Examinations telegraphically, for more. In no case shall ordinary paper be used for writing awards.
- IV. All entries in the award roll shall be made legibly in blue black/ball point pen ink by the examiner in his/her own hand; use of pencil is strictly prohibited.



- V. Roll Nos. shall be entered serially and different half centurial series shall be kept apart. A new half-centurial series shall be entered on a new sheet.
- VI. Awards of Roll Nos. belonging to the same half-centurial series shall be entered on one award sheet (not page) in serial order. A half-centurial series is a continuous series of numbers from one to fifty; 1-50, 51-100, 101-150, 151-200, 1001-1050 and the like are half centurial series.
- VII. In no case shall any Roll Nos. belonging to more than one half centurial series be entered on the same award sheet.
- VIII. Whenever there is a break in the continuity of Roll Nos. belonging to the same half centurial series, the examiner while writing Roll Nos. on the award sheet, shall leave a gap of a couple of spaces to indicate the break.
- IX. Roll No. of absentees shall invariably be mentioned on the relevant award roll.
- X. Only one Roll No. shall be entered in one space.
- XI. No entry in the award rolls shall be erased. Corrections shall be avoided. If a correction is unavoidable, it shall be made neatly by drawing a line across the wrong figure or word and noting the correct figure or word instead. No over-writing is permitted. Each such correction must be initialed by the Head Examiner, where there is one.
- XII. The total number of marks both in figures and words shall be shown against the correct Roll Nos.
- XIII. No fractional marks shall be given in the award roll.
- XIV. The name and year of the examination, the name of the subject and paper, and the number of passes and failures, after reference to the schedule of minimum pass marks shall be noted on each copy of the award roll.
- XV. Each page of the award roll shall be signed legibly in full (not initialed) by the examiner, the Head Examiner, if any, and the checking assistant to the



Head Examiner. Use of signature stamp is strictly prohibited.

9. Every examiner shall send to the Controller of Examinations after completing the evaluation of answer-books, a report on the prescribed form, on the general character of the answer-books examined by him/her making suggestions, if any, for improvement in the standard of teaching. These reports shall be sent within one week of the dispatch of the final installment of awards. The sub-examiners shall send their reports through the Head Examiners. **Report regarding general character of the answer-books.**
10. The Head Examiner shall send to the Controller of Examinations on the prescribed form a confidential report of the work done by each of his/her sub-examiners, intimating the number of errors, if any, committed by them. This report together with the report regarding receipt and dispatch of award rolls of sub-examiners shall be sent along with the bills of remuneration. **Confidential Report**
11. I. The sub-examiners should send their bills of remuneration through the Head Examiner, and other examiners to the Controller of Examinations. **Payment of bills**
- II. The attention of the Head Examiners is drawn to the fact that payment to sub-examiners cannot be made until the Head Examiners' confidential report, statement of errors and omissions and other documents are received.
- III. No remuneration shall be paid except on receipt of the bill on the prescribed form.
- IV. Revenue stamp of Rs. 1/= should always be affixed on the bill for a claim of Rs. 20/= and above.
- V. The contingent expenses should be claimed on the form prescribed for the purpose which should be appended to the bill along with the necessary vouchers attested by the examiner.
- VI. Payment shall be made after the declaration of result of the examination for which a person has acted as examiner/checking assistant.



- VII. Save with the special sanction of the Vice-Chancellor no claim for money due from the University shall be valid unless made within one year of the date on which the payment fell due.
12. The detail of the automatic deductions fixed for mistakes and unauthorized delay committed by the examiners in their work is given in Appendix V. *Automatic Deduction*
13. The scale of contingent expenses payable to examiners is given in Appendix VI. *Contingent expenses*
14. Notwithstanding anything contained in the foregoing paragraphs in regard to the procedure for evaluation of answer-books, the Vice-Chancellor may, whenever he/she considers necessary, in order to expedite the standard of assessment in a particular examination or examinations, authorize the evaluation of answer-books in that examination/s in the manner prescribed below:- *Evaluation Centre*
- I. The Head Examiner and all his/ her sub-examiners shall be called to a particular place.
 - II. They will discuss and frame detailed guide-lines after giving consideration to complaints, if any, against question papers for assessment of answer-books in the subject/ paper allotted to them. The Head Examiner shall then distribute the answer-books, supplied to him/her by the Controller of Examinations at the centre fixed for evaluation of answer-books, among the sub-examiners equally, as far as possible.
 - III. Each sub-examiner shall evaluate not less than 20 answer-books per day.
 - IV. The Head Examiner shall closely supervise the work of the sub-examiners and side by side revise the answer-books marked by them to the extent authorized by the Vice-Chancellor.
 - V. The award rolls shall be prepared by each sub-examiner bi-weekly and submitted to the Controller of Examination through the Head Examiner and the checking assistant nominated by the Controller of Examinations.



- VI. The Controller of Examinations shall supply to each Head Examiner a steel box in which the Head Examiner shall keep the answer-books in safe custody.
15. (I) The Practical examiner shall examine and mark at the examination centre, the note-books of the candidates who are appearing in examination for the first time. The examiner shall satisfy himself/herself that the note books are signed by the teachers concerned and counter-signed by the Head of the Department in the subject concerned. The failure students appearing as private candidates are not required to present their note-books and the marks allotted for the note-book in the question paper shall be added to the marks allotted to the viva-voce test.
- (II). Examiners shall lay emphasis on the actual work done by the candidates in the laboratory.
- (III). Late arrival of candidates at the practical examination centres may be permitted by the examiners only up to a maximum of ten minutes on payment of penalty of Rs. 10/= by each candidate. The amount of penalty recovered from such candidates shall be remitted to the University as soon as the practical examination of the concerned group is over.
- (IV). The examiner shall keep a complete record of the answer-books and continuation sheets issued to the candidates.
- (V). Subject to confirmation by the Controller of Examinations, an examiner shall have the power to effect change, on the recommendation of the Principal of the College where the examination is held, in the date of science practical examination of a candidate and examine him/her on any other scheduled date with another group of students, provided satisfactory evidence is produced that the change was called for.
- (VI). In the case of B.A/B.Sc/B.Com/B.C.A/B.B.A/BIT and similarly other placed examinations where there are sub-examiners, they shall abide by the

*Practical
examination*



instructions of the Head Examiner, if any. Their work shall also be subject to an inspection by the inspector if any, appointed by the University under the relevant statutes.

- (VII). In such examinations in which there is a Board of Examiners consisting of external and internal examiners for the conduct of practical and viva voce, the candidates shall be examined jointly by them and the awards signed by both the examiners.
- (VIII). The practical test held at two or more centres in the same examination by the same examiner shall be taken as one examination and remuneration shall be calculated accordingly.
- (IX). Every examiner shall send to the Controller of Examinations after completing the examination, a report on the prescribed form, on the general character of the work of the examiners and the observations recorded by him/her while conducting the examination. He/She will also make suggestions, if any, for improvement in the standard of teaching and maintenance of apparatus and laboratory equipment. The report shall be sent to the Controller of Examinations by name within one week of the dispatch of the final installment of award rolls. Sub-examiners shall send their reports through their Head Examiners.
- (X). The Head Examiners if any, shall revise upto 20% answer-books marked by each sub-examiner at random in the case of B.A/B. Sc/B. Com/B.C.A/ B.B.A/BIT and similarly other placed examinations, including marginal cases and those obtaining 60 or more marks.
- (XI). The examiners shall maintain a chart showing the award of marks to each candidate for various steps in individual questions and shall send these charts to the Head Examiner, if any, along-with the award rolls and the answer-books.
- (XII). Award rolls and the answer-books securely packed and sealed, shall be sent in the following manner within 24 hours of the date of the termination of



the practical examination of the concerned group, unless otherwise instructed:-

- (a). In the case of each practical examination in which there is a Head examiner, the award rolls and the answer-books shall be packed together by the sub-examiner in one bundle (after the answer-books have been arranged in serial order), along with a copy of each of the relevant question-papers and instructions and the chart showing award of marks for various steps and indicated in Regulation 38 (11). The bundle shall be packed in the cover provided by the University office, properly sealed and sent to the Controller of Examinations. Examiners in Srinagar city will deliver these packets in the office of the Controller of Examinations or at a place in the city fixed by him.
- (b). The Head Examiner where there is one, after necessary revision shall send the awards in the manner indicated in Regulations 26 and 27.
- (c). In the case of practical examination in which there is no Head Examiner the award rolls and the answer-books shall be packed in two separate covers and sent to the Controller of examinations within 3 days of the completion of examination in the manner indicated in Regulations 26-27.

(XIII). The practical examiners shall abide by the general instruction contained in these Regulations.

- 16.. (I) All answer scripts of the various examinations conducted by the University before being passed on to the examiners for evaluation shall be duly coded by the Coding Officer to be appointed by the Vice Chancellor.
- (II). A person appointed to assign code numbers will forward along with his acceptance a certificate that none of his relatives has appeared in the examination for which he has been appointed.

*Appointment of
Coding Officer*



- (III). He will not leave the station before the work assigned to him has been completed.
- (IV). Before taking up the job, he will prepare a key wherein the full code roll numbers will be shown against each actual Roll. Number. Whatever the formula adopted, the code Roll Numbers be mentioned in full and not in the form of a formula.
- (V). The code Roll Numbers will be written on the main body of the scripts and the perforation slips and the slips will not be torn off immediately. The code will be assigned to at least two hundred scripts, again compared and checked, and then the slips torn off. The perforation slips will be, arranged serially, stitched in bundles of 200 and sealed in envelopes which will denote on their covers, examination, year, subject, paper and serial number of the slips contained.
- (VI). In an examination where the number of candidates is 1000 or less, only one coding officer shall be appointed. Wherever the number exceeds 1000, the Vice Chancellor may appoint two or more Coding Officers and designate the senior person among them as Head Coding Officer. In that case the key shall be prepared by the Head Coding Officer, and the Coding Officer/s appointed with him shall work under his over-all supervision and carry out all instructions that may be issued by him. The allotment of number of candidates as far as possible, shall be made equally.
- (VII). The person/s in-charge of the scheme will not remove any paper or record in connection with the assigning of code numbers to his/their residence. The key and the torn slips in sealed covers will remain under his personal custody locked in the steel almirah or trunk in the room allotted to him/them for the work.
- (VIII). The coding officer/s will hand over the record to the Assistant/ Deputy Controller or any authorized officer after he has decoded the roll numbers on the result register (Tabulator –a) and Tabulator – B).



- (IX). He/They will also give the code roll numbers against practical awards and on the statements supplied by the office in regard to the date pertaining to compartmental, exceptional illness, completion and English only, etc. categories.
- (X). The Coding officer/s shall be paid remuneration at prescribed rates per candidate, who actually appear in the examination. They shall also be authorized conveyance charges at prescribed rates per working day subject to the maximum of 20 days. The Head Coding Officer, whenever appointed, in addition to the above remuneration, shall be paid remuneration at the flat rate of Rs. 70/- (or as may be prescribed) per examination.
17. (I) The person appointed to assign code numbers will be allowed the services of a checker who will be appointed by him in consultation with the Controller of Examinations. In an examination where the number of candidates is 1000 or less only one checking assistant shall be appointed. Wherever the number exceeds 1000, two or more checking assistants may be appointed.
- (II). The checker shall be given the answer-books for final check after the perforation slips have been removed and he be directed to remove any identification mark still left. He will arrange serially the scripts; prepare a challan and handover the same, under the signature of the Coding Officer, to the Controller of Examinations or any other officer authorized by him in this behalf.
- (III). A person appointed as checking assistant will not be eligible to act as such if any of his relative is appearing in the examination assigned to him.
- (IV). Before taking up the assignment, the checking assistant will have to submit a certificate that none of his relatives has appeared in the examination for which he has been appointed.
- (V). The checking assistant shall check the answer-scripts and remove any mark of identification or entry of actual roll number from them.

*Appointment
of Checking
Assistant*



(VI). The checking assistant shall be paid remuneration at the prescribed rates per candidate plus conveyance charges at prescribed rates per working day subject to the maximum of 20 days.

1. APPOINTMENT OF SUPRVISORY STAFF ETC FOR THE CONDUCT OF PRACTICAL/CLINICAL TESTS OF THE M.B.B.S. EXAMINATIONS

- I. The number of supervisors in each practical examination of the M.B.B.S. course shall be determined by the Dean Faculty of Medicine on the basis of the number of Laboratories engaged for its conduct irrespective of the number of candidates taking examination in each laboratory.
- II. The minimum qualifications for the appointment of Supervisors engaged for the conduct of the practical examinations of the M.B.B.S. course and remuneration payable to them for this purpose shall be the same as are prescribed in respect of the theory examination.
- III. The teachers of the Medical Colleges including House Physicians/House Surgeons and Registrars shall be eligible for being appointed as supervisors for the conduct of practical examinations.
- IV. The Nurses and Laboratory Assistants working in the Departments of Clinical Subjects and the technical staff (Laboratory Assistant, Laboratory Attendant, Store Keeper and the Departmental Clerk) employed in the Departments of the non-clinical subjects in the Medical colleges, shall be paid remuneration (per candidate) as per the rates fixed/prescribed from time to time.
- V. The rate of remuneration for Human subjects in Physiology and Anatomy per candidate shall be such as may be prescribed from time to time.
- VI. The sweepers engaged in the practical examinations held in the Faculty of Medicine shall be entitled to the same remuneration as is payable to the sweepers engaged in the theory examinations. The maximum number of sweepers a Department may engage shall be as under: -

Anatomy	Six
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Other Departments Four each

2. CHANGE OF DATE/SESSION OF PRACTICAL TEST

- I. If a candidate accepted for an examination is unable to appear in or complete a practical test owing to his/her serious illness or an accident to himself/herself or on account of the death of a near relative on the scheduled date of his/her practical test or on account of any other unforeseen circumstances beyond his/her control, he/she may be given another opportunity of appearing in the test provided he/she can be accommodated within the notified programme and, as far as possible, his/her examiner is the same that would have given him/her the test in the normal course.
- II. The application of a candidate under Regulations 1 shall be entertained only if it fulfills the following conditions:-
 - a) It is submitted on the prescribed form so as to reach the Controller of Examination not later than the day following that on which the candidate was incapacitated from appearing in or completing the test through the officer who attested the application of the candidate for admission to the examination and who certifies that the candidate could not appear in or complete the test for any of the reasons mentioned in Regulation 1.
 - b) It is submitted through the officer who attested the application of the candidate for admission to the examination and who certifies that the candidate could not appear in or complete the test for any of the reasons mentioned in Regulation 1.
 - c) It is accompanied with a fee prescribed (for each subject), and a medical certificate from a medical practitioner of the rank of not less than Assistant Surgeon in case of serious illness or accident. The fee is not refundable even if the request for change is rejected.
- III. The Application of a candidate who, owing to circumstances beyond his/her control is not in a position to take a practical test on the scheduled date and desires a change in the date within the notified programme shall reach the Controller of Examinations



not less than five days before the date fixed for the conduct of his/her practical test through the attesting authority of his/her admission form accompanied with a fee prescribed (for each subject) which is not refundable even if the request for change is rejected.

- IV. Notwithstanding anything contained in the above Regulations, the application of a candidate who has missed a practical test and applies for a special test when the practical programme is over may be considered in exceptional circumstances, subject to the condition that the candidate pays a special fee of Rs. 500 (in addition to the prescribed fee for each subject) and the amount of additional expenditure involved in holding a special practical test/tests for the candidate. The fee is not refundable once the request is received in the University office.

3. INTERNAL ASSESSMENT

- I. 20% of the marks allotted to each theory paper and 50% of the marks allotted to each practical paper including field-work wherever prescribed shall be reserved for internal assessment.
- II. Record of internal assessment shall be maintained by respective Heads of University Departments/Principals of colleges, as the case may be, in a bound register.
- III. There will be no internal assessment for private candidates and in their case the marks secured in the theory/practical examinations shall be raised proportionately in lieu of internal assessment.
- IV. In all calculations, fractions less than $\frac{1}{2}$ shall be ignored and halves shall be raised to a whole only in total marks out of the maximum marks allotted for internal assessment for that paper/ practical.
- V. The Head of the Department/Principal of a College, as the case may be, shall forward before the commencement of the respective examination to the Controller of Examination the internal assessment in a consolidated form on the prescribed award rolls, in triplicate.
- VI. A regular student who fails to appear in or pass an examination and appears subsequently in the capacity



of a late college student shall be treated as a private candidate for purpose of calculation of marks in lieu of internal assessment.

- VII. The record of the internal assessment (including answer-books) shall remain in the custody of the concerned Head of the Department/Principal of a college, as the case may be. It shall be open to inspection by the University for a period not exceeding six months after the date of declaration of results of a particular University examination.
- VIII. The University shall make arrangements for the inspection of the sessional/internal assessment records of the University Departments/Colleges at least once a year. The Inspectors for the purpose shall be appointed by the Vice-Chancellor. Only one Inspector shall be appointed for inspection of sessional internal assessment record in an affiliated college/University Department.
- IX. In the case of such of the students as would migrate from other Universities and are unable to attend complete course of an examination in an affiliated college/University Department, as the case may be, internal assessment shall be calculated on the basis of such class test(s) only as is/are held within the period of their attendance.



B.A/B. Sc/B. Com. (GENERAL COURSE)

Statutes

01. The Course of Instruction for B.A/B.Sc/B.Com (General) shall extend over a period of three years. At the end of the each year an examination shall be held on such dates and at such places as may be notified by the University from time to time.
02. Students who have passed the Higher Secondary Part II (12th class under 10+2 pattern of education) examination from the J&K Board of School Education or the B.A/ B. Sc/B. Com Part I examination from this University or J&K State Board of School Education or the Intermediate Arts/ Science/ Commerce examination of the erstwhile University of Jammu and Kashmir or any other examination recognized as equivalent thereto shall be eligible for admission to the first year of the BA/ B. Sc/B.Com (General) Course.
03. The B.A/B.Sc/B.Com (General course) first year examination shall be open to a candidate who has not less than one academic year previously passed the Higher Secondary Part II (12th class under 10+2 pattern of education) examination from the J&K Board of School Education or the B.A/ B. Sc/ B. Com Part I examination from this University or from the Jammu and Kashmir Board of School Education or the Intermediate Arts/ Science/Commerce Examination of the erstwhile University of Jammu and Kashmir or any other examination from other recognized University/Board recognized as equivalent thereto;
04. Provided that in the case of a candidate who has passed the 12th class examination under 10+2 pattern of Education from the Jammu and Kashmir Board of School Education or the B.A/B.Sc/B.Com Part I examination from this University or from the J&K Board of School Education or from any other University/ Board whose examination/s have been recognized as equivalent thereto under the Statutes relating to the compartment or illness, the period of one year shall be counted from the year in which he/she was placed under compartment or was prevented from completing the examination on account of illness.



05. The B.A/B.Sc/B.Com (General course) 2nd year examination shall be open to a candidate who has not less than one academic year previously passed or secured compartment in the 1st year examination of the B.A/B.Sc/B.Com (General) course from the University of Kashmir or any other University examination recognized as equivalent thereto;

Provided that in the case of a candidate who has passed 1st year examination of the B.A/B.Sc/B. Com (General course) from this University or from any other University whose examinations have been recognized as equivalent thereto under the statutes relating to the compartment or illness, the period of one year shall be counted from the year in which he/she was placed under compartment or was prevented from completing the examination on account of illness.

06. The B.A/B.Sc/B.Com (General course) 3rd year examination shall be open to a candidate who has not less than one academic year previously passed or secured compartment in the 2nd year examination of the B.A/B.Sc/B.Com (General course) from the University of Kashmir; or any other University examination recognized as equivalent thereto;

Provided that in the case of a candidate who has passed the 2nd year examination of the B.A/B.Sc/B. Com (General course) from this or from any other University whose examinations have been recognized as equivalent thereto under the Statutes relating to the compartment or illness, the period of one year shall be counted from the year in which he/she was placed under compartment or was prevented from completing the examination on account of illness.

07. A regular candidate intending to appear in an University Examination of the Course shall be required to satisfy the following conditions: -

- i) Has been on the rolls of an affiliated college of the University for one academic year preceding the examination;

Provided that a candidate having remained on the rolls of a college for less than one academic year but having attended the corresponding course in



any other recognized University/ Institution for the period falling short of the prescribed attendance, before his/her admission to the college may be admitted to the examination as a special case;

- ii) Has his name been submitted to the Controller of Examinations by the Principal of the College in which he/she has pursued the course for the examination; and
- iii) Produces the following certificates signed by the Principal of the College which the candidate has most recently attended:
 - (i) of good conduct;
 - (ii) of having attended not less than 75% periods of the full course of lectures delivered to his/her class in each of the subjects offered,
 - (iii) of having completed the NCC/NSS training if opted (in accordance with the regulations framed in this behalf),
 - (iv) in the case of a candidate appearing in a subject, involving Practical/ Field work/map work, of having attended not less than 75% of the periods assigned to the practical work/field work/map work/survey as the case may be, the minimum irreducible number of practicals being twelve. For the subjects of Geography, Geology, Environmental Science and other such subjects which involve surveying/ field study tour in the 1st and 2nd years of the course, the field study tour shall be of the duration of three and five days (excluding journey days) respectively, which shall be confined within the state and for the 3rd year its duration shall be ten days (excluding journey days) outside the J&K State,
 - (v) of having secured minimum required pass marks as per the scheme of examination stipulated for the purpose from time to time in the internal assessment/sessional work in the subject/s involving practicals.



08. No candidate shall be eligible to appear in an examination of the course as a private candidate, offering such subject/s which involves practicals or map-work or surveying/field work.

¹Provided however, candidates appearing in B. Com (General) course privately, the practical component in respect of "Computer Application" paper shall be held in the following college/institutions and also in the Computer Centre of the University: -

1. Islamia College of Science and Commerce, Srinagar,
 2. Govt. Degree College for Women, Nawa Kadal,
 3. Govt. Degree College for Boys, Sopore
 4. M. A. M. College, Jammu.
09. The Principal of a college shall be competent to condone shortages in attendance in respect of each examination in each subject upto 5 lectures in theory and three in practicals, subject to the condition that no condonation shall be permissible in the irreducible number of practicals in the subject involving practicals as laid down in the Statutes. The Principal of a College shall have the power to condone shortages also in N.C.C. parades upto a maximum limit of 5;

Provided that the Vice-Chancellor on the recommendation of a Principal shall be competent to condone shortage in attendance by another 5 lectures in theory and three in practicals where the Vice-Chancellor is satisfied by the evidence produced by such a candidate that the case deserves consideration;

Provided further that the students whose deficiency in attendance is not condonable or is not condoned by the Principal/Vice-Chancellor under the authority vested in him/her by this statute, shall not be permitted to appear at the annual examination held for that class, but shall be permitted to appear at the subsequent examination subject to the condition that such a candidate remains on the rolls of the college as a regular student and attends the number of lectures by which he/she had fallen short of. No condonation

¹ Notification dated October 05, 1999



whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination;

Provided also that a candidate who participates in any of the following extra-curricular activities may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all the working days of his/ her absence on such account subject to a maximum of ten days in an academic year: -

1. Inter-State Sports Tournaments;
2. Inter-University Sports Tournaments;
3. Inter-College Sports Tournaments;
4. Sports Tournaments organized by the J&K Sports Council;
5. Inter-University debates, seminars, youth festivals and cultural programmes;
6. N. S. S. programme; and
7. Hikes/Trekking expedition organized by the University.

The students having actually attended N.C.C. camps shall be treated as on duty subject to a maximum of 24 days plus the period involved in traveling for purposes of condoning deficiency in attendance.

Provided, that the Vice-Chancellor on genuine grounds shall be competent to condone shortage on such account in such cases where the period exceeds the limit prescribed above.

Provided further that Special Examination be conducted in favour of such students who miss their examination due to participation in various NSS/NCC/Sports activities organized at the State and Inter University/National and International level.

10. The students shall be required to offer such of the combination of subjects with General English as core subject, as may be prescribed by the University from time to time and available with the respective college.



11. Except in the case of Geography, ²Geology, Mathematics, Electronics, Fruit Preservation and Mushroom Cultivation no candidate for B. Sc examination shall take up any subject unless he/she has passed the qualifying examination with the corresponding subjects.

Provided that: -

- i) a candidate having passed the qualifying examination with Biology or Physiology and hygiene as one of the subjects may take up Botany or Zoology or both for the B. Sc course.
- ii) a candidate having passed the 12th class examination with pre-medical group of subjects may take Botany or Zoology or both in the B.Sc course.
- iii) a candidate having passed the 12th class examination with the group of subjects not existing in this University as such but related to the subjects existing in this University may offer science subjects.
- iv) a candidate having passed the 12th class examination with the commerce group of subjects shall be eligible for admission to B. Com course.

³Provided further that the candidates having passed the 12th class examination in any discipline other than Commerce from the J&K Board of School Education or from any other Board/University recognized by the University shall also be eligible for admission to the B.Com (General) Course.

12. A candidate who has passed the 12th class examination with a particular group of Arts subjects may be allowed to change his/her subjects in the first year of the B.A course/examination.
13. A student who has passed the 12th class examination with Science/Home Science subjects may be allowed to offer Arts Subjects in the first year of the B.A course/examination.

² University Council decision dated 28-11-1994

³ University council resolution dated 28-01-2000



Provided, that the candidates having passed the 12th class examination in the discipline of Science shall also be eligible for admission to Home Science group of subject in the 1st year course.

14. A student who has passed the 12th class examination with Commerce group of subjects may be allowed to take up Arts subjects in the first year of the B.A. Course/ Examination.
13. (A) A regular student shall be allowed to change the subject/s within 15 days of his/her admission to the first year of the BA/B.Sc/B.Com (General) course.
15. No student shall be allowed to change his/her subjects in the 2nd and 3rd year of the course.
16. The examination in General English in the Faculties of Arts, Commerce, Science (including Home Science and Commerce) shall consist of two written papers each carrying 75 marks. The examination in each Arts subject shall consist of two written papers each carrying 75 marks except in the case of subjects involving practical in which case each written paper will consist of 50 marks and a practical paper of 50 marks (50% marks of which shall be reserved for internal assessment). In the case of science subjects except Electronics there shall be two written papers of 50 marks each and a practical paper of 50 marks (50% of which shall be reserved for internal assessment), In the subject of Electronics there shall be two theory papers each carrying 35 marks and a practical paper of 80 marks (50% of which shall be reserved for internal assessment).

In Indian Music there shall be two written papers each carrying 30 marks and a practical of 90 marks (50% of which shall be reserved for internal assessment). The commerce stream scheme will have four modules including that of General English. Each module shall comprise of two papers of 75 marks, as per the combination prescribed by the Academic Council. In the case of such of the papers which involve practicals, the distribution of marks will be as per the procedure laid down in the scheme of examination approved by the competent body/authority from time to time.



Provided that any change in the distribution of marks in a subject/stream shall be authorized by the Academic Council on the recommendation of the Faculty concerned. Each written paper shall be the 3 hours duration. The duration of a practical paper in a subject shall be such as may be prescribed in the syllabus.

17. The minimum period that may be spent on field work and excursions in each Academic year in the case of following science subjects shall be twelve days:
1. Botany;
 2. Zoology;
 3. Geography;
 4. Geology; and
 5. Fruit Preservation and Mushroom Cultivation;
 6. Environmental Science;
 7. Any other similarly placed subjects where field work and excursions form the course component.
18. 1) A candidate who has passed the Honours examination in an Oriental Classical Language or Modern Indian Language after 1997 from this University or any other examination from a University/ Board/ Body whose examinations have been recognized as equivalent thereto, may qualify in English only (General English)* of the 1st year examination of the B.A course after having qualified not less than one academic year previously English only/ full examination of the 12th class of the J&K Board of School Education or from any other recognized Board/Body.
- 2) A candidate who has passed the Honours Examination in an Oriental Classical or Modern Indian Language from this University or any other examination from a University/ Board whose examination have been recognized as equivalent thereto may qualify in English only *(General English) of the 2nd year examination of the BA course after having qualified in English only

*University Council resolution 2007



examination not less than one academic year previously, of the 1st year examination of the BA course from this University or from any other University whose examinations have been recognized as equivalent thereto.

- 3) A candidate who has passed the Honours examination in an Oriental Classical Language or Modern Indian Language from this University or any other examination from this University or any other examination from a University/Body whose examinations have been recognized as equivalent thereto may qualify in English only *(General English) of the 3rd year of the BA Course after having qualified in English only examination not less than one academic year previously, of the 2nd year examination of the BA course from this University or any other University whose examinations have been recognized as equivalent thereto.
 - 4) A candidate, who has passed in full the 12th class examination or the first year or 2nd year examination of the BA course, as the case may be, shall not be required to qualify again in the English only examination of the respective examination.
19. A candidate who appears in the English only *(General English) examination of the 1st, 2nd and 3rd year of the BA course, if successful shall receive a certificate to that effect after qualifying in the 3rd year examination of the course.

A candidate who has passed the examination in English only after 1987 may, if he/she so desires be permitted to complete the respective examination by appearing in the remaining subjects comprised in the Humanities group on payment of the prescribed fee at any subsequent examination but not before the expiry of one year from the date of his/her having passed the examination in full or English only of the immediately preceding examination.

*University Council resolution 2007



A candidate who has qualified in English only examination of the 1st, 2nd and 3rd year of the BA course may, if he/she so desires be permitted to complete the examination by appearing in the remaining subjects at one and the same examination (Annual/subsequent). Such a candidate shall be deemed to have completed the degree only after he/she qualifies in the subjects offered for completion of all the three examinations, simultaneously or separately.

A candidate who has qualified in English only examination of the 3rd year of the BA course after having passed the Honours Examination in an Oriental Language shall be eligible for admission to the degree of Bachelor of Arts (General).

20. A candidate who has passed Honours examination in an Oriental Classical or Modern Indian Language and English only Examination of a particular standard from this University or the corresponding examination of other University/ Board/ Body recognized as equivalent thereto, and is permitted to complete the examination under the provisions of the relevant statutes may, if he/she so desires be exempted from passing the language in which he/she passed the Honours examination;

Provided that in awarding marks for the language, pass marks shall be reckoned as representing the value of the marks in the respective examination. Such a candidate shall thus be required to qualify in one subject only in order to complete the examination. Provided, further that such candidates shall be required to offer a subject other than the language strictly in accordance with the provisions contained in statutes 9.

21. A candidate who has passed the BA/B.Sc/B.Com (General Course) from this University or any equivalent examination of a recognized University may be allowed to appear on payment of prescribed fee, at any subsequent examination in any one or more subjects comprised in the faculty of Arts except the subjects in which he/she has already passed the examination;

Provided that a candidate, if he/she so desires, may be permitted to appear in the said subject/s at the



Annual/ subsequent examination simultaneously or separately in all the three examinations of the BA/B.Sc/B.Com (General Course).

Provided further that a candidate having graduated in the Faculty of Arts/Science shall not be eligible to qualify in the additional subject/s in the Faculty of Commerce and vice versa;

22. A candidate having graduated from his University according to old pattern of examination (two years course) may if he/she desires be permitted to appear in 3rd year but in the same subjects in which he/she has graduated.
23. The minimum number of marks required to pass each examination of the B.A/B.Sc/B.Com (General) course shall be 36% in each subject (separately in the University examination, internal assessment). In case of subjects involving practicals 36% (separately in the University examination, internal assessment in theory and in the practical test).

i) **English Only**

36% in the General English and 36% in English Literature.

Provided that a candidate who is allowed to complete a particular examination or is allowed to appear in the examination in the additional subject/s under the provisions of the relevant statutes, he/she shall be required to obtain the same percentage of marks as has been prescribed hereinabove in order to qualify the examination of subject/s as the case may be.

- ii) A candidate who appears in more than one subject/module as the case may be, in 1st or 2nd or 3rd year of B.A/B.Sc/B.Com (General) examination but fails in one or more than one subject/module in the University examination and/or internal assessment by a deficiency of not more than 1% marks of the maximum marks prescribed for the subject(s)/module(s) in which he/she appeared shall be deemed to have passed the examination by adding the required number of marks in the subject(s)/module(s) to his best advantage.



Provided that if a candidate appears in one subject/module only and fails in the University examination by a deficiency of not more than two marks, he/she shall be deemed to have passed the examination by allowing the required number of marks viz; two only in the said subject/module;

Provided further that a candidate appearing under any category viz; full, exemption, English only, Completion, illness or additional subject/s whether in annual or subsequent examination shall be awarded the same percentage of grace marks as would have been awarded to him/her had he/she completed the examination in the annual session.

- iii) Candidates shall be exempted from appearing in a subject or subject(s)/module(s) as the case may be in which he/she has secured pass marks.

24. 1) A candidate who has failed to secure required %age of marks in one or more subjects/modules as the case may be in an academic session of the examination may be permitted to re-appear in such subject(s)/module(s) at a subsequent examination to be held by the University;

Provided however only such of the candidates as would have to re-appear in one subject/module only in either 1st or 2nd year examination shall be eligible to seek provisional admission/permission to the next higher class/examination at his own risk and responsibility on a clear understanding that he/she shall qualify the subject/module in which he/she has been placed under re-appear category in one subject/module within the permissible statutory chances failing which his/her provisional admission/permission to the next higher class/examination shall stand cancelled.

Provided further that a candidate placed under re-appear in one subject/module of B.A/B.Sc/ B. Com 1st year examination may join 2nd year class provisionally and/or be granted provisional permission to appear in the examination of 2nd year subject to the condition that he has qualified the Higher Secondary Part-II (10+2) examination in full



subjects. Result of BA/B.Sc/B.Com 2nd year examination shall be declared provisionally if the candidate pass the examination till the clearance of the re-appear subject of 1st year examination within permissible chances. However, the result of B.A/B.Sc/ B. Com 3rd year examination of a candidate who has re-appear in one subject either in the 1st year or 2nd year examination shall not be declared till he/she clears the backlog papers. A candidate who has passed the B.A/B.Sc/B. Com 1st year examination and has been placed under re-appear category in one subject of 2nd year shall be eligible for admission/ permission to join/appear in 3rd year class/ examination provisionally.

In case such a candidate fails to clear the re-appear subject of 1st or 2nd year examination within permissible chances, his/her provisional admission/permission to the next higher examination shall automatically stand cancelled and he/she may appear subsequently in all the subjects of the examination as a failure candidate.

Explanation

It is intended that a candidate with two re-appears in two different examinations/compartments shall not be considered for admission to the next higher class. The result of such a candidate, who has to re-appear in one subject of 1st year/2nd year examination but has appeared in the 3rd year examination provisionally, shall not be declared till such time he/she successfully completes the 1st/2nd year examination within permissible chances. In case such candidate fails to clear the re-appear subject of 1st/2nd year examination within permissible chance, his/her provisional admission/permission to 3rd/2nd year class/examination shall automatically stand cancelled and he/she may appear subsequently in all the subjects, as a failure candidate, of 1st, 2nd and 3rd year examinations if he/she fails to clear the re-appear subject of 1st year examination within the permissible chances.



If the result of higher examination of such a candidate is declared by mistake or oversight etc., the Controller of Examinations shall be competent to quash the same at any stage.

- 2) Provided further that a candidate who passes in the practical (University examination and sessionals) part of the examination of a subject/module shall not be required to appear in practical part of the examination again at the subsequent session. The marks secured by him/her in the 1st attempt shall be carried forward for compilation of his/her result.
25. There will be no supplementary examinations for 1st and 2nd year. Candidates carrying backlog will be eligible to appear in the backlog subject/module at the Annual examination only and such candidates shall be required to pass the examination within 5 subsequent chances and those failing to pass the examination within the stipulated chances shall be declared to have failed in all the subjects/modules as the case may be.
26. There will be a supplementary examination for the 3rd year only and such an examination may be held not less than 3 months after declaration of the annual examination results.
27. The candidates failing in the 3rd year examination in one or more subject/module shall be required to clear the subjects/modules of 3rd year in not more than six subsequent available chances. Candidates failing to do so shall be declared to have failed in the examination in all the subjects/modules;
28. In respect of the 1st and 2nd year examinations, the Controller of Examinations shall publish the examination results of each examination without indicating the division.
29. In the case of successful candidates the classification of the divisions shall be assessed on the basis of combined marks secured in the First, Second and Third year examinations as under: -
 - i. Those who obtain 60% or more of the aggregate number of marks shall be placed in the first division.



- ii. Those who obtain 50% marks or more but less than 60% shall be placed in the 2nd division.
- iii. Those who obtain below 50% marks shall be placed in 3rd division.

A deficiency of five marks shall be condoned for purposes of placing a candidate in the first and second division.



BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. (i) These statutes may be called the University of Kashmir, Bachelor of Business Administration Statutes; *Short title and Commencement*
- (ii) These statutes shall come into force from the academic year – 2001
2. Unless the contest otherwise requires: - *Definitions*
- (i) ‘Act’ means the Kashmir & Jammu Universities Act, 1969;
- (ii) ‘Academic Year’ means academic session of a year;
- (iii) ‘Academic Session’ means a period of time commencing from the date of admission to the session till the commencement of examination of that session;
- (iv) ‘College’ means such an academic institution for the purposes of these statutes which is carrying on the BBA Programme and is affiliated to the University of Kashmir.
- (v) ‘Degree’ means the degree of Bachelor of Business Administration (BBA) of three academic years duration;
- (vi) ‘Entrance Test’ means a test for effecting admission to the BBA programme, conducted by the test conducting agency approved by the college held at Srinagar and other approved centres.
- (vii) ‘External examiner’ means a person well versed in the knowledge of business administration who is approved to act as an external examiner under University Rules, but excluding the member/s of the teaching staff of the college.
- (viii) ‘Regulation’ means a regulation as defined under section 2(h) of the Act.



- (ix) 'University' means the University of Kashmir as defined under section 2(K) of the Act.
- 3) 1) Notwithstanding anything contained contrary in any statute or regulation for the time being in force but subject to the Act and the general policy of the college and the University, there shall be;
- Nature & Duration***
- (i) a full time regular Programme spread over three academic years comprising of three academic sessions designated as Bachelor of Business Administration (BBA)
- (ii) an examination at the end of each academic session for the course/s offered which shall be held in accordance with the procedure laid down under these statutes.
- Provided that the candidate shall not be entitled to appear in any other examination of this University or any other University while pursuing the BBA Programme.
- Provided further that any candidate who is granted admission in any other Programme of this university or any other University, college or Institution while pursuing this course, his/her admission in this Programme shall be liable to be cancelled.
- 2) Notwithstanding anything contrary in these statutes a student shall have to complete BBA Programme within the maximum period of six years from the date of admission.
4. Subject to the provisions of the Act. Statutes, Regulations & the guidelines prescribed by AICTE, UGC & the University from time to time the admission to BBA course shall be open to a candidate who has obtained any one of the below mentioned qualifications with 50% marks in aggregate (45% in case of candidates falling under Reserved Categories).
- Requisite Qualifications***
- (i) Higher Secondary part – II (12th Class) under 10+2 scheme in Arts/Science/Commerce/Management.
- (ii) Obtained any other qualification recognized by the Kashmir University as equivalent to the



qualifications laid down in clause (i) mentioned above.

5. (i) Subject to the provisions of statute 4, a candidate shall have to appear in the written test in accordance with the regulations prescribed by the College/University from time to time.

Mode of Admissions

Provided that where no candidate applies or appears for written test under a particular category or categories the seat(s) shall be deserved and shall be filled up from the open merit in order of merit.

- (ii) The selection of a candidate for admission to the course shall be strictly based on his/her performance in the BBA written test.

Regulation I

- (i) Subject to the general policy of the college and University prescribed from time to time, applications for admission to the BBA programme shall be invited by the principal of the college through advertisement in local dailies.
- (ii) A candidate seeking admission to the BBA Programme shall be required to pay such a non-refundable amount as an application fee as may be prescribed by the college from time to time.

Regulation II

Subject to the general policy of the College and University prescribed from time to time the total number of seats for admission to BBA Programme shall be 30 seats of which 40% seats shall be filled up by the candidates claiming benefit of any of the reserved categories specified by the State Government from time to time. However the candidates claiming benefit of any of the reserved category shall be required to produce the documentary evidence from the concerned competent authority.

Number of Seats

6. Subject to the changes to be made by Board of Studies from time to time the course structure of BBA programme as adopted by the Board of Studies shall be as reflected in regulation III.

Course Structure



- (i) There shall be five units in each course of the programme.
- (ii) The maximum marks for theory examination in each course shall be 80, except in the courses as reflected in sub-clause (iv) of Statute 6.
- (iii) There shall be Internal Assessment in each course carrying 20 marks to be conducted by the teacher concerned and the awards submitted to the Controller of Examinations through the Principal of the college one month prior to the start of examination.
- (iv) In case of the courses, Computer Application – I, Computer Application – II and Computer Application – III, the distribution of marks shall be as follows:-

Theory	50 Marks
Practical	30 Marks
Internal Assessment	20 Marks

Regulation III

Course Structure

Course No	Course Title	Distribution of Marks		
		Semester Exam	Internal Assessment	Total
BBA 1st Yr.				
BBA – 101	Communicative English	80	20	100
BBA – 102	Business Mathematics	80	20	100
BBA – 103	Management Processes	80	20	100
BBA – 104	Principles of Economics	80	20	100
BBA – 105	Business Laws	80	20	100
BBA – 106	Fundamentals of Accounting	80	20	100
BBA – 107	Computer Application – I <i>Theory 50 Practical 30</i>		20	100
BBA 2nd Yr				
BBA – 201	Business Communication	80	20	100
BBA – 202	Human Resource Management	80	20	100
BBA – 203	Marketing	80	20	100



Course No	Course Title	Distribution of Marks		
		Semester Exam	Internal Assessment	Total
BBA – 204	Management Financial Management	80	20	100
BBA – 205	Production Management	80	20	100
BBA – 206	Business Statistics	80	20	100
BBA – 207	Computer Application – II <i>Theory 50 Practical 30</i>		20	100
BBA 3rd Yr				
BBA – 301	Business Taxation	80	20	100
BBA – 302	Managerial Economics	80	20	100
BBA – 303	Management Accounting	80	20	100
BBA – 304	Quantitative Techniques	80	20	100
BBA – 305	Security Analysis & Portfolio Management	80	20	100
BBA – 306	Entrepreneurial Development	80	20	100
BBA – 307	Computer Application – II <i>Theory 50 Practical 30</i>		20	100

7. (1) Subject to the provision of the Act, the examination for each academic session of BBA Programme shall comprise of theory examination and Internal Assessment. **Examination & Eligibility**
- (2) The examination shall be held at the end of each academic year.
- (3) Each course shall have five units and one question with one option shall be set from each unit in theory examination. The student shall be required to answer these five questions in three hours duration.
- (4) The examination in each year shall be open to: -
- a) a regular student who produces the certificate(s) signed by the Principal of the college or any other teacher of the college authorized by him/her in this behalf;
 - (i) of possessing a sufficiently good character;



- (ii) of having attended the prescribed number of lectures; including sessionals etc. delivered/ conducted during the semester;
 - (iii) of having secured required percentage of marks in internal assessment.
 - b) a candidate who was otherwise eligible to appear in the examination of a particular academic year, but
 - (i) did not appear, or
 - (ii) was unable to pass the examination in any paper/s
 - (iii) was not eligible to appear previously due to shortage but has now attended the required lectures and has become eligible to appear.
8. (i) Notwithstanding anything contained contrary in the statutes, regulations for the time being in force, evaluation of students through examination in theory papers of 1st, 2nd and 3rd year of BBA programme shall be complemented by a separate mechanism of Internal Assessment. *Internal Assessment*
- (ii) The Internal Assessment carrying 20 marks in all courses shall be conducted by the teacher concerned in accordance with the procedure prescribed during an academic session.
- (iii) The teacher in-charge for assessment shall submit the award rolls to the Principal of the College immediately after the class work of that year comes to an end for onward transmission of the same to the Controller of Examinations before the commencement of the examination of that academic year.
9. Subject to the provisions of Statute 7 of these statutes, examination form(s)/Application(s) duly filled up alongwith prescribed fee and certificates shall be forwarded by the Principal of the College before the proposed date of commencement of examination to the Controller of Examinations who shall admit them in the said academic year of BBA examination. *Examination Forms etc.*



10. (i) No candidate shall be deemed to have completed the prescribed course unless he/she has attended sixty six percent (66%) or more of the lectures delivered during an academic year for which the examination is to be held including seminars, case discussions and field trips. *Attendance*
- (ii) Any candidate who falls short of attendance in a subject(s) in an academic year, shall not be eligible to appear in that particular subject(s) in which he/she is falling short of attendance.
11. (1) Without prejudice to the generality of the foregoing provision where any candidate falls short of attendance in any academic session, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the: - *Condonation*
- (i) Principal of the College upto a maximum of 5%
- (ii) Vice Chancellor of the University upto a maximum of 5% over and above the condonation limit of the Principal of the College.
- Provided that no condonation in shortage shall be permitted by the Vice-Chancellor of the University unless the same is recommended by the Principal of the College
- (2) Notwithstanding anything contained contrary in any statute, a candidate who participates in any one or more of the activities as described in Regulations – IV of these statutes, may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 30 days in an academic session, during the period of his/her absence on such account provided the student has taken prior permission from the Principal of the College for participating in the activity.
- The candidate participating in such event must produce a copy of the certificate to the Principal of



the College within ten days from the end of the event, failing which no such benefit shall be given.

- (3) Subject to the provisions of statute 10 any candidate who falls short of attendance and wants to pursue the course shall be required to remain on the rolls of the college as regular student in the next academic session in which he/she is detained.

Regulation – IV

For the purposes of statute 11, the activities shall include:

- (i) Inter-state sports tournaments;
- (ii) Sports Tournaments organized by the J&K Sports Council;
- (iii) Inter college Sports Tournaments;
- (iv) Inter University debates, seminars, youth festivals and cultural programmes;
- (v) Inter university sports tournaments;
- (vi) NCC or NSS Programmes;
- (vii) Hikes, Trekking, expeditions organized by the University;
- (viii) Inter – College Tournaments/Debate(s)

Provided that the candidate has been officially deputed by the College or the University to participate in such activities.

12. (i) Subject to the provisions of the Act and these statutes, a candidate is required to seek 40% marks for passing a course both in theory examination and internal assessment separately. In case of the courses involving practicals, a candidate shall be required to secure 40% marks in practicals, theory examination and internal assessment separately for passing that course.
- (ii) A candidate who appears in more than one subject in 1st, 2nd or 3rd year of BBA examination but fails in one or more than one subject in the University examination and/or internal assessment by a

Promotion



deficiency of not more than 1% marks of the maximum marks of the subjects in which he appeared shall be deemed to have passed the examination by adding the required number of marks in the subject(s) to his best advantage.

Provided, that if a candidate appears in one subject only and fails in the University examination by a deficiency of not more than two marks, he shall be deemed to have passed the examination and the required number of marks upto two only shall be added in the subject.

Provided, further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

- (iii) There will be no supplementary examination for 1st and 2nd year. Candidates carrying backlogs and as such shall be eligible to appear in the backlog papers at the Annual examination only;
- (iv) Candidates carrying not more than 3 backlog papers of the 1st year or 2nd year or both will be allowed to appear in the final examination;
- (v) There will be a supplementary examination for the 3rd year only/and such an examination will be held not less than 3 months after declaration of the Annual examination result. In case of students, having backlogs of earlier 1st year and 2nd year, the result of the Final year will not be declared until they clear the backlogs;
- (vi) The Final Year students failing in the examination will have to clear the subjects of 3rd year in not more than 6 chances i.e., main followed by supplementary; following Annual and next supplementary.
- (vii) The candidates shall be declared to have completed the BBA programme when he/she passes all the courses of all the three academic years of the BBA programme.



13. Subject to the provisions of the statute 12 of these statutes, a candidate who has failed to secure required percentage of marks in one or more papers in an academic session of the said examination may be permitted to re-appear in such paper(s) at a subsequent examination to be held by the University; **Re-appear**
14. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible publish the list of successful candidates on the basis of the combined results of the three years of BBA examinations specifying the courses of study with and the distinctions if any, obtained by the student(s) on the basis of which the degree of Bachelor of Business Administration shall be awarded. **Declaration of Result & Award of Degree**

Regulation V

The Scheme for determining division shall be as follows:

- i) 75% or more aggregate of marks....Distinction
- ii) 60% or more but less than 75%
of the aggregate of marks 1st Division
- iii) 50% or more but less than 60%
of the aggregate of marks 2nd Division
- iv) 40% or above but less than 50%
of the aggregate of marks 3rd Division

Provided that where a student is having a deficiency of one mark for obtaining first division or distinction, he/she shall be deemed to have obtained the same.

15. The statutes pertaining to BBA course already in force shall to the extent of inconsistency with these statutes be deemed to have been repealed. **Repeal**



BACHELOR OF COMPUTER APPLICATION (BCA)

Statutes

1. Candidates having passed 12th class (10+2) examination in full from the Jammu and Kashmir State Board of School Education or any other recognized Board/ Institution equivalent thereto with at least 45 percent marks in case of open merit and 40 percent in case of reserved category (as per SRO) shall be eligible to seek admission in Bachelor of Computer Applications (BCA) course.

Provided further that:

- a. Admission shall be open to all categories of candidates irrespective of the subject stream they have/had at 10+2 level.
- b. The course shall be of three years duration.
- c. It shall be on an annual pattern basis.
- d. The admission shall be made by the concerned college/institution on the basis of written objective type Entrance Test carrying 100 marks and covering the following broad areas :
 - i. Logical ability and Reasoning 30 questions (30 marks)
 - ii. Mathematics (matric standard) 30 questions (30 marks)
 - iii. General Knowledge 20 questions (20 marks)
 - iv. General Science (matric standard) 20 questions (20 marks)

The time duration for the test shall be of 100 minutes. The entrance test once conducted shall be last and final for the particular academic session.

2. Fee structure shall be framed by the State government. However, the candidates shall have to pay the required

Eligibility



- amount of fee as prescribed otherwise for such undergraduate courses by the University from time to time.
3. Statutes as applicable to the BA/B.Sc/B.Com General course shall also apply to this course except the following:
 - a. A candidate not carrying more than 2 backlog theory papers and one practical in the 1st year shall be promoted to the 2nd year.
 - b. A candidate carrying not more than two backlog theory papers and one practical of either 1st or 2nd year shall be promoted to 3rd year.
 - c. Minimum pass percentage shall be 40% in each theory course and 40% in practicals (separately in the practical test and the internal assessment).
 - d. Candidates with 75 percent marks and above shall be distinction holders.
 - e. Candidates with 65 percent marks and above but less than 75 percent marks shall be placed in the 1st division.
 - f. Candidates with 50 percent marks and above but less than 65 percent marks shall be placed in the 3rd division.
 - g. Candidates with less than 50% marks shall be given pass certificate.
 4. Candidates shall be required to clear their backlog papers in five (5) chances and practicals in two chances only which shall include the main examination conducted for the said batch/course.
 5. A candidate who appears in more than one subject in 1st, 2nd or 3rd year of B.C. A examination but fails in one or more than one subject in the University examination and / or internal assessment by a deficiency of not more than 1% marks of the maximum marks of the subjects in which he appeared shall be deemed to have passed the examination by adding the required number of marks in the subject(s) to his best advantage.

Provided that if a candidate appears in one subject only and fails in the University examination by a deficiency of not more than two marks, he shall be



deemed to have passed the examination and the required number of marks upto two only shall be added in the subject.

Provided further that a candidate appearing under illness category in the supplementary examination shall be awarded the same percentage of grace marks as would have been awarded to him, had he completed the examination in the annual session.

6. There shall be no supplementary examination except for the 3rd year. However, the evaluation of 1st and 2nd year (both theory and practical papers) shall be done by the panel of examiners consisting of the faculty available in the University. For the 3rd year the evaluation shall be done completely by the panel of external examiners.
7. The course structure and marks shall be as may be prescribed from time to time.
8. There shall be Board of Studies for revision and prescription of syllabi of the BCA course on the same pattern as provided for other undergraduate courses in the University Act.



Annexure 1
Course Structure for Three Year (Bachelor of Computer Applications (BCA) course

BCA – FIRST YEAR

Course No	Title of the course	Marks Theory	Marks Practical
BCAI-01	Foundation course in English for Computing	150	A = 75 B = 75
BCAI-02	Computer fundamentals & PC software	100	50
BCAI-03	Foundation course in Mathematics in Computing	100	- -
BCAI-04	'C' Programming and Data structure	100	50
BCAI-05	Analog & Digital Electronics	100	50
Total Marks		550 +	150= 700

BCA – SECOND YEAR

BCAII-01	Internal Technologies and Multimedia	100	50
BCAII-02	Computer Organization and Architecture	100	--
BCAII-03	Fortran and Computer oriented numerical Methods	100	50
BCAII-04	Data Communication and Networking	100	50
BCAII-05	Introduction to Database Management	100	50
Total Marks		500 +	200= 700

BCA – THIRD YEAR

BCAIII-01	Object oriented Programming in Java	100	50
BCAIII-02	Introduction to operating system and System Software	100	50
BCAIII-03	System Analysis, Design & MIS	100	--
BCAIII-04	a) Project	200	--
	b) On – job training	- -	100
Total Marks		500 +	200 = 700



BBA-MBA INTEGRATED FIVE YEAR PROGRAMME

1. Short Title and Commencement:

- i) These statutes shall be called the University of Kashmir BBA+MBA integrated five years course statutes.
- ii) These statutes shall come into force from the academic year 2009.

2. Definitions:

Unless the context otherwise requires:

- i) 'Act' means the Kashmir & Jammu Universities Act, 1969;
- ii) 'Academic Year' means two consecutive semesters of year;
- iii) 'Entrance Test' means a test for effecting admission to the MBA Integrated programme, conducted by a test-conducting agency approved by the University of Kashmir. The entrance test shall be held at Srinagar and other approved centers outside Srinagar;
- iv) 'External examiner' means a person who is not on the pay rolls of the University and is well versed with the knowledge of business administration and is approved to act as an external examiner under statute 15 of these statutes;
- v) 'Degree' means Degree of Master of Business Administration (Integrated) spread over five academic years consisting of Ten semesters;
- vi) 'Regulations' means a regulation as defined under section 2(h) of the Act;
- vii) 'Semester' means a period of time commencing from the date of admission till the commencement of examination of that semester;
- viii) 'School' means the Business School of the University of Kashmir.



3. Nature & Duration:

1. Notwithstanding anything contained contrary in any statute or regulation for the time being in force and the general Policy of the University, there shall be;
 - i) a full time regular Programme spread over five academic years comprising ten semesters designated as 5 years BBA, MBA (integrated) programme.
 - ii) an examination at the end of each semester for the course/s offered which shall be held in accordance with the procedure laid down under these statutes.

Provided further that any candidate who is granted admission in any other programme of this university or any other University, College or Institution while pursuing this course, his/her admission in this Programme shall be liable to be cancelled.

2. Notwithstanding anything contrary in these statutes a student shall have to complete BBA, MBA (Integrated) programme within the maximum period of eight years from the date of admission.

4. Requisite Qualifications:

The admission to BBA, MBA (Integrated) programme shall be open to a candidate who has passed Higher Secondary (10+2) examination from a recognized Board with 50% marks in aggregate and 45% in case of candidates falling under Reserved Categories.

5. Age Limit:

The age of the candidate should not be more than 21 years on the day/date applications are invited for the programme by the University.

6. Mode of Admission:

- i) Subject to the provisions of statute 4, a candidate shall have to qualify the entrance test consisting of written test, group discussion and interview in accordance with the policy prescribed by the university from time to time.



- ii) *Without-prejudice to the generality of the foregoing clause, the candidates to be called for group discussion and personal interview shall be triple the number of available seats in order of merit obtained by them in the written test

Provided that if large number of candidates qualify the Written Test the total number of candidates to be called for Group Discussion and Interview shall be triple the number of available seats in order of merit under the open merit, as well as, under the reserved categories.

Provided further that where no candidate applies or qualifies or lesser number qualify than the number of seats in a particular category or categories the seat(s) shall be dereserved and shall be filled up from the open merit in order of merit.

- iii) The selection of a candidate for admission to the programme shall be strictly based on Academic merit and his/ her performance in the written Test, Group Discussion and Interview. The marks assigned to each component shall be as under:

- Academic merit of the qualifying examination
30 marks
- The Entrance merit 70 marks
- The Entrance merit shall be worked as :
 - Written 75%
 - Group discussion 15%
 - Interview 10%.

7. I. Applications for Admission:

- i) Subject to the general policy of the university prescribed from time to time, applications for admission to the BBA, MBA (Integrated) programme shall be invited through all India advertisement.
- ii) A candidate seeking admission to the MBA Programme shall be required to pay application fee (non-refundable) as may be prescribed by the University from time to time.

*University Council resolution dated 04-10-2010



II Number of seats

The total number of seats for admission to BBA, MBA Integrated Programme shall be decided by BORS from time to time.

III Admission Committee

The Entrance Test for admission to the programme shall be conducted by an agency admission Committee comprising the following shall co-ordinate with test conducting agency:

1. Dean, Faculty of Commerce and Management Studies (Chairman)
2. Director, The Business School (Member)
3. All Professors of the Business School (Member)
4. One Associate Professor from The Business School nominated by the Dean. (Member)

8. Course Structure

The course structure of programme and the scheme of examination shall be as under or as may be prescribed from time to time by the Academic Council:-

First Semester	Second Semester
IBA 101: Fundamentals of Management IBA 102: Managerial Economics IBA 103: Communication Skills IBA 104: Basic Accounting IBA 105: Computer Fundamentals	IBA 201: Organizational Behaviour IBA 202: Economic Environment of Business IBA 203: Business Law IBA 204: Business Statistics IBA 205: Operating Systems
Third Semester	Fourth Semester
IBA 301: Managerial Costing IBA 302: Direct Tax Planning IBA 303: Entrepreneur-ship and Ethics IBA 304: Operations Research IBA 305: Data Communication	IBA 401: Marketing Principles IBA 402: Human Resources Management IBA 403 Operations Management IBA 404 Financial Management IBA 405 Management Information System



Fifth Semester	Sixth Semester
IBA 501 International Business IBA 502 Basic Business Environment IBA 503 Principles of Management Accounting IBA 504 Consumer Behaviour IBA 505 Management Information System IBA 506 Compréhensive Viva	IBA 601 Service Marketing IBA 602 Industrial Relations and Labour Welfare IBA 603 Security Analysis and Investment IBA 604 Research Methods in Business IBA 605 System Analysis and Design IBA 606 Internet & Website Development IBA 607 Comprehensive Viva
Seventh Semester	Eighth Semester
IBA 701 Business Marketing IBA 702 Sales and Distribution Management IBA 703 Strategic Management IBA 704 Money and Capital Market IBA 705 Programming in C IBA 706 Information Systems for Business Organizations IBA 707 Compréhensive Viva	IBA 801 Retail Management IBA 802 Rural Marketing IBA 803 Total Quality Management IBA 804 E-Business IBA 805 Customer Relationship Management IBA 806 Enterprise Resource Planning IBA 807 Comprehensive Viva
Ninth Semester	Tenth Semester
IBA 901 Advertising and Brand Management IBA 902 Strategic Marketing IBA 903 Global Marketing IBA 904 Supply Chain Management IBA 905 Knowledge Management IBA 906 Business Process Reengineering IBA 907 Comprehensive Viva	IBA 1001 Internship

- i) The maximum marks for each course shall be 100 (70 theory paper and 30 for internal assessment). However, the courses that fall within the scope of Computer and Information Technology shall carry 40 marks for theory paper, 30 marks for practical examination and 30 marks for internal assessment.
- ii) Each course shall have four units.
- iii) The Internal Assessment in each course carrying 30 marks shall be conducted by the teacher concerned in accordance with the prescribed procedure to be



submitted to the HOD/Director in the shape of award rolls at the termination of the class work of the course for onward transmission to the Controller of Examination before commencement of examination.

- iv) There shall be a seminar & comprehensive viva of the students in each semester after fourth semester, upto ninth semester carrying 50 marks to be conducted by the committee prescribed under statute 15 of these statutes.

9. Examination:

- i) The examination for each semester of the Programme shall comprise of written papers, and Internal Assessment. However, after fourth semester there shall be three components in MBA programme i.e, written papers, Internal Assessment and Comprehensive viva-voce.
- ii) The examination shall be held at the end of each semester.
- iii) The examination in each semester shall be open to :
 - a) a regular student who produces the certificate(s) signed by the Director/HOD:
 - i) of possessing a good character;
 - ii) of having attended at least 75% of the lectures, including sessionals etc. delivered /conducted during the semester;
 - iii) of having qualified in Continuous assessment/Practicals.
 - b) a candidate who was otherwise eligible to appear in the examination of a particular semester, but
 - i) did not appear, or
 - ii) was unable to pass the examination in any paper/s
 - iii) was not eligible to appear previously due to shortage but has now attended the required lectures and has become eligible to appear.



10. Examination Forms etc:

The examination form(s) /Application(s) duly filled up alongwith prescribed fee and certificates shall be forwarded by the Director, concerned to the Controller of Examinations on such dates as may be notified from time to time.

11 Attendance:

- i. No candidate shall be deemed to have completed the prescribed course unless he/she has attended seventy five percent (75%) or more of the lectures delivered during that semester for which the examination is to be held including seminars, case discussions and field trips.
- ii. Any candidates who falls short of attendance in a course(s) in a semester, shall not be eligible to appear in examination of that particular course(s) in which he/she is falling short of attendance.

12 Condonation of shortage in attendance:

- i) A candidate who falls short of attendance in a course(s) of a semester, his/her shortage in attendee shall be condoned after sufficient cause is shown by him/her in writing in this behalf by the:-

- i) Director, upto a maximum of 5%
- ii) Vice-Chancellor by another 5%.

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless the same is recommended by the Director, The Business School.

- ii) A candidate who participates in any one or more of the following activities may for purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account provided the student has been granted prior permission from the Director:-

- i) Inter-state sports tournaments;



- ii) Sports Tournaments organized by the J&K Sports Council;
- iii) Inter College Sports Tournament;
- iv) Inter University debates, seminars, youth festivals and cultural programmes;
- v) Inter University sports tournament;
- vi) NCC or NSS Programmes;
- vii) Hikes, trekking expeditions organized by the University;
- viii) Inter-departmental Tournaments/Debate(s).

The candidate participating in such event must produce a copy of the certificate/attendance to the Director within seven days from the end of the event, failing which no such benefit shall be given.

- iii) A candidate who falls short of attendance in all courses in a semester and wants to pursue the course shall be required to remain on the rolls of the department as regular student next year of the same semester in which he/she was detained subject to depositing of prescribed fee.

13. Promotion:

- i) The pass percentage for each courses shall be 50% marks (theory & Internal Assessment separately).
- ii) Every candidate is required to secure at least 50% marks in each courses.
- iii) Promotion to the next higher semester shall be open to a candidate from even semester to odd semester in each year in case he/she-
 - (i) fulfils the statutory requirements of attendance of the odd Semester of the year;
 - (ii) obtains not less than 50% marks in internal assessment in at least 50% courses of odd semester.
- iv) A candidate shall be promoted from odd semester to even semester of each year of the programme in case he/she
 - i. fulfills the statutory requirements of attendance in the odd semester.



- ii. obtains not less than 50% marks in internal assessment in the courses of the odd semester.
- iii. Does not have more than three backlog courses at the time of promotion from odd to even semester.

14. Re-appear:

A candidate who has failed to secure required/percentage of marks in one or more papers of a semester examination may be permitted to re-appear only in such paper(s) at a subsequent examination.

15. Evaluation of the internship Report:

After ninth semester examination, all students shall be required to attend internship in an industrial/business house for eight weeks and submit a report thereon within two weeks after the completion of the internship. The report submitted by the candidate shall be evaluated by a committee consisting of the following:

1. Director;
2. One senior faculty member of the concerned school/department;
3. One external examiner to be appointed by the Vice-Chancellor out of the panel of 4 persons (academician/industrialist/Business Executives) submitted by the Director of the School.

The report shall carry 100 marks with the following break up:

- Report 70%
- Viva 30%

16. Practical and Project Report:

- (a) A student shall have to undergo 8-10 weeks practical training in approved business organizations preferably after their ninth semester;
- (b) every student shall have to write a project report based on his/her practical training in the organization after the completion of his training under the supervision of the company supervisor.



- 17.** (1) The practical training and the project study shall carry 100 marks with the following break up;
- (i) External Examiner 40
(To be conducted by the external examiner nominated by the Vice-Chancellor out of the panel submitted by the HOD).
 - (ii) Company supervisor 30
 - (iii) Project viva/seminar to be conducted by the Committee prescribed under statute 15 of these statutes 30
- (2) (i) The students shall submit the project reports in the department and the Director shall send the project report to the external examiner for evaluation
- (ii) The award rolls of project study received from the External examiner shall be forwarded by the Director to the Controller of Examinations.

17. Board of Examiners:

There shall be a Board of Examiners to evaluate the project work and conduct comprehensive viva at the end of a semester.

- (i) The Board of Examiners (project study) shall consist of
 - a) Director of the School (Chairman)
 - b) Two Teachers of the School from amongst professors/Associate Professor to be nominated by the Director of the School by rotation.
 - c) One external examiner (Academician or person from industry) to be nominated by the Vice-Chancellor out of the panel submitted by the Director of the School.
- (ii) Seminar and comprehensive viva shall carry 50 marks in each semester. Students shall be required to give seminar presentation in the department. The comprehensive viva for all semesters shall be conducted by the following Committee.



- a) Director of the School (Chairman)
- b) Two Teachers of the School from amongst professors/Associate Professor to be nominated by the Director of the School by rotation.
- c) One external examiner (Academician or person from industry) to be nominated by the Vice-Chancellor out of the panel submitted by the Director of the School.

18. Classification of division and award of degree:

- 1) The successful candidates shall be classified as under:-
 - a) 75% or more aggregate of marks Distinction
 - b) 60% or more but less than 75% of the aggregate of marks 1st Division
 - c) 50% or more but less than 60% of the aggregate of marks 2nd Division
- 2) Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible publish the list of successful candidates on the basis of the combined results of the ten (10) semester examinations specifying the course of study with areas of specialization, the divisions and the distinctions if any, obtained by the student(s) on the basis of which the degree of Bachelor of Business Administration plus Master of Business Administration (BBA+MBA integrated course/ programme) shall be awarded.

Provided a candidate after having passed the 1st to 6th semester of the course and wishes to discontinue his/her studies shall be awarded the BBA degree on production of an affidavit duly sworn in before a 1st class magistrate to the effect that he/she shall have no claim whatsoever to his/her admission to the MBA course.



MUSIC AND FINE ARTS

1. There shall be the following courses of study in the Faculty of Music and Fine Arts:-

Music

- a. Preparatory Courses Two years Course in Hindustani Music/ Dancing
- b. B. Music Course Three years Bachelor's Degree (Honours) Course in Hindustani Music

Fine Arts

- a. Preparatory Course Two years Course in Fine Arts
- b. B.F.A. Course Three years Bachelor's Degree (Honours) course in Painting, Sculpture, Applied Arts.

PREPARATORY COURSE IN MUSIC

1. Every candidate for admission to the first year of the Preparatory Course in Music must have passed the Matriculation examination of the J&K Board of School Education or any other examination recognized as equivalent thereto:

Provided that the candidates, who have passed the Pre-University or B.A./B.Sc./B.Com. Part-I or Final examination of this University or any other examination recognized as equivalent thereto and seek admission to the first year of the Preparatory Course in Music, shall be granted exemption from appearing in the subsidiary subjects i.e., General English and Sanskrit or one of the Modern Indian Languages. Such candidates shall be awarded the same percentage of marks in General English and Sanskrit or one of the Modern Indian Languages which they secured in such subjects at the Pre-University/Higher Secondary examination or any other examination recognized as equivalent thereto for assessment of their result.



Provided, further that the candidates, who have passed the English only of the Pre-University or B.A Part-I or B.A. Final examination of this University and are admitted to the first year of the Preparatory Course in Music shall be granted exemption from appearing in one subsidiary subject i.e., General English. Such candidates shall be awarded the same percentage of marks in General English which they secured at the Pre-University (English only) examination of this University for assessment of their result.

Provided also that the candidates, who have passed the High Proficiency/Honours examination in Sanskrit or a Modern Indian Language from this University after having passed the Matriculation examination in full from the J&K State Board of School Education or any other examination recognized as equivalent thereto and are admitted to the first year of the Preparatory Course in Music, shall be granted exemption from appearing in one subsidiary subject i.e., Sanskrit or one of the Modern Indian Languages. Such candidates shall be awarded the minimum pass marks in lieu of their having passed the concerned language for assessment of their result.

2. Admission to the Preparatory Course in Music shall be made by the Selection Committee consisting of the Principal of the College and two senior staff members nominated by the Principal.

For purpose of admission equal weightage shall be given to the percentage of marks obtained by the candidate in the Matriculation examination and his performance in the attitude test.

The aptitude test shall be as follows:-

Swar.	Ability to identify Shudha and Vikrit notes and to sing or play them.
Laya	Knowledge of simple Laya (like Dugan and Chougan) and the following Talas:- Teental, Keharswa, Dadra, Jhaptal.
Raga	Ability to sing simple composition in the raga



3. Admission will generally be given to the 1st year of the Preparatory Course in Music. Provided however that a candidate may be admitted directly to the 2nd year of the Preparatory Course in Music subject to the following conditions:-
 - (i) if he passes the aptitude test conducted by the College;
 - (ii) if he has passed the Pre-University/Higher Secondary or B. A. Part-I or Final examination with Music or an examination of another University or Institute recognized as equivalent either to the 1st year of the Preparatory Course in Music of this University or Pre-University/Higher Secondary or B. A. Part I or Final examination with Music of the Jammu University/J&K Board of School Education. Such a candidate shall be awarded the same percentage of marks in English and Modern Indian Language which he secured in such subjects at the Pre-University/Higher Secondary Examination or any other examination recognized as equivalent thereto while assessing the result of such candidates.
4. While making selection, seats shall be reserved for persons belonging to various reserved categories in accordance with the Jammu and Kashmir (Reservation) Rules, as adopted by the University;
5. Duration of the course shall be of two years. Candidates shall offer Hindustani Music or Dancing as their main subject and two subsidiary subjects i.e., General English and Sanskrit or one of the Modern Indian Languages taught in the Pre-University Course of this University.
6. The standard of subsidiary subjects i.e., General English and Sanskrit or Modern Indian Languages shall be of Pre-University Course of this University.
7. First year examination of the Preparatory Course in Music shall be open to :-
 - (i) a regular student who produces the following certificates signed by the Principal of the College he has most recently attended:-



- a) of good character;
- b) of having completed at least two-thirds (the date upto which classes are held shall be taken as the last date for lectures delivered for the purpose of counting) of the total lectures (lectures include practicals also) held for his class during the year;

Provided that a candidate having remained on the rolls of a College and having attended the corresponding course in any other recognized University for the period short of that prescribed before his admission to the College may be admitted to the examination as a special case;

- c) of having completed the N.C.C. training in accordance with the regulations framed in this behalf, if any;

Provided, that women students and physically handicapped students shall be exempted from N.C.C. training.

- (ii) a candidate who has completed the prescribed course of lectures in the 1st year but has been either unable to appear in the examination or unable to pass the examination;

Provided that such a candidate shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared but failed in the first instance..

8. Second year examination of the Preparatory Course in Music shall be open to-

- (i) a regular student who produces the following certificate signed by the Principal of the College he has most recently attended:-

- a) of good character;
- b) of having completed at least two-thirds of the total lectures held for his class during the year;



Provided that a candidate having remained on the rolls of a College and having attended the corresponding course in any other recognized University for the period short of that prescribed before his admission to the College may be admitted to the examination as a special case;

- c) of having completed the N.C.C. training in accordance with the regulations framed in this behalf, if any;

Provided, that women students and physically handicapped students shall be exempted from N.C.C. training.

- (ii) a candidate admitted to the second year class under Statutes 11 and 12 subject to fulfillment of other statutory requirements.
- (iii) A candidate who has completed the prescribed course of lectures in the second year but has been either unable to appear in the examination or unable to pass the examination;

Provided that such a candidate shall be eligible to appear or complete the examination within a period of three years including the year in which he was either due to appear or having appeared and failed in the first instance.

9. Any candidate, who participates in Inter-University or Inter-College Sports tournaments or N.C.C. course/camp may for purpose of condoning deficiency in attendances incurred by him/her for such participation be treated as present during his absence on this account in an academic year;

Provided that the Principal of the College shall have authority to condone shortage upto five lectures in exceptional cases only. Students falling short of required number of lectures beyond five lectures and those whose deficiency is not condoned by the Principal under the authority vested in him by the Statutes shall not be permitted to appear in the annual examination but shall be permitted to appear in the bi-annual/supplementary examination;



Provided they remain on the rolls of the affiliated/constituent college as regular students and attend two-thirds of the lectures delivered from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the bi-annual/supplementary examination;

Provided further that the number of lectures they attend is not less than the number by which they fell short;

Provided, also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual/supplementary examination.

10. The amount of admission-cum-permission fee chargeable from the students appearing in the examination shall be prescribed and notified by the University from time to time.
11. A candidate who having earned his eligibility to appear in the subsidiary subjects does not appear in the examination or has failed in one or both the subsidiary subjects at the end of the first year, shall be allowed to seek admission to the second year of the Preparatory Course.
12. Candidates who are admitted directly to the second year of this course and granted exemption in subsidiary subjects in which they have passed the Pre-University/Higher Secondary Examination and have not qualified in Modern Indian Language shall appear in such subsidiary subject as well as main subject at the end of the academic year and shall qualify the examination in accordance with the Statutes.
13. Each candidate shall be required to offer the following subjects for First year and Second year courses:-

First year

Two subsidiary subjects as under:-

1. General English Two written papers of 75 marks and of three hours duration each.
2. Sanskrit or one of the Modern Indian Language taught in the Pre-University course Two written papers of 75 marks and of three hours duration each.
3. Hindustani Music/Dancing as the main subject



Provided, that the examination shall be held in subsidiary subjects only at the end of the First year.

Second Year:

Main subject (Vocal Music/Instrumental Music/ Kathak Dancing)

Main subject comprising the following papers:-

Paper-I	General Theory	100 marks	3 hours duration
Paper-II	Applied Theory	100 marks	3 hours duration
Paper-III	Practical Test	200 marks	30 to 45 minutes duration (for each student)
Paper-IV	Performance Test	200 marks	40 to 45 minutes duration (for each student)

25% of the total marks allotted to Paper-III and Paper-IV shall be reserved for Internal Assessment.

Distribution of marks allotted to Internal Assessment shall be as under:-

- Four Periodical Tests - 40 marks
(each of 10 marks)
- Attendance - 05 marks
- Home Task - 05 marks

14. (1) Ordinarily not more than 10 students will be admitted in each subject of Vocal Music, Sitar, Violin, Tabla and Dancing of first year of the Preparatory course.
- (2) Students shall be engaged for at least 3 periods (including one period in Theory) of 45 minutes duration each in the main subject and one period of 45 minutes duration in each subsidiary subject.
- Students of the second year of this course shall be engaged for at least 5 periods of 45 minutes duration each in the main subject.



15. In order to secure a pass a candidate shall be required to obtain 33% marks in each subsidiary subject.

In order to secure a pass in the main subject (2nd year) a candidate shall be required to obtain 33% in each theory paper and 40% in each Practical/ Performance Test and 40% of the total aggregate number of marks.

Provided that a candidate who fails in one subject/paper or part thereof or in the aggregate of marks in First year examination and/or Second year examination of the Preparatory Course in Music by not more than three marks, shall be deemed to have passed the First year and/or Second year examination, as the case may be.

Provided further that a candidate after having been given the benefit of the statutory concession of three marks provided in the above clause fails by one mark only shall be deemed to have passed the examination. Such a mark shall be added in the paper or in the aggregate, as the case may be, while assessing the result of the candidate.

Note: This concession will be available only to such of the candidates who appear in all the subjects/papers of the First year and/or second year of the Preparatory Course in Music whether in annual or bi-annual examination.

16. A candidate who has obtained the requisite number of pass marks in one or more subjects or theory or practical paper/s of the examination shall be granted exemption in such subject/theory or practical papers/s in a subsequent examinations/s and if he re-appears in the examination in the remaining subjects/theory or practical paper/s and obtain the required percentage of marks as provided under statutes, he/she shall be deemed to have passed the examination.

Provided that the examination shall be completed within three consecutive chances from the date of issue of the result notification.

17. A candidate who has failed in one subject/theory or practical paper only and has earned exemption in all the remaining subjects of the Preparatory course he/she shall be eligible to join the Bachelor's Degree Course in



Music provisionally, subject to the condition that he/she passes the Preparatory Course examination in full within the number of chances prescribed in under statutes. In case, however, he/she fails to qualify the Preparatory Course examination and there are no further chances available to him/her under statutes to clear the subject/theory/practical paper, his/her result of the higher examination shall be withheld unless he/she passes in the lower examination. If he/she fails to qualify in the subject/paper within the permissible period of chances, he/she will be declared to have failed in the examination and his/her provisional admission to the higher course and/or examination shall be treated as cancelled. If the result of higher examination is declared by mistake or oversight before he/she clears the preceding examination and there is no further chance available to him/her to pass the paper, the examination shall be quashed at any stage.

18. As soon as possible after the end of the Second year examination, the Controller of Examinations shall publish list of candidates indicating against each his result.

No formal result notification will be issued for the examination conducted at the end of the 1st year of the Preparatory Course and only marks certificates shall be issued to the candidates.

19. Successful candidates shall be classified as under:-
- i) those who obtain 60% or more of the aggregate number of marks in the subsidiary and main subjects shall be placed in the 1st division;
 - ii) those who obtain 50% or more but less than 60% of the aggregate number of marks shall be placed in the second division;
 - iii) those who obtain below 50% of the aggregate number of marks shall be placed in the 3rd division;
- A candidate having obtained 75% or more marks in a paper shall be declared to have passed the examination in that paper with distinction.

Deficiency upto 1% of the aggregate number of marks required for first and second divisions shall



be condoned for the purpose of placing a candidate in the first and second division.

20. Each successful candidate shall be awarded a certificate stating the division in which he/she has passed and distinction obtained in the paper, if any.

BACHELOR'S DEGREE IN MUSIC

There shall be the following courses leading to Bachelor's Degree in Music. *Statutes*

1. Hindustani Music and 2. Dance (Kathak);
2. The course of instruction for B. Music Examination shall extend over a period of three years and the examination shall be held in two parts, viz. part I at the end of the first year i.e., in Subsidiary subjects only and final at the end of the third year in the main subjects.
3. Every candidate for admission to the B. Music Course must have passed Preparatory course Examination in Music of this University or any other examination recognized as equivalent there to.
4. Admission to the first year of the B. Music course shall be made by the Selection Committee consisting of the Principal of the college and two staff members nominated by the Principal. For purpose of admission to a particular course equal weightage shall be given to the percentage of marks obtained by the candidates in the preparatory course Examination and in the qualifying test conducted by the Institute.
5. Candidates shall offer Hindustani Music of Dance as their main subject and two subsidiary subjects i.e. General English and Sanskrit or one of the Modern India languages taught in the B.A Part I Course of this University.
6. The standard of the Subsidiary subjects i.e. General English, Sanskrit; Modern Indian Language shall be the B. A, Part I Course of this University. The candidates shall have to appear in the subsidiary subject only in the 1st year of the B. Music course.



7. First year examination of the B. Music course in subsidiary subjects only shall be open to: -

i. a regular student who produces the following certificates signed by the Principal of the College he/she most recently attended: -

a) of good character;

b) of having completed not less than one academic year previously the Preparatory Course in Music examination of this University or any other examination recognized as equivalent there to;

Provided that in case of a candidate who passes the Preparatory Course in Music Examination under the Statutes relating to rule of compartment, the period of one year shall be counted from the year in which the candidate was placed under compartment;

c) of having completed at least two thirds of the total lectures (lectures include practicals also) held for his/her class during the year;

Provided that a candidate having remained on the rolls of the College and having attended the corresponding course in any other recognized University for the period short of that prescribed period before his/her admission to the college may be admitted to the examination;

Provided further that the Principal of the College may on special reasons on be reduced in writing condone shortage in lectures upto 5 lectures in each subject; (Students falling Short of the required percentage beyond the condonable limit shall not be permitted to appear in the examination).

d) of having completed the NCC training in accordance with the regulation framed in this behalf, if any:

Provided that women and physically handicapped students shall be exempted from NCC training;

ii. Candidates who has completed the prescribed course of lectures in the first year but has been



either unable to appear in the examination or unable to pass the examination shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared but failed in the first instance.

8. Any candidate who has passed the Preparatory Course in Music and seeks admission to Bachelor's Degree in music after having passed B.A part I Examination or any other higher examination with General English/ Sanskrit/ any of the Modern Indian Languages from this University or any other recognized University shall be exempted to appear in the subsidiary Subjects.
9. The final examination of the B. Music course shall be open to: -
 - i. a regular student who produces the following certificates signed by the Principal of the College he/she has most recently attended: -
 - a) of good character;
 - b) of having passed not less than three academic years previously the Preparatory Course in Music under the Statutes relating to compartment, the period of the three years shall be counted from the year in which the candidate was placed under compartment;
 - c) of having attended not less than two thirds of the total lectures (lectures include practicals also) held for his class during the last three years;
Provided that women candidate having attended the corresponding course in any other recognized University for the period short of that prescribed period before his admission to their College may be admitted to the Examination;
 - d) of having completed the NCC training in accordance with the regulations framed in this behalf, if any;



Provided that women candidates and physically handicapped students shall be exempted from NCC training.

- ii. A candidate who has completed the prescribed/ course of lecture in the final year but has been either unable to appear in the examination; or unable to pass the examination shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared but a failed in the first instance.
10. Any candidate who participate in Inter University of Inter college sports tournaments or NSS Camps or NCC/ Cultural Activities/ Music Concepts or represents the State in any national or International competition in any fields of sports/ cultural activities with the prior approval of the Principal may for purpose of condoning deficiency in attendance incurred by him for such participation be treated as present during his absence on this account upto a maximum of 15 days only.

Provided that the Principal of the College shall have authority to condone shortage upto 10 lecture in each paper required number of lectures beyond the condonable limit shall not be permitted to appear in the annual examination. But shall be permitted to appear in the bi-annual/ supplementary examination, provided they remain on the rolls of the affiliated/ constituent college as regular students and attend to two thirds of the lectures held from the date of nest classification or the date on which they have joined whichever is earlier upto the commencement of the bi-annual/ supplementary examination.

Provided further that the number of lectures they put in is not less than the number by which they fell short;

Provided, also that no condonation whatsoever shall be allowed for deficiency in lecture for admission to the bi-annual/supplementary examination.

The amount of admission-cum-permission fee to be paid by each candidate for appearing in the respective



examinations shall be prescribed and notified from time to time.

11. A candidate who having earned his Eligibility to appear in the subsidiary subjects does not appear in the examination or has failed in or both of the subsidiary subject/s at the end of the first year shall be allowed to seek provisional admission to the 2nd year class and appear in the subsidiary subjects in the next subsequent bi-annual/supplementary and/or annual examination and if he/she is declared successful in the subsidiary subjects his provisional admission to the 2nd years class be regularized.

Provided if the candidate is unable to clear the subsidiary Subjects at the end of the 2nd year he/she shall also be allowed to seek provisional admission to the final class and appear in the subsidiary subjects in the next subsequent bi-annual supplementary and/or annual examination and if he/she is declared successful in the subsidiary subjects his provisional admission to the final class be regularized.

Provided further in case he/she is unable to clear the subsidiary subjects at the end of the final year Examination, he/she shall be required to appear in these subjects as failure under Statutes 9 (ii) and this provisional admission to 2nd year and final year class besides his/her result of the final examination shall stand cancelled. He/she shall thereafter be required to earn fresh eligibility to appear in the same.

12. If a candidate secures pass marks in a subsidiary subject, he/she shall be granted exemption in that subject, if he/she desires so.
13. Each candidate shall be required to offer the following subjects for the B. Music Course: -

1st year

Two subsidiary subjects as under: -

1. General English; and
2. Sanskrit or one of the Modern Indian languages taught in the University; and
3. Hindustani Music/ Dance as the main subjects



Final year

Main subjects (Vocal Music/ Instrumental Music/ Kathak Dance comprising of the following papers: -

Paper I (theory) General theory. 200 marks and of three hours duration.

Paper II (theory) Applied theory. 200 marks and of three hours duration.

Paper III (practical Test). 300 marks and 30 to 45 minutes duration for each candidate.

Paper IV (Demonstration Test) Practical. 300 marks and 40 to 45 minutes duration for each candidate.

25% of the total marks allotted to paper I and paper II and 40% of the total marks allotted to Paper III and Paper IV shall be reserved for internal assessment Distribution of marks allotted to internal assessment shall be as under: -

Four periodical tests 40 marks (each of 10 marks)

Attendance 5 marks

Home Task 5 marks

14. Number of students in each practical class may not ordinarily exceed ten. Students shall be engaged in 3 periods of 45 minutes duration each in the first year and five periods in 2nd as well as 3rd year of B. Music course. Out of these five periods two periods of 45 minute duration each in a week shall be allowed to theory classes.

One period of 45 minutes duration each for every subsidiary subject each day shall be engaged in the first year of the B. Music course.

15. In order to secure a pass in the first year of the B. Music Course a candidate shall be required to obtain 33% marks in General English 36% marks in Sanskrit or Modern Indian language. In order to secure a pass in the final Examination of the B. Music Course a candidate shall be required to obtain 33% marks in each theory paper and 40% marks in each practical/ demonstration test and 40% of the aggregate number of marks;



Provided that a candidate who appear in more than one subject/ paper and fails in one or more than one subject/ paper and/or aggregate in the first year of final Examination by deficiency of not more than 1% marks of the maximum marks of the subject/ paper in which he/she appears or in the aggregate shall be declared to have passed the first year and or in the final examination, as the case may be, by adding the required number of marks in the subject/paper/s and or aggregate to his/ her best advantage.

Provided further that if the candidates appears in one subject/paper only of the first year of the Final examination and fails in the examination for deficiency of not more than two marks he/she shall be deemed to have passed the first year and/ or the Final Examination, as the case may be, and the required number of marks up to two only shall be added in a subject/ paper and/or aggregate.

The admission cum permission forms together with the prescribed fee must reach the Controller of Examinations 60 days before the scheduled date for the commencement of the examination.

16. A candidate who appears in all the paper of the main subjects in the B. Music Examination and passes in all the paper but fails in one theory paper shall be placed under compartment in the theory paper in which he/she has failed. Such a candidate may if/he/she so desires allowed to appear in a subsequent examination in that theory paper and if he/she passes in that paper in accordance with the Statutes he/she shall be deemed to have passed the examination.

*Statutes
regarding
Compartment*

Provided, that the examination shall be completed within five consecutive chances from the date of his/her failing in that paper in the first instance.

17. If a candidate secures 40% or more marks in theory paper/s and passes in all the practical papers but has failed in the examination shall if he/she so desire be granted exemption from appearing in the practical paper/theory paper in which he/she secured 40% marks.

*Statutes
regarding
Exemption*



But in order to be deemed to have passed the examination he/she shall have to secure the pass marks mentioned in the Statute.

18. As soon as possible after the end of the final year the Controller of examination shall publish a list of successful candidates classified as under: -
- i. Those who obtain 60% or more of the aggregate number of marks in the subsidiary and main subjects shall be placed in the first division.
 - ii. Those who obtain 50% or more but less than 60% of the aggregate number of marks in the subsidiary and main subject shall be placed in the 2nd division.
 - iii. Those who below 50% of the aggregate number of marks in the subsidiary and main subjects shall be placed in the third division.
 - iv. A candidate having obtained 75% or more marks in a paper be declared to have passed the examination in that paper with distinction.
Deficiency upto 1% marks in the aggregate number of marks shall be condoned for the purpose of placing a candidate in the first or second division.
19. Each successful, candidate shall be awarded a degree starting the division in which he/she has passed and distinction obtained in the paper if any.



PREPARATORY COURSE IN FINE ARTS

1. Every candidate for admission to the Preparatory Course in Fine Arts must have passed the Matriculation examination of the Jammu and Kashmir State Board of School Education or any other examination recognized as equivalent thereto:

Provided that the candidates, who have passed the Pre-University or B.A./B.Sc./B.Com Part I or Final examination of this University or any other examination recognized as equivalent thereto and seek admission to the first year of the Preparatory Course in Fine Arts, shall be granted exemption from appearing in the subsidiary subjects i.e., General English and one of the Modern Indian Languages. Such candidates shall be awarded the same percentage of marks in General English and one of the Modern Indian Languages which they secured in such subjects at the Pre-University/ Higher Secondary Examination or any other examination recognized as equivalent thereto for assessment of their result:

Provided further that the candidates, who have passed the English only of the Pre-University or B.A. Part I or B.A Final examination of this University and are admitted to the first year of the Preparatory Course in Fine Arts shall be granted exemption from appearing in one subsidiary subject i.e., General English. Such candidates shall be awarded the same percentage of marks in General English which they secured at the Pre-University (English only) examination of this University for assessment of their result.

Provided also that the candidates, who have passed the High Proficiency/Honours examination in a Modern Indian Language from this University after having passed the Matriculation examination in full from the Jammu and Kashmir State Board of School Education or any other examination recognized as equivalent thereto and are admitted to the first year of



the Preparatory Course in Fine Arts, shall be granted exemption from appearing in one subsidiary subject i.e., one of the Modern Indian Languages. Such candidates shall be awarded the minimum pass marks in lieu of their having passed one of the Modern Indian Languages for assessment of their result.

2. Admission to first year of the Preparatory Course in Fine Arts shall be made by the Selection Committee consisting of the Principal of the College and two Senior Staff Members nominated by the Principal. For purpose of admission equal weightage shall be given to the percentage of marks obtained by the candidate in the Matriculation examination and his performance in the aptitude test.

The aptitude test shall be as follows:

- i) Colour and Sight;
 - ii) Object and Memory Drawing;
 - iii) Simple Clay Modeling; and
 - iv) Viva-Voce (General Knowledge).
3. While making selection, seats shall be reserved for persons belonging to the Reserved Categories in accordance with the Jammu and Kashmir Reservation Rule, as adopted by the University.
 4. Duration of the course shall be of two years Candidates shall offer two subsidiary subjects i.e., General English and one of the Modern Indian Languages taught in the Pre-University Course alongwith Painting, Sculpture and Applied Arts as the main subject.
 5. The standard of subsidiary subjects i.e., General English and Modern Indian Language shall be of Pre-University Course.(The candidate shall have to clear his/her subsidiary subjects in the first year of the Preparatory Course).
 6. First year examination of the Preparatory Course in Fine Arts shall be open to :-
 - i) a regular student who produces the following certificates signed by the Principal of the College he/she has most recently attended:-
 - a) of good character;



- b) of having completed at least Two-thirds of the total attendance held for his class during the year. i.e., (the date upto which classes are held shall be taken as the last dated for lectures delivered for the purpose of counting);

Provided that a candidate having remained on the rolls of the College and having attended the corresponding course in any other recognized University for the period short of that prescribed before his admission to the College may be admitted to the examination as a special case;

- c) of having completed the N.C.C. training in accordance with the regulations framed in this behalf, if any;

Provided, that women students and physically handicapped students shall be exempted from N.C.C. training.

- ii) a candidate who has completed the prescribed course of lectures in the first year but has been either unable to appear in the examination or unable to pass the examination;

Provided that such a candidate shall be eligible to appear or complete the examination within a period of three years including the year in which he was either due to appear or having appeared but failed in the first instance.

7. Second year examination of the Preparatory Course in Fine Arts shall be open to :-

- i) a regular student who produces the following certificates signed by the Principal of the College he has most recently attended:-

- a) of good character;
- b) of having attended not less than two-thirds of the total attendances held for his class during the year i.e., (the date upto which classes are held shall be taken as the last date for lectures delivered for the purpose of counting)

Provided that a candidate having remained on the rolls of a college and having attended



the corresponding course in any other recognized University for the period short of that prescribed before his admission to the college may be admitted to the examination as a special case.

- c) of having completed the N.C.C. training in accordance with the regulations framed in this behalf, if any;

Provided, that women students and physically handicapped students shall be exempted from N.C.C. training.

- ii) a candidate who has completed the prescribed course of lectures in the second year but has been either unable to appear in the examination or unable to pass the examination;

Provided, that such a candidate shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared and failed in the first instance;

Provided further, that the candidates who fail in one or both of the subsidiary subjects in the first year may be allowed to clear the same subsequently in the bi-annual or annual examination alongwith his main subjects at the end of second year.

8. Any candidate, who participates in Inter-University or Inter-College Sports tournaments or N.C.C. course/camp may, for purpose of condoning deficiency in attendances incurred by him/her for such participation, be treated as present during his/her absence of this account;

Provided that the Principal of a College shall have authority to condone shortage upto five attendances in exceptional cases only. Students falling short of required number of attendances beyond five attendances and those whose deficiency is not condoned by the Principal under the authority vested in him by the Statutes shall not be permitted to appear in the annual examination but shall be permitted to appear in the bi-annual/supplementary examination;



Provided they remain on the rolls of the affiliated/constituent college as regular students and attend two-thirds of the attendances held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the bi-annual/supplementary examination;

Provided further that the number of attendances they put in is not less than the number by which they fell short;

Provided also that non condonation whatsoever shall be allowed for deficiency in attendances for admission to the bi-annual/supplementary examination.

9. The amount of admission-cum-permission fee chargeable from the students for appearing the examination shall be prescribed and notified by the University from time to time.
10. A candidate who having earned his eligibility to appear in the subsidiary subjects does not appear in the examination or has failed in one or both the subsidiary subjects at the end of the first year, shall be allowed to seek admission to the second year of the Preparatory course.
11. Each candidate shall be required to offer the following subjects for first year and second year courses:-

First Year:

Two subsidiary subjects (to be cleared at the end of first year of the course) as under:-

1. General English Two written papers of 75 marks and of three hours duration each.
2. One of the Modern Indian Languages Two written papers of 75 marks and of three hours duration taught in the Pre-University each.
3. Painting, Sculpture and Applied Arts

Provided, that the examination shall be held in subsidiary subjects only at the end of the first year.

Second Year:



Main subjects comprising the following:-

Paper-I	Theory:	Story of Art	100 marks; three hours duration.
Paper-II	Theory:	Fundamentals of Art	100 marks; three hours duration
Paper-III	Practical:	Design in colour (Painting)	100 marks; 12 hours duration
Paper-IV	Practical:	Clay Modeling (Sculpture)	100 marks; 12 hours duration
Paper-V	Practical:	Object Drawing (Painting)	100 marks; 12 hours duration
Paper-VI	Practical:	Applied Arts	100 marks; 6 hours duration
Paper-VII	Practical:	Graphic (Lino-cut and/or wood cut)	100 marks; 6 hours duration

40% of the total marks allotted to Practical papers (Papers III-VII) shall be reserved for Internal Assessment. Distribution of marks allotted to Internal Assessment shall be as under:-

1. Four Practical Tests 32 (8 marks each)
2. Attendance 4 marks
3. Home Task/Submission 4 marks

Total: 40 marks

12. i) Ordinarily not more than 10 students will be admitted to each practical class of the Fine Arts of 1st year of the Preparatory Course.
- ii) Students shall be engaged for at least-
 - a) Four periods each of 10 working days duration in a year in each practical paper;
 - b) Two periods of 45 minutes duration each in a week for each theory paper; and



- c) One period of 45 minutes duration every day in each subsidiary subject.

13. In order to secure a pass in the first year of the Preparatory Course in Fine Arts, a candidate shall be required to obtain 33% marks in each subsidiary subject.

In order to secure a pass in the main subjects (2nd year), a candidate shall be required to obtain 33% marks in each theory paper and 40% marks in each practical paper and 40% of the total aggregate number of marks.

Provided that a candidate, who fails in one subject/paper thereof or in the aggregate number of marks in first year examination and/or second year examination of the Preparatory Course in Fine Arts may not more than three marks, shall be deemed to have passed the first year and/or second year examination, as the case may be.

Provided further that a candidate after having been given the benefit of the statutory concession of three marks provided in the above clause fails by one mark only shall be deemed to have passed the examination. Such a mark shall be added in the paper or in the aggregate, as the case may be, while assessing the result of the candidate.

14. A candidate who has obtained the requisite number of pass marks in one or more subjects or theory or practical paper/s of the examination shall be granted exemption in such subject/theory or practical paper/s in a subsequent examination/s and if he reappears in the examination in the remaining subjects/theory or practical paper/s and obtained the required percentage of marks as provided under statutes he shall be deemed to have passed the examination.

Provided, that the examination shall be completed within three consecutive chances from the date of the issue of the result notification.

15. A candidate who has failed in one subject/theory or practical paper only and has earned exemption in all the remaining subjects of the Preparatory Course shall be eligible to join the Bachelor's Degree Course in Fine Arts



provisionally, subject to the condition that he/she shall be required to pass the Preparatory Course examination in full within the number of chances prescribed under statutes and in case he/she fails to qualify the Preparatory Course examination and there are no further chances thus available to him/her under statutes to clear the subject/theory or practical paper, his result of the higher examination shall be withheld unless he/she passes in the lower examination. If he/she fails to qualify in the subject/paper within the permissible period of chances, he/she be declared to have failed in the examination and his/her provisional admission to the higher course and/or examination shall be treated as cancelled. If the result of higher examination is declared by mistake or oversight before he/she clears the preceding examination and there is no further chance available to him/her to pass the paper, the examination be quashed at any stage.

16. As soon as possible after the end of the second year examination, the Controller of Examinations shall publish a list of candidates indicating against each his/her result. (No formal result notification will be issued for the examination conducted at the end of 1st year of the Preparatory Course and only marks certificates shall be issued to the candidates).
17. Successful candidates shall be classified as under:-
 - i) Those who obtain 60% or more of the aggregate number of marks in first year and second year examination shall be placed in the first division.
 - ii) Those who obtain 50% or more marks but less than 60% of the aggregate number of marks shall be placed in the second division.
 - iii) Those who obtain below 50% of the aggregate number of marks shall be placed in the third division.

A candidate having obtained 75% or more marks in a paper be declared to have passed the examination in that paper with distinction.

Deficiency upto 1 per cent of the aggregate number of marks required for first and second divisions



shall be condoned for the purpose of placing a candidate in the first or second division.

18. Each successful candidate shall be awarded a certificate stating the division in which he/she has passed and distinction obtained in the paper, if any.

BACHELOR'S DEGREE IN FINE ARTS

1. There shall be the following courses leading to the award of Bachelors Degree in Fine Art: -
 1. Painting
 2. Sculpture
 3. Applied Arts.
2. The course of instruction of BFA examination shall extend over a period of three years and the examination/s shall be held in two parts viz, part I at the end of the First year and Final at the end of the third year.
3. Every candidate for admission to the B. F. A course in painting/ Sculpture/ Applied Arts must have passed the preparatory examination recognized as equivalent there to.
4. Admission to the First year of the B.F.A course shall be made by the Selection Committee consisting of the Principal of a College and two staff members nominated by the Principal. For purpose of admission to a particular course equal weightage shall be given to the percentage of marks obtained by the candidates in the preparatory course examination and in the qualifying test conducted by the Institute.
5. Candidate shall offer Painting/ Sculpture/ Applied Arts as their main subject and two subsidiary subjects i.e. General English and one the Modern Indian language taught in the B.A Part I course of this University.
6. The standard of the Subsidiary subject i.e General English or Modern Indian Languages shall be of the B.A. Part I course of this University. The candidates shall



have to appear in the subsidiary subject only in the first year of the B.F.A course.

7. First year examination of the B.F.A course shall be open to:

i) a regular student who produces the following certificates signed by the Principal of the College he/she has most recently attended: -

a) of good character;

b) of having completed not less than one academic year previously the preparatory course in Fine Arts of this University or any other Examination recognized as equivalent, there to;

Provided that in the case of a candidate who passes the Preparatory Course in Fine Arts under the Statutes relating to compartment, the period of one year shall be counted from the year in which the candidate was placed under compartment;

c) of having completed at least two thirds of the lectures held for his/her class during the year;

Provided that a candidate having remained on the rolls of the college and having attended the corresponding course in any other recognized University for the period short of the prescribed lectures before his/her admission to the college may be admitted to the examination;

d) of having completed the NCC training in accordance with the regulations framed in this behalf, if any;

Provided that women and physically handicapped students shall be exempted from N.C.C training;

Provided that the Principal of the college may on special reasons to be reduced in writing condone shortage in lectures up to five lectures in each subject. Students falling short of the required percentage beyond the



condonable limit shall not be permitted to appear in the examination.

- ii) Candidate who has completed the prescribed course of lecture in the first year but has been either unable to appear in the examination; or unable to pass the examination shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared but failed in the first instance.
8. Any candidate who has passed the Preparatory Course in the Fine Arts and seeks admission to the Bachelor Degree in Fine Arts after having passed B.A Part I examination or any other higher Indian Languages from this or any other recognized University shall be exempted to appear in the subsidiary subjects.
 9. The final Examination of the B.F.A course shall be open to a student who produces the following certificates signed by the Principal of the College he/she has most recently attended: -
 - i) a regular student who produces the following certificates signed by the Principal of the College;
 - a) of good character;
 - b) of having passed not less than three academic years previously the preparatory course in Fine Arts examination of this University or any other examination recognized as equivalent there to under the Statutes relating to compartment, the period of three years shall be counted from the years in which the candidate was placed under compartment;
 - c) of having attended not less than two thirds of the total lectures (lectures include practical also) held for his class during the last three years:

Provided that a candidate having remained on the rolls of a college and having attended the corresponding course in any other recognized University for the period short of the prescribed lectures before his admission to the college may be admitted to the examination.



- d) of having completed the NCC training in accordance with the regulations framed in this behalf if any:

Provided, that women candidates and physically handicapped students shall be exempted from NCC training.

- ii) a candidate who has completed the prescribed course of lectures in the Final year but has been either unable to appear in the examination or unable to pass the examination shall be eligible to appear or complete the examination within a period of three years including the year in which he/she was either due to appear or having appeared but failed in the first instance.
10. Any candidate who participates in Inter University or Inter College Sports tournaments or NSS camps or NSS/ Cultural Activities Arts Exhibitions or represents the State in any National or International Competition in any fields of Sports for purpose of condoning deficiency in attendance incurred by him for such participation to be treated as present during his absence on this account upto a maximum of 15 days only;

Provided that the Principal of the college shall have authority to condone shortage upto 10 lectures in each paper/ practical in exceptional cases only. Students falling short of required number of lectures beyond the condonable limit shall not be permitted to appear in the annual examination but shall be permitted to appear in the bi-annual supplementary Examination; Provided that they remain on the rolls of the affiliated/ constituent college as regular students and attend two thirds of the lectures held from the date of next classification or the date on which they have joined whichever is earlier upto the commencement of the bi-annual supplementary examination.

Provided further that the number of lectures they put in is not less than the number by which they fell short;

Provided, also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual/supplementary examination.



11. The amount of admission-cum-permission fee to be paid by each candidate for appearing in the respective examinations shall be prescribed and notified from time to time.
12. A candidate, who having earned his eligibility to appear in the subsidiary subjects does not appear in the examination or has failed in one or both of the subsidiary subjects at the end of the First year, shall be allowed to seek provisional admission to the Second year class and appear in the subsidiary subjects in next subsequent Bi-Annual/supplementary and/or annual examination and if he/she is declared successful in the subsidiary subjects his/her provisional admission to the 2nd year Class shall be regularized.

Provided, if the candidate is unable to clear the subsidiary subjects at the end of the 2nd year he/she shall be allowed to seek provisional admission to the final class and appear in the subsidiary subjects in subsequent bi-annual/supplementary and/or annual examination and if he/she is declared successful in the subsidiary subject his/her provisional admission in the final class shall be confirmed.

In case he is unable to clear the subsidiary subjects at the end of Final year examination he/she shall be required to appear in these subjects as failure under Statutes (9) (ii) and his/her provisional admission to the second year and final year class besides his/her result of the final Examination shall stand cancelled. He/she shall therefore be required to earn fresh eligibility to appear in the same.

13. If a candidate secures pass marks in a subsidiary subject shall be granted exemption in the subject, if he/she so desires
14. Each candidate shall be required to offer the following subjects for the B.F.A course: -

1st year

Two subsidiary subjects as under: -

1. General English
2. One of the Modern Indian Languages taught in the University



3. Painting/ Sculpture/Applied Arts as the main subject.

Final year

Main subject (Painting/Sculpture/Applied Arts) comprising of the following papers;

Painting

Paper I (Theory)	History of Indian Art	100 Marks	3 hours
Paper II (Theory)	History of Western Art	100 Marks	3 hours
Paper III (Theory)	Aesthetics	100 Marks	3 hours
Paper IV (Practical)	Painting from life (full Figure)	300 Marks	72 hours
Paper V (Practical)	Composition	300 Marks	72 hours

Sculpture

Paper I (Theory)	History of Indian Art	100 Marks	3 hours
Paper II (Theory)	History of Western Art	100 Marks	3 hours
Paper III (Theory)	Aesthetics	100 Marks	3 hours
Paper IV (Practical)	Life Study	300 Marks	72 hours
Paper V (Practical)	Composition in round	300 Marks	72 hours

Applied Arts

Paper I (Theory)	History of Indian Art	100 Marks	3 hours
Paper II (Theory)	History of Western Art	100 Marks	3 hours
Paper III (Theory)	Theory of Applied Arts	100 Marks	3 hours



Paper IV (Practical)	Illustration	300 Marks	72 hours
Paper V (Practical)	Press Advertisement	300 Marks	72 hours

40% of the total marks allotted to the practical papers and 25% of the total marks allotted to the theory papers shall be reserved for Internal Assessment.

Distribution of marks allotted to the Internal Assessment shall be as under:

Practical:

- | | | |
|----|---|----------|
| 1. | Four Periodical Tests (8 marks each test) | 32 marks |
| 2. | Attendance | 4 marks |
| 3. | Home task | 4 marks |
15. Number of students in each practical class may not ordinarily exceed ten Students shall be engaged in at least 4 periods of 10 days duration in each practical paper and 2 periods of 45 minutes duration each in a week for theory papers.
- One period of 45 minutes duration each for every subsidiary subject each day shall be engaged in the First year of the B.F.A course.
16. In order to secure a pass in the First year of the B.F.A course a candidate shall be required to obtain 33% marks in General English and 36% marks in Modern Indian Languages.
- In order to secure a pass in the Final year examination of the B.F.A course a candidate shall be required to obtain 33% marks in each theory paper and 40% marks in each practical paper with an aggregate of 40% marks. Provided that a candidate who appears in more than one subject/ paper and/ or aggregate in the first year or final examination by deficiency of not more than 1% marks of the maximum marks of the subject/ paper in which he/she appears shall be declared to have passed the First year and/ or Final examination as the case may be



by adding the required number of marks in the subject/ paper/s and/or aggregate to his/her best advantage;

Provided further that if the candidate appears in one subject/ paper only of the First year or the Final examination and fails in the examination for a deficiency of not more than two marks shall be deemed to have passed the first year and/or the Final examination as the case may be, and the required number of marks upto two only shall be added in a subject/ paper and/or aggregate.

17. A candidate who appears in all the papers of the main subjects in the B.F.A. examination and passes in all the paper but fails in one theory paper shall be placed under compartment in the theory paper in which he/she has failed. Such a candidate may if he/she so desires be allowed to appear in a subsequent examination in that theory paper and if he/she passes in the paper in accordance with the Statutes he/she shall be deemed to have passed the examination. **Compartment**

Provided, that the examination shall be completed within five consecutive chances from the date of his/her failing in that paper in the first instance.

18. If a candidate secures 40% or more marks in the theory paper/s and passes in all the practical papers, but has failed in the examination shall if he/she so desires be granted exemption from appearing in the practical paper/ theory paper in which he/she secures 40% marks. **Exemption**

But in order to be deemed to have passed the examination he/she shall have to secure the pass marks mentioned in the statutes.

19. As soon as possible after the end of the Final year the Controller of Examination shall publish a list of the successful candidates classified as under:
- i) Those who obtain 60% or more of the aggregate number of marks in the subsidiary and main subjects shall be placed in the First Division.
 - ii) Those who obtain 50% or more but less than 60% of the aggregate number of marks in the



- subsidiary and the main subjects shall be placed in the Second Division.
- iii) Those who obtain below 50% of the aggregate number of marks in the subsidiary and main subjects shall be placed in the Third Division.
- iv) A candidate having obtained 75% or more marks in a paper be declared to have passed the examination in the paper with Distinction.
- Deficiency upto 1% marks in the required aggregate number of marks shall be condoned for the purpose of placing a candidate in the First or Second Division.
20. Each successful candidate shall be awarded a Degree stating the Division in which he/she has passed and distinction obtained in the paper, if any.



**MASTERS DEGREE PROGRAMME
(MA/M.SC/M.COM/M.LIS)
(SEMESTER SYSTEM)**

1. i) These statutes shall be called M.A/M.Sc/M.LIS (Amended) Statutes 2003. *Short title*
ii) These Statutes shall come into force from the date of their notification by the University.
2. In these statutes, unless the context otherwise requires:- *Definition*
i. 'Act' means the Kashmir and Jammu Universities Act, 1969.
ii. 'Academic year' means two consecutive semesters of a year;
iii. 'Continuous Assessment' means the tests held by the concerned teaching Departments to evaluate and assess regularly the performance of the student/s during an academic year.
iv. 'External Examiner' means an examiner who is not on the pay rolls of the University of Kashmir; and
v. 'Regulations' mean Regulations as defined under section 2(h) of the Act;
vi. 'Semester' means a term commencing from the date of admission till the commencement of examination of that particular semester;
vii. 'Statutes' mean Statutes as defined under section 2(h) of the Act;
viii. 'University' means the University of Kashmir as defined under section 2(k) of the Act.
3. I. The Masters Degree Programme shall extend over a minimum period of two academic years spread over in four semesters. *Nature & Duration*



- II. A student enrolled and admitted to a programme/course shall be required to pass the said course within 5 years including the year of admission in order to be eligible for the award of the degree.
4. Subject to the policy of the University as laid down from time to time, the admission to the first semester of M.A/M.Sc/M.Com/MLIS shall be open to a candidate who has obtained Bachelor's Degree under 10+2+3 (Honours General) scheme from this University or from any other University recognized as equivalent thereto by the University; and fulfils the conditions of eligibility as laid down under Regulation 1 of these Statutes. *Admission*
5. i. The course structure for each programme shall be designed by the respective Post-graduate Departments/Centres/Institutes, keeping in view the currency and relevance of subject/s, the expertise and the infrastructural facilities available in a Department/Centre/Institute. *Course Structure*
- ii. The Course structure shall be designed by the Department/Centres/Institute in accordance with the scheme and procedure prescribed in Regulation II of these Statutes.
- Provided that a Department/Centre/Institute shall have, subject to prior authorization and approval of the Vice-Chancellor, power to affect from time to time, such minor change/s in course/s offered as are deemed desirable in the academic interest.
6. i. Except in the cases hereinafter excepted under these statutes, the subject matter of each course shall be divided into 4 or 5 units and each unit shall be compulsory, to be evaluated in accordance with Regulations III of these statutes.
- ii. The course/s shall be so arranged as to achieve a target of at least 45 hours per course in each semester.
7. i. Subject to the provisions of these statutes, a candidate shall be assessed and evaluated by an examination at the end of each semester both in theory and practical course/s; *Examination*



- ii. The candidate/s shall be required to secure 40% marks in each course including theory/practicals/field work;
 - iii. There shall be no supplementary or bi-annual examination in 1st/2nd semesters;
 - iv. Where a candidate fails in any course/s he/she shall be required to appear in such paper/s as and when the 1st/2nd semester examinations for the next batch of students shall be held;
 - v. Where a candidate fails in any course in 3rd/ 4th semester examination, he/she may appear in a subsequent examination which shall be held not before two months from the date of declaration of 4th semester examination results;
8. No candidate shall be admitted to the examination of a semester unless he/she: -
- a. is a regular student and produces the Certificate(s) signed by the Head of the Department or any other teacher of the Department authorized by the Head of the Department in this behalf in respect of:
 - i. possessing a sufficiently good character;
 - ii. having completed the prescribed course of lectures delivered/conducted during the semester;
 - iii. having qualified the continuous Assessment test.
 - b. is a candidate who was otherwise eligible to appear in the examination in a particular semester but;
 - i. did not appear or
 - ii. was unable to pass the examination in any paper(s).
9. Subject to the provisions of these Statutes, examination form(s)/Application(s) duly filled up along with prescribed fee and certificates shall be forwarded by the Head of the Department before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said semester examination.

*Examination
Forms etc*



10. I. No candidate shall be deemed to have completed the prescribed course unless he/she has:- *Attendance*
- i. attended seventy five percent (75%) or more of the lectures delivered during the Semester for which the examination is to be held;
 - ii. has attended/ participated in at least seventy five percent (75%) or more of the lectures/ seminars/practical training/field work prescribed in the syllabi for the semester;
- II. Any candidate who falls short of attendance in a subject(s) in a semester, shall not be eligible to appear in that particular subject(s) in which he/she is falling short of attendance.
- Provided that he/she shall be entitled to appear in the subject(s) in the next session after attending the deficit number of classes in next session.
- III. Any candidate who is presently pursuing the degree course on an annual pattern and is desirous of making up the shortage in a subject (s) shall be entitled to be enrolled in 1st and 3rd Semesters, immediately after the commencement of the next session;
- Provided that a candidate who falls short of attendance in a subject (s) of 2nd or 4th semester shall be entitled to be enrolled in that particular semester(s) not before the commencement of that semester;
- Provided he/she is otherwise, entitled for admission in that semester;
- IV. Where a candidate remains continuously absent from all the classes for more than 15 days in a semester, without assigning any reason, he/she shall be liable to be struck off from the Rolls of the Department by the Head, of the Department.
11. i. In particular & without prejudice to the generality of statute 10 clause (i) of these statutes where any candidate falls short of attendance in any semester, *Condonation*
- ii. it may be condoned after sufficient cause is shown by him/ her in writing in this behalf by the:-
-



- a. Head, of the Department up to a maximum of 5%;
- b. Vice-Chancellor up to a Maximum of 5%;

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Head, of the Department.

- iii. No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
- iv. Any candidate, who falls short of attendance beyond condonable limits or whose shortage in attendance is not condoned by the authorities and wants to pursue the course, shall be required to re-join the course alongwith the next batch of students of the same class to make up the deficiency by attending the required number of lectures by which he/she had fallen short. This provision shall however, be applicable only in respect of such of the candidates who have attended at least 55% classes in the said paper/s, course/s. Candidates having attended less than 55% of the lectures but not below 40% in a particular paper/s or course/s shall be considered for re-admission for making up the deficiency after depositing afresh the prescribed admission fee for the course/programme on some genuine reasons duly accompanied by sufficient documentary evidence vis-à-vis on the recommendation of the Head of the Department and Dean of the faculty. However, such a candidate/s shall appear in the examination in the next academic year alongwith the candidates of that semester, as a regular student of the same semester in which he/she is detained.

Provided a student who has completed the required attendance in a subject/s or paper/s of a particular semester/course and whose deficiency in attendance is not condoned shall be allowed to appear in the examination of that paper/s or



subject/s only in which he/she has completed the required attendance.

Provided, further that such a candidate/s shall not be granted promotion to the next higher class unless he/she passes the lower examination in full.

12. i. A candidate who participates in any one or more of the activities as described in Regulation IV of these statutes may for the purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account.
- ii. The candidate/s participating in such event must produce a copy of the certificate to the Head of the Department within seven days from the end of the event, failing which no such benefit shall be given.
- iii. The authority competent to issue the candidate's participation certificate shall bring to the notice of the Department, name, roll no of the candidate and the date (s) on which the activities were conducted within a week's period from the end of the event.

13. Subject to the provisions contained in these statutes promotion to the next higher semester shall be open to:-

Promotion

- a. A candidate from 1st semester to 2nd semester in case he/she fulfils the statutory requirements of attendance and has also passed in Continuous Assessment/Practicals/field work.
- b. A candidate from 2nd semester to 3rd semester in case he/she has passed in not less than fifty percent of courses of study, and Continuous Assessment/Tutorials prescribed for the 1st and 2nd semesters.

Provided that in case of 5 subjects, pass in 3 subjects shall be necessary.

- c. A candidate from 3rd semester to 4th semester in case he/she fulfils the statutory requirements of attendance in all courses of study including continuous Assessment/ Practicals.



- d. Any candidate who secures less than 40% marks in all the subjects including continuous assessment/tutorials/seminars etc. and fails to make up such deficiency within the stipulated period as prescribed under these statutes shall not be entitled to award of the degree. **Re-appear**
14. Subject to the provisions of statutes 7 and 8 of these statutes, a candidate who has failed to secure required percentage of marks in one or more papers of a semester examination may be permitted to re-appear in such paper(s) at a subsequent examination.
15. i. subject to statute 6 of these statutes 50% courses i.e. 1st & 2nd shall be examined internally and remaining 50% of the courses i.e. 3rd & 4th shall be examined externally and the question papers shall also be set in the same manner. The question papers shall ordinarily be set and evaluated by both external and internal examiners with a view: **Evaluation**
- a. to cover maximum themes included in the syllabus;
 - b. to assess general information on the subject;
 - c. to assess extensive and intensive knowledge of the subject and the capability to debate on it;
 - d. to evaluate the ability of summarizing ones in-depth understanding.
- ii. The moderation of question papers, if any shall be made by the concerned teacher/s in the manner that may be prescribed by the University.
- iii. The examination for each practical course shall be conducted jointly by the internal and external examiners.
- Provided that in special cases, keeping in view the nature of course/s and the specialization of the examiners, two separate internal and external examiners may be invited.
16. i. Evaluation of students through examination in theory and practical (wherever applicable) shall be complemented by a separate mechanism of Continuous Assessment examination to give weightage to collective and self study; **Continuous Assessment**



- ii. It shall cover instruction and evaluation of minimum 45 hours per semester/course based on such other components of curriculum like seminars, tutorials, project work, quiz and term papers in accordance with Regulation V of these statutes.
 - iii. No student shall be allowed to appear in the examination of a course unless he/she has secured a pass i.e. 40% in each course in the Continuous Assessment separately.
17. i. The Continuous Assessment marks shall reach the Controller of Examinations not less than 15 days before the commencement of each examination.
- ii. The marks obtained by the candidate shall be included in his/her marks sheet under the heading "Continuous Assessment" provided that in case of private candidates the marks shall be proportionately raised to 100.
18. Subject to the provisions of these statutes, where a candidate having passed the Post-graduate examination of this University wishes to improve his/her division, he/she shall be allowed once only to re-appear but only in a maximum of: -
- Improvement of Division*
- a. Four theory courses in respect of two year programme of MA/M.Sc/M.Com/M.LIS.
- Provided that the improvement of division is made within two years from the date of declaration of his/her result.
19. I. Subject to the provisions of Statute 18, where a candidate improves only the percentage of marks, he/she shall be required to surrender the earlier marks certificate(s) so as to obtain a fresh marks certificate(s);
- II. Where a candidate improves his/her division, he/she shall be required to surrender his/her degree certificate as well so as to obtain a fresh degree certificate to be issued by the University;
- III. Where the marks obtained are lower than those obtained earlier, the higher marks certificates (s) shall be retained;



- IV. The academic year indicated in the Degree shall be the one in which the candidate improves his/her division.
20. I. Subject to the provisions of the Act, Statutes and Regulations for the time being in force, a candidate shall be entitled to the award of the Master's Degree, on the satisfaction of the following conditions: -
- Award of Degree*
- i. has pursued a full time course in the concerned discipline;
 - ii. has qualified in all the theory and practical courses, wherever applicable;
 - iii. has obtained No Outstanding Certificate (NOC) from the Departmental library/Iqbal Library/Laboratories/Store, Hostel/Sports Wing etc.
- II. The candidate/s shall be declared to secure the division on the basis of overall percentage of marks obtained in accordance with Regulation VI of these statutes.
- Provided that the candidate/s secures not less than pass percentage in each theory/practical/continuous assessment for the award of the degree.
- Provided further that in case of private candidates attendance may be dispensed with for the award of degree.
- III. A candidate shall be eligible to pursue 2nd PG Programme/course after completing the 1st PG Programme/Course as a regular candidate, if otherwise eligible and that the student admitted to 2nd PG Programme/course shall not be eligible for the hostel facilities.
21. **Miscellaneous**
- I. Candidates seeking admission to a Masters Degree Programme/Examination must have passed the BA/B.Sc/B.Com Examination under 10+2+3 (Honours/General) Programme with the subjects offered for the Post-graduate Programme or with any allied subject/combination of subjects shown hereunder: -
- Regulation- I*



M.A. Arabic	3-year BA course with Arabic as one of the subjects. 3-year B.A. Fazilah.
M.A. English	3-year BA course with English literature as one of the subjects.
M.A. Kashmiri	3-year BA course with Kashmiri as one of the subjects or Honours Kamil in Kashmiri/Diploma in Modern Spoken and Literary Kashmir with specialization in Ancient and Modern Kashmiri Literature
Master of Library & Information Sciences (MLIS)	Graduation in any discipline
M.A Linguistics	Graduation in any discipline
M.A Persian	3-year BA course with Persian as one of the subjects.
M.A Sanskrit	3-year BA Course with Sanskrit as one of the subjects, or PG Diploma in Sanskrit.
M.A Urdu	3-year BA course with Urdu as one of the subjects.
M. Com.	80% seats of the total intake for B. Com candidates. 20% seats for the candidates passed: - i. 3-year BBA/BBS/BBM or ii. 3-year BA/B.Sc/B.Com with P.G Diploma in Accountancy/Cost Accountancy/Cost & Management Accountancy/ Business Administration.
M.A Education	3 year BA course with Education as one of the subjects or Graduation (BA/B.Sc/B.Com) with B. Ed.



M. Sc Botany	3 year B. Sc with Botany as one of the subjects.
M. Sc. Bio-Chemistry	3-year B. Sc in Bio – Chemistry, Microbiology, Life Science or B. Sc with Chemistry, Zoology, Botany as primary or subsidiary subjects.
M. Sc Chemistry	3-year B. Sc with Chemistry /Industrial Chemistry as one of the subjects.
M. Sc Electronics	3- year B. Sc Electronics/B. Sc with Physics, Chemistry and Mathematics.
M. Sc Environmental	<ol style="list-style-type: none">1. 3-year B. Sc with any three of Science the following subjects: Botany, Bio-Chemistry, Chemistry, Zoology, Geology, Geography, Math, Industrial Fish and Fisheries, Sericulture, Environment and Water Management, Mushroom Cultivation, Microbiology and Bio-Technology.2. 3-year B.Sc Agriculture; B.Sc Fisheries; B.Sc. Forestry; B.V.Sc; B. Sc. Engineering and B.Sc with Industrial Chemistry
M. Sc Applied Geology	3-year B. Sc with Geology as one of the subjects.
M. Sc Home Science	3-year B. Sc with Home Sciences as one of the subjects
M.A/M. Sc Mathematics	3-year BA/B. Sc with Mathematics/Applied Mathematics as one of the subjects.



M. Sc Physics	3- year B.Sc with Physics as one of the subject
MA/M. Sc Statistics	3-year BA/B. Sc with Math and or Statistics
M. Sc Zoology	3-year B. Sc with Zoology as one of the subjects
M.A Economics	<p>i. 3-year BA with Economics/ BA/B.Sc with Mathematics as one of the subjects.</p> <p>ii. B.Sc Agriculture.</p> <p>iii. BBA/B.Com.</p> <p>iv. B.A.LL.B Integrated Course and</p> <p>v. ICS/CA/ICWA</p> <p>However, 60% of the seats shall be reserved for candidates having passed their Graduation with Economics as one of the subjects.</p>
M.A/M. Sc Geography	3-year BA/B. Sc with Geography as one of the subjects
M.A History	3-year B.A with History as one of the subjects
M.A Islamic Studies	<p>3-year B.A course Studies with Islamic Studies as one of the Subjects (OR) three year BA/ B.Sc/B.Com (OR) four year B.Sc Agriculture course/M.B.B.S. graduates.</p> <p>50% seats for candidates having passed Islamic studies as one of the subjects;</p> <p>30% of seats for BA/B.Com graduates 20% seats for Science, Agriculture Science and M.B.B.S. graduates.</p>



M.A Mass – Communication & Journalism	Graduate in any discipline
M.A Political Science	3-year BA with Political Science as one of the subjects
M.A Psychology	3-year BA with Psychology as one of the subjects
M. A Sociology:	All non-Sociology graduates including Engineering, Commerce & Science graduates: 80% seats reserved for graduates having passed Sociology as one of the subject and 20% seats for all non-sociology graduates including Engineering, Commerce & Science Graduates. Provided Science & Engineering graduates shall have at least 60% marks at graduation level.

- II. i. Subject to the changes as approved by the Academic Council on the recommendations of the respective Boards of studies and the Faculties concerned from time to time, the course structure in each programme shall be designed as hereunder:-
- a. The M.A/M. Com programme in each post-graduate Department/Centre Institute shall consist of at least 16 courses including optional/elective courses/s with at least four courses in each semester.
 - b. Each theory course shall carry 100 marks including 20 marks for continuous assessment.
 - c. The M.A programme in Geography shall include such number of theory/practical courses as are prescribed in M. Sc programme in general.
- ii. a. The M. Sc programme shall except in the cases hereinafter excepted consist of at

Regulation II



least 16 courses out of which 8 compulsory course shall be prescribed in M. Sc 1st and 2nd semesters and 8 course including prescribed number of optional/elective courses in M. Sc 3rd and 4th semester.

- b. The M. Sc programme shall consist of one/ two practical courses in each semester as prescribed in their syllabus, besides theory courses.
- iii. M. Sc Botany will comprise of five theory courses
- a. Semester 1st and 2nd will have one Lab course while as semester 3rd and 4th will have two lab courses;
- b. Theory courses will be captioned as Bot-01 to Bot- 20 while as Lab. courses as L-1 to L-6;
- c. Theory courses Bot -01 to Bot -14 and Bot -16 to Bot -19 will be general/elective while as Bot -15 and Bot - 20 will be optional courses;

Provided that the theory course structure for semester 1st to 4th shall be as follows: -

- Bot 01 to Bot 05 – Semester 1st
- Bot 06 to Bot 10 – Semester 2nd
- Bot 11 to Bot 14 – Semester 3rd
- Bot 16 to Bot 19 – Semester 4th

Provided also that the Practical course structure will conform as: -

1. L - 1 Semester - 1st
2. L - 2 Semester - 2nd
3. L - 3, L - 4 Semester - 3rd
4. L - 5, L - 6 Semester - 4th

Provided further that Lab. courses L-1 to L - 3 and L -5 will be general while as

L - 4 and L-6 will be optional.



- iv. a. The M. Sc Chemistry programme shall have 5 theory courses and one practical course in 1st, 2nd and 3rd semester and optional/elective courses, one seminar and one practical course in the 4th semester.
- b. The M. Sc Electronics course/s shall have five theory papers and two practicals in the first three semesters whereas 4th semester shall comprise of three theory papers along with project work, seminar on project work and industrial training of students at some academic centre outside the state. All courses shall carry 100 marks out of which 20 marks per paper shall be for continuous assessments. The distribution of marks for the project work, seminar on project, and industrial training shall carry 270 marks (including 70 marks for continuous assessment) 50 marks and 80 marks, respectively.
- c. i. The MLIS programme shall consist of 12 theory courses, 3 practicals and one project course.
ii. There shall be one optional and one project course in the 4th semester.
- d. The M.A in Psychology course shall include 3 practicals besides 12 theory courses and one project.
- v. The M.A/ M. Sc Statistics shall include 20 theory papers, 3 practical courses in 1st, 2nd and 3rd semesters and one sample survey project in 4th semester.
- vi. The M.A/ M. Sc Statistics shall include 20 theory papers & one practical paper each in 3rd and 4th semesters.
- III. i. The subject matter of each course shall be divided into four or five units based on the syllabus prescribed for the course.
ii. The candidate/s shall be required to attempt one question from each unit within a period of

Regulation - III



2 ½ hours for four units or 3 hours for 5 unit course, as the case may be.

- iii. The structure of practical courses in M.Sc shall be based on the theory courses offered during the particular semester in accordance with the prescribed syllabus.

Provided that in case of M. Sc Botany each theory question paper will be of three hours duration. In each question paper there will be nine questions. Question No. 1 will be compulsory carrying 20 marks consisting of 20 multiple choice questions. (Candidates will be supplied with Question/ Answer booklet for this purpose which they would be required to return within 10 minutes). Out of remaining eight questions candidates will have to attempt four questions carrying 15 marks each.

Provided also that in case of practical course structure each general course practical (L-1 to L -3 and L-5) will be of 5 hours duration while as optional (L -4 and L-6) will be of 3 hours duration. Students will have to attempt all the questions and will also submit Herbarium/ Practical Note Book at the time of Practical examination.

Provided further that the students will have to appear in viva-voce in each practical examination.

- IV. For the purposes of statute 12, the activities shall include:
- i. Inter State Sports Tournaments;
 - ii. Sports Tournaments Organized by J&K Sports Council;
 - iii. Inter-College Sports Tournaments;
 - iv. Inter-University Debates, Seminars, Youth Festivals and Cultural Programmes;
 - v. Inter – University Sports Tournaments;
 - vi. NCC/ NSS programme;

Regulation IV



- vii. Hikes, Trekking, Expedition organized by the University;
- viii. Sports events and coaching camps organized by the University; and
- ix. Inter-Department Tournament/ Debate(s);

Provided that the candidate has been officially deputed by University to participate in such activity(ies).

V. Evaluation for the purpose of Continuous Assessment shall be made as under: - **Regulation V**

- i. Each Department shall organize a test in each course and award marks out of 10 in each course, on the basis of performance in the said test;
- ii. The other 10 marks in each course, shall be based on the performance of the students in seminars/ tutorials/ term papers/ project work/ viva-voce or any other innovative assignment; and
- iii. Continuous Assessment for practical courses shall be evaluated on the basis of field survey/ laboratory work/ record collection of flora and fauna and other data;
- iv. The project work, wherever applicable, shall be set and evaluated in accordance with the scheme duly delineated under the prescribed syllabus as approved by the Academic Council.
- v. Any other method devised by the Department/ Centre/ Institute under the prescribed syllabus.

Miscellaneous

- i. In case of M. Sc Botany course a field Trip in each semester during the academic sessions will be conducted which shall be mandatory for each student to attend; and
- ii. A national educational tour will be conducted during winter vacation every year to make the



students aware of the academic developments and modernization of Botany in the country.

- VI. The scheme for determining the division shall be as follows; **Regulation VI**

S. No	Percentage of marks	Division
1.	75% or more	1 st & Distinction
2.	60% or more but less than 75%	1 st
3.	50% or more but less than 60%	2 nd
4.	40% or more but less than 50%	3 rd

- VII. Each course shall carry 100 marks, out of which 80 shall be for papers of main semester examination and 20 for continuous assessment. The total marks for the various courses shall be as under: **Regulation VII**

M.A	1600 marks
M.A Psychology	2000 marks (theory 1600 + practicals 350 + project 50)
M. Com	2000 marks
M.A.S.W	2000 marks (theory 1600 + Field work 400)
M. Sc Physics	2400 marks (theory 1600 + Practical 600 + Project work 200)
M. Sc Electronics	2800 (theory 1440 + Practical 480 + Cont. Ass. 550 + Project Work 200 + Seminar 50 + Industrial Training + 80)
M.A/ M. Sc (Geography)	2000(theory 1200 + Practicals 300 + Project Report 100)
MLIS	1600 (theory 1500 + practical 400 + Project Report 100)



M. Sc Botany	2500 (theory 2000 + Practical 500)
M. Sc Zoology	2500 (theory/practical 1920 + 480 continuous assessment + 100 Seminars)
M. Sc Chemistry	2400 (theory 1800 + practical 600)
M. Sc Bio- Chemistry	2000 (internal 520 + external 1480)
M. Sc Bio - Technology	2000 (internal 490 + external 1510)
M. Sc/ M. A Mathematics	2200 (theory 2000 + practical 200)
M. Sc/ M.A Statistics	2400 (theory 2000 + practical 300 + sample survey 100)

VIII. Without prejudice to the generality of Regulation III of these statutes, the question paper in MA History course or in any other course wherever made applicable by the University, shall be designed in the manner described hereinunder, to cover:-

Regulation VIII

- i. one question of objective type, two questions of long essay type and two short answer type questions, spread over 5 units;
- ii. the unit-I shall contain one objective type question carrying 20 objective of one mark each;
- iii. the units II and III shall contain two alternative essay type questions drawn from the prescribed syllabus, each question carrying 16 marks;
- iv. the units IV and V shall contain two short answer type questions with four sub-



questions, each question carrying 24 marks (6 marks in each sub-question) based on the whole syllabus.

Provided, that the short type question does not exceed 150 words.

- v. The candidate/s shall have to attempt 5 questions, one question from each unit.



MASTER OF PHYSICAL EDUCATION (M.P.Ed.) COURSE

1. **Duration**

The M.P.Ed course shall be of two years duration with an examination at the end of the each year to be conducted by the University on such dates and places as may be notified from time to time. The medium of instruction and examination shall be English.

2. **Course Structure**

The course structure shall be such as may be notified by the University from time to time.

3. **Eligibility**

A candidate having passed B.P.Ed examination from this or any other University whose examinations have been recognized as equivalent thereto with atleast 45% marks under open merit and 40% marks under reserved category.

4. Every candidate having a medical fitness certificate issued by the competent authority shall be required to appear in Physical Efficiency Test followed by a Written Test. The candidate failing in the Physical Efficiency Test shall not be eligible for the Written Test.

5. In-service candidates having atleast six years service on substantive basis applying for admission shall, after seeking proper permission/NOC from their employer, have to undergo only Written Test and shall be exempted from appearing in Physical Efficiency Test.

6. **Physical Efficiency Test**

Candidates shall be required to appear in Physical Efficiency Test as per following to be conducted by the Committee Comprising:-

1. Dean, Faculty of education (Chairman)



2. Director, Directorate of Physical Education (Membership Secretary)
3. Principal Govt. College of Phy. Edu. Gbl. (Membership Secretary)
4. Two Senior Teachers one each from Directorate of Phy. Edu. University of Kashmir and Govt. College of Physical Edu. Gbl. (Members)

Carrying two buckets of 10 kg sand in each hand (women)

Carrying equal weight 100 Feet (Men)

Line	Long Jump	Vaulting Horse	7 times mps/dotch	Hurdle 1 times	Forward role	Finish
Starting Point	20'	20'	20'	20'	20'	

Men = 11/.6" 5'.6" 6'.6" 3'.6" FR

Women = 8'.6" 4'.4" 4'.6" 2'.9" FR

Note: All the stations must be cleared within 36 sec. No separate marks for each station shall be counted. Only two chances shall be given to qualify the test.

a) Written test (60 marks)

Written Test to be conducted by the University to check the knowledge of the candidate, having qualified Physical Efficiency Test, in sports and Physical Education. The paper shall be objective type.

b) Qualifying Examination (20 marks)

20 marks shall be reserved for the merit obtained at the qualifying examination.

c) Sports Achievement (20 marks)

Only highest achievement in one sport shall be considered for weightage and the games which are recognized by Ministry of Sports and Human Resources Development (HRD) Govt. of India/Indian Olympic Association/J&K Sports council/J&K Olympic Association or equivalent thereof.



For Sports achievements marks shall be distributed as under:-

- International Participation/Medal10 Marks
at National / University level.
- Sr. National / Inter University05 Marks
Participation.
- School National / Junior National03 Marks
level participation
- Inter college / District /State level
Championship.02March

7. **Admission Criteria for In-service candidates.**

The admission of In-Service candidates having put in atleast six years service on substantive basis shall be made on the basis of merit obtained in the Written Test qualifying examination and the length of service.

Service experience20 marks

Marks for service experience shall be awarded as per length of service of the candidate, shown as under:-

6 year.3 marks

Thereafter for each additional year of service 1 ½ marks shall be awarded upto and including 17 years.

18 years and above.20 marks

8. Seats for In-service candidate(s) as shown above shall be reserved for the candidates belonging to Department of Youth Services & Sports, J&K Govt. Having atleast five years service as P.E.T out of open merit quota on 60:40 basis.

9. **Attendance**

- I. a candidate shall be allowed to appear in the examination after he/she has been:-
- i. on the rolls of the University Deptt/College for one academic year.
 - ii. attended/participated in at least 80% of the lectures/seminars practical training /field work prescribed in the syllabi for the session.
 - iii. secured not less than 40% of marks in the sessionals/internal assessment/ tutorials.



II a candidate who falls short of attendance in a subject(s) shall not be eligible to appear in that particular subject(s) provided that such a candidate shall be eligible to appear in that subject(s) in the next session/year after attending the deficit number of classes.

III. a candidate who remains continuously absent from all the classes for more than 15 days in a session without assigning any reason thereof he/she shall be liable to be struck off from the rolls of College/Institute.

10. **Condonation**

1. shortage in attendance in any, subject/paper it may be condoned after sufficient reasons are given by a student in this behalf by the :-

a). Head of the Department/Principal up to a maximum of 5%.

b). Vice-Chancellor up to a maximum of 5%. On the recommendations of the Director/ Principal over above the above 5%..

2. candidate/s whose shortage in attendance is not condonable/is not condoned and intends to pursue the course, shall be required to remain on the rolls of Institution in the next academic year, as a regular student to make up the deficiency.

11. **Examination Forms**

Examination form(s) duly filled in alongwith prescribed fee and following certificates shall be forwarded by the Director/Principal of the College to the Controller of Examinations on such dates as may be notified form time to time:-

i) has been a regular student of the Deptt/College.

ii) his/her work and conduct has remained satisfactory.

iii) has attended the prescribed number of lectures/practicals conducted during the session.

iv) secured a pass in continuous assessment.



12. **Examination**

The minimum number of marks required to pass examination (previous and final) shall be 40% in theory and 50% in, practical in each course/paper.

- I. All the question papers for theory examination and answer scripts thereof shall be set and evaluated externally.
- II. The practical examination shall be conducted by one external examiner and one internal examiner.
- III. There shall be no supplementary (Bi-annual) examination for M.P.Ed 1st year (previous).
- IV. A candidate having pass M.P.Ed 1st year (previous) in full or atleast 3 subjects out of 5 shall be eligible for promotion to M.P.Ed 2nd year (final) class.
- V. A candidate who fails to secure a pass in a subject/s of the M.P.Ed (2nd year) final examination shall be allowed to appear in the supplementary/ Bi-annual examination.

13. **Classification of Division**

The successful candidates will be classified as under:-

i) Candidates securing 75% marks or above	Distinction
ii) Candidates securing 60% or above but less than 75% marks.	1 st Division
iii) Candidates securing 50% or above makes but less than 60%	2 nd Division
iv) Candidates securing below 50% marks.	3 rd Division

14. A candidate having passed a subject/s either in M.P.Ed 1st year or 2nd year in a subsequent attempt or as late College/Deptt student shall not be entitled for the award of any medal/prize/position.
15. Every candidate admitted to the course shall be required to complete the degree within a period of 5 years from the date of admission to M.P.Ed 1st year (previous).



MASTER OF BUSINESS ADMINISTRATION (MBA)

Statutes

1. (i) These statutes may be called the University of Kashmir Master of Business Administration (MBA) Statutes.
- (ii) These statutes shall come into force from the academic year 2001

Short title and Commencement

2. Unless the context otherwise requires

- i) 'Act' means the Kashmir & Jammu universities Act, 1969;
- ii) 'Academic Year' means two consecutive semesters of a year;
- iii) 'Entrance Test' means a test for effecting admission to the MBA programme, by a test-conducting by a test-conducting agency approved by the University of Kashmir. The entrance test shall be held at Srinagar and other approved centres outside Srinagar;
- iv) 'Entrance examiner' means a person who is not on the pay rolls of the University and is well versed with the knowledge of business administration and is approved to act as an external examiner under statute 15 of these statutes;
- v) 'Degree' means Degree of Master of Business Administration (MBA) spread over two academic years consisting of four semesters;
- vi) 'Regulation' means a regulation as defined under section 2(h) of the Act;
- vii) 'Semester' means a period of time commencing from the date of admission till the commencement of examination of that semester;

Definitions



- viii) Department means the Department of Management Studies of the University of Kashmir.
3. 1. Notwithstanding anything contained contrary in any statute or regulation for the time being in force but subject to the Act and the general Policy of the University, there shall be;
- Nature & Duration***
- (i) a full time regular Programme spread over Two academic years comprising four semesters designated as Master of Business Administration (MBA).
- (ii) an examination at the end of each semester for the course/s offered which shall be held in accordance with the procedure laid down under these statutes.
- Provided that the candidate shall not be entitled to take up any employment or engage himself in any business or pursue any other full time programme/course of this university or any other university while pursuing the MBA Programme.
- Provided further that any candidate who is granted admission in any other Programme of this University or any other University, College or Institution while pursuing this course, his/her admission in this programme shall be liable to be cancelled.
2. Notwithstanding anything contrary in these statutes a student shall have to complete MBA Programme within maximum period of five years from the date of admission.
4. Subject to the provisions of the Act, Statute, Regulations & the guidelines prescribed by AICTE, UGC & the University from time to time the admission to MBA course shall be open to a candidate who has obtained any one of the below mentioned qualifications with 50% marks in aggregate and 45% in case of candidates falling under Reserve Categories:
- Requisite Qualifications***
- (i) Bachelors degree in Management/ Arts/ Science/ Commerce under 10+2+3 scheme,



- (ii) Bachelors degree in agriculture/ Engineering/ Law (professional)/ Medicine/ Technology/ etc., or
- (iii) Passed the final examination of the Institute of Chartered Accountants or Cost & Works Accountants or Company Secretaries of India, or
- (iv) Obtained any other qualifications which is recognized by the University of Kashmir as equivalent to the qualifications laid down in clause (i) or (ii) mentioned above.

Provided that such of the candidates as would have passed his/her qualifying examination from an institution other than the University of Kashmir shall be required to submit:-

- i) Eligibility certificate issued by the University.
- ii) Migration certificate from the University/ Institution last attended in accordance with the relevant statutes.

5. (i) Subject to the provisions of statute 4.a candidate shall have to qualify the written test in accordance with the policy prescribed by the University from time to time.
- (ii) *Without-prejudice to the generality of the foregoing clause, the candidates to be called for group discussion and personal interview shall be triple the number of available seats in order of merit obtained by them in the written test.

Mode of Admission

Provided that if large number of candidates qualify the Written Test the total number of candidate to be called for Group Discussion and Interview shall be triple the number of available seats in order the merit under the open merit, as well as, under the reserved categories.

Provided further that where no candidate applies or qualifies or lesser number qualify than the number of seats in a particular category or categories the seat(s) shall be de-reserved and shall be filled up from the open merit in order of merits.

*University Council resolution dated 04-10-2010



(iii) The selection of a candidate for admission to the course shall be strictly based on his/her performance in the Written Test, Group Discussion and Interview. The marks assigned to each component shall be as under:

- Written test 75%
- Group discussion 15%
- Interview 10%

Provided, that in case two or more candidates shall be having similarity of merit in the Entrance Test, Weightage will be given to the merit obtained by the candidates in the qualifying examination.

6. Subject to the changes to be made from time to time, the course structure of MBA programme shall be in accordance with the Regulation IV of these Statutes.

*Course
Structure*

7. (1) Subject to the provisions of the Act, the examination for each semester of MBA Programme shall comprise of written papers, Internal Assessment and comprehensive viva-voce.

*Examination
& Eligibility*

(2) The examination shall be held at the end of each semester.

(3) Each course shall have four units in semester examination. Each unit shall contain two questions. The students shall be required to answer four questions with one question from each unit in two and half-hour duration.

(4) The examination in each semester shall be open to:

a) a regular student who produces the certificate(s) signed by the Head of the Department authorized by him/her in this behalf;

(i) of possessing a good character;

(ii) of having attended 75% or more of the lectures; including sessionals etc. delivered/ conducted during the semester

(iii) of having secured required percentage of marks in internal assessment.

b) a candidate who was otherwise eligible to appear in the examination of a particular semester, but



- (i) did not appear, or
 - (ii) was unable to pass the examination in any paper/s
 - (iii) was not eligible to appear previously due to shortage but now attended the required lectures and has become eligible to appear.
8. (i) Notwithstanding anything contained contrary in the statutes, regulations for the time being in force, evaluation of students through examination in theory papers of 1st, 2nd, 3rd and 4th semesters shall be supplemented by a separate mechanism of Internal Assessment.
- (ii) The Internal Assessment carrying 30 marks in all courses shall be conducted, by the teacher concerned in accordance with the prescribed procedure, during a semester.
- (iii) The teacher incharge for assessment shall submit the award rolls to the HOD immediately after the class work of that semester comes to an end for onward transmission to the Controller of Examinations who shall admit them in a particular semester examination.
- (iv) The internal assessment awards of the candidates who fail in the examination shall be carried forward to the next examination.
9. Subject to the provisions of Statute 7 of these statutes, examination form(s)/ Application(s) duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Department before the proposed date of commencement of examination to the Controller of Examinations who shall admit them in a particular semester examination.
- Notwithstanding anything contained in these statutes the University Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied after inquiry, that such a candidate is not a fit person to be admitted thereto.
- Whenever the examination form/fee or both of a candidate is/are received in the University office after



the last prescribed date, he/ she shall have to pay late fee as may be prescribed from time to time.

10. (i) No candidate shall be deemed to have completed the prescribed course unless he/she has attended seventy five (75%) or more of the lectures delivered during that semester for which the examination is to be held including seminars, case discussions and field trips. **Attendance**
- (ii) Any candidate who falls short of attendance in a subject(s) in a semester, shall not be eligible to appear in that particular subject(s) in which he/she is falling short of attendance.
11. (1) Without prejudice to the generality of the foregoing provision where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the ____ **Condonation**
- (i) Head of the Department upto a maximum of 5%;
- (ii) Vice-Chancellor upto a maximum of 5% over and above the condonation limit of the Head of the Department.
- Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless the same is recommended by the Head of the Department.
- (2) Notwithstanding anything contained contrary in any statute, a candidate who participates in any one or more of the activities as described in Regulation-V of these statutes, may for purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account provided the student has taken prior permission from the HOD for participating in the activity.
- The candidate participating in such event must produce a copy of the certificate to the Head of the



Department within seven days from the end of the event, failing which no such benefit shall be given.

- (3) Subject to the provisions of statute 10 any candidate who falls short of attendance in all courses in a semester and wants to pursue the course shall be required to remain on the rolls of the department as regular student next year of the same semester in which he/she was detained.

12. (i) Subject to the provisions of the Act and These statutes, a candidate is required to seek 50% marks for passing a course both in external and internal assessment separately.

Promotion

Provided that a candidate who appears in the examination and fails in one or more than one course by a deficiency of not more than 1% of the maximum marks of the courses in which he appears shall be declared to have passed the examination by adding in each semester the required number of marks in the course(s).

- (ii) Without-prejudice to the generality of cal (1) of Statute 12, promotion to the next higher semester shall be open to a candidate from 1st semester to 2nd semester in case he/she:

(i) fulfils the statutory requirements of attendance of the 1st Semester;

(ii) obtains not less than 50% marks in internal assessment in at least 50% courses of 1st Semester.

- (iii) a candidate from 2nd semester to 3rd semester in case he/she:

(i) fulfils the statutory requirements of attendance in the 2nd semester

(ii) obtains not less than 50% marks in internal assessment in 50% of the courses of the 2nd semester.

(iii) Has passed at least 50% courses of 1st and 2nd semester put together.

- (iv) a candidate from 3rd to 4th semester when he/she:



- (i) fulfils the statutory requirements of attendance in the 3rd semester;
 - (ii) obtains not less than 50% marks in internal assessment in 50% of the courses of the 3rd semester.
- 13. Subject to the provisions of Statute 12 of these statutes, a candidate who has failed to secure required percentage of marks in one or more papers of a semester examination may be permitted to reappear only in such paper(s) at a subsequent examination; However, he has to complete the MBA Programme within the maximum period of four years from the date of admission. ***Re-appear***
- 14. (a) Subject to the provisions of the statutes, a student shall have to undergo 8-10 weeks practical training in approved business originations preferably after their third semester; ***Practical Training and Project Report***
(b) Every student shall have to write a project report based on his/her practical training in the organization after the completion of his training under the supervision of the company supervisor;
- 15. Subject to the provisions of these statutes and regulations made there under, there shall be a Board of Examiners to evaluate the project work and conduct comprehensive viva at the end of a semester. ***Board of Examiners***
 - (i) The Board of Examiners (project study) shall consist of:
 - a. Head of the Department (Chairman)
 - b. Two Teachers of the department from amongst professors/ readers to be nominated by the Head of the department.
 - c. One external examiner (Academician or person from industry) to be nominated by the Vice-Chancellor out of the panel submitted by the Head of the Department.
 - (ii) Comprehensive viva shall carry 50 marks in each semester. The comprehensive viva for all semesters shall be conducted by the following Committee.
 - a. Head of the Department (Chairman)



- b. Two Teachers of the department from amongst Professors/ Readers to be nominated by the Head of the Department.
- c. One external examiner (Academician or person from industry) to be nominated by the Vice-Chancellor out of the panel submitted by the Head of the Department.
16. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible publish the list of successful candidates on the basis of the combined results of the four semester examinations specifying the course of study with areas of specialization, the divisions and the distinctions if any, obtained by the students(s) on the basis of which the degree of Master of Business Administration shall be awarded. *Award of Degree*
17. The statutes pertaining to MBA course already in force shall to the extent of inconsistency with these statutes be deemed to have been repealed. *Repeal*
- Regulations**
- I.** (i) Subject to the general policy of the University prescribed from time to time, applications for admission to the MBA programme shall be invited by the Dean, Faculty of Commerce and Management Studies through an all India advertisement. *Applications for Admission*
- (ii) A candidate seeking admission to the MBA Programme shall be required to pay such a non-refundable amount as an application fee as may be prescribed by the University from time to time.
- II.** (i) Subject to the general policy of the University prescribed from time to time, the number of seats for admission to MBA Programme shall be 30 (excluding payment seats). The policy in respect of reservation of seats for various categories would be the same as would be prescribed by the University from time to time. However, there will be no reservation in case of MBA programme for persons from outside the State and those who have graduated from Jammu University. *Number of Seats*



Provided further, the University shall admit as many students as it prescribes from time to time against a specific payment in addition to the sanctioned strength out of the candidates from the merit list of that session. The admission shall be made in accordance with the general policy of the University regarding admission against payment seats.

- III.** The Dean of the faculty shall coordinate with the test-conducting agency for effecting admission to the MBA Programme. However, there shall be the following admission Committee to help the Dean to effect the admission smoothly.
- Admission Committee*
- (i) Dean Faculty of Commerce and Management studies (Chairman)
 - (ii) Head, Department of Management Studies (Members)
 - (iii) All professors of the Department of Management Studies (Members)
 - (iv) One Reader from the Department of Management Studies nominated by the Dean (Member).
- IV.**
- (i) The maximum marks for each course shall be 100 (70 theory paper and 30 for internal assessment). However, the courses of Computer Applications – I and Computer Applications – II shall carry 40 marks for theory paper, 30 marks for practical examination and 30 marks for internal assessment.
 - (ii) Each course shall have four units.
 - (iii) At the beginning of the III semester a student shall be required to opt for area(s) of specialization. He shall be required to take, apart from the core subject(s) five optional papers; out of which three will be from minor specializations. Similarly, in the IV semester, apart from the core subject(s), there will be three optional papers; out of which two will be from major and one from minor area of specialization.
 - (iv) The Internal Assessment in each course carrying 30 marks shall be conducted by the teacher concerned.
- Course Structure for MBA Programme*



- (v) There shall be a seminar & comprehensive viva of the students in each semester carrying 50 marks to be conducted by the committee prescribed under statute 15 of these statutes.

V. For the purposes of statute 11, the activities shall include:

- (i) Inter-state sports tournaments;
- (ii) Sports Tournaments organized by the J&K Sports Council;
- (iii) Inter college Sports Tournaments;
- (iv) Inter University debates, seminars, youth festivals and cultural programme;
- (v) Inter University sports tournament;
- (vi) N.C.C or N.S.S Programmes;
- (vii) Hikes, Trekking, expeditions organized by the University;
- (viii) Inter – departmental Tournaments/ Debate(s).

Provided that the candidate has been officially deputed by the University to participate in such activities.

- VI.** (1) the practical training and the project study (Course No. 402) shall carry 100 marks with the following break up;
- (i) External Evaluation (to be conducted by the external examiner nominated by the Vice-Chancellor out of the Panel submitted by the HOD). 40
 - (ii) Company Supervisor 30
 - (iii) Project Viva/Seminar to be conducted by the committee prescribed under statute 15 of these Statutes. 30
- (2) (i) The students shall submit the project reports in the department and the HOD shall send the project report to the external examiner for evaluation.
- (ii) The Head of the Department shall send the award rolls of project study to the controller of



examinations before the commencement of IV Semester examination.

VII. The Scheme for determining division shall be as follows:

- (i) 75% or more aggregate of marks. - Distinction
- (ii) 60% or more but less than 75% of the aggregate of marks - 1st Division
- (iii) 50% or more but less than 60% of the aggregate of marks - 2nd Division

Provided that where a student is having deficiency of one mark for obtaining first division or distinction, he/she shall be deemed to have obtained the same.



MASTER OF FINANCE AND CONTROL (MFC) PROGRAMME

Statutes

1. These statutes may be called Master of Finance & Control (MFC) Statutes. *Short title and Commencement*
2.
 - (i) 'Academic Year' means two consecutive semesters of a year;
 - (ii) 'Entrance Test' means test for effecting admission to the MFC Programme, conducted by a test-conducting agency approved by the University of Kashmir. The test shall be held at Srinagar and other approved Centres outside Srinagar;
 - (iii) 'External Examiner' means a person who is not on the pay-rolls of the University and is well versed with the knowledge of Finance & Accounting and is approved to act as an external examiner under the statute 14 of these statutes;
 - (iv) 'Degree' means Degree of Master of Finance & Control (MFC) spread over two years consisting of four semesters;
 - (v) 'Regulation' means a regulation as defined under section 2(h) of the Act;
 - (vi) 'Semester' means a period of time commencing from the date of admission till the commencement of examination of that semester;
 - (vii) 'Department' means the Department of Commerce of the University of Kashmir.*Definitions*
3.
 - (1) Subject to the Act, there shall be:
 - a) A full time regular programme spread over two academic years comprising four semesters; *Nature and Duration*
 - b) There shall be an examination at the end of each semester for the course(s) offered;



- c) No candidate shall be entitled to pursue any other programme/ course of this University or any other University while pursuing MFC programme. Any candidate who is granted admission in any other programme of this University or any other University, college, or institution while pursuing this course, his/her admission in MFC programme shall be liable to be cancelled.
- (2) A candidate shall have to complete MFC programme within the maximum period of five years from the date of admission.
4. MFC programme shall be open to a candidate who has obtained any one of the below mentioned qualifications with 50% marks in aggregate and 45% in case of candidates falling under reserved categories: *Admission*
- (1) Bachelors degree in any discipline under 10+2+3 scheme; or
 - (2) Bachelors degree in Agriculture/ Engineering/ Law (professional)/ Medicine/ Technology; or
 - (3) Passed the final examination of the Institute of Chartered Accountants of India or Cost and Works Accountants of India or Company Secretaries of India, or
 - (4) Obtained any other qualification, which is recognized by the University of Kashmir as equivalent to the qualifications laid down in clause (1) or (2) mentioned above.
5. (1) the Dean, Faculty of Commerce and Management Studies through an all India advertisement shall invite applications for admission to the MFC Programme; *Mode of Admission*
- (2) Subsequent to the provisions of Statute 4, a candidate shall have to qualify the written test in accordance with the policy prescribed by the University from time to time;



- (3) *Without-prejudice to the generality of the foregoing clause, the candidates to be called for group discussion and personal interview shall be triple the number of available seats in order of merit obtained by them in the written test
- (4) The selection of a candidate for admission to the course shall be strictly based on his/her performance in Written Test, Group Discussion and Interview. The marks assigned to each component shall be as under:
- | | | |
|----|------------------|-----|
| a) | Written Test | 75% |
| b) | Group Discussion | 15% |
| c) | Interview | 10% |
6. (1) The total number of seats for admission to MFC programme shall be 30 (excluding payment seats) of which 40% seats shall be filled up by the candidates claiming benefit out of the reserved categories specified by the University from time to time. *Number of Seats*
- (2) The University may admit candidates in addition to the strength provided under clause (1) of the statute, However, the number of such candidates shall not exceed 15% of the seats provided under clause (1) of Statute 6.
7. The Dean of the Faculty shall coordinate with the Test Conducting Agency for effecting admission to the MFC programme. There shall be admission committee consisting of the following: - *Admission Committee*
- (1) Dean, Faculty of Commerce and Management Studies (Chairman)
 - (2) Head, Dept. of commerce (Member)
 - (3) Head, Dept. of Management Studies (Member)
 - (4) All Professors of the Department of Commerce (Members); and
 - (5) Two teachers from the Department of Commerce, Management Studies and allied subjects nominated by the Vice-Chancellor. (Members).

*University Council resolution dated 04-10-2010



The committee shall assist the Dean in smooth conduct of the admissions.

8. Subject to the changes to be made from time to time as per the procedure laid down in the Act, the course structure of MFC programme shall be in accordance with the regulation 1 of these statutes. *Course Structure*
9. (1) No candidate shall be deemed to have completed the prescribed course unless he/she has attended 75% or more of the lectures delivered (in each subject) during the semester for which the examination is to be held. *Attendance*
- (2) Any of the candidate(s) who fell short of attendance in a subject(s) in a semester, shall not be eligible to appear in the examination in that particular subject(s) in which he/she is falling short of attendance.
- (2) Where a candidate falls short of attendance in any subject(s) in a particular semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:
- a) Head of the Department up to a maximum of 5%;
 - b) Vice-Chancellor up to a maximum of 5% over and above the condonation limit of Head of the Department provided that no condonation in shortage shall be permitted by Vice Chancellor unless the same is recommended by Head of the Department;
- (3) Notwithstanding anything contained in any statute, a candidate who participates in any one or more of the activities as provided under regulation III of these statutes, may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester. Provided, the student has taken prior permission from Head of the Department for participating in the activity. The candidate participating in such event must produce a copy of the certificate(s) to the Head of the Department



within seven days from the end of the event, failing which no such benefit shall be given.

- (4) Any student who falls short of attendance beyond condonable limits in all courses in a semester, and wants to pursue the course, shall be required to remain on rolls of the Department as a regular student next year of the same semester in which he/she was detained alongwith the fresh batch of students to be admitted in that semester to recoup the shortfalls incurred by him/her.
10. a) Internal Assessment shall be constituent part of the semester examination. The weightage of marks to be given to this component shall be such as may be detailed in the syllabus of each subject of each semester separately. *Internal Assessment*
- b) Internal assessment shall be based on periodical tests assignments, case discussions etc.
- c) The answer scripts of periodical tests and other written assignments shall be returned to the students after evaluation.
11. The Head of the Department shall forward internal assessment marks awarded by the teacher concerned to the Controller of Examination within one week after commencement of the examination. The Head of the Department will preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of the result of the concerned semester examination by the University.
- Project reports shall be submitted to the Head of the Department at least 10 days before the commencement of the examination. Reports received after the prescribed date shall not be accepted.
12. The internal assessment awards of the candidates who fail in the examination shall be carried forward to the next examination.
13. The examination in each semester shall be open to: *Examination*
- (1) A regular student who produces the certificate(s) signed by the Head of the Department:
- a. Of possessing a good character;



- b. Of having attended 75% or more of the lectures; including sessionals/ seminars/ case discussions/ field-work conducted during the semester;
 - c. Of having secured required percentage of marks in internal assessment;
 - d. A candidate who was other-wise to appear in the examination of a particular semester, but
 - I. Did not appear, or
 - II. Was unable to pass the examination in any paper(s)
 - III. Was not eligible to appear previously due to shortage but has now attended the required lectures and has become eligible to appear.
- (2) Examination form(s)/ application(s) duly filled up along with the prescribed fee and certificates shall be forwarded by the Head of the Department before proposed date of commencement of examination to the Controller of Examination for each semester of MFC programme in accordance with the regulation II of these Statutes.
14. (1) The percentage of marks for passing each course is at least 50. *Promotion*
- (2) Promotion to a student from first semester to second semester in case he/she:
 - (a) Fulfills the statutory requirements of attendance of the first semester;
 - (b) Has passed internal assessment.
- (3) Promotion to a candidate from second semester to third semester in case he/she:
 - (a) Fulfills the statutory requirements of attendance of the second semester;
 - (b) Has passed internal assessment;
 - (c) Has passed at least 50% courses of first and second semester examination taken together.



- (4) Promotion to a candidate from third to fourth semester in case he/she:
- (a) Fulfills the statutory requirements of attendance of the third semester;
 - (b) Has passed internal assessment;
15. Subject to the provisions of Statute 11 of these Statutes, candidate who has failed to secure required percentage of marks in one or more papers of a semester examination may be permitted to reappear only in such paper(s) at a subsequent examination. Provided that he/she completes MFC programme within a maximum period of five years from the date of his/her admission. ***Re-appear***
16. (1) A student shall have to undergo 8 – 10 weeks of practical training in a business organization approved by the Department. ***Practical Training and Project Report***
- (2) Every student shall have to write a Project Report under the supervision of a company supervisor based on his practical training in that organization. The Project Report shall be evaluated in accordance with Regulation IV of these Statutes.
17. (1) Comprehensive Viva-Voce
- In first and second semester, students individually shall be required to present themselves for Viva-voce before a Board of Examiners comprising concerned teachers of that semester. Each teacher shall award the marks out of a total of 100. Head of the Department shall average the marks awarded, prepare and forward the award rolls of this course to the Controller of Examinations under his seal and signature. ***Comprehensive Viva-Voce and Seminar Presentation***
- (2) Seminar Presentation
- In fourth semester, students individually shall be required to give Seminar Presentations on the topics selected in consultation with the teachers of the Department. However, the topics so selected must be of importance in finance, banking, insurance, stock markets etc. Seminar Presentations shall be made in presence of and evaluated by the following:
- (a) Head of the Department (Chairman)
-



- (c) One examiner from the Department of Management Studies, University of Kashmir, Srinagar, to be nominated by the Head of the Department.
- (d) One examiner from the Department of Commerce, University of Kashmir, to be nominated by the Head of the Department.

Each evaluator shall award the marks out of a total of 100. Marks thus obtained by an individual student shall be averaged off. The Head of the Department shall prepare and forward the award rolls of this course to the Controller of Examinations under his seal and signature.

- 18. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course/subject.
- 19. Subject to the provisions of the Act, the Controller of Examinations shall, as soon as possible, publish the list of successful candidates on the basis of combined results of all the four semesters, specifying the courses – titles and numbers – of the study, the divisions (as provided under Regulation V), obtained by the student, on the basis of which, the degree of Master of Finance and Control (MFC) shall be awarded.
- 20. Any candidate having passed the MFC examination from the University of Kashmir shall be allowed to improve his/her division/percentage once only, within a period of two years of having passed the MFC examination and for this purpose he may reappear as a private candidate in a maximum of four papers/ courses of 1st, 2nd, 3rd or 4th semesters separately or taken together except seminars, summer projects and viva-voce. The marks obtained in other subjects/ courses in which he/she does not appear shall be carried forward.

Award of Degree

Provided that:

- i) in case the candidate improves only the percentage of marks he/she shall be required to surrender the earlier marks certificate(s) and fresh marks certificate(s) shall be issued.



- ii) In case the candidate improves his/ her division, he/she shall be required to surrender his Degree Certificate also and a fresh Degree Certificate shall be issued indicating the year in which the candidate improves his/her division.
- iii) In case the marks obtained are lower than those obtained earlier, the higher marks shall be retained.

Provided that there shall be no change in the marks/ division where the candidate fails in a subject(s)/ course(s) in which he has re-appeared.

Regulations

Regulation – I

- (1) Each course shall have four units.
- (2) The maximum marks for each course in term-end examinations shall be 100, comprising 70 (for external evaluation) and 30 (for internal evaluation) However, the evaluation mechanism of courses related with Information Technology, Management Information System (MIS), Computers & Comprehensive Viva-voce, and Seminar Presentation courses shall differ. The evaluation mechanisms and break up of marks of these courses are given in clause (3) and (4) of this regulation.
- (3) Break up of marks in courses related with Information technology & MIS & Computers shall be as under:
 - (a) Theory (External evaluation) 40 Marks
 - (b) Practical (External evaluation) 30 Marks
 - (c) Internal evaluation 30 Marks
- (4) The evaluation of Comprehensive Viva-Voce courses in first and second semester and Seminar Presentation in fourth semester shall be conducted by the committee prescribed for it under Statute 14 (1&2) of these statutes.
- (5) The teacher concerned shall conduct the internal evaluation



Regulation – II

- (1) Subject to provisions of the Act, the examination for each semester of MFC programme shall comprise of written papers, internal assessment, and or comprehensive viva-voce/ seminar presentation.
- (2) The examination shall be held at the end of each semester.

Regulation – III

For the purpose of Statute 9, the activities shall include:

- (1) Inter-state sports tournaments;
- (2) Sports tournaments organized by the J&K Sports Council;
- (3) Inter-college sports tournaments;
- (4) Inter-university debates, seminars, youth festivals and cultural programme;
- (5) Inter-university sports tournaments;
- (6) NCC or NSS programmes;
- (7) Hikes/ trekking expeditions organized by the University;
- (8) Inter-departmental tournaments/ debates.

Provided that the student has been officially deputed by the University to participate in such activities.

Regulation – IV

- (1) The Practical Training and the Project Study shall carry 100 marks with the following break-up: -
 - a External Evaluation 50 Marks
(to be conducted by an external examiner who shall be nominated by the Vice-Chancellor out of a panel submitted by the Head of the Department)
 - b Company Supervisor 30 Marks
 - c Project Viva-Voce 20 Marks
(shall be conducted by the external examiner)
- (2) (a) The student shall submit the project report in the Department and Head of the Department shall send the project reports to the external examiner for evaluation.



- (b) Head of the Department shall forward the award rolls of Project Study to the Controller of Examinations before the commencement of IV semester examination.

Regulation - V

The scheme for determining division shall be as follows:

1. 75% or more of the aggregate of Distinction marks
2. 60% or more of the aggregate of Ist Division marks but less than 75% marks
3. 50% or more but less than 60% of IInd Division the aggregate of marks

Provided that deficiency upto 1% marks in the aggregate number of marks required for first or second division shall be condoned for purpose of placing a candidate in the first or second division, as the case may be.



MASTER'S DEGREE PROGRAMME IN COMPUTER APPLICATION (MCA)

1. There shall be a Master's Degree Programme in Computer Applications, hereinafter referred to as MCA, in the Faculty of Science of the University.
2. The MCA course shall be of the duration of three academic years. Each academic year shall comprise two semesters.
3. Minimum qualification required for admission to the course shall be notified by the University from time to time.
4. a) A person in employment or self employment or engaged in a business or profession is not eligible for admission to MCA. Such a person may, however, be considered for admission provided: -
 - i) In the case of a person in employment, he produces a certificate from his Employer that the Employer has no objection to his employee's pursuing MCA in the University and the employee is on authorized leave for the purpose.
 - ii) In the case of self-employed person or a person engaged in a business or a profession, the person gives an undertaking in writing that he will devote his whole time for studies as a student during the period he remains on rolls of the Department of Computer Science for MCA and he shall not engage in any business or profession or avocation during this period or engage in any activity which in the opinion of the Head of the Department is likely to interfere with his studies in the University.



All such cases will be examined by the Admission Committee which shall make appropriate recommendations to the Dean Academic Affairs.

- b) The admission Committee with the approval of the Dean Academic Affairs, shall make appropriate recommendations to the Dean Academic Affairs.
 - i) either fails to produce any requisite certificate in original within the time prescribed by the Head of the department, suppresses/ conceals any relevant information, provides information in his application which is found incorrect or produces a certificate which is not genuine; or
 - ii) fails to pay the fees and/or charges within the time prescribed by the Head of the Department; or
 - iii) violates provisions of Statute (4a)
 - c) The Head of the Department of Computer Science shall be competent to cancel admission of a student to MCA if he remains absent, without permission of the Head of the Department, for a period of one month continuously after an opportunity has been given to him to explain as to why such an action be not taken against him.
5. A person, so long as he is a student of MCA, shall not be eligible to attend any other course of instruction or appear in any other examination of the University.

Provided that a candidate, who has been placed under re-appear category in one course only of 2nd examination other than the qualifying examination or was scheduled to appear in the examination (other than the qualifying examination) either as a regular or a private candidate before the commencement of the class work of the MCA 1st semester but could not do so on account of delay in the conduct of the said examination for reasons beyond his control, shall be eligible to appear in that examination even after he has been admitted to MCA.

6. Students who have passed the qualifying examination from an institution other than University of Kashmir



shall be required to submit the following documents within a period of one month from the date of admission to MCA: -

- (i) All qualification certificates, in original,
 - (ii) Migration certificate from the University last attended in accordance with relevant Statutes.
 - (iii) Eligibility Certificate issued by the University of Kashmir.
7. There shall be two examinations in an academic year, one at the end of each semester.
 8. The dates for examinations of different semesters shall be notified from time to time.
 9. The examination shall be held in accordance with the syllabi approved by the Academic Council.
 10. The medium of instruction and examination shall be English.
 11. First semester examination for the Master's Degree Programme in Computer Applications shall be open to a regular student who having attained the qualifications with the requisite percentage of marks as mentioned in State 3.
 - 9 has been on the rolls of the Department for the prescribed period, immediately preceding the examination;
 - 10 has been a person of good conduct and has performed the work of the class satisfactorily;
 - 11 has attended not less than 66% of the lectures & seminars etc. (as per syllabus) in each course, conducted upto one week before the commencement of the examination.
 - 12 Submits the application on the prescribed form for admission to the examination in accordance with Statute 12.
 12. The Second, Third, Fourth, fifth and Sixth Semester examinations shall be open to a regular student who: -
 - a. has been on the rolls of the Department during the semester preceding the Second, Third, Fourth,



- Fifth or Sixth Semester Examination, as the case may be;
- b. has been a person of good conduct and has performed the class work satisfactorily;
 - c. has attended not less than 66% of the lectures, seminars, project work, etc. (as per syllabus) for each course, conducted upto one week before the commencement of the examination;
 - d. has attained the qualification with the requisite percentage of marks prescribed for admission to first Semester and/ passed the Second, Third, Fourth and Fifth Semester Examination of the University as the case may be, or is covered under Statutes relating to Re-appear category;
 - e. submits the application on the prescribed form for admission to the examination in accordance with Statute.
13. Application on the prescribed form for admission to each Semester examination duly filled in and accompanied by the prescribed fee and the requisite certificates must reach the Controller of Examinations not later than the date fixed for the purpose by the Vice-Chancellor. Whenever the examination form/fee or both of a candidate is/are received in the University office after the last prescribed date, the candidate shall have to pay late fee as may be prescribed from time to time.
14. Notwithstanding anything contained in these Statutes, the University Syndicate shall have the power to exclude any candidate from appearing in any examination, if it is satisfied after inquiry, that such a candidate is not a fit person to be admitted thereto.
15. The Head of the Department may condone shortage in attendance of a student in a semester for special reasons to be recorded in writing, upto 5 attendances in each course including practicals/ project work.

Provided that the V. C on the recommendation of the H.O.D shall be competent to condone shortage in attendance by another 5 attendances in each course of a Semester where the Vice-Chancellor is satisfied by the



evidence produced by such a candidate that the case deserves consideration.

16. Any student who participates in games, cultural and other co-curricular activities as defined below, with the prior approval of the Head of the Department, shall for the purpose of condoning deficiency in attendances incurred by him on account of such participation, be treated as present on all the working days during the days of his absence on such account for a period not exceeding seven working days in a semester:
- i) State representation in the International/ All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare of the University.
 - ii) Participation in the Inter-University Competitions held under the auspices of a University or any recognized Institution as a member of the University team.
 - iii) Participation in the Inter-College Competitions organized by the University as a member of the team of participating Institutions.
 - iv) Participation in the NCC, NSS and National Integration Samiti activities as a member of the recognized Institutions.
 - v) Participation in the Coaching Camps/ Rehearsal prior to participation as a member of State or University team in the National/ All India/ Inter-University Competitions.
 - vi) Participation in the Mountaineering/ Hiking/ Trekking/ Skiing/ Rock Climbing or other such activities organized under the auspices of the State Government/ University as a member of the Institution affiliated/ recognized by the University.
17. i) A student who falls short of attendance in more than half the number of courses prescribed for the semester shall not be permitted to take the University examination in any course of that semester.



- ii) A student who falls short of attendance in half or less than half of the total number of courses prescribed for the semester shall be permitted to take the semester examinations only in such courses in which he/she fulfills the attendance requirement.
- iii) The course(s) in which the candidate falls short of attendance, shall be repeated by him alongwith the next higher semester. He/she shall have to earn fresh eligibility to appear in the examination in such course(s). For course(s) relating to First or Second Semester, he/she shall be required to secure pass in all the courses (including those in which he/she had appeared and failed earlier) of First or Second Semester Examination (as the case may be) in the next immediate available chances. For course(s) relating to Third or Fourth or Fifth Semester, he/she shall be required to secure pass marks in all the courses of the semester (including those in which he/she appeared and failed earlier) within the next immediate available chances. A candidate who fails to secure pass in all the courses (including those in which he/she originally fell short of attendance) of the semester examination within the permissible chances shall be declared to have failed in that semester examination. Besides, his provisional admission to the next higher semester as well as result of that semester shall automatically stand cancelled. Such a candidate shall neither be eligible to repeat the semester which he/she could not qualify within the permissible chance(s) nor shall he/she be eligible to re-appear in that semester examination even as a private candidate.

Explanation: Half of five courses shall be taken as two only. Likewise, half of the seven shall be taken as 3. However, half of six shall be 3 only.

- 18. A student who is detained on account of shortage of attendance in more than half the number of courses prescribed in the First Semester shall be eligible, like other candidates, to compete for fresh admission to First Semester course subsequently in accordance with the



procedure laid down in the Statutes. However, a student who is detained on account of shortage of attendance in more than half the number of courses prescribed for the Second, Third, fourth, Fifth and Sixth Semester may be permitted to rejoin the Second, Third, Fourth, fifth or Sixth Semester, as the case may be during the next academic session but will be required to repeat all the courses relating to that semester for earning eligibility to appear in the relevant semester examinations.

19.
 - a) 20% of the total marks in each theory paper and 50% of the total marks in each practical paper shall be reserved for internal assessment.
 - b) Internal assessment shall be based on periodical tests, assignments, etc. The Head of the Department shall notify the detailed break-up of internal assessment at the beginning of each semester for information of the students.
20. The Head of the Department shall forward internal assessment marks awarded by the teacher concerned to the Controller of Examinations before the commencement of the examination. The Head of the Department will preserve the detailed record of the internal assessment for inspection upto six months from the date of declaration of the result of the concerned Semester examination by the University. Project reports shall be submitted to the Head of the Department at least 10 days before the commencement of the examination. Project reports received after the prescribed dates shall not be accepted/ entertained.
21. The internal assessment awards of the candidate who fails in the examination shall be carried forward to the subsequent examination.
22.
 - i) The question papers for the University examination shall be set as per the procedure laid down by the University from time to time in respect of other P. G. Courses/ Programmes.
 - ii) The candidates shall be required to submit three copies of his project, the title and course content whereof shall be devised by the teacher – Supervisor of the project in consultation with the Head of the Dept.



Evaluation vis-à-vis viva-voce in respect of Project Report(s) shall be arranged by the Head of the Dept. in accordance with the procedure laid down in this behalf from time to time after obtaining approval of the competent authority/ body as per guidelines framed in this behalf by the University. The distribution of marks of this component shall be as per the scheme provided in the Syllabi.

23. The practical examination wherever provided in the scheme of examination of MCA course shall be conducted as per the guidelines to be framed for the purpose from time to time in accordance with the provisos of the Act.
24. i) The minimum number of marks required to pass each theory paper and practical paper from Semester – I to VI shall be 40% (separately in the internal assessment and the University examination)
- ii) The minimum number of marks required to pass 'Project Work in the VI semester examination shall be 50%.
- iii) In case a student has failed to submit his project report by the date fixed by the Head the Department or his work is found unsatisfactory, he/she may be asked to do more work in such manner as may be decided by the Head of the Department. The result of such a student shall be announced separately.

Provided that a candidate who appears in the examination and fails in one or more than one course by a deficiency of not more than 1% of the maximum marks of the courses in which he/she appears shall be declared to have passed the examination by adding in each semester the required number of marks in the course(s) and/ or aggregate to his best advantage.

25. A candidate who fails in the semester examination but secures 40% marks in the University examination and the internal assessment separately in at least half the number of courses prescribed for that semester shall be permitted to continue his studies provisionally in the



next semester but he/she will be required to re-appear and secure pass marks in each of the courses.

26. A candidate, who having passed the Second or Third or Fourth or Fifth Semester examination, discontinues his studies, may be permitted to join the Third or Fourth or Fifth or Sixth Semester, as the case may be, within two years of his passing the Second, Third, fourth or Fifth Semester examination, as the case may be. However, a candidate must pass the MCA examination within five years of the initial admission to the first Semester of the course.
27. A transcript shall be issued to a student in respect of his performance in each semester after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course.
28. A candidate who has passed MCA examination from the University of Kashmir and wishes to improve his/her division, he/ she shall be allowed to do so within a period of five years of having passed MCA examination and for this purpose he/she may re-appear as a private candidate in the consecutive examinations in any number of courses except Practicals and Project Courses.

Provided where a candidate improves only the percentage of marks, he/she shall be required to surrender the earlier marks certificate(s) so as to obtain a fresh marks certificate(s).

Provided further when a candidate improves his/her division he/she shall be required to surrender his/her degree certificate as well so as to obtain a fresh degree certificate to be issued by the University. Where the marks obtained are lower than those obtained earlier, the higher marks shall be retained.

The academic year indicated in the Degree shall be the one in which the candidate improves his/her division.

29. After a candidate has appeared and passed in all the courses of study individually and has also secured the requisite percentage of aggregate marks in the First, Second, Third, Fourth, Fifth and Sixth Semester examinations separately in accordance with the



Statutes, he/she shall be declared successful in the Master's Degree Course in Computer Applications (MCA) and shall be classified as under.

- i) First Division with distinction, if he/she has obtained 75% or more of the aggregate number of marks in all the courses of six semesters;
- ii) First Division if he/she has obtained 60% or more but less than 75% of the aggregate number of marks;
- iii) Second Division, if he/she has obtained 50% or more but less than 60% of the aggregate number of marks;

Provided that deficiency upto 1% of the aggregate number of marks required for first or second division shall be condoned for the purpose of placing a candidate in the first or second division, as the case may be.

30. All legal disputes relating to MCA shall be subject to the jurisdiction of the Srinagar Courts only.



DEGREE OF MASTERS IN LAW (LL.M.)

1. (i) These statutes may be called Master of Laws (Amended) statutes 2001; *Short title and Commencement*
- (ii) These statutes shall come into force from the academic Session 2001;
2. Unless the Context otherwise requires: - *Definitions*
 - (i) 'Act' means the Kashmir & Jammu Universities Act 1969;
 - (ii) 'Academic Year' means two consecutive semesters of a year;
 - (iii) 'Entrance Test' means a test for effecting admission to the LL. M course, for the time being in force;
 - (iv) 'External examiner' means a person well versed in the knowledge of Law, who is approved to act as an external examiner under St. 19 of these statutes, but excluding the member/s of the teaching staff of the Department;
 - (v) 'LL.M Degree' means a degree of two years duration;
 - (vi) 'Regulation' means a regulation as defined under sec. 2(h) of the Act;
 - (vii) 'Semester' means a term commencing from the date of admission till the commencement of examination of that particular semester;
 - (viii) 'Statutes' mean statutes as defined under section 2(h) of the Act; and
 - (ix) 'University' means the University of Kashmir as defined under sec. 2(k) of the Act.
16. (i) Notwithstanding anything contained contrary in any statute or regulation for the time being in force but subject to the provisions of the Act and the general policy of the University LL. M Degree shall *Nature & Duration*



- be a full time regular course spread over to two academic years comprising of four (4) semesters;
- (ii) No candidate admitted to the course shall pursue any other course in any University or in any Institution while pursuing LL.M course in the Department.
17. Subject to the provisions of the Act and the general policy of the University, the admission to the 1st Semester LL.M degree shall be open to a candidate who has:
- Eligibility for Admission*
- a. Passed three years LL.B professional degree examination as a regular student of the University of Kashmir or any other University whose LL.B degree has been recognized as equivalent there to;
- b. Obtained at least 55% marks in three years LL.B degree examination. Provided that for the candidate/s seeking admission on the basis of reserved categories, the minimum percentage of marks shall be 50%;
- c. Qualified the entrance test for admission in accordance with Regulation 1 of the Statutes.
18. (i) Subject to the provisions contained in Sec. 31 of the Act, LL. M degree course shall consist of 15 papers and a dissertation.
- Course Structure*
- (i) There shall be four theory papers in first and third semesters. Three theory papers and a dissertation in 4th semester.
- (ii) There shall be three theory papers and one special paper on Research Methodology in second semester.
- (iii) There shall be one seminar paper to be presented by a student in each subject in each semester, as prescribed in the Regulations.
19. (i) A student admitted to the LL.M degree course shall have to pass the prescribed course within the maximum period of four academic years from and including the year of admission in order to be eligible for the award of the degree.



- (ii) The examination of each semester shall comprise of written, seminar papers and viva-voce.
 - (iii) Each theory paper shall be of three hours duration carrying 100 marks.
 - (iv) Each seminar paper shall carry 10 marks and there shall be a general Viva Voce after every semester carrying 25 marks.
 - (v) Research Methodology course will carry 100 marks, out of which 60% marks will be allotted to written examination and 40% to the term paper to be submitted by the student. The term paper will be evaluated in accordance with the Regulation VII (2) of these statutes.
 - (vi) The Dissertation in the fourth Semester shall be on a topic to be approved by the Dean and Head of the Department in consultation with the supervisor who shall supervise the Research work. The Dissertation shall carry 150 marks including 50 marks for Viva Voce in the accordance with the regulation VIII of these statutes.
 - (vii) The course structure for the LL.M degree course is prescribed under Regulation II of the statutes.
20. (i) Notwithstanding anything contained in any statute, Regulation for the time being in force, no candidate shall be deemed to have completed the prescribed course unless he/she has attended 75% or more of the lectures delivered, during the semester for which the examination is to be held; *Attendance*
- (ii) Any candidate who falls short of attendance in a subject/s shall not be eligible to appear in that particular subject/s in which he/she has fallen short of attendance;
- Provided that he/she shall be entitled to appear in the subject/s in the next session after attending the deficit number of classes in the session, on payment of Rs. 500 per subject, subject to a maximum of Rs. 1500.
- Provided further the candidate shall not be eligible to attend classes of any other semester



while attending the deficient number of classes under this provision.

- (iii) Where a candidate remains continuously absent for more than 15 days in two subjects in any semester without assigning any reason he/she shall be liable to be struck off from the Rolls of the Department by the Head of the Department.

21. (1) Without prejudice to the generality of the foregoing provision where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the: - *Condonation*
- (i) Head of the Department upto a maximum of 5%
- (ii) Vice Chancellor may further condone up to a maximum of 5%.

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Dean of the Faculty.

- (2) No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.

22. The examination in each semester shall be open to regular candidate: *Examination*
- a) who has attended the prescribed course of lectures delivered during the semester;
- b) has obtained a certificate of good character from the Head of the Department;
- c) has obtained 50% or more marks in each seminar paper of the semester;
- d) who was otherwise eligible to appear in the examination in a particular semester but failed to appear/ failed in the examination.

23. Subject to the provisions of St. 7 of these statutes, examination form/s/ application/s duly filled up alongwith the prescribed fee and certificates shall be forwarded by the Head of the Department before the proposed date of commencement of examination to the *Examination Forms*



controller of Examinations, who shall admit them to the Semester examination.

24. The promotion to the next higher semester shall be open to: **Promotion**
- i) A candidate from first semester to second semester in case he/she fulfils the statutory requirement of attendance.
 - ii) A candidate from second semester to third semester in case he/she has passed not less than four out of eight papers and fulfils the statutory requirement of attendance.
 - iii) A candidate from third semester to fourth semester in case he/she fulfils the statutory requirement of attendance.
 - iv) A candidate who has secured a minimum of 50% marks in each individual seminar paper.
25. (i) There shall be a Board of Examiners to conduct general Viva-voce at the end of each semester to evaluate the understanding and comprehension of a candidate of subjects taught during that semester. **Board of Examiners**
- (ii) The Board of Examiners shall consist of:
- (a) Dean Faculty of Law;
 - (b) Head Department of Law;
 - (c) External Examiner
- (iii) The quorum for the conduct of examination by the Board of Examiners shall be at least 2 including Head of the Department and the external examiner. However, where the Head and Dean is the same person, next senior teacher by rotation will be associated with the viva-voce upto the level of Reader.
26. (i) Notwithstanding anything contained in any Statute or Regulation for the time being in force but subject to the Act, every candidate pursuing this course shall be required to submit at least five copies of a dissertation on the approved topic to the Head Department of Law within the prescribed period. **Evaluation of Dissertation**



- (ii) The supervisor shall certify, prior to submission, that the work presented in the form of dissertation is an original and significant on the subject.
- (iii) The Head of the Department after receiving the dissertation submitted to the candidate/s shall make a panel of examiners of at least 2 out of the panel of 4 examiners to be submitted by the supervisor. The panel shall be forwarded to the Dean, Faculty of Law who shall send the dissertation to one of the examiners out of the panel. The examiner shall send the report of the dissertation alongwith the marks obtained by the student to the Dean Faculty of Law.

Provided that in case of examiner's failure/ disqualification to evaluate the dissertation the next examiner in the panel shall evaluate the dissertation.

- (iv) Every candidate whose dissertation is sent for evaluation shall have to appear in the viva-voce of the dissertation on the day and date fixed by the department, after having received the report from the external examiner/ evaluator.
 - (v) Any candidate/s whose dissertation is not approved by the external examiner shall have to resubmit the dissertation for re-evaluation within six months from the date opinion is communicated by the examiner. The re-submitted dissertation shall be evaluated either by the same examiner or by any other examiner within the existing panel.
27. A transcript shall be issued to a student in respect of his performance in each semester examination after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course/subject.
28. Subject to the provisions of the Act, the Controller of Examinations shall as soon as after the viva-voce of dissertation is held, publish the list of successful candidate/s on the basis of the combined results of all the four semester examinations, including the dissertation, specifying the courses of study and



specialization, the division and the distinction, if any, obtained by the candidate/s on the basis of which the Masters degree of laws shall be awarded.

Provided that no degree shall be awarded, unless the candidate has obtained no demand certificate/s from the Libraries, Hostels, Sports Section etc. from the competent authorities of the University.

29. Any candidate having passed the Masters' Degree in Law (LL M) of this University shall be allowed to improve his/her division/percentage once only, within a period of two years from the date of passing the LLM examination and for this purpose he may reappear as a private candidate in a maximum of two theory/ papers/ courses of 1st, 2nd, 3rd or 4th semesters separately or taken together. The marks obtained in other subjects/ courses in which he/she does not appear shall be carried forward.

Provided that:

- i) in case the candidate improves only the percentage of marks he/she shall be required to surrender the earlier marks certificate(s) and fresh marks certificate(s) shall be issued.
- ii) In case the candidate improves his/ her division, he/she shall be required to surrender his Degree Certificate also and a fresh Degree Certificate shall be issued indicating the year in which the candidate improves his/her division.
- iii) In case the marks obtained are lower than those obtained earlier, the higher marks shall be retained.

Provided that there shall be no change in the marks/ division where the candidate fails in a subject(s)/ course(s) in which he has re-appeared.

30. The statutes pertaining LL. M course already in force, shall to the extent of inconsistency with these statutes be deemed to have been repealed.



Regulation I

1. The Entrance Test shall be conducted under the over all supervision of the Dean Faculty of Law who shall for this purpose;
 - (a) invite applications on the prescribed forms at least one month before the commencement of the test;
 - (b) arrange the paper for the test; and
 - (c) make arrangement for printing of question papers, evaluation of answer scripts and declaration of result.
2. The test shall carry 100 marks with the following break up:
 - (a) General Knowledge 30 Marks
 - (b) Subject Concerned 70 Marks
3. The candidate shall have to secure at least 50% of marks in aggregate to qualify the test with at least 40% marks in each component of the test.

Regulation – II

Subject to the changes made by the Board of Studies from time to time the course structure of LL.M degree as stipulated by St. 5 of the Statutes and adopted by the Board of Studies is as under:

LL.M First Semester

- Paper I Jurisprudence I
Paper II Constitutional Law – I
Paper III Indian Legal History
Paper IV Interpretation of Statutes

LL.M Second Semester

- Paper I Jurisprudence II
Paper II Constitutional Law – II
Paper III Indian Legal History
Paper IV Research Methodology

LL. M Third and Fourth Semesters

Depending upon the facilities available the Head of the Department and the Dean of the Faculty shall decide the



groups to be offered to the students out of the following groups of specializations:

- Group A Constitutional Law
- Group B Criminal Law
- Group C Business Laws
- Group D Labour Laws
- Group E International Law
- Group F Family Laws

Regulation III

The seminar paper shall be evaluated by the Head of the Department and the teacher concerned. The seminar will be open to all the teachers of the Faculty.

Regulation IV

For the purposes of dissertation in fourth Semester's candidate shall:

- i) furnish at least 10 copies of the synopsis of the topic of research at the commencement of the fourth semester;
- ii) Choose the topic for dissertation of current relevance.
- iii) Submit the dissertation within one year from the date of commencement of the fourth semester classes. However, the Dean may extend the period of submission of the dissertation on the recommendation of the concerned supervisor and the Head of the upto 6 months.

Regulation V

The scheme for determining division shall be as follows:

Percentage of marks	Division
75% or more	Distinction
60% or more but less than 75%	First Division
50% or more but less than 60%	Second

The candidate is required to obtain 50% marks in each paper and in aggregate for qualifying the semester examination.

Provided that deficiency of 1% marks required for first or second division shall be condoned for purpose of placing a candidate in the first or second division, as the case may be.



Regulation VI

The breakup of marks in theory, dissertation, viva-voce and seminar paper shall be as under:

Semester	Theory	Project	General Viva-Voce	Dissertation	Viva voce of Dissertation	Seminar paper	Max. Marks
First	400	Nil	25	Nil	Nil	40	465
Second	360	40	25	Nil	Nil	40	465
Third	400	Nil	25	Nil	Nil	40	465
Fourth	300	Nil	25	100	50	30	505

Regulation VII

- (1) In Research Methodology course, the students are expected to develop a scientific approach to socio-legal problems. They should be able to design and execute small scale research problems.
- (2) The practical skill in conducting research will be evaluated on the basis of their performance in the workshop/ seminar. Each student shall be required to submit a term paper before the commencement of the examination of that semester. The term paper shall be evaluated by a team comprising of teacher in charge, Head of the Department and Dean of the Faculty. In case Head and Dean being one person, next senior teacher will be the third evaluator. The evaluation shall be done jointly. The workshop/ seminar will be open to all the teacher of the Faculty.

Regulation VIII

The viva-voce of the student in dissertation shall be conducted by the Board of Examiners consisting of:

- Dean, Faculty of Law
- Head, Department of Law
- External Examiner
- Supervisor concerned



Regulation IX

At the end of each semester there shall be a general viva-voce which will be conducted by an external examiner whose name will be approved by the Vice-Chancellor.

The Board of Examiners will consist of:

- Dean, Faculty of Law
- Head, Department of Law
- External Examiner

In case the Dean & Head is the one and the same person next senior teacher will be associated with the viva-voce in rotation up to the level of Reader.



POST-GRADUATE COURSE IN ENGINEERING (M.E.)

1. The ME course (in the fields approved by the Academic Council) shall be pursued either full-time or part-time. The full time course shall extend over a period of three academic Semesters while as the part-time course shall be of five academic semesters;
Duration of the course
2. Admission to the Post-graduate course in Engineering shall be open to a candidate who has passed Bachelor's Degree in Engineering in the respective discipline from a recognized University with at least 60% marks in the aggregate and qualifies the Entrance Test of the college concerned.
Admission

A candidate who has passed AMIE Examination from the Institution of Engineering (India) in the respective discipline, shall also be eligible for admission to the M.E. course provided he/she has secured at least 65% marks in the aggregate of Section 'B' examination with at least two years field/ research/ teaching experience in the field of specialization.

Provided, however, that a candidate having qualified in a valid GATE test shall be exempted from qualifying the entrance test.
3.
 - 1) The curriculum for the ME course shall be entirely devoted to course work and shall be of theory papers, Laboratory and field work for special problems/ seminars/ term papers. The third semester shall be devoted to dissertation/ thesis work.
Curriculum
 - 2) The candidates admitted to the course on part-time basis shall be required to take two courses in addition to special problem/ seminar to be pursued in 4th semester, 5th semester shall be exclusively devoted to dissertation/ thesis work.



Part-time students shall include the members of the teaching staff of Engineering or Polytechnic Institute within the state as well as practicing engineers possessing the minimum qualification as prescribed in the statutes.

4. The examination for various semesters both for regular and part-time students shall consist of written papers, sessionals/dissertation/ thesis according to the schemes prescribed by the respective Boards of Studies. *Examinations*
5. The minimum marks required to pass the Examination at each semester shall be 40% in each course (Theory) and 50% in the sessionals and project/ thesis separately.
6. A student who fails in one course in the semester examination of the M.E course shall be allowed to join the next higher semester class of the course and such a candidate shall be required to obtain a pass in the subjects of the previous semester examination in which he/she failed or could not appear.

Provided the number of unleared subjects (theory only) of the preceding semester does not exceed one course.

7. The timing for holding respective semester examination will be as under:
- | | |
|--------------------------------|-----------|
| 1. Autumn Semester Examination | Nov- Dec |
| 2. Spring Semester Examination | June-July |
8. The paper setters and examiners for autumn and spring semester Examinations of the M.E course shall be external.
- Moderation of question papers set by external Examiners will be done by an external member, Principal and the Head of the Department concerned.
9. A student enrolled for M.E. course shall be permitted to appear at any of the Semester Examinations leading to the M. E. Degree provided he/she has attended all lecture classes, laboratories, guided studies etc. to the satisfaction of the Head of the Department concerned and has also satisfactorily completed and passed in sessionals in the respective subjects of the course.



No student shall be eligible to appear at the next higher semester examination if the number of backlog papers of preceding semester/(s) exceeds the prescribed number.

10. Sessionals assignments shall have to be completed and submitted regularly for scrutiny by the teachers concerned.

Sessional marks of each course of the respective semesters shall be forwarded to the Controller of Examinations, University of Kashmir in a Tabular form at least one week before the commencement of each semester examination.

Students failing in sessionals shall be required to repeat the semester course.

11. After successful completion of the course work, the students shall be eligible to submit their M. E. dissertation/ thesis in partial fulfillment of the requirements of M. E. Degree. The thesis/ dissertation shall be submitted not later than one year after the date of completion of the course.

12. The viva-voce examination in dissertation/thesis shall be conducted by three examiners i. e. External Examiner, Head of the Department and the Internal Supervisor.

13. There will be no separate supplementary examination for clearing the backlog of a semester. However, students having failed in a course shall be allowed to clear the same alongwith regular semester examination.

14. The successful candidates of the M. E. Degree shall be classified as under:

- | | | | |
|----|---------------------------------|--|--|
| 1. | First Division with distinction | 75% marks or above | Subject to having secured at least 50% marks in each paper |
| 2. | First Division | 65% marks or above but less than 75% marks | |
| 3. | Second Division | Less than 65% marks | |



Candidates passing Theory papers in subsequent examination/(s) or passing the sessionals by a repeated performance shall not be eligible for any award of distinction, prize or medal.

15. The result shall be declared by the University within two months after the last date of each M.E. semester Examination.
16. Candidates shall be provided with a marks certificate in respect of each M. E. semester Examination indicating there in the marks secured in theory papers and sessionals.
17. The successful candidate shall be awarded the degree of Master of Engineering indicating the field of specialization within a broad discipline in which the degree has been awarded.



POST-GRADUATE MEDICAL COURSES DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.)

PRELIMINARY

1. (i) These statutes may called Post Graduate Medical Courses Statute 2005; *Short title and Commencement*
(ii) These statutes shall come into force on the date of their publication in the official gazette;
2. Unless the context otherwise requires:
 - i. 'Act' means the Kashmir and Jammu Universities Act of 1969; *Definition*
 - ii. 'Academic year' means January to December of every calendar year;
 - iii. 'Board of Professional Examination' means an examination for effective admission to the Post-Graduate Course (M.S/M.D) constituted by the Govt. for this purpose;
 - iv. 'Degree' means Post-Graduate Medical Degree M.S/M.D;
 - v. 'Regulation' means a regulation as defined under Section 2(h) of the Act;
 - vi. 'Statute' means statute as defined under Section 2(h) of the Act;
 - vii. 'University' means the University of Kashmir as defined under Section 2(k) of the Act.
3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University there shall be a full time regular course spread over three academic years, designated as Post-Graduate Course in Medicine (M.D)/ Surgery (M.S); *Nature and Duration*



4. (1) The admission to the Post-Graduate Course (M.D/M.S) shall be open to a candidate who has: *Admission*
- (a) obtained a MBBS Degree from this University or any other recognized by the Kashmir University and Medical Council of India;
 - (b) has been selected for admission by the Board of Professional Examination;
 - (c) has completed satisfactorily one year of Pre-registration compulsory rotating internship in the institution recognized by the Medical Council of India;
- (2) The candidate selected for admission shall be required to submit an application on the prescribed form within 30 days after the date of starting the course to the Registrar of the University. The application shall be accompanied by the following documents and certificates in original or there certified true copies:
- (a) MBBS degree certificates together with certificates indicating the number of attempts made in passing each of the Professional examination and the marks obtained in each subject in all the professional examinations.
 - (b) Certificate of having good moral character from the Principal of the Medical College/ Institute from where he/she qualified for the MBBS Degree;
 - (c) Certificate of having completed satisfactorily one year period of pre-registration rotating internship;
 - (d) Written consent of a Post-Graduate teacher, recognized by the University in the subject concerned, to the effect that the study and research in the subject in which registration is sought, will be conducted under his/her guidance and supervision;
 - (e) Migration certificate, if the candidate has passed his/her last examination from an Institution not affiliated to Kashmir University;



- (f) Diploma or Degree examination certificates in the Faculty of Medicine passed by the Candidate wherever applicable:

5. Subject to the changes that may be made by Board of studies from time to time, the course structure of Post Graduate Medical Course (M.D/M.S) shall be as under:

The examination for the M.D/M.S, courses shall be conducted in the following subjects:

Group 1

(a) **M.D (Doctor of Medicine)**

- i) General Medicine;
- ii) Obstetrics and Gynecology;
- iii) Pediatrics;
- iv) Anesthesiology
- v) Psychiatry;
- vi) Dermatology and STD

(b) **M.S (Mastery of Surgery)**

- i) General Surgery;
- ii) Ophthalmology;
- iii) Otorhinolaryngology, (ENT)
- iv) Orthopaedics;

Group - II

a) **M.D (Doctor of Medicine)**

- i) Pathology;
- ii) Community Medicine (P & SM);
- iii) Pharmacology;
- iv) Physiology;

b) **M.S (Master of Surgery)**

- i) Anatomy

and such other subject as may be approved by the University from time to time.

6. (1) Candidates selected for admission in the college and whose applications, complete in all respects and supported by the fee and documents listed in statute 5.3 are received by the registrar of the

Registration as Post-graduate student



University within the stipulated period, shall be registered on fulfillment of all conditions of eligibility, as Post-Graduate student in the faculty of Medicine.

- (2) Candidates accepted as Post-Graduate students by the University shall be deemed to have been registered from the date of starting the course every year.
 - (3) No candidate shall be allowed to be registered in more than one subject at a time.
7. (1) (a) The period of study and training for M.D/ M.S shall be three years as a Post-Graduate student. *Period of Study*
- (b) However, there shall be an exemption of one year in the duration of post-graduate degree course in respect of candidate's having passed post-graduate diploma course of two years and have been awarded diploma in the subject, in which he wants to pursue post graduate course.
- (2) The candidate shall be required to pursue post-graduate studies as a full time Post-graduate student in the concerned department in a Medical College affiliated to the University for these Courses and in Hospital(s) attached to it, which shall be recognized for this purpose and periodically inspected by the University. This condition shall not be relaxed under any circumstances.
 - (3) (a) The emphasis will be on in-service clinical training and the candidates will be required to participate in the teaching and training programme of Under-Graduate students and interns in their subjects/ specialties, apart from taking part in seminars, group discussions and clinical meetings.
 - (b) The candidates joining the Post-Graduate Training programme must work as full time residents during the whole period of their post-graduate training. They will be required to attend a minimum of 80% of the training period during each calendar year.



Provided, further that the leave of any kind shall not be counted as part of the academic term.

- (4) A scholar enrolled for pursuit of MD/MS course shall be granted leave as mentioned hereunder:
- (a) 15 days casual leave in a year;
 - (b) One month's special leave in the total period of 3 years in addition to the leave indicated at (a) above after reducing to writing the detailed and convincing reasons duly accepted by the guide and HOD concerned.
 - (c) Maternity leave/ abortion leave of 135 days in respect of female students in addition to the leave as indicated at (a) and (b) above, provided this period is correspondingly extended for fulfilling the requirement of minimum of 80% attendance.
 - (d) In case a student remains absent beyond 45 days at a stretch his/her registration/ admission shall be cancelled by the University except for candidates who were ill and hospitalized for the period.
 - (e) In case of unsatisfactory conduct of student or his/her involvement in any kind of unlawful activities harmful to the academic atmosphere in the department/ College, the guide and HOD may recommend to the Dean for the suspension of his registration and holding of enquiry. After holding inquiry and giving chance of hearing to the delinquent student, if the charges leveled are proved, the Dean may recommend to the Board of Professional Entrance Examinations through the University for Cancellation of admission.
8. Training programme for each subject shall be framed by the Departmental Committee to be constituted by the HOD and approved by the Dean to ensure that the training programme is strictly adhered to Post-Graduate students shall maintain a record/ logbook of the work carried out by them which will be verified by the guide and accepted by the HOD.
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9. Migration/ transfer of students undergoing any postgraduate Medical Courses shall not be permitted by the University. No candidate registered with any other University will be allowed to pursue his/her Post-graduate Medical course in Medical College of Kashmir University or in any affiliated college. ***Migration/ transfer of Post-graduate Medical Student***
10. (1) Every postgraduate student shall be required to write a thesis on a subject allotted by the guide and approved by the Board of Post-graduate medical studies. ***Thesis- Subject and Guide***
- * (2). The Plan of thesis (Synopsis) indicating:
- i. title of work;
 - ii. brief resume of literature;
 - iii. purpose of proposed study;
 - iv. scheme of work (including material and methods; &
 - v. references, shall be submitted by a candidate through his/her guide, HOD and the head of Institution to the Registrar of University. The synopsis must be submitted not later than 09 months from date of commencement of the Post-graduate study. However, synopsis shall be accepted with a penalty of 50% registration fee upto a maximum delay of 30 days beyond 09 months. The plan shall be accompanied by:
 - i) written consent on the prescribed form of the postgraduate teacher to act as guide on the subject of thesis;
 - ii) a certificate from the HOD and the Principal of the college concerned to the effect that adequate facilities exist in the Institution and would be made available to the candidate for the study and research free or on payment of the requisite fee that may be prescribed by the Institution for the purpose.

*University Council resolution dated 04-10-2010



- iii) The fee as prescribed from time to time.
 - (3) The plan of thesis, received by the Registrar, shall be placed before the concerned Board of Post-graduate studies in the faculty of Medicine for approval.
 - (4) The registration of the candidate shall be deemed final and complete only when the plan of thesis has been approved by the Board of Post-graduate Studies.
 - (5) The plan, if modified by the Board of studies, shall have to be undertaken as such for execution. In case the plan is rejected, a fresh plan, as per the procedure prescribed in these statutes shall have to be submitted to the University.
 - (6) The decision of the Board of Studies shall be communicated to the candidate by the University through the Principal of the college/dean within one month of the meeting of the Board of Studies.
11. (1) No application for the change of subject of thesis/guide shall be entertained except under the following conditions:
- i) when the plan submitted earlier has been rejected or modified by the Board of Studies in medicine.
 - ii) when the work cannot be completed on the plan submitted earlier because of unforeseen circumstances beyond the control of the candidate within three months from the date of Registration.
- (2) The application on the prescribed form for change of subject/guide indicating the reasons that necessitated the change, shall be submitted to the Registrar through the principal of the College concerned and shall be accompanied by the prescribed fee and a certificate from the guide proposed guide and concerned HOD to the effect that the reasons given by the candidate are genuine and that the proposed change is recommended.
- (3) The application for change of subject of thesis alongwith the revised plan/ guide shall be placed

***Thesis-
Change of
Subject/Guide***



before the Board of Studies concerned when it meets next and proceed in the manner as laid down in the Statutes for approval of the thesis plan.

12. (1) The thesis shall relate to a specific research problem or clinical case studies in accordance with the approved plan.
- (2) The thesis shall be written in English, printed or typed on white bond paper 22 x 28 cm. with a margin of 3.5 cm bearing the matter on one side of paper only and bound with cloth/Rexene, with the title, author's name and the name of the College printed on the front cover.
- (3) The thesis shall contain: Introduction, review of literature, aim of study, material and methods, observations, discussions, conclusion, summary and references as per index medicus.
- (4) The candidate shall submit through the Principal of the College duly certified by the guide countersigned by HOD, four copies of thesis, to reach the Controller of Examinations not later than six months prior to the date of commencement of theory examination in the subject.
- (5) No paper based on the substance of the thesis, shall be published or read in any Conference prior to or during the course of preparation and acceptance of the thesis.
- (6) The thesis submitted to the University shall be property of the University and shall not be published in part or in full without prior permission of the Vice-Chancellor, not shall it be submitted to any other university or learned body for award of any degree or academic distinction before or after submission.
13. (1) The thesis shall be referred by the University for evaluation to the examiners appointed by the University for the purpose in accordance with statute 14. The examiners will report independently to the Controller of Examinations and recommend whether the thesis is:
- a) approved;

***Thesis-
Format and
Submission***

***Thesis-
Evaluation,
approval and
rejection***



- b) returned for improvements as suggested, or
 - c) rejected, in the form prescribed in Appendix-I for this purpose.
- (2) The thesis shall be deemed to have been accepted when it has been approved by at least three of the examiners of whom two must be external examiners. Provided that if the thesis is rejected by one of the external examiners it shall be referred to another external examiner (other than the one appointed for initial evaluation) whose judgment shall be final for the purposes of acceptance or otherwise of the thesis.
- (3) Where improvements have been suggested by two or more of the examiners, the candidate shall be required to re-submit the thesis within 6 months after making the requisite improvements, for evaluation.
- (4) When a thesis is rejected by the examiners, it shall be returned to the candidate who shall have to write it again. The second thesis, as and when submitted shall be treated as a fresh thesis and processed as per statute 8,9,10 & 11.
- (5) Acceptance of thesis submitted by the candidate shall be a pre-condition for his/her admission to the written, oral and practical/ clinical part of the examination.

Provided that under special circumstances if the report from one or more examiners is not received by the time, the Post-graduate examination is due, the candidate may be permitted provisionally to sit for the examination but the result will be kept withheld till the receipt of the report subject to the condition that if the thesis is rejected then the candidate in addition to writing a fresh thesis, shall have to reappear in the entire examination.

- (6) A candidate whose thesis stands approved by the examiners but fails in the examination, shall not be required to submit a fresh one if he/she appears in the examination in the same branch in a subsequent examination.



- (7) After acceptance of the thesis, the Controller of Examination will retain one copy of the thesis in the University and return the three copies to the Principal of the College concerned who in turn shall forward one copy each to College Library, Departmental Library and to candidate concerned.
14. (1) (a) The ratio of recognized Post-graduate teachers to the number of students to be admitted for the degree shall be 1:1 per year to the extent that under no circumstances not more than three candidates for degree shall be registered with a post-graduate guide in a unit in one academic year.
- (b) Every unit shall consist of at least 3 full time teachers out of whom one shall be a recognized post-graduate teacher and the remaining two shall not be below the rank of Lecturer. In case the department is having one unit then it shall be headed by a Professor/ Associate professor.
- (c) Providing further that any post-graduate seat left unfilled in an academic year shall not be carried forward to the next or subsequent academic year.
- (2) In case the guide proceeds on leave for more than six months or transfer/ superannuation/ death/ termination, the student teacher ratio may be enhanced from 1:1 to 2:1 as a temporary measure and once the replacement of guide after the transfer takes place the ratio of 1:1 shall be restored.
15. (1) a) Apart from submission and acceptance of thesis in the manner prescribed in Statutes 8 to 11, the candidate shall be required to appear and pass the examination to be held in theory, practical/ clinical and viva-voce at the end of the period of three years from the date of registration/ enrolment for the course. *Examinations*
- b) The candidate will be required to secure minimum 50% marks in theory as well as in practical/ clinical including viva-voce separately which is mandatory for passing the whole examination.



2. The examination shall be held twice a year, one Regular and one Subsequent, after a minimum gap of six months on such dates as may be fixed by the Controller of Examinations in consultation with the Dean, faculty of Medicine.
3. There shall be four written papers of 100 marks each of 3 hours duration for each branch of MD/MS. Each examiner will evaluate one theory paper and in exceptional circumstances as per statute No 12.5 Note (a) if second internal examiner is not available then the 1st internal examiner will evaluate two papers instead of one.

For viva-voce and practical/ clinical examination there shall be a maximum of 400 marks. The coordinator will distribute the allocation of marks in each section proportionately. Each examiner shall be asked to evaluate the candidate and give marks out of a total of 100 marks.

4. Each examiner shall evaluate the candidate and give marks out of a total of 100 marks. However, in exceptional circumstances where the number of examiners is three, the coordinator will proportionately allocate the marks to be awarded by each examiner.
5. The examination in practical, clinical and viva-voce shall be conducted by all the four examiners, i.e. two external and two internal and shall extend over a period of two days.
6. Syllabus for each theory paper and practical/ clinical shall be prescribed by the Academic Council on the recommendations of the Board of Studies concerned and the Faculty of Medicine.
7. The examination shall be open to a candidate who:-
 - a) has been admitted to the MD/MS course after fulfilling all the eligibility criteria as laid down under Statute 5.2.
 - b) has completed the prescribed courses of Post-graduate study after registration as Post-Graduate student for a continuous period of three years in a subject concerned,



under a recognized Post-graduate teacher to his entire satisfaction in a recognized Institution affiliated to the University.

- c) Has his/her thesis submitted and had approved by the examiners prior to commencement of the written part of the examination; and
- d) Has produced a certificate of good character signed by the Principal of the College concerned.

8. The application on the prescribed form for admission to the examination accompanied by prescribed fee must reach the Controller of Examinations through the Principal of the College at least two months before the commencement of the examination.

Assessment

16. <u>Total marks</u>	=	800
Theory	=	400
Practical/ Clinical	=	300
Oral	=	100

- (1) Each examiner shall evaluate one answer book and give marks out of 100. In practical and viva-voce examination each examiner will assess the candidate and give marks out of 100.

- (2) The result of the candidate shall be based on the aggregate marks scored by him in theory and practical/ clinical including viva-voce examination separately. The candidate is required to secure minimum 50% marks in theory as well as in practical/ clinical including viva-voce.

*Conduct of Practical,
Clinical and Oral Exam*

17. Clinical examination for the subject in clinical science shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher for which candidate shall examine a minimum one long case and two short cases. The long case shall carry 150 marks and two short cases 75 marks each.



1. Practical examination for the subject in basic medical science shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/ laboratory studies and his ability to perform such studies as are relevant to his subject and shall carry 300 marks.
2. Oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigate procedure, therapeutic technique and their aspects of the specialty which form a part of the examination and shall carry 100 marks. Each examiner carry 25 marks.

The examination shall mark the answer books both in theory and practical and also give marks for the oral examination and enter in the award roll to be sent to the University. The clinical/ practical oral shall form one component of 400 marks and the theory the other component of 400 marks. The candidate shall be required to secure 50% marks in both the components separately for the purpose of passing the examination.

3. Each successful candidate shall be admitted to the degree of M.D/M.S., as the case may be, in accordance with the procedure prescribed in the Statutes of the University.
18. 1. *No person shall act as a Post-graduate teacher or guide unless: -
- a) he/she fulfills the minimum requirements for recognition as a postgraduate teacher as laid down by the Medical Council of India and has teaching experience of 8 (eight) years as a Lecturer/ Asstt. Professor out of which he has not less than 5 (five) years teaching experience after obtaining postgraduate degree in the concerned subject;
 - b) is of the rank of Assistant Professor or above;

***Appointment
and Eligibility
of Post graduate
Teacher/ guide
and examiners***

*University Council resolution dated 04-10-2010



“Provided that following approved guides of the recognized medical institutes of the rank of Assistant Professor or above shall be eligible to act as co-supervisor:-

- I. Permanent postgraduate teachers of the Government Medical College Srinagar;
- II. Permanent postgraduate teachers of the SKIMS, Soura Srinagar and Government Medical College, Jammu;
- III. Permanent postgraduate teachers from any other Medical College recognized by the Medical Council of India;
- IV. A retired postgraduate teacher below the age of 65 who was an approved guide before superannuation;

Provided further that co-guide shall be engaged by the BOPGS in such cases where the topic allotted to the candidate/s is multidisciplinary”.

2. No person shall be appointed as a Post-Graduate examiner unless he/she is of the rank of Associate Professor or equivalent and above is fully qualified to act as a Post-graduate teacher/ guide.

Provided that when an Associate Professor or equivalent and above is not available, an Assistant Professor with requisite qualification and experience as laid down in 16.1 b) in the subject may be appointed as an examiner.

NOTE: Subject(s) to be considered allied to the subject/ specialty concerned shall be according to the list of allied subjects approved by the Medical Council of India.

3. For non-medical teachers to be appointed as guides and examiners, Ph.D. degree in the concerned subject shall be considered as the requisite Post-Graduate qualification, other conditions being the same as laid down in Statute 16.1 & 16.2.
4. There shall be four examiners in each subject. 2 external and 2 internal to be appointed by the Vice-Chancellor out of a panel of examiners proposed by the Board of Studies concerned.



All teachers in the concerned subject in the Colleges concerned who fulfill the eligibility criteria for appointment as Post-graduate examiners shall be appointed as internal examiner according to the following criteria:

HOD in the subject will always act as first Internal examiner, the other eligible teachers will rotate as second internal examiner in final and supplementary examination and next senior eligible teacher by rotation will be the second internal examiner.

5. Theory paper I & II shall be set one each by the two external examiners and paper III & IV by the two internal examiners.

The external and internal examiners will send their question papers to the Controller of Examinations. The HOD will moderate the question paper if need be.

The practical/clinical and viva-voce examination shall be conducted jointly by all the four examiner. The first internal examiner shall act as Chairman/Co-ordinator of the examination.

6. The same set of examiners shall ordinarily evaluate/conduct thesis well as theory, oral and practical/clinical examination.
7. The external examiner shall ordinarily be in-service Post-graduate teacher in a recognized Medical College/P.G. Medical Institute.

Provided that in the case of non-availability of one of the in-service external examiners, a retired teacher, otherwise eligible to be a post-graduate examiner, may be appointed as external examiner subject to the condition that he/she has retired at least 3 years before as a teacher of Medical College/P.G. Medical Institution.

8. An external examiner shall not ordinarily be appointed for more than two years consecutively. Thereafter, he/she may be re-appointed after an interval of two years.



APPENDIX – I TO STATUTE 10. 1

Examiners Report on the evaluation of Thesis for M.D/M.S Examination 200.....

I _____ have examined the thesis of _____ on the subject of _____ submitted in part fulfillment of the requirements for M.D/M.S examination 200....

- The work and presentation is of outstanding merit and original in nature and hence, the thesis is approved.
- The work and/or presentation is satisfactory and hence, the thesis is approved.
- The thesis is returned herewith for improvement and re-submission for evaluation after the changes/ improvement as suggested in the annexure are made by the candidate.
- The work and/or presentation are/is of poor quality and the thesis, therefore, stands rejected.

Signature _____

Identification mark _____

Designation _____

Address

Place: _____

Dated: _____



MASTER OF PHILOSOPHY (M.PHIL.), DOCTOR OF PHILOSOPHY (PH.D.), DOCTOR OF LITERATURE (D.LITT.), DOCTOR OF SCIENCE (D.SC.) AND DOCTOR OF CIVIL LAWS (D.C.L.) DEGREES

1. i) These Statutes shall be called the University of Kashmir M. Phil., Ph.D., D. Litt. D.Sc & D.C.L. (Revised) Statutes, *Short Title and Commencement*
- ii) These Statutes shall come into force from the date of their notification by the University and shall be applicable to all the Faculties.
2. In these Statutes, unless the context otherwise requires *Definitions*
- a) “Act” means the Kashmir and Jammu Universities Act, 1969;
- b) “University” means the University of Kashmir as defined under Section 2(k) of the Act ;
- c) “Statutes” mean Statutes as defined under Section 2 (h) of the Act;
- d) “Regulations” mean Regulations as defined under Section 2 (h) of the Act;
- e) “Syndicate” means the Syndicate as constituted under Section 2 of the Act;
- f) “Academic Council” means the Academic Council as defined under Section 2 (a) of the Act;
- g) “College” means a College as defined under Section 2 (c) of the Act;
- h) “Constituent College” means the Constituent College as defined under Section 2 (d) of the Act;
- i) “Affiliated College” means an affiliated College as defined under Section 2(b) of the Act;



- j) "DRC" means Departmental Research Committee as constituted under Statute 3 of these Statutes;
 - k) "BORS" means the Board of Research Studies as defined under Section 2(e) of the Act;
 - l) "BOE" means the Board of Examiners appointed to evaluate and assess scholars for the degrees of M. Phil., Ph.D., D.Litt., D.Sc. and D.C.L ;
 - m) "External Examiner" means an examiner who is not on the pay rolls of the University of Kashmir;
 - n) "Registration" means registration of candidates for M. Phil. and Ph.D. granted by the BORS under these Statutes and includes re-registration also;
 - o) "M. Phil." means Master of Philosophy as conferred under these Statutes;
 - p) "Ph.D." means Doctor of Philosophy as conferred under these Statutes;
 - q) "D.Litt." means Doctor of Literature as conferred under these Statutes;
 - r) "D.Sc." means Doctor of Science as conferred under these Statutes;
 - s) "D.C.L." means Doctor of Civil Laws as conferred under these Statutes.
3. Notwithstanding anything contained contrary in the Statutes, Rules and Regulations for the time being in force, there shall be a Departmental Research Committee (DRC), comprising of the following (atleast five members), to monitor research in each post-graduate Department/ Institute/Research Centre recognized for conducting courses leading to the award of M. Phil/Ph.D. degrees.
- Constitution of the DRC*
- i) Head of the Department/Director of the Research Centre (Chairman)
 - ii) All approved Supervisors of the department/Centre (Members)
 - iii) Any other teacher/expert whose participation might be considered essential by the Departmental research Committee.



Provided that in case of the Departments/Centres where the required number of Faculty is not available the HOD/Director shall co-opt more members from other allied Departments on the recommendations of the Departmental Research Committee after seeking approval of the Vice-Chancellor.

The quorum for the meeting of the DRC shall be the majority of the members constituting the committee, including the chairman.

4. The DRC shall monitor conduct of research in the Department/Institute/ Centre and in particular to:
- Identify the areas of research;
 - Allocate Supervisors and Co-Supervisors (wherever necessary) as per available vacancies;
 - Recommend the research proposals of M. Phil./Ph.D. candidates to the BORS after proper screening and certifying that no research has been carried out on the proposed topic as on date;

Powers and functions of the DRC

Provided that no such recommendation shall be made by the DRC unless the candidate justifies/defends his/her synopsis of research before DRC.

Provided further that such of the synopses shall be sent to the subject expert for obtaining expert opinion if there is no teacher other than the supervisor available in the Department in the concerned specialization.

- Prescribe the syllabus for the theory papers of the M. Phil/Pre-doctoral programme;
 - The DRC concerned shall follow a pattern specific to the discipline for compilation of M.Phil dissertation;
 - The DRC shall meet as frequently as needed.
5. (1) Such of the Departments/Centres/Institutes as may be granted recognition by the syndicate from time to time. The Academic Council shall recommend recognition for conducting courses leading to the award of M. Phil. and Ph.D. to any Post-Graduate Department/Research Centre/

Recognition of Deptt/Centre as Research Centre



Institution in the subjects/allied subjects assigned to it.

Provided that the Post-Graduate Department/ Research Centre/Institution as the case may be, satisfies the BORS regarding the fulfillment of the following requirements:

- a. Infrastructural facilities available in P. G. Department/ Research Centre/Institution
 - b. Availability of expertise for providing research guidance
- (2) Notwithstanding anything contained in clause 1 of Statute 5 the Syndicate may, on the recommendation of the BORS and Academic Council, recognize any other Institution/Research Centre/ Laboratory, that may or may not be affiliated to the University of Kashmir for conducting research programmes leading to the award of M. Phil./Ph.D.

MASTER OF PHILOSOPHY (M. PHIL.)

6. I. The eligibility for admission to the M. Phil programme shall be as under:
- a) A candidate must have secured not less than 55% of marks at Masters Level in the concerned subject/allied subject.

Eligibility

Explanation:

The Departmental Research Committee shall decide which of the subject/s is/are allied to the subject concerned and shall also decide about whether the degree shall be given to the candidate in the subject/discipline in which he has qualified his Master's degree or in the allied subject/discipline in which the candidate is seeking admission. The decision of the DRC shall, however, be subject to the approval of the BORS at the time of registration.



- b) Candidates shall have qualified M.Phil Entrance Test securing at least 40% marks.
 - c) i) The JRF/NET/SET qualified candidates shall be exempted from appearing in the Entrance Test and Merit of such candidates shall be as per their percentage of marks obtained at the Masters level.
 - ii) College Teachers with five years' service on substantive basis shall also be exempted from appearing in the Entrance test.
- II. The admission to the M. Phil. programme shall be made as per the following procedure.
The Dean of the Faculty shall:
- a) Ascertain the number of vacancies available for M. Phil. in the Department/ Centre/ Institute from the concerned Head/Director/ Coordinator, as the case may be by 15th April each year.
 - b) invite applications on prescribed form within 15 days after the declaration of Final Year/semester results of all the P.G. courses falling within the Faculty;
 - c) arrange Entrance test as per the following:
 - i. The question paper in each subject to be set shall comprise two parts.
 - ii. Subjective part containing six questions of which four must be attempted and
 - iii) Multiple choice objective part containing 30 questions, all to be attempted. Part (i) will carry 40 marks and Part (ii) shall carry 30 marks. All questions in both the parts shall be set from the syllabus to be drafted by the DRC from the core/compulsory courses only. Merit of the candidate at PG level shall carry 30 marks.



- d) Conduct Entrance test in the month of June every year. However, Candidates whose result of P. G. is awaited shall also be allowed to appear in the entrance test provisionally on production of affidavit duly attested by 1st class Magistrate to the effect that he/she shall not claim any benefit in case he/she fails to secure the required percentage of marks at PG level.
 - e) Prepare a merit list of all the candidates and forward it to the Head/Director/Coordinator, as the case may be. The list prepared shall remain valid till the date of notification for the conduct of the next test.
- III The Head/Director/Coordinator concerned shall in consultation with the DRC concerned:
- a). Screen/assess the Synopses submitted by the candidates and
 - b). Prepare the final list of the selected candidates on the basis of merit in the Entrance Test/Masters Degree and Synopsis submitted by them against the number of vacancies available in each area of research in the concerned Department/ Centre/Institute.
 - c). Forward the synopsis/synopses approved by the DRC (alongwith copy of the minutes of the meeting of the DRC duly signed by the members) for consideration by the respective BORS through the Dean of the Faculty
- Provided that the number of vacancies shall be determined on the basis of the following criteria:
- i). Supervisor–scholar ratio in the Dept. /Centre/Institute as prescribed by the University from time to time.
 - ii). Field/Area of Specialization of the supervisors available.
 - iii). Infrastructure facilities available in the Department/ Centre.



7. Subject to the conditions laid down by the University from time to time, the following categories shall be entitled to pursue the M. Phil programme on part-time basis but they have to qualify the Entrance Test if not eligible for exemption under 6 (I) (c) above.
- Eligibility for Part-time Registration*
- i. Permanent teachers of the University Department (s)/Centre(s) with one year continuous service on substantive basis.
 - ii. Permanent teachers of constituent/affiliated colleges/ Schools with atleast 2 years' of service on substantive basis;
 - iii. Technical Staff including Technical Assistants, Research Assistants, Editors, Junior Editors, Museum Assistants, Curators, Professional Assistants of the University of Kashmir who have put in a minimum of 2 years' continuous service on substantive basis after completion of their post-graduation;
 - iv. Permanent non-teaching staff of the University of Kashmir/ State or Central Government/ Autonomous Bodies, with at least 2 years' service on substantive basis after completion of their Post-graduation.
 - v. Contractual/Temporary/Adhoc teachers working in teaching departments of the University on contract basis having teaching experience of atleast one academic session in the Department concerned.
 - vi. Scholars working in Research Schemes as JRF/SRF/Project Fellow/Project Assistant/ Research Assistant.
8. I. Except in case of Science and Engineering Faculties, the residency period for M. Phil. programme on part-time basis shall be 90 days to be completed in one spell. In case of candidates belonging to the Faculty of Science and Engineering the residency period shall be 120 days, to be completed in one spell. The University Teachers (working on substantive/contractual/ temporary/ Adhoc basis) as well as JRF/SRF/PF/PA/RAs working in sponsored research schemes/projects



shall be deemed to have put in the prescribed residency period.

- II. No such candidate as mentioned in Statute 7 above shall be entitled for registration to the M. Phil. programme unless he/she produces a written permission from his/her employer before the DRC recommends his/her case to the BORS.

Provided that the candidates having qualified NET/SET or are working as JRF/SRF/PF/PA/RA shall be given preference in admission to the M. Phil. programme.

***Joining the
Course***

9. The selected candidates shall be required to join the course within 30 days from the date of approval of registration by the BORS failing which their admission shall automatically stand cancelled.

Provided that the Dean of the Faculty may extend the joining period by fifteen days under special circumstances to be recorded in writing by candidate.

Provided further that in case of FIP and in-service candidates the maximum joining period shall be six months and two months respectively from the date of issuance of registration letter.

Provided also that BORS on the recommendations of the DRC concerned shall authorize to reckon the date of registration from the date the formal research proposal has been endorsed by the DRC subject to following conditions:-

- i) research proposal is approved by the BORS;
- ii) the candidate has been provisionally allowed to join the course.

Provided further that in case a whole-time scholar, having put in more than 50% of the mandatory residence period, gets employed in any Government/Quasi-Government Organization on substantive post, his/her registration shall remain in abeyance till he/she is allowed by his/her employer to proceed on leave, whatever kind due to him/her complete the remaining residency period. The maximum period of abeyance shall not be more than three years



and the candidate shall have to deposit the re-registration fee.

10. The course structure of the M. Phil. programme shall be as under:-

*Course
Structure*

Component A

Paper Title

- | | | |
|------|--|------------|
| (I) | Research Methodology | 100 marks. |
| (II) | Specialization Course
related to the area of research | 100 marks |

Total **200 marks**

Component B

- | | | |
|------|--------------------------------------|-----------|
| (I) | Dissertation | 100 marks |
| (II) | Viva-voce test based on dissertation | 100 marks |

Total **200 marks**

The M. Phil dissertation shall present generally a compilation of the following:

- Review of literature and source material;
- Theoretical framework of the study;
- Empirical verification of the hypotheses;
- Conclusions, generalizations and implications;
- Bibliography/References cited;
- Identification of the research problem to be pursued at the i.e. the Ph.D. level.

11. i) The M. Phil. course shall ordinarily extend over a period of one year (12 months) for whole-time and two years (24 months) for part-time scholars. However, the period of registration shall remain effective for 1 ½ years (18 months) for whole-time and 2 ½ years (30 months) for part-time scholars.
- ii) Where a whole-time scholar fails to submit the dissertation within a period of 1 ½ years (18 months), the Dean of the Faculty may on the recommendation of the Departmental Research Committee (DRC), for reasons to be recorded in writing and substantiated by the supervisor, grant

Duration



an extension up to a maximum of six months in the period of submission.

- iii) Where a part-time candidate fails to submit the dissertation within a period of 2 ½ years (30 months) the Dean of the Faculty may on the recommendation of the Departmental Research Committee (DRC), for reasons to be recorded in writing and substantiated by the supervisor, grant an extension upto a maximum of six months in the period of submission.

12. Where a scholar fails to submit the dissertation within the prescribed period (inclusive of extension) his/her registration shall stand automatically cancelled.

Provided, such a scholar shall be allowed to seek re-registration which may be granted by the BORS on the report of the supervisor duly recommended by the DRC and the Dean of the Faculty.

Provided further that the re-registration shall be for a maximum period of six months during which the dissertation shall have to be submitted by the candidate.

13. The whole-time scholar, shall be required to pursue the M. Phil. programme on whole - time basis for atleast one year and attend atleast 75% of lectures and seminars in the Department.

14. Ordinarily the candidate shall continue his/ her M. Phil. course under the supervisor allotted to him/her by the DRC. The BORS concerned may consider the request of the scholar for change of guide, after furnishing convincing justification duly recommended by the DRC and the Dean of the Faculty.

Change of Guide

15. I. Scholars registered for the M. Phil. course shall be allowed to appear in the examination, of the two theory courses, not before six months after the date of joining.

Examination

- II. The examination in each paper shall be of three hours duration. Each question paper shall contain four questions with internal choice drawn from four units of the syllabus. The candidates shall be required to attempt all the four questions.



III. The question papers pertaining to the courses shall be arranged by the Dean of the Faculty in the following manner:-

- i) Research Methodology: The Dean concerned shall arrange the question paper and get the answer script evaluated through double evaluation system.
- ii) Course related to the area of research: The Dean shall get the question paper set by the Supervisor concerned and answer script evaluated by two evaluators one of them being the supervisor.

***Submission of
Dissertation***

16. The scholars having passed the theory course with a minimum of 50% marks in each course shall be required to submit the dissertation to the Department within 1 ½ years but not before one year in case of the whole-time scholars and within two years but not before 1 ½ years in case of the part-time scholars after joining the M. Phil course.

The dissertation inter alia shall be in conformity with the established norms/standards. It should be type-written or printed or computerized/ photocopied on paper of 28 cm x 22 cm with a margin of atleast three cm on one side and one cm. on the other. The dissertation shall be hard bound with black cloth/Rexene cover (with transparent dust cover). The title of the dissertation, name of the Scholar, Supervisor /Co-Supervisor, name of the Deptt. /Centre and faculty and month & year of submission shall be printed in golden colour on the front cover. Field of work/Subject, name of the candidate and Year of Submission shall also be printed in golden colour on the spine of the dissertation.

Panel of Examiners for Evaluation

17. I. The Head of the Department, in consultation with the supervisor/co-supervisor shall submit through Dean concerned a panel of atleast four examiners, preferably those who are in-service, not below the rank of a University Associate Professor, to the Vice-Chancellor for approval of one examiner amongst the panel.



For the purpose of evaluation of the dissertation, the Head of the Department while forwarding the Panel of examiners to the Dean of the Faculty shall certify that:-

- a) the research proposal (synopsis for pursuing M. Phil.) of the scholar stands approved by the Board of Research Studies;
 - b) the scholar has worked on whole-time/part-time basis (as the case may be) and put in the required attendance in the department or approved research centre;
 - c) the scholar has given atleast two seminars pertaining to his/her area of research during the period of study before the submission of the dissertation.
- II The Dean after obtaining the approval shall communicate the same to the HOD/Director who shall arrange the dispatch of the dissertation to the concerned examiner for evaluation under confidential cover with the instructions in the prescribed form regarding evaluation and submission of the report. The examiner shall send the evaluation report to the HOD, who in turn shall consolidate the reports and forward it to the Dean of the Faculty. The Dean of the Faculty shall on the basis of reports from the external examiner and supervisor/co-supervisor(s) concerned recommend the formation of Committee to the Vice-Chancellor for the conduct of viva-voce examination of the scholar.
- III. Where the examiner fails to submit his evaluation report within three months, from the date of its dispatch, this shall be brought to the notice of the Vice-Chancellor, by the Head/Director through Dean of the concerned Faculty, who shall appoint another examiner from the panel already submitted.
18. I. Before the conduct of vivo-voce exam, the scholar shall be required to produce NDC from the Department/Centre, Hostel, Central Library,

*Viva-Voce
Examination*



Departmental Library, Proctor's Office, Dean Students Welfare, Sports Wing, etc.

- II. The viva-voce examination shall be conducted only when the scholar has secured a pass in the other components of the examination -- two theory papers and dissertation. The conduct of viva-voce examination shall be subject to clearance certificate to be obtained from the Academic Section.

Provided that the Academic Section shall issue the said certificate within a maximum period of 15 working days from the date of submission of the required documents complete in all respects..

- III. The viva-voce examination shall be conducted by a Committee comprising:

- a) Dean of the Faculty (Chairman)
- b) Head of the Department/Centre;
- c) Concerned Supervisor/Co-Supervisor (if any)
- d) External Examiner, if available or One Nominee of the Vice-Chancellor

Provided that where the Head/Director happens to be the supervisor, the next senior teacher shall be associated.

19. I. A scholar having obtained atleast 50% of marks in each of the papers/courses, dissertation and viva-voce shall qualify for the award of M. Phil. degree. ***Performance Standard***
- II. There shall be three grades, namely A, B, and C with marks shown as under:
- i) A 75% and above
 - ii) B 60% or more but less than 75%
 - iii) C 50% or more but less than 60%
- III. The scholars shall be graded on the basis of overall performance in theory papers, dissertation evaluation and viva voce test.
20. I. Where the examiner has recommended the revision of dissertation, the scholar shall be required to re-submit the same with requisite modification within a period of six months from the date of the intimation of the decision to the scholar. ***Revision of the Dissertation***



- II. The dissertation re-submitted for evaluation shall be examined only by the earlier appointed examiner. However, if the original examiner is not available or is unwilling to act, fresh examiner shall be selected from the panel submitted earlier.
- III. When a scholar is not recommended for the award of the degree on the basis of his/her performance in the viva-voce test (though otherwise eligible) he/she shall be allowed to appear in a subsequent viva-voce test which shall be held within six months but not before 3 months from the date of the first viva-voce test.
21. I. The evaluation report of the theory papers, dissertation and viva-voce examination shall be communicated by the HOD/Director of Centre through Dean of the Faculty to the Controller of Examinations for declaration of the results. *Declaration of Result and award of Degree*
- II. The Controller of Examinations shall on the basis of report submitted under Clause I above declare the result of the candidate for the award of M. Phil. Degree after seeking approval from the competent authority.

DOCTOR OF PHILOSOPHY (Ph.D.)

22. The candidates having obtained M. Phil degree with atleast B grade shall be eligible for admission to Ph. D. programme. *Eligibility*
- Provided that the following categories of candidates shall be eligible for direct admission to Ph.D programme:-
- i. candidates having qualified JRF from National Examining Bodies,
 - ii. candidates having passed P.G in Engineering/M.Tech/M.S/M.Sc Engineering/M.Pharma / LL.M with atleast 55% marks.
 - iii. Secretaries/Directors or Officers of the equivalent cadre/College/School teachers with atleast 15 years experience on substantive basis.



- iv. candidates having secured atleast 65% of marks at the master level in the subject concerned/allied subject;

The candidates under category i, ii and iii shall be exempted from appearing in the entrance test while the candidates under category iv above shall be required to appear and pass entrance test examination with atleast 60% marks.

Provided that the candidates admitted to direct Ph.D shall be required to clear two theory courses during the first year of their registration. The course contents, setting of question papers and evaluation of the courses shall be on the pattern as prescribed for M.Phil course.

23. Applications for admission to the Ph. D programme shall be invited by the Dean of the Faculty concerned and the candidates shall be required to submit the application forms alongwith the prescribed fee in the concerned Departments.
 - I. The applications received by the Head of the Department/Director of the Centre/Institute shall be placed before the Departmental Research Committee (DRC) for scrutiny.
 - II. The Departmental Research Committee, after making a proper scrutiny of the applications, shall assign the candidates to the supervisors.
 - III. The candidates shall be given a period of 4-6 weeks to prepare their synopses in consultation with their supervisors. These synopses, duly signed by the concerned candidates and the supervisors, certifying that the proposed research work shall be original piece of work carried out on the topic (and not mere repetition of the earlier studies on the topic) shall be submitted to the Head of the Department, who shall get them assessed by the DRC. The candidate shall have to defend his/her synopsis before the DRC.
 - IV. The synopses of the University teachers, as supplication cases shall also be placed before the DRC for scrutiny and recommendation for consideration of the Board of Research Studies.
-



- V. The DRC while recommending the synopsis/ research proposal for approval shall take into consideration the parameters which shall include:
- a) eligibility of the candidates;
 - b) significance/utility of the proposed topic of research work;
 - c) number of seats and supervisors available; and
 - d) any other factor including the availability of infrastructural facilities.
24. The following categories of candidates having M. Phil. Degree with atleast 'B' grade or M.Tech/P.G in Engineering/ME/MS/M.S.Engineering/LL.M./M.Pharm a with atleast 55% marks shall be eligible for admission to the Ph. D programme on part-time basis on production of written permission from his/her employer in order of the following preference:-
- Eligibility for Part-time Scholars*
- I. Permanent University teachers with one year teaching experience on substantive basis.
 - II. In service candidates having qualified NET/SET.
 - III. Permanent scientists of NRL(BARC)/IIIM/FRL, Leh/CSIR Training Institute, Pampore or any other Research Institute recognized by the Syndicate and having 3 years' substantive service in the scientific officer's cadre.
 - IV. Permanent College teachers & teachers of NIT/SKUAST/SKIMS/ IUST or any other recognized institute/ centre with a minimum of 3 years teaching experience.
 - V. Contractual/Temporary/Adhoc teachers of the University Departments/ Centres with a continuous service of 2 years. In case of discontinuation of service, in respect of scholars as have not completed 2 years of registration period, he/she/they shall have to work on whole time basis till the remaining part of the two years residency period is completed.



- VI. Permanent Teachers and State/Central Government/ Semi Govt. employees with a minimum of 4 years' service on substantive basis.
- VII. Scholars working in Research Schemes as JRF/SRF/Project Fellow/Project Assistant/ Research Assistant.
25. The candidates selected for admission to the full time Ph.D. programme shall be required to join the course within 30 days positively, from the date their registration approved by the BORS is communicated to the Department (except the candidates seeking admission to Ph. D programme under FIP scheme and as in-service candidates) failing which their registration shall stand cancelled. However, the Dean of the Faculty may extend the joining period by fifteen days under special circumstance to be recorded in writing. In case of FIP and in-service candidates the maximum joining period will be six months and three (3) months respectively from the date of issuance of the registration letter.
- Joining the Programme*
- Provided further that in case the DRC recommends the date of registration shall be reckoned from the date the formal research proposal is endorsed by the DRC to the BORS for approval subject to following conditions:-
- i research proposal is approved by the BORS;
 - ii the candidate has been provisionally allowed to join the course.
- Provided further that in case a whole-time scholar, as have put in more than 50% of the mandatory residence period, gets employed in any Government/ Quasi-Government Organization on substantive post, his/her registration shall remain in abeyance till he/she is allowed by his/her employer to complete the residual period of whole-time residency. However, the maximum period of abeyance shall not be more than three years and the candidate shall have to deposit the re-registration fee.
26. The BORS shall meet thrice a year, preferably in March, July and December.
- Meeting of the BORS*



27. I. Any major change in the title shall be authorized by the BORS only on the recommendation of the DRC provided that:-
- Change in Topic*
- a) the scholar shall inform the HOD through the supervisor about the change indicating the reasons six months before the submission of the thesis; and
 - b) the exact topic/title is within the area of research identified at the time of registration.
- II. The Head of Department shall convene a special meeting of the DRC in order to discuss the proposed change/modification of the programme by the scholar and make recommendations to this effect.
- Provided that in case of a minor change the Dean shall authorize the change on the recommendation of the Departmental Research Committee;
- Explanation
- For effecting modifications in the topic of research
- a) an application should be made within a period of one year from the date of registration, indicating clearly the nature and extent of modification sought;
 - b) the modification should be approved by the DRC and the Dean/BORS (as the case may be);
 - c) the original plan of work approved by the BORS should be annexed.
28. Ordinarily the candidate shall continue his/her Ph.D programme under the supervisor allotted to him/her by the DRC. However, in extreme circumstances, the change of guide can be considered by the BORS after furnishing convincing justification duly recommended by the Dean of the Faculty concerned.
- Change of Guide*
29. The Ph.D. course shall ordinarily extend over a period of two years (24 months) in case of whole-time and three years (36 months) in case of part-time scholars.
- Duration*



Provided that the period of registration for every candidate shall be initially for 3 years.

Provided that in case a whole-time scholar fails to submit the thesis within the period of 3 years and part-time scholar within 3 years and one month, he/she shall submit an application to the Dean of the Faculty through the Supervisor/HOD explaining the reasons of delay in the submission of the thesis. The Dean of the Faculty on the recommendations of the DRC may grant an extension by a period of one year. The Dean Academic Affairs may on the recommendations of the Dean of the Faculty grant further extension in favour of a scholar by one more year. It shall be binding upon a scholar to submit the Ph.D. thesis within a period of 5 years from the date of registration, failing which his registration shall automatically stand cancelled.

30. The scholars as fail to submit the thesis within the stipulated period of 5 years shall be eligible for re-registration to be granted by BORS on the recommendation of the DRC and the Dean of the Faculty with justification.

Re-registration

Provided that the re-registration shall be granted for a maximum period of two years on the payment of prescribed fee.

31. The permanent University teachers having atleast three years teaching experience at P.G. level with 2 publications in refereed journals to be determined by the BORS shall be eligible for registration to supplicate Ph. D thesis. They shall however submit their thesis not before two years from the date of their registration. The teacher shall submit his/her thesis in the Department/ Centre in which he/she is registered on the payment of prescribed fee.

Supplication

32. 70% of the intake capacity shall be offered to candidates working on whole-time basis with preference to JRF/candidates with independent fellowship and the remaining 30% for candidates on part time basis.

Provided that in case the seats fall vacant in part-time category due to non-availability of candidates, the seats shall be offered to the candidates eligible under Whole time category and vice versa.



33. The residency period for the research scholars pursuing their Ph.D. programme on part-time basis in the faculties other than science shall be 180 days to be completed in two spells and in case of Faculty of Science it shall be 210 days to be completed in two spells and it shall be mandatory for the scholars to put in the residency period when the session is on.

Provided further that permanent/contractual /ad hoc/temporary teachers of University of Kashmir and JRF/SRF/Project Fellows/Research Asstt./Project Asstt. Working in sponsored research schemes/projects in the same department shall be deemed to have put in the prescribed residency period.

34. Notwithstanding anything contained in these Statutes, the Vice-Chancellor on the recommendations of the Supervisor and HOD, may permit a research scholar to be absent from the place where he/she is registered for pursuing his/her research for not more than six months at a stretch if it considers it essential for the research scholar to be elsewhere in connection in with his/her research work.

*Absence from
Place of
Research*

35. (a) A teacher working in the University Department/ Centre (recognized as research centre) on substantive basis shall be eligible to be the supervisor for guiding M. Phil. /Ph.D. scholars provided he/she has to his/her credit:

*Research
Supervisor*

- i) a Ph.D. Degree ;
- ii) publication of three research papers of high standard to be determined by the BORS; and
- iii) two years teaching/research experience at the P.G. level after obtaining Ph. D..

Provided that in exceptional cases justified by the HOD in writing and endorsed by the BORS, the Vice-Chancellor may relax the condition of teaching/research experience.

Provided further that in no case shall the teachers who do not possess a Ph.D. degree but are registered for the same, be allowed to act as supervisors during the period of their registration.



Provided also that a retired teacher of this University shall continue as a research supervisor up to the age of 65 years. However, beyond 62 years of age he/she shall supervise only up to 4 scholars at a time.

- (b) The following categories of teachers/scientists /scholars having Ph. D. and published work shall on the recommendation of the BORS be entitled to act as co-supervisors provided his/her employer has no objection in having appointed his employee as Co-supervisor:
- i) Permanent Kashmir University Teachers/ Scientists atleast of the rank of Assistant Professor.
 - ii) Permanent teachers of the SKUAST and the University of Jammu;
 - iii) Permanent Scientists of the Institutes recognized by the Syndicate.
 - iv) Permanent teachers of the affiliated colleges and scientists of the laboratories;
 - v) An eminent Scholar/Professional approved by the concerned BORS.
 - vi) Permanent Teachers/Scientists from any other recognized University/Institute within or outside India.
 - vii) A retired teacher/ professor emeritus of the University or any other recognized University/Institute.

Provided that no such person shall be engaged beyond the age of 70 years.

36. The maximum number of scholars (whole-time and part-time taken together) that a supervisor shall guide at a time shall be as under:
1. Professor or Scholar/Scientist of an equivalent rank: Eight
 2. Associate Professor or Scholar/Scientist of an equivalent rank: Six
 3. Asstt. Professor or Scholar/Scientist of an equivalent rank: Four



Provided that in the case of centres engaged purely in research work the number of scholars shall be as under:

1. Professor or Scholar/Scientist of an equivalent rank: Nine
2. Associate Professor or Scholar/Scientist of an equivalent rank: Seven
3. Asst. Professor or Scholar/Scientist of an equivalent rank: Five

Provided further that in case of joint supervision the supervisor- scholar ratio shall be determined as $\frac{1}{2} + \frac{1}{2}$ towards supervisor and co-supervisor.

Provided also that the actual number within the above limits shall be decided by the DRC taking into account the availability of infrastructural facilities.

37. I. Every registered Ph. D. scholar shall be required to submit during the period of registration a periodic quarterly report regarding the progress in his/her research programme to the DRC concerned.
II. The scholar shall be required to give atleast two seminars every year.
38. A scholar shall submit five (six in case of a candidate working under two supervisors) printed/typed/computerized/ Xeroxed and previously unpublished copies of the thesis which should comply with the following standards:
 - i. It shall be a piece of original research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of facts or theories already discovered.
 - ii. It should be a solid evidence of the candidate's capacity for critical examination and sound judgment.
 - iii. It shall communicate how far it embodies the result of the candidate's own observations and in what respect the investigations are an advanced knowledge in the subject.

Submission of Thesis

Provided that the scholar shall be required to give a seminar before submission of the thesis.



Provided further that the scholar shall not be allowed to submit his/her thesis before the expiry of two years in case of whole time scholar and three years in case of part-time scholar from the date of registration.

Provided further that the scholar shall not be allowed to submit his/her thesis unless he/she has one research paper published in a refereed journal, related with theme of the research project.

39. i. The thesis inter-alia shall be in conformity with the established norms/standards.
- ii) It shall be in a form suitable for publication;
- iii) It shall be type-written or printed or computerized/photocopied on paper of 28 cm x 22 cm with a margin of atleast three cm on one side and one cm. on the other.
- iv) The thesis shall be hard bound with maroon coloured cloth/Rexene cover (having transparent dust cover). The title of the thesis, name of scholar, name of the Laboratory/Dept./Centre, name of Faculty and month & year of submission shall be printed in bold letters on the face of the cover in golden colour. Field of work/Subject, name of the candidate and Year of Submission shall also be printed in golden colour on the spine of the dissertation.
40. (I) The thesis shall be accompanied by a certificate from the supervisor/co-supervisor (if any) countersigned by Head of the Department stating that:
- i) the thesis is an original piece of research work;
- ii) the candidate worked under his/her/their supervision for the period required under Statutes;
- iii) The candidate has put in the required attendance in the Department.
- (II) The thesis shall be ordinarily submitted in English.

Provided that in case the subject is concerned with one of the Oriental Studies, Modern Indian



Languages or Buddhist Studies, the thesis may be written in English or in any other language approved by the DRC.

Provided further that the thesis in subjects of Urdu, Arabic, Persian, Hindi or any other subject may be presented in a suitably legible form.

- (III) The scholar may incorporate in his/her thesis the contents of any work which he/she himself/herself may have published on the subject.

Provided further that no such work in full or in parts shall be included in the thesis for which Ph.D. degree or any other degree has already been conferred by this or any other University.

41. I. Before submission of the thesis every scholar shall be required to obtain an NOC from Iqbal Library/Departmental Library/Store/ Laboratory etc. which should be submitted to the Head of Department.
- II. Where a candidate is or has been a bonafide hostel boarder in the University, he/she shall obtain an NOC from the warden/concerned authorities of the hostels.
- III. Any candidate committing any misconduct during his/her registration shall be liable for cancellation of his/her registration.

42. Save as otherwise provided, there shall be two external examiners, besides the supervisor/co-supervisor to evaluate the thesis submitted by the candidate, who shall be appointed as per the following procedure:

Evaluation of thesis

- i) The Head of the Department/Director of the Institute/Centre in consultation with the supervisor/co-supervisor shall submit a panel of 8 persons, not below the rank of University Professor, to the Vice-Chancellor through Dean of the Faculty, for selecting two examiners from the panel. After obtaining the approval from the Vice Chancellor, the Dean of the Faculty shall forward the same to the Head/Director concerned.

Explanation I: For the removal of any doubt, it is provided that where Professor is not available in a



particular area of specialization; the panel may include Associate Professor as well.

Explanation II: For the purpose of this Statute external examiner for evaluation may include eminent scientists and professionals.

- ii) The Head/Director shall arrange to send the summary of the thesis to the approved examiner(s) for getting their consent regarding the evaluation of the thesis.
 - iii) The Head/Director shall arrange to send the thesis to the examiner after receiving his/her consent along with instructions in the prescribed form regarding evaluation and submission of the report, under confidential cover.
 - iv) The HOD/Director shall also arrange to send a pre-stamped cloth/cloth lined envelope along with the thesis for the returning of the thesis by the examiner through registered/speed post after evaluation.
43. I. The evaluation reports shall be sent by the examiner(s) to the Head/Director, who shall consolidate the evaluation reports (external/internal) and submit these to the Vice-Chancellor for obtaining approval through Dean, of the Faculty for appointment of one of the two external Examiners for the conduct of viva-voce. After obtaining the approval of the Vice-Chancellor, the Head/Director of the concerned Department/Centre shall arrange the conduct of Viva voce examination of the candidate.
- II. The examiners shall ordinarily send the evaluation report within 90 days from the receipt of the thesis.
- Provided that where the reports are not received within the stipulated period of 90 days, the HOD/Director shall remind the examiners to expedite the evaluation of the thesis.
- Provided further that in case the same is not received within 30 days thereafter the Vice-Chancellor may on the recommendations of the



Dean Faculty appoint another examiner in his/her place from the already approved panel.

44. The thesis shall be accepted on the recommendations of both the external examiners who shall be required to submit their evaluation reports and recommendations in the proforma prescribed by the University for the purpose.
45. I. The examiners shall recommend expressly that the degree be awarded or that the thesis be rejected or may make such suggestions as they deem fit for the revision of the thesis, before its re-submission. The candidate, who is required to re-submit his/her thesis, shall do so not before six months and not later than two years from the date the decision is communicated to him/her.
- II. Where a thesis has been re-submitted, it shall be evaluated by the original Board of Examiners, unless they or any one of them, is/are not available or is/are unwilling to act. In that case the fresh examiner/ examiners shall be selected from the panel submitted earlier.
- III. Where one of the two external examiners rejects the thesis and the other recommends its acceptance for the degree, the thesis shall be sent to a third examiner, who shall be appointed by the Vice-Chancellor on the recommendation of the Dean Faculty from the original panel. In such cases viva voce shall be held only when two of the three external examiners recommend the award of the degree.
46. (I) the Viva-voce test shall be conducted only when the clearance certificate is issued by the academic section within a maximum period of 21 days from the date the scholar submits the required documents complete in all respects. *Viva voce test*
- (II) Subject to the provisions of Statutes and Regulations in force, the degree shall be awarded to the scholar after receiving clear recommendations of both the external examiners and the supervisor/s for the award of the degree and after his/her successful completion of the open



viva-voce test, which shall be conducted by the Board of Examiners comprising the following:

- i) Dean of the Faculty (*Chairman*)
- ii) Head of the Department/Centre;
- iii) Supervisor and co-supervisor if any;
- iv) One of the two external examiners (nominated by the Vice-Chancellor);

The candidate shall present the main findings/results of his Ph. D. thesis in the form of a seminar lecture, in which, Viva-voce Committee teaching staff, research scholars and P. G. students of the concerned departments shall participate. At the end of the presentation, only members of the Viva voce committee shall ask questions/clarifications from the candidate.

Provided where the HOD happens to be the supervisor, the next senior teacher in the Department shall be associated.

Provided further, where the supervisor (internal examiner) is not available and is not likely to be available in the next six months after the receipt of the last report from the external examiner, the Vice-Chancellor in consultation with the Chairman DRC and the Dean of the Faculty concerned may appoint a substitute for conducting the viva-voce examination.

47. Subject to the provisions of Statute 42 where a candidate is not recommended for the degree by the examiners at the time of the viva-voce examination, he/she may be permitted to re-appear in the viva-voce examination to be held not earlier than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original examiners unless they or any one of them is/are not available or is/are unwilling to act as such. In such cases the substitute examiners shall be appointed preferably from within the panel submitted earlier.



48. I. The evaluation report of the theory papers in case of direct Ph.D, thesis and viva-voce examination shall be communicated by the HOD/Director of Centre through Dean of the Faculty to the Controller of Examinations for declaration of the results.
- II. The Controller of Examinations shall on the basis of report submitted under Clause I above declare the result of the candidate for the award of Ph.D Degree after seeking approval from the competent authority.
49. Subject to the provisions contained in these Statutes where a candidate applies for a copy of the report of the examiners, these reports in full or excerpts thereof may be supplied to the applicant on payment of the fee prescribed from time to time for the said purpose.
50. I. The permission to publish the thesis shall be accorded to the candidate subject to the condition that the suggestions (if any), made by the examiners, in the extract of the reports supplied to the candidate, have been incorporated in the revised thesis. This shall be certified by the HOD concerned.
- II. The candidate shall on publication of the thesis state on the title page that it is a thesis approved for Ph.D. degree by the University of Kashmir;
- III. Where full reports are required by any recognized organization /agency, these shall be supplied to such an organization / agency under rules prescribed by the University.
- IV. One copy of the thesis accepted by the University for the award of degree shall be deposited by the HOD concerned in the Allama Iqbal Library and one/two copies shall be deposited in Departmental Library.
51. I. No candidate shall be eligible to submit his/her work for the degree of Doctor of Literature/Doctor of Science/ Doctor of Civil Laws (D.C.L) unless
- (a) five years have elapsed since the candidate obtained the degree of Doctor of Philosophy

***Declaration of
result and
award of Degree***

Eligibility



from the University of Kashmir or any other statutory University.

Provided that he/she is a permanent teacher of the University of Kashmir /affiliated Govt. Colleges imparting instructions at P. G. level /U.G. level and has served in that capacity for atleast five and 10 consecutive years in all at P.G. level and U.G. level respectively.

(b) has engaged himself/herself in active research work.

II. Subject to the provisions contained in Clause (1) of Statute 51, the degree of Doctor of Literature/ Science/ Doctor of Civil Laws (D.C.L) shall be awarded on the basis of an independently carried out published work of the candidate.

III. The candidate may present in support of his/her candidature: the unpublished work; the work published or unpublished which he/she has done jointly with others.

Provided the candidate's work contains such results as mark an advance in knowledge in his/her chosen area/field.

Provided also that a committee shall be constituted by the Vice-Chancellor to examine the candidature of the candidate given in I (a) and (b) above.

52. A candidate shall submit six printed/typed/computerized/ Xeroxed and previously unpublished copies of the thesis which should comply with the following standards:

i) The thesis inter alia shall be in conformity with the established norms/standards.

ii) It shall be in a form suitable for publication;

iii) It shall be type-written or printed or computerized/ photocopied on paper of 28 cm x 22 cm with a margin of atleast three cm on one side and one cm. on the other. The thesis shall be hard bound with blue green coloured cloth/Rexene cover (having transparent dust cover). The title of the thesis, name of scholar, name of the Laboratory

***Submission of
the Work***



/Dept./Centre, name of Faculty and month & year of submission shall be printed in bold letters on the face of the cover in golden colour. Field of work/Subject, name of the candidate and Year of Submission shall also be printed in golden colour on the spine of the dissertation.

53. Notwithstanding anything contained in provisions of the Statutes, a candidate shall not be allowed to submit for consideration any research work in full or in parts, for which a degree has already been conferred on him/her by this or any other University.
54. I. Subject to the provisions contained in these Statutes applications for submission of a work shall be made to the Registrar and shall be accompanied by --
- a) a list of candidate's publications;
 - b) a statement showing in what respect the investigations appear to him/her an advance of knowledge/ research in his/her field of study; and
 - c) a statement indicating whether he/she has submitted/not submitted the work to any other University for such a degree, giving the name of the University and the time of submission.
- II. The BORS concerned shall seek such information as it may deem necessary to satisfy itself that the conditions for submission of the work have been fulfilled by the applicant before allowing him/her to submit six copies of his/her work to the Registrar.
55. I. The panel of Examiners shall be recommended by the concerned Board of Research Studies. However, the panel of examiners may alternately be recommended by an expert committee comprising of the following.
1. Dean Academic Affairs;
 2. Dean of the Faculty
 3. HOD, Concerned



4. One senior most faculty member of the Department.
 - II. Subject to the provision contained in these Statutes every work shall be referred by the Controller of Examinations to three external examiners for evaluation. Of these one shall necessarily be an expert from outside the Country. However, in case of OCMIL subjects, the experts can be from within the Country.
 - III. The examiners shall certify that the work submitted by the candidate is an original and substantial contribution to the chosen area /field and merits the award of the degree.
 - IV. The degree shall be awarded only if all the three examiners recommend in writing the award of the degree.
56. The viva-voce test shall be conducted by the Board of Examiners, comprising
- i)
 - a) Dean Academic Affairs;
 - b) Dean of the Faculty;
 - c) Head of the Department;
 - d) Atleast two external examiners.
 - i) colloquium given by the candidate in which the members of the Board of Examiners, as well as other teachers, scholars and students of the Department and teachers of the allied departments shall be present to evaluate the performance.
Provided that other members of the Department present in the colloquium shall have no right to ask questions except with the permission of the Chair.
Provided further, that the performance of the scholar shall be evaluated only on the basis of questions put to him/her by the members of the Board of Examiners.
57. The reports of the examiners along with the viva-voce result shall be placed before the Syndicate, which shall ultimately determine whether the degree be awarded or not.

***Procedure for
Conduct of Viva
Voce***



58. Subject to Statute 57 a candidate whose thesis is rejected by the Board of Examiners shall not be allowed to re-submit his/her thesis for evaluation before one year.
59. Subject to the provisions of these Statutes, the Registrar shall publish the result notification in accordance with the decision of the Syndicate.
60. Any Statute, rule or regulation for the time being in force governing admissions and award to M.Phil/Ph.D/D.Litt/Doctor of Civil Laws (D.C.L)/D. Sc. in the University inconsistent with these statutes shall be deemed to have been repealed.



BACHELOR OF EDUCATION (B.ED.)

1.
 - i) These Statutes shall be called B. Ed degree statute. *Short title and Commencement*
 - ii) These statutes shall come into force from the date of their notification by the University.
2. In these Statutes, unless the context otherwise requires:- *Definitions*
 - a) “Act” means the Jammu & Kashmir Universities Act, 1969;
 - b) “Academic year” means 12 months period from the date of admission to the said course;
 - c) “Continuous Assessment” means the tests conducted by the Faculty Members to evaluate and assess continuously the performance of the students in scholastic and non scholastic aspects during the academic year;
 - d) “External Examiner” means an examiner who is not on the pay rolls of the University of Kashmir;
 - e) “Regulation” means Regulations as defined under Section 2 (h) of the Act;
 - f) “Statute” means Statutes as defined under Section 2 (h) of the Act;
 - g) “University” means the University of Kashmir as defined under Section 2(k) of the Act.
3.
 - I. Notwithstanding anything contained in any Statutes or Regulations for the time being in force, but subject to the Act and the general policy of the University, these Statutes shall govern the award of the Bachelor of Education (B. Ed) Degree; *Nature & Duration*
 - II. There shall be an examination at the end of the academic year for the course;



- III. A student admitted to the course shall be required to complete it within four attempts (which includes the first attempt) in order to be eligible for the award of the Degree.
4. Subject to the provisions of the Act, Statutes & Regulations for the time being in force vis-à-vis procedure and other preferences for selection, reservations for special categories and the policy of the University as laid down from time to time, the admission to the Degree shall be open to candidates who: *Admission*
- I. as would have passed/obtained bachelor's degree in any discipline from this University or any other recognized University as hold equivalent thereto by the University;
Provided the candidate(s) has/have secured at least 45% at graduation level in respect of general category and 40% marks in respect of reserved category.
- II. Candidates with BCA/BBA degree & B.Sc Agricultural & B.E are also eligible for admission to B. Ed degree programme.
- III. Candidates having passed their graduation under 10+2+2 scheme and are presently working as teachers in the Govt./Private schools at least with 2 years teaching experience in a Govt. recognized institute are eligible for seeking admission to the B.Ed Course/ Examination;
5. The intake capacity shall be determined by the University on the basis of standard Inspection conducted by the Inspection team nominated by the University. The B. Ed. programme shall be run in the Institutions mentioned here in as under: *Intake Capacity*
- i) Govt. College of Education, M. A. Road, Srinagar;
- ii) Private B. Ed colleges not maintained by the Govt. but affiliated to the University of Kashmir;
- iii) Centre of Distance Education, University of Kashmir;
- iv) P. G. Department of Education, University of Kashmir



6. Admission shall be granted on self financing basis in respect of institutions shown in statute (5) above as per the fee structure to be notified by the University from time to time. *Fee Structure*

7. Subject to the changes to be made from time to time as per provisions of the Act, for the present, the B.Ed programme shall have following Course Structures: - *Course Structure*

	Papers	EXT/ INT	Marks
A	Core Papers (Papers I to IV)		
Paper I	Theory & Principles of Education	(80+20)	100
Paper II	Psychology of Learning & Development	(80+20)	100
Paper III	Development of Education System in India	(80+20)	100
Paper IV	Essentials of Instructional technology	(80+20)	100
B.	Content-cum-Methodology courses papers V to VII		
Group A	Languages (Paper V)		
i)	Teaching of English	(80+20)	100
ii)	Teaching of Urdu	(80+20)	100
iii)	Teaching of Hindi	(80+20)	100
iv)	Teaching of Punjabi	(80+20)	100
Group B	Social Sciences (Paper VI)		
i)	Teaching of History & Civics	(80+20)	100
ii)	Teaching of Geography	(80+20)	100
Group C	Science (Paper VII)		
i)	Teaching of Bio-Science	(80+20)	100
ii)	Teaching of Physical Science	(80+20)	100
iii)	Teaching of Mathematics	(80+20)	100

Note: A student shall have to opt one paper from Group A &



Papers	EXT/ INT	Marks
one paper either from Group B or Group C.		
C Special Courses (Paper VIII)		
Any one of the following:		
a) Alternative Education		
b) Creativity and Education		
c) Computer Education		
d) Education Technology		
f) Educational Measurement & Evaluation		
g) Guidance & Counseling		
h) Physical & Health Education		
i) Population Education		
j) Special Education		
k) School Management		
l) Value Education		
D. Practical Courses (Papers IX & X)		
Internship & Practice Teaching (Paper IX)	EXT/ INT	Marks
i) Internship	(30+20)	50
ii) Preparation of Teaching aids	(30+20)	50
iii) Mastery of Teaching skills through Micro Teaching & Simulated Teaching	(60+40)	100
iv) Practice Teaching in Actual Classroom Situation	(60+40)	100
Total Marks		Marks
A. Core Papers		400
B. Content-Cum-Methodology Papers		200
C. Special Course		100



	Papers	EXT/ INT	Marks	
	D. Practical Course		300	
	Total Marks		1000	
8.	i) Subject to the provisions of these statutes a candidate shall be assessed and evaluated by an examination at the end of academic year (one year from the date of admission to the course) in theory, Practice of teaching and Project work.			<i>Examination</i>
	ii) The candidates shall be required to secure a minimum of 40% marks in each theory paper, practice of teaching & project work.			
	iii) There shall be a bi-annual or supplementary examination for candidates who have failed or have got 'reappear' in some papers or have compartment in any paper.			
9.	A candidate shall be required to satisfy the following conditions: -			<i>Eligibility for Examination</i>
	i) has been on the rolls of a training college/ college of Education for teachers affiliated to the University of Kashmir, for one academic year; Provided that a candidate having remained on the rolls of the Centre of Distance Education, University of Kashmir for one academic year (Fourteen months from the date of Admission) is also eligible for the examination.			
	ii) has his/her name submitted to the Controller of Examinations of the University by the Principal of the College he/she has most recently attended; or by the Director of Centre of Distance Education, University of Kashmir;			
	iii) Produces the following certificates signed by the Principal of the College/ Director of Centre of Distance Education he/she has most recently attended: -			
	a) of a good character;			
	b) of having completed 75% attendance in each theory course;			



- c) of having delivered 40 lessons in an approved recognized practicing school 20 in each subject including two criticism lessons;
- d) of having satisfactorily completed the internship of the school;
- e) of having secured not less than 40% marks in sessionals prescribed for all theory papers & practice of teaching component.

Provided, that a student who fails to secure 40% marks in the sessional awards shall be required to study afresh in the respective training college/ college of Education upto the next examination. (Supplementary/ Bi-annual) to secure 40% in the sessional awards of the theory paper or papers or in the practice of teaching, as the case may be;

10. I. A candidate who participates in any one or more of the following activities may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days during the period of his/her absence on such account. The activities are: -

Shortage of Attendance

- i) Inter State Sports Tournaments
- ii) Inter University Sports Tournaments
- iii) Inter College Sports Tournaments
- iv) Sports Tournaments organized by the J&K Sports Council;
- v) Inter University debates, seminars, youth festivals and cultural programmes;
- vi) NCC/ NSS programmes;
- vii) Hikes, Trekking, Expeditions organized by the University.

Provided that absence on such account shall not exceed 15 days in a year.

- II. Provided further that the Vice-Chancellor on genuine grounds shall be competent to condone shortage in attendance on such account in such



cases where the period exceeds the limit of one month.

- III. A candidate who has been enrolled for B. Ed course shall not be admitted to any other examination of the University in the same year in which he/she has to take the B. Ed Examination.
11. Every training college/ college of Education shall provide to a trainee at least 4 weeks continuous block practice teaching during which period the trainee shall be attached on whole-time basis to a selected practising school.
- Practice of Teaching*
- i) A clear record of sessional work, according to the marks allotted in each paper shall be maintained in the colleges for easy & objective assessment.
- ii) For practice of teaching 50% of the total marks shall be reserved for sessional work, a clear record of which shall be maintained in the college so that it becomes easy to make objective assessment.
12. In the case of candidates appearing as late college students the marks awarded to them in sessionals while they were on the rolls of the college shall be carried over to the subsequent examination in which they appear as late college students.
- Late College Students*
- Candidates shall submit their applications to the Controller of Examination on the prescribed form accompanied by the prescribed fees and the necessary certificates, signed by persons authorized in this behalf under the statutes.
13. A candidate who has already passed the examination for the degree of Bachelor of Education may appear at a time in any one or two additional subjects comprised in papers V, VI & VII not already taken by him/her for his/her examinations. For this/ these subject/s he/she shall be required to undergo one month's school practice under approved supervision; the irreducible numbers of supervised lessons being 20. The examination fee payable by such a candidate shall be one half of the total fee prescribed for the Bachelor of Education Examination.
- Examination in additional papers*



14. (i) Subject to the provisions of Statute (8) the minimum number of marks required to pass the examination shall be 40 percent in each theory paper and 40 percent in practice of teaching & 40 percent in Project work. *Performance Standard*
- Provided that these percentages shall be required separately for the sessional award and the written part of each theory paper and in the sessional award in final test in the practice of teaching, provided further that in the aggregate of theory papers of the pass course, 40 percent shall be the minimum pass percentage.
- (ii) Provided also that if a candidate fails in the examination by a deficiency of 5 marks in a paper or part thereof or in the aggregate or in the practice of teaching (except in sessionals) shall be given this statutory concession and shall be deemed to have passed the examination.
- (iii) A candidate who obtains 40 percent or more of the aggregate number of marks of the course but fails in one paper only in theory examination may, if he/she so desires be permitted to appear in the paper in which he/she failed, at the four subsequent examinations on payment of a fee prescribed for the full examination at each occasion. If he/she passes in that paper in either of these examinations he/she shall be deemed to have passed the examination (theory part).
- (iv) A candidate who passes in theory but fails in the practice of teaching shall not be required to pass the theory part of the examination again, and the candidate who passes in the practice of teaching but fails in the theory part, shall not be required to take the examination in practice teaching again.
- (v) If a candidate secures a pass in a paper(s) in the theory part of examination, he/she shall, if he/she so desires, be given exemption from appearing in such paper(s) in subsequent examination/examinations;



Provided that no candidate to whom this concession is granted shall be allowed to join the next higher class.

15. I. The successful candidates shall be placed in

Four divisions as follows: -

- i). Those who secure 75% of the aggregate marks in all papers of the course (Theory, Practice of teaching, Project work shall be declared as Distinction holders)
- ii). Those who gain 60% of the aggregate number of marks in all papers of the pass course shall be placed in the First Division.
- iii). Those who gain 50% or more but less than 60% shall be placed in the second Division.
- iv). Those who gain 40% marks or more but less than 50% shall be placed in the Third Division.

II. The same percentage shall apply to practice of teaching. Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the distinction, first and second divisions.

The result shall be declared separately, for part I (Theory – Papers I to VIII) and part II (Practice of Teaching – Papers IX) and part III (Project work – Paper X).

*Classification
of
Performance
Levels*



BACHELOR OF PHYSICAL EDUCATION (B.P.Ed.)

Statutes

1. An examination for the degree of Bachelor of Physical Education shall be held by the University annually in the month of November or on such date or dates and place or places as may be fixed from time to time.
2. The Bachelor of Physical Education course shall extend over a period of one academic year provided it shall not be less than 180 working days.
3. The Examination shall be open to a candidate who has graduated not less than, one academic year, previously in any discipline and satisfied following conditions:
He/she has undergone the course of training of degree of bachelor of physical education for one academic year: -
 - i) in a college affiliated to the University;
 - ii) his/ her name has been submitted to the Controller of Examinations of the University by the Principal of the College concerned accompanied by the following certificates: -
 - a) of good character;
 - b) of having attended at least 75% of lectures delivered to and practicals held for his/her class during the academic year preceding the examination;
 - c) of having taken at least twenty supervised lessons (ten in schools/ colleges and ten in the class itself) in the practice of teaching;
 - d) of having secured at least 33% marks in the internal assessment in each theory paper of part I (theory and also in the part II (skill) and part III (practice of teaching);



- e) of having satisfactorily performed the work of the class.
4. A candidate who participates in one or more of the following activities may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days during the period of his/her absence on such account: -
- i. Inter-State Sports Tournaments;
 - ii. Inter-University Sports Tournaments;
 - iii. Inter-College Sports Tournaments;
 - iv. Sports tournaments organized by the J&K Sports Council;
 - v. Inter-University debates, seminars, youth festivals and cultural programmes;
 - vi. N.C.C/ N.S.S programme;
 - vii. Hikes, Trekking, Expeditions, organized by the University.
- Provided, that absence on such account shall not exceed ten days in a year.
- Provided further that the Vice-Chancellor on genuine grounds shall be competent to condone shortage in attendance on such account in such cases where the period exceeds the limit prescribed in the foregoing para.
5. A student who has failed to secure the required percentage of pass marks in the internal assessment component in one or more parts of the B.P.Ed. Course shall not be eligible to appear in the University examination in that part but shall be required to remain on the rolls of the College concerned with a view to making up the deficiency in the internal assessment.
6. A candidate who has completed the prescribed course in the college concerned but has not appeared in the examination or a candidate who has appeared in the examination and has failed in one or more parts of the course shall be eligible to re-appear in the examination as a whole or in parts of the examination, as the case may be, privately on payment of the prescribed fees



subject to the conditions laid down in the University statutes governing the admission of the private students. In the case of such candidates, the marks secured by them in the Internal Assessment shall be carried forward to the subsequent examination/s.

7. A candidate who has been enrolled for the B.P.Ed. Course admitted in a college affiliated to the University shall not be admitted to any other examination of this University in the same academic year in which he/she has to take the B.P.Ed examination.

8. Subject to the changes to be made as per procedure laid down in the act the B.P.Ed course shall comprise of three parts as indicated hereunder: -

- Part I Theory
- Part II Skill
- Part III Practice of Teaching

9. (1) The examination in Part I shall consist of six theory papers, each carrying 100 marks and of three hours duration. The outline of test for the said papers shall be prescribed by the Academic Council from time to time.

(2) A practical examination shall be held by a Board of Examiners, comprising one External and one Internal, for the Part II of the course which shall consist of four groups carrying three hundred marks as per the detail hereinafter appearing:

		For Men candidates	For Women candidates
Group I	Major Games	90 marks	90 marks
Group II	Athletics	80 marks	80 marks
Group III	Formal Activities	70 marks	45 marks
Group IV	Ryhtmic, Projects & recreation Activities	60 marks	85 marks

(3) The practice of coaching shall form the Part III of the course. Each candidate shall be required to



deliver 20 supervised lessons in Physical Education out of which 10 lessons shall be delivered in schools/ colleges. The remaining ten lessons shall be taken in the class itself.

Besides, a candidate shall be required to complete 5 officiating and coaching assignments in different activities, games and athletics as may be laid down in the syllabus by the Academic Council from time to time.

The performance of every candidate in practice of teaching shall be assessed by a Board of Examiners, comprising one External and one Internal, on the basis of three lessons, namely lessons on Athletics, lessons on games and lessons on other activities, each carrying 100 marks.

- (4) 25% of the marks prescribed for each part of the course shall be reserved for internal assessment. A clear record of the internal assessment shall be maintained by the College concerned in accordance with the procedure laid down in the University regulations prescribed for the purpose.
10. In order to qualify for the degree of Bachelor of Physical Education a candidate shall be required to obtain, separately, in the University examination and in the Internal Assessment 33% marks in each theory paper of Part I and also in Part II (skill) and Part III (Practice of Teaching).

A candidate who has appeared in the examination in full but has failed in theory paper or in the aggregate of theory papers or in the skill or in the practice of teaching by three marks or less shall be deemed to have passed the examination:

Provided that a candidate who having appeared in the examination under any category full, compartment, illness etc. whether in annual or bi-annual examination, fails in the examination for deficiency of one mark in a theory paper or in the aggregate of theory papers or in the skill or in the practice of teaching shall also be deemed to have passed the examination in full. This concession shall be in addition to the one mentioned above.



These concessions shall not however, be granted in the Internal Assessment.

11. A candidate who obtained 40% or more of the aggregate number of marks in Part I (theory) but fails in the examination in not exceeding three papers, may, if he/she so desires, be permitted to clear the said paper/s within three consecutive subsequent chances on payment of the fee prescribed for the full examination at each occasion. If he/she passes in the paper/s in either of the examinations, he/she shall be deemed to have passed the examination.
12. A candidate who has failed in one or more parts of the examination at one and the same attempt shall be eligible to reappear at the subsequent examination in the part or parts in which he/she has failed on payment of the prescribed fee on each occasion, without attending the classes afresh.
13. The successful candidates shall be classified into three divisions on the basis of the aggregate number of marks secured by them in all the three parts.
 1. 60% and above 1st Division
 2. 50% - 59% 2nd Division
 3. Below 50% 3rd DivisionCandidates having secured 75% marks and above shall be declared to have passed the examination with distinction.

Deficiency upto 1% of marks required to get a division shall be condoned for the purpose of placing a candidate in the first and second division.
14. A candidate who has passed in all the three parts of the examination shall be eligible for award of the degree of Bachelor of Physical Education.
15. Four weeks after the termination of the examination or as soon thereafter as may be possible the Controller of Examinations shall publish a list of the candidates who have passed.
16. The admission to the course shall be open to a candidate who has graduated in any discipline from this University



or from the erstwhile University of J&K or from any other statutory University/ Institution.

17. The mode, procedure and other preferences for selection of students to the B.P.Ed course, fees and other charges payable which include remuneration payable to the examiners of the examinations, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the affiliated constituent colleges shall be such as may be prescribed from time to time by the competent body/authority.
18. Candidates shall be required to submit their applications to the Controller of Examinations through the Principal of the College on the prescribed form accompanied by the fees as prescribed from time to time.

Provided a candidate who fails to pass or present himself/ herself for the examination within the prescribed time limit shall be declared to have failed in the examination as a whole and shall be required to reappear in all the papers of Part I (theory) examination afresh.



BACHELOR'S DEGREE IN ENGINEERING/ TECHNOLOGY (B.E/B.Tech)

Statutes

1. These statutes shall be called the University of Kashmir Bachelor of Engineering/Bachelor of Technology (B.E./B.Tech) course, amended statutes 2010.

Short title and Commencement

These statutes shall be effective from the date of notification.

2. Unless the context otherwise requires:

Definitions

- i. 'Act' means the Kashmir & Jammu Universities Act, 1969;
- ii. 'University' means the University of Kashmir as defined under section 2 (k) of the Act.
- iii. 'Statutes' means statutes as defined under section 2(h) of the Act.
- iv. 'Regulations' means a regulation as defined under section 2(h) of the Act;
- v. 'College' means a College as defined under 2 (c) of the Act.
- vi. 'Affiliated College' means an affiliated College as defined in section 2(d) of the Act.
- vii. 'Degree' means Degree of Bachelor of Engineering-Bachelor of Technology spread over four years comprising eight semesters.
- viii. 'Academic Year' means two consecutive semesters of year;



ix. 'Semester' means a period of time commencing from the date of admission till the commencement of examination of that semester;

3. Subject to the provisions contained in the Act and the general policy of the University the course shall be of four years duration comprising eight semesters.

Nature and duration

A candidate admitted to the course shall be required to pass/complete the course within a maximum period of nine(9) years from and including the year of admission.

4. Admission to the 1st semester of 4 years B.E/B.Tech degree/course shall be open to such candidates as would have passed any one of the following examinations from J&K State Board of School Education or any other examination from a recognized Board/ University whose examinations are considered as equivalent thereto with not less than 50% marks in aggregate in respect of open merit and 45% marks in case of reserved category candidates;

Eligibility for Admission

- i. Higher Secondary Part-II (12th class) examination with Non- Medical subjects (English, Math, Physics, Chemistry).
- ii. Senior Secondary/Intermediate examination with English, Math, Physics, Chemistry.
- iii. Students as would have passed any one of the above examinations with Medical or Electronic streams shall also be eligible provided they have passed additional Maths and Chemistry subjects of the relative examinations, respectively.

5. Subject to the provisions of the statutes and AICTE guidelines admission to B.E course shall be made by the BOPEE on the basis of the Common Entrance Test and for B.Tech course the admission shall be made by the University through an Entrance Test to

Mode of admission



be conducted by the University on similar lines as is conducted for other courses run by the University.

6. Subject to a maximum of 10% of the sanctioned intake in each branch prescribed by the AICTE, Diploma holders with a minimum of 60% marks in aggregate in any branch of Engineering from State Board of Technical Education or from a recognized University/Board and B. Sc. graduates with Mathematics as one of the subject from a recognized University shall be eligible for admission to the 3rd semester of B. E/B.Tech course in the relevant branch on the basis of Entrance Test to be conducted by the University as per the syllabus prescribed for the B. E/B.Tech 2nd semester class.

Lateral Entry

7. Without prejudice to the generality of the statutes, migration during the course shall not be a matter of right. However it may be considered in exceptional cases subject to fulfillment of condition laid down by the AICTE vis-à-vis appearing hereinafter:

Migration

- I. Both the Colleges i.e. one at which the student is studying at present and the college to which the migration is sought are recognized by the AICTE, have no objection to the said migration.
- II. Migration shall be allowed within two months after passing 1st year (1st and 2nd semester) examination.
- III. The number of candidates migrating to the university from outside the Jurisdiction of the University shall not exceed the limit of 1% in each discipline of the sanctioned intake capacity of the college concerned subject to maximum of three students in a calendar year.
- IV. Such candidate shall provisionally be admitted by the competent authority to the 3rd semester class on the recommendations of the Dean, Faculty of Engineering (after determining the equivalence) till the grant of eligibility certificate by the University.



Provided that for carry on the subject/s of the preceding semester/class which either not offered at parent institution or where the deficiency of course contents is found (bridge course) be not considered as a backlog for promotion to the next higher semester/class.

Provided further, such a candidate shall not be eligible for award of B.E. degree unless the said (bridge course) papers are cleared by him/her.

8. No candidate shall be deemed to have completed the prescribed course unless he/she has attended seventy five (75%) or more of the lectures delivered during the semester for which the examination is to be held.

Attendance

(i) Any candidate who falls short of attendance in a subject(s) in a semester, shall not be eligible to appear in the examination in that particular subject(s).

(ii) Notwithstanding anything contrary to any statute a candidate who falls short of attendance in all courses in a semester shall be required to remain on the rolls of the College/Department as a regular student during next year in the same semester to make up the shortage.

9. Without prejudice to the generality of the provisions of the statutes shortage in attendance in a semester may be condoned after sufficient cause is shown by the candidate in writing:

Condonation of shortage

- i. Head of the Department/Principal of the College upto a maximum of 5%;
- ii. Vice-Chancellor upto a maximum of 5% over and above the condonation limit of the Head of the Department/Principal of the College.

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless the same is recommended by the Principal/Head of the Department.



10. Examination for each semester shall be open to a candidate who besides satisfying other statutory conditions has submitted his/her name to the Controller of Examinations through the Principal of the College/Head of the Department and produces the following certificates signed by the Principal/Head of the Department:-

Eligibility to examinations

- i. Certificate of good conduct;
- ii. certificate to the effect that he/she has paid all dues in the college/department;
- iii. certificate of having attended 75% of the full course of lectures delivered to his/her class, in each of the (appearing) subjects.

11. The admission- cum- permission forms of each semester together with the fees as prescribed by the University from time to time shall be sent to the Controller of Examinations by the Principal of the College/Head of the department one month prior to the date of commencement of the examination of a semester programme.

Submission of examination forms

The examinations for each semester shall be held on such dates as may be fixed for the purpose by the Controller of Examinations in consultation with the Head of the Department/ Principal of the College.

Provided that supplementary examination shall be conducted in respect of 2nd, 4th and 6th semester/classes and shall preferably be held during the winters. Supplementary examination shall also be held for 8th (final) semester to ensure the course completion within minimum possible time.

12. The minimum marks required to pass the examination at each semester shall be 45% in each subject both in written and the Continuous Assessment separately and 55% in the project/ thesis/ co-curricular and extracurricular activities (ECA) separately;

Pass percentage



Provided that if a candidate fails in the examination (theory part only) by three marks or less shall, if he/she so desires, be deemed to have passed the examination. The concession will be given to candidates who appear simultaneously in all the subjects comprised in a semester and marks thus given shall be notional;

Provided, further that a candidate who having appeared under any category viz., full exemption or illness, fails in the examination by one mark shall be deemed to have passed the examination. For candidates having appeared in all the subjects at one and the same session this concession shall be in addition to the one provided in the foregoing proviso;

Provided, also that this concession shall not be given in the Continuous Assessment.

13. **from 1st to 2nd semester:** a candidate must have passed atleast two papers of 1st semester.

Promotion

from 2nd to 3rd semester: a candidate must have passed atleast 6 papers of 1st and 2nd semester taken together.

from 3rd to 4th semester: a candidate must have passed atleast 10 papers of the preceding semester i.e. 1st, 2nd and 3rd taken together.

from 4th to 5th semester: a candidate must have passed at least 16 papers of the preceding semesters i.e. 1st to 4th taken together.

from 5th to 6th semester: a candidate must have passed 22 papers of the preceding semester i.e. 1st to 5th taken together.

from 6th to 7th semester: a candidate must have passed 27 papers of the preceding semester i.e. 1st to 6th taken together.



Provided that no candidate shall be allowed to join 8th semester of the course unless he/she has completed all the papers of the preceding semester i.e. 1st to 7th.

Provided further that examinations for 8th semester shall be conducted internally and the candidate shall be assigned project work carrying 300 marks.

14. There shall be project Evaluation Board comprising of: ***Project Work***
- Head of the Department/Principal of the College;
 - Head of the Department of concerned branch;
 - External Examiner;
 - Supervisor.

Provided that the Head of the Department/Principal of the College shall submit to the Vice-Chancellor a panel of atleast 3 external examiners for approval/nomination of one(1) member.

The breakup of the marks for project work shall be as under:

- Supervisor 25%
- Project report (content and presentation) 30%
(To be assessed by the evaluation Board)
- Power point presentation and viva voce. 25%
- The student shall be required to visit 20%
Institutions/Industries for a period of four weeks.

15. A candidate shall be declared as re-appear/backlog in the theory or practical component in which he/she is failing and shall have to re-appear in the examination in the failing component only provided having cleared Continuous Assessment test. A candidate who has not cleared Continuous Assessment tests shall not be eligible to appear in the theory examinations and if such a candidate happens to have appeared in the examinations the same shall be treated as cancelled. ***Re-appear***



16. The paper setters and practical examiners for 1st, 2nd, 4th, 6th, 8th shall ordinarily be Internal and those of 3rd, 5th, 7th shall ordinarily be External. However, the question papers set for external examinations shall be moderated as described under statute (17).

Appointment of paper setters/examiners

17. The question papers set by the External Examiners shall be moderated to the extent of 20% by the Head of the concerned Department of the University three hours before the scheduled time of examination. In case the Head of the Department is not specialized in the field which the question paper pertains, he/she shall authorize a senior faculty member in the concerned field for moderation of the paper.

Moderation of question paper.

18. In the case of successful candidates the classification of divisions shall be as under:

Classification of Division

- | | |
|---|--|
| i) 75% or more marks. | Distinction
(Provided the candidate has passed all the papers in first attempt) |
| ii) 60% or more but less than 75% marks. | First Division |
| iii) 45% marks or more but less than 60% marks. | Second Division |

Candidates passing in theory papers in supplementary examination or clearing their Continuous Assessment by a repeat performance in the semester examination shall not be eligible for award of distinction, prizes and medals.

There shall be separate marks sheet drawn up for regular and supplementary examinations, marks sheets for supplementary examination shall show the marks obtained by the candidate in the theory



subjects/ Continuous Assessment in which he/she appeared at that examination.

The results of semester examination shall be declared soon after the termination of each examination so that the candidates who wish to appear in the failing subject/s can submit the examination forms well in time.

19. A candidate holding a Bachelor's Degree of the University of Kashmir or any other recognized University in a particular branch of Engineering may be admitted to another branch of the 4 year B.E. Course at the 5th semester level. However, he/she shall have to take and pass bridge course as laid down in statute 7.

Additional Degree

Continuous Assessment awards in Triplicate shall be forwarded to the Controller of Examinations, before one week of the commencement of a semester examination.

A candidate who has been enrolled for the B.E/B.Tech course shall be admitted to the B.E/B.Tech degree only after he/she has successfully passed the Examinations of all the semesters in accordance with the statutes.

Transcript of marks for all the eight semesters shall be given in a composite form on payment of the prescribed fee to a student who has completed the B.E/B.Tech. degree course and has been declared successful in all the semester examinations in accordance with the statutes.

The rates of examination fee and the rates of the remuneration for various assignments shall be such as may be prescribed by the University from time to time.

20. A student admitted to the course leading to award of B.E/B.Tech degree in a particular branch shall ordinarily be required to continue in that branch of studies.

Change of Branch



Provided change of branch can be considered by the Vice-Chancellor on the recommendation of the Principal of the College/Head of the department after successful completion of first two semesters on specific reasons and availability of vacancy in the desired branch.

21. Subject to the provisions of these statutes, where a candidate having passed the examination of this University wishes to improve his/her division, he/she shall be allowed to re-appear but only once in a maximum of 4 papers in which he/she has secured less marks.

Improvement of Division

Provided that such a candidate shall appear for the purpose within one year after declaration of final semester result.

22. The course structure shall be such as may be prescribed by the respective Boards of Studies from time to time.
23. The statutes, rules/regulation for the time being in force governing admission and award of degree shall be deemed to have been repealed.

Course structure



BACHELOR'S DEGREE IN DENTAL SURGERY (B.D.S.)

1. The course for instruction for the B.D.S course shall extend over a period of four and a half years followed by rotary internship of one year.
2. A candidate having completed the age of 17 years at the time of admission or will complete this age on 31st December of the year of his admission, being physically fit to undergo the course and having passed the Higher Secondary Part II (12th class) examination with General English, Physics, Chemistry and Biology subjects from the J&K Board of School Education or an equivalent examination from a recognized University/ Board/ body with 50% marks shall be eligible for admission to the course.

Admission to the course

Provided that the candidate belonging to reserved categories and having passed the qualifying examination with 40% marks shall be eligible for admission to the course.
3. Any student in a Dental College affiliated to a University whose standards and examinations are recognized as equivalent to the standards and examinations of this University by Equivalence Committee on the recommendation of the Dean, Faculty of Dental Surgery shall be eligible to migrate to the Dental College of this University on fulfillment of the requirements prescribed for grant of eligibility certificate and subject to the condition laid down by the Dental Council of India in this behalf vis-à-vis appearing hereinafter : -
 1. The migration shall be allowed within three months after passing the first professional examination.
 2. The number of students migrating to the University from outside the jurisdiction of the



University shall not exceed the limit of 5% of the intake capacity of the college concerned subject to the maximum of 5 students in a calendar year.

4. The first professional examination shall be held twice in a year on such dates and places as may be fixed by the competent authority from time to time and shall be open to a student who has passed not less than one year (12 academic months) previously the higher secondary part II (12th class) examination from the J&K Board of School Education or an equivalent examination from the recognized University/ Board/ Body and satisfies the following:
 1. has been on the rolls of the Dental College for one year (12 academic months) preceding the examination;
 2. has his/her name been submitted to the Registrar/ Controller of Examinations by the Principal of the Dental College;
 3. Produces the following certificates signed by the Principal of the Dental College:
 - a) of good character;
 - b) of having attended 75% of the full course of lectures delivered and 85% of the practicals and/ or clinics held, separately in each subject of examination;
 - c) of having satisfactorily performed the work of the class;

Provided that the deficiency in attendance upto 10% of lectures delivered and 10% practicals and/ or clinics held in a subject (s) may be condoned by the Principal of the college for special reasons to be reduced in writing. Students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the Principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the rolls of the college as regular students alongwith the next batch to recoup the shortfalls incurred by them in



theory as well as practical and/ or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.

Provided further that any candidate who participated in Inter-College or Inter-University Tournaments with the prior approval of the Principal of the college, may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 days.

Provided also that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided, however, that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

5. Every candidate shall be required to take the following subjects: -
 1. General Human Anatomy including Embryology and Histology
 2. General Human Physiology
 3. Bio-Chemistry
 4. Dental Materials.
6. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner. The distribution of marks for each paper shall be as follows: -

University Examination	Theory	Practical and/ or Clinical
Written	50	75
Oral	25	- -
Internal Assessment	25	25
	100	100



Each written paper shall be of three hours duration and each practical and/ or clinical examination shall ordinarily be of three hours duration.

The marks awarded in the internal assessment of each paper shall be submitted to the University by the Principal of the college before the commencement of the examination. The record of the internal assessment component shall properly be maintained by the Principal of the College in such a manner as may be prescribed by the competent body/ authority from time to time.

7. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical and/or clinical parts of the examination separately.

Provided that a candidate who having appeared in the examination under any category viz., full, exemption or illness whether in the main or subsequent examination fails in the examination by one mark in a subject or part thereof shall be deemed to have passed the examination.

8. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
9. A candidate who has secured a pass in one of the four subjects in the 1st Professional examination shall be exempted from appearing in that subject again at a subsequent examination.
10. A candidate who has not cleared all the four subjects of the 1st Professional examination shall not be allowed to join the next higher class unless he/she has qualified in the subject/s in which he/she has failed in the previous examination.
11. A candidate who fails to pass or to present himself/herself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
12. The Controller of Examinations shall publish a result gazette indicating the roll number, and names of the successful candidates with distinction, if any, obtained



in a subject and the roll nos. of the candidates having been placed under the category of exemption and whose result is withheld for one reason or the other.

13. The second professional examination shall be held twice in a year on such dates and places as may be fixed by the competent authority from time to time and shall be open to a student who: -
1. has passed the first B.D.S examination of this University or an examination of some other University recognized as equivalent there to;
 2. has undergone a course of study during a period of one year subsequent to his/her appearance in the 1st B.D.S examination;
 3. has his/her name been submitted to the Registrar by the Principal of the college and produces the following certificates signed by the Principal of the college: -
 - a) of good character
 - b) of having attended 75% of the full course of lectures delivered and 85% of the practicals and/ or clinics held, separately in each subject of examination
 - c) of having satisfactorily performed the work of the class.

Provided that deficiency and attendance upto 10% of lectures delivered in a subject (s) and 10% practicals and/ or clinics may be condoned by the Principal of the college for special reasons to be reduced in writing. Students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the Principal, shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination, provided they remain on the rolls of the college as regular students alongwith the next batch to recoup the shortfalls incurred by them in theory as well as practical and/ or clinics held from the date of next classification or the date on which



they have joined, whichever is earlier, upto the commencement of the subsequent examination.

Provided further that any candidate who participated in Inter-College or Inter-University Tournaments with the prior approval of the Principal of the College, may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 days.

Provided also that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided, however that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

14. Every candidate shall be required to take the following subjects: -
1. General Pathology including Microbiology
 2. Human Oral Anatomy including Embryology and Histology
 3. General and Dental Pharmacology & Therapeutics
15. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal examiner and part 2nd by the external examiner which shall be moderated by the internal examiner. The distribution of marks for each paper shall be as follows: -

University Examination	Theory	Practical and/or Clinical
Written	50	75
Oral	25	- -
Internal Assessment	25	25
	100	100



Each written paper shall be of three hours duration and each practical/ clinical examination shall ordinarily be of three hours duration.

The marks awarded in the internal assessment of each paper shall be submitted to the University by the Principal of the college before the commencement of the examination. The record of the Internal Assessment component shall properly be maintained by the Principal of the College in such a manner as may be prescribed by the competent body/ authority from time to time.

16. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and the oral taken together) and the practical and/ or clinical parts of the examination separately.

Provided that a candidate having appeared in the examination under any category viz. full, exemption or illness whether in the main or subsequent examination fails in the examination by one mark in a subject or part thereof shall be deemed to have passed the examination.

17. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
18. A candidate who has secured a pass in one of the four subjects in the 2nd professional examination shall be exempted from appearing in that subject again at a subsequent examination.
19. A candidate who failed in one subject only of 2nd professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University Examination of the next higher class until he/she passes the lower examination in full.
20. A candidate who fails to pass or to present himself/ herself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
21. The Controller of Examinations shall publish a result gazette indicating the roll number and names of the successful candidates with distinction, if any, obtained in a subject and the Roll No's. of the candidates having



been placed under the category of exemption and whose result is withheld for one reason or the other.

22. The third professional examination shall be held twice in a year on such dates and places as may be fixed by the competent authority for time to time and shall be open to a student who: -
- a) has passed the 2nd B.D.S Examination of this University;
 - b) has undergone a course of Study during a period of one year subsequent to his/her appearance in the 3rd B.D.S examination;
 - c) has his/her name been submitted to the Controller of Examinations by the Principal of the College and produces the following certificates signed by the Principal of the college:
 - i) of good character;
 - ii) of having attended not less than 75% of full course of lectures delivered and 85% of the practicals and/or clinics held, separately in each subject of the examination; and
 - iii) of having satisfactorily performed the work of the class;

Provided that deficiency in attendance upto 10% of lectures delivered in a subject (s) and 10% of practicals and/ or clinics held in a subject(s) may be condoned by the Principal of the college for special reasons to be reduced in writing. Students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the Principal shall not be allowed to appear in the main examination in that subject/s but shall be permitted to appear in the subsequent examination provided they remain on the rolls of the College as regular students alongwith the next batch to recoup shortfalls incurred by them in theory as well as practicals and/or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the subsequent examination.



Provided further that any candidate who participated in Inter-College or Inter-University Tournaments with the prior approval of the Principal of the College, may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 days.

Provided also that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided, however, that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examination.

23. Every candidate shall be required to take the following subjects:
1. General medicine
 2. General Surgery
 3. Oral Pathology including Microbiology.
24. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the Internal Examiner and part 2nd by the External Examiner which shall be moderated by the Internal Examiner. The distribution of marks for each paper shall be as follows:

University Examination	Theory	Practical and/or Clinical
Written	50	75
Oral	25	- -
Internal Assessment	25	25
Total	100	100

Each written paper shall be of three hours duration and each practical and/ or clinical examination shall ordinarily be of three hours duration. Marks awarded in the internal assessment of each paper shall be



submitted to the University by the Principal of the College before the commencement of the examination.

The record of the Internal Assessment component shall properly be maintained by the Principal of the College in such a manner as may be prescribed by the competent body/ authority from time to time.

25. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and oral taken together) and the practical and/ or clinical parts of examination separately.

Provided that a candidate, having appeared in the examination under any category viz. full, exemption or illness whether in the main or subsequent examination, fails in the examination by one mark in a subject or part thereof shall be deemed to have passed the examination.

26. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
27. A candidate who has secured a pass in a subject/s of the third professional examination shall be exempted from appearing in that subject/s again at a subsequent examination.
28. A candidate who has failed in one subject only of the third professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University examination of the next higher class until he/she passes the lower examination in full.
29. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
30. The Controller of Examination shall publish a Result Gazette indicating the Roll No's and names of the successful candidates with distinction, if any, obtained in a subject and the Roll No's of the candidates having been placed under the category of exemption and those whose result is withheld for one reason or the other.
31. The pre-final professional examination shall be held twice in a year on such dates and places as may be fixed



by the competent authority from time to time and shall be open to a student who:

- i. has passed the third B.D.S examination of this University;
- ii. has undergone a course of study during a period of one year subsequent to his/her appearance in the Pre-final B.D.S examination;
- iii. has his/her name been submitted to the Controller of Examinations by the Principal of the College and produces the following certificates signed by the Principal of the college:
 - i) of good character;
 - ii) of having attended not less than 75% of full course of lectures delivered and 85% of the Practicals and/ or clinics held, separately in each subject of the examination;
 - iii) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% of lectures delivered in a subject(s) and 10% of practicals and/ or clinics held in a subject(s) may be condoned by the Principal of the college for special reasons to be reduced in writing. Students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the Principal shall not be allowed to but shall be permitted to appear in the subsequent examination provided they remain on the rolls of the College as regular students alongwith the next batch to recoup the shortfalls incurred by them in theory as well as Practicals and/ or Clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the examination.

Provided further that any candidate who participated in Inter-College or Inter-University Tournaments with the prior approval of the Principal of the College, may for purpose of condoning deficiency in attendance incurred by



him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 days.

Provided also that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided, however, that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examinations.

32. Every candidate shall be required to take the following subjects:
1. Pedodontics
 2. Orthodontics
 3. Oral Medicine (Oral diagnosis) and Radiology
 4. Preventive and Community dentistry.
33. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal Examiner and part 2nd by the external examiner which shall be moderated by the Internal Examiner. The distribution of marks for each paper shall be as follows: -

University Examination	Theory	Practical and/ or Clinical
Written	50	75
Oral	25	- -
Internal Assessment	25	25
Total	100	100

Each written paper shall be of three hours duration and each practical and/or clinical examination shall ordinarily be of three hours duration. Marks awarded in the internal assessment of each paper shall be submitted to the University by the Principal of the College before the commencement of the examination.



The record of the Internal Assessment component shall properly be maintained by the Principal of the College in such a manner as may be prescribed by the competent body/ authority from time to time.

34. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and oral taken together) and the practical and/ or clinical parts of examination separately;

Provided that a candidate, having appeared in the examination under any category viz. full, exemption or illness whether in the main or subsequent examination, fails in the examination by one mark in a subject or part thereof shall be deemed to have passed the examination.

35. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
36. A candidate who has secured a pass in a subject/s of the pre-final professional examination shall be exempted from appearing in that subject/s again at a subsequent examination.
37. A candidate who has failed in one subject only of the pre-final professional examination shall be allowed to join the next higher class but shall not be permitted to appear in the University examination of the next higher class until he/she passes the lower examination in full.
38. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee.
39. The Controller of Examination shall publish a Result Gazette indicating the Roll No's and names of the successful candidates with distinction, if any, obtained in a subject and the Roll No's of the candidates having been placed under the category of exemption and those whose result is withheld for one reason or the other.
40. The final professional examination shall be held twice in a year on such dates and places as may be fixed by the competent authority from time to time and shall be open to a student who:



- i. has passed the pre final B. D. S examination of this University;
- ii. has undergone a course of study during a period of six months to one year subsequent to his/her appearance in the final B.D.S examination;
- iii. has his/her name been submitted to the Controller of Examinations by the Principal of the College and produces the following certificates signed by the Principal of the college:
 - i) of good character
 - ii) of having attended not less than 75% of full course of lectures delivered and 85% of the Practicals and/ or Clinics held, separately in each subject of the examination;
 - iii) of having satisfactorily performed the work of the class.

Provided that deficiency upto 10% of lectures delivered in a subject (s) and 10% of practicals and/ or clinics held in a subject(s) may be condoned by the Principal of the college for special reasons to be reduced in writing. Students falling short of the required percentage of attendance and those whose deficiency in attendance is not condoned by the Principal shall not be allowed to but shall be permitted to appear in the subsequent examination provided they remain on the rolls of the College as regular students alongwith the next batch to recoup the shortfalls incurred by them in theory as well as practicals and/or clinics held from the date of next classification or the date on which they have joined, whichever is earlier, upto the commencement of the examination.

Provided further that any candidate who participated in Inter-College or Inter-University Tournaments with the prior approval of the Principal of the College, may for purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 days.



Provided also that the number of lectures they attend is not less than the number by which they had fallen short of.

Provided, however that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the subsequent examinations.

41. Every candidate shall be required to take the following subjects:
1. Prosthodontics and Crown and Bridge
 2. Conservative Dentistry including Endodontics
 3. Oral Surgery
 4. Perodontics.
42. Each subject shall have one paper divided into two parts. The part 1st of the question paper shall be set by the internal Examiner and part 2nd by the external examiner which shall be moderated by the Internal Examiner. The distribution of marks for each paper shall be as follows: -

University Examination	Theory	Practical and/ or Clinical
Written	50	75
Oral	25	- -
Internal Assessment	25	25
Total	100	100

Each written paper shall be of three hours duration and each practical and/ or clinical examination shall ordinarily be of three hours duration. Marks awarded in the internal assessment of each paper shall be submitted to the University by the Principal of the College before the commencement of the examination.

The record of the Internal Assessment component shall properly be maintained by the Principal of the College in such a manner as may be prescribed by the competent body/ authority from time to time.



43. The minimum number of marks required to pass the examination shall be 50% in each subject (both in theory and oral taken together) and the practical and/ or clinical parts of examination separately;

Provided that a candidate, having appeared in the examination under any category viz. full, exemption or illness whether in the main or subsequent examination, fails in the examination by one mark in a subject or part thereof shall be deemed to have passed the examination.

44. Candidates who pass the examination within the minimum time prescribed and secure not less than 75% of the marks in any subject shall be declared to have passed with distinction in that subject.
45. A candidate who has secured a pass in a subject/s of the third professional examination shall be exempted from appearing in that subject/s again at a subsequent examination.
46. A candidate who fails to pass or to present himself for the examination in all or one of the subjects may be admitted to subsequent examination on payment of the prescribed fee. The result of the candidate(s) of final professional examination of such nature shall however be kept withheld until he/she passes the examination in full.
47. The Controller of Examination shall publish a Result Gazette indicating the Roll No's and names of the successful candidates with distinction, if any, obtained in a subject and the Roll No's of the candidates having been placed under the category of exemption and those whose result is withheld for one reason or the other.
48. Every candidate who has passed his/her final B.D.S examination in full shall (prior to his/her admission to the degree) be required to do rotating internship as per programme appearing hereinafter, in a hospital recognized by the University for the purpose for a period of 12 months.

Provided, that the students whose parents reside outside the J&K State and have passed their final BDS examination be permitted to do their internship outside the state in the hospitals recognized by the Dental Council of India for the purpose.



Provided, further that foreign students be permitted to do their internship in any hospital at their own country.

Provided also that a candidate having passed his/her final professional Examination of the B.D.S course from a University whose examinations have been recognized as equivalent thereto and for the reasons beyond his/her control has not been able to do rotating internship in the Hospitals recognized by that University shall be permitted to do his/her internship in the hospitals recognized by the University of Kashmir.

Breakup of Rotatory internship/ House job of B.D.S course:-

1	Conservative Dentistry including Endodontics	6 weeks
2	Oral Surgery	6 weeks
3	Periodontics	6 weeks
4	Prosthodontics	6 weeks
5	Orthodontics	6 weeks
6	Oral Medicine and Radiology	6 weeks
7	Community Dentistry (Rural)	5 weeks
8	Oral Pathology and Microbiology	5 weeks
9	Pododontics	6 weeks
	Total	52 weeks

49. Students admitted to the B.D.S course shall be required to complete the course within a period not exceeding 8 years from the date of their admission to the 1st professional year of the course.
50. No person shall ordinarily be appointed as examiner unless he/she is a professor or associate/ assistant professor and has at least 5 years teaching experience in the subject concerned. The internal examiner must have taught the subject/s for which he is appointed as an examiner.



51. The oral, practical and/ or clinical examinations shall ordinarily be conducted by two internal and one external examiner jointly regardless of the number of candidates. One of the internal examiners shall ordinarily be the Head of the Department and for the second internal examiner other eligible persons including the post-graduate teachers in the subject concerned shall rotate.
52. The supplementary examination in respect of each examination of B.D.S course shall be held at least after 12 weeks from the date of declaration of the result of main examination.
53. Candidates passing an examination of the B.D.S course at the subsequent examination shall be adjusted with the next available batch for purpose of appearing in the next higher examination.

Provided no candidate who qualifies an examination of the B.D.S course at the supplementary session shall be eligible for the award of scholarship, prizes, medal and distinction.



BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MBBS)¹

PRELIMINARY

1. (i) These statutes may be called Bachelor of Medicine and Bachelor of Surgery Statute 2006. *Short Title & Commenceme*
- (ii) These Statutes shall come into force from the date of notification.
2. Unless the context requires otherwise: *Definition*
 - (i) 'Act' means the Kashmir and Jammu Universities Act of 1969;
 - (ii) 'Academic year' means a period of time required to be undertaken in terms of regulations II of these statutes for completion of a phase, commencing from the date of studies in a particular phase till the completion of its examination;
 - (iii) 'Academic Council' means the Academic Council of the University of Kashmir;
 - (iv) 'External Examiner' means an examiner as defined in statute 22 of these statutes;
 - (v) 'Affiliation' means affiliation of the Medical College as Affiliate College with the University of Kashmir as provided under the Act;
 - (vi) 'Degree' means Bachelor of Medicine and Bachelor of Surgery (MBBS) degree comprising of 4 and a half years study followed by one year's compulsory rotating internship, as approved by the Medical Council of India and pursued under these statutes;
 - (vii) 'Internal Examiner' means an examiner as defined in statute 22 of these statutes;

¹ University Council resolution dated 18-10-2006



- (viii) 'Internship' means compulsory rotating training programme accomplished in accordance with statute 16 and regulations thereunder of these statutes.
- (ix) 'Phase' means a period of time prescribed under these statutes required to be undertaken before completion of a particular professional examination term.
- (x) 'Regulation' includes regulation framed under the Act and the regulations, for the time being in force, framed under section 33 of the Medical Council Act, 1956;
- (xi) 'Statute' means statute as defined under section 2(h) of the Act;
- (xii) 'University' means the University of Kashmir as defined under section 2(k) of the Act

Nature & Scope

3. Notwithstanding anything contained in any other statute regulation, order or guideline for the time being in force admission to MBBS course shall be open to a candidate having:

Admission

- a) Completed the age of 17 years on or before 31st of December of the year of his/her admission.
- b) Obtained not less than 50% marks in aggregate with English, Chemistry and Biology offered as subjects in:
 - i. Higher Secondary Part (II) final examination under the J&K Board of School Education; or
 - ii. Any other equivalent examination of any other University or Board recognized as such under the Act.

Provided that the candidate belong schedule castes and such other categories, as may be notified by the State Government from time to time, the minimum marks required shall be 40% in aggregate.

4. Subject to the provision of this chapter, every student shall undergo a certified study extending over four & a half academic years commencing from the date of

Duration of Course



admission till the completion of final MBBS examination, followed by one year's compulsory rotatory internship.

Regulation – I

For the purpose of statute 4, certified study shall comprise of following courses/ phases: -

- a) First professional course/ phase extending over one academic year devoted to the study of pre-clinical subjects of (I) Anatomy (II) Physiology (III) Bio-Chemistry (IV) Community Medicine (P&SM).
- b) Second professional course/ phase II, extending over one and a half academic years after the completion of phase I, devoted to the study of both para-clinical subjects enumerated as under:

The clinical subjects to be taught during Phase II and III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physiotherapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radiotherapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

	Para Clinical	Clinical
1	Pathology	Medicine and its allied specialties
2	Microbiology	Surgery and its allied specialties
3	Pharmacology	Obstetrics and Gynaecology
4	Forensic Medicine	
5	Community Medicine	



c) Final professional course/ phase III extending over the remaining two academic years, shall cover extensive study of clinical subjects as prescribed.

5. **i)** Subject to the provisions of the Act read with MCI directions for the time being in force, or that may be issued from time to time, no candidate shall be entitled for the award of the degree of Bachelor of Medicine and Bachelor of Surgery without first qualifying the prescribed set of examinations conducted by the University in this behalf.

Examinations

ii) The University shall conduct the examinations for different phases of MBBS course spread over 4 ½ years in accordance with the provisions contained in II regulation of these statutes, as efficiently as possible

Regulation II:

Phase	Name of Examination	Duration of the Phase	Examination due
I	First professional	One year	At the end of Phase I
II	Second Professional	One & a half year	At the end of Phase II
III	Final Professional Part 1 st	One year	One year after Phase II
	Part II	One year	Two years after phase II

6. (I) Each examination will be held twice a year i.e. one regular and one subsequent, on such dates as may be fixed by the Controller of Examinations in consultation with Dean, Faculty of Medicine.

Provided that the subsequent examination may be held between 3 to 4 months after declaration of the result of the regular examination.

II) a) Applications on the forms prescribed by the University for admission to the professional examinations alongwith the prescribed fee must



reach the Controller of Examinations at least two months before the date of commencement of the regular examination.

b) No application shall be accepted after the due date without the prior approval of the Vice-Chancellor.

III) Admission forms and fee for the subsequent examination must reach the Controller of Examinations within one month's before the commencement supplementary examination.

Regulation III

The fee structure for conducting MBBS professional examination/s shall be the same as fixed by the University from time to time.

*Internal
Assessment*

7. I) Notwithstanding anything contained in any statute, regulation or rules for the time being in force, there shall be an assessment of day to day performance of the candidate to be conducted throughout the course in accordance with the prescribed manner.

II) There shall be at least two internal assessment tests in each subject carrying 20% of the total marks prescribed in each subject.

III) The tests shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.

IV) No student shall be eligible to appear in the main examination unless he/she secures at least 50% marks of the total marks fixed for internal assessment in that particular subject.

Migration

8. (i) Except in the cases here-in-after excepted, there shall be no migration of a student for what-so-ever reason from one Medical College to another Medical College in India, without the approval of Medical Council of India.

(ii) In particular and without prejudice to the generality of sub-cl (I) of statute 8, the medical Council of India on reference by the College/ Institution may on extreme compassionate grounds allow the migration of a student provided that:



- i) both the Colleges i.e. one at which the student is studying at present and one to which the migration sought, are recognized by the Medical Council of India;
- ii) the applicant candidate should have passed first professional MBBS examination;
- iii) the applicant candidate submits his application for migration, complete in all respects to all authorities concerned within a period of one month of passing of the first professional Bachelor of Medicine and Bachelor of Surgery examination;
- iv) the applicant candidate must declare on affidavit that he/ she will pursue 18 months of prescribed study before appearing at II professional MBBS examination at the transferee Medical College which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer;

Provided, that transfer will be effective from the date of receipt of the affidavit.

Provided, further that no migration on any ground shall be allowed during clinical course of study.

- v) For determining the criteria of compassionate grounds the MCI may consider the following factors: -
 - i) death of a supporting guardian;
 - ii) illness of the candidate causing disability;
 - iii) disturbed condition as declared by Govt. in the Medical College area

9. Subject to the provisions of statute 4 and the regulation thereunder, no candidate shall be allowed to sit for any of the professional examination unless he/she has: -

Eligibility

- i) been enrolled during the prescribed duration preceding the examination in a Medical College affiliated to the University;



- ii) his/ her name forwarded through the concerned Head of the College to the Controller of Examination of the University for enrolment;
- iii) produced the following certificates signed by the Head of the College in which enrolled:
 - a) of having good moral character;
 - b) of having attended not less than 75% of the full prescribed course of lectures delivered and in each subject of examination.

Provided, that deficiency upto 10% of the lectures and practicals separately may be condonable by the Principal. The Principal while condoning the deficiency shall keep into consideration the following extracurricular activities participated by the student: -

1. Sports
2. Pulse Polio
3. AIDS Campus
4. Blood donation camp
5. Sickness of the student
6. NGO activities

Provided, that shortfall of attendance in one paper shall debar a candidate for appearing in the examination in that paper only.

Provided further that the candidate/s falling short of required percentage of attendance or in whose case no condonation is permitted by the Principal, may be permitted to appear in the subsequent examination only in case they remain on a roll of the College as regular student and attend 75% of the lectures delivered and practicals held from the date of next classification or the date of joining, whichever is earlier, upto the commencement of the subsequent examination.

10. (I) Subject to the provisions of statute 9 of these Statutes, no candidate shall be deemed to have passed a subject/s unless he/she has secured:



- i) 50 % marks in theory and oral (including internal assessment) taken together;
- ii) 50% marks in practicals and/ or clinical assignment (including internal assessment) wherever provided separately in each subject.

Provided, that a candidate who having appeared in any of the MBBS examination in all the subjects simultaneously but fails in one subject only either in theory or in practical or clinical or in all components taken together by 5 marks or less be granted grace marks to make up the deficiency.

Provided, that the concession shall be granted to a candidate once only during his/ her studies for the MBBS Degree.

Provided, further that this concession shall also be given to the candidates who appear in back log paper/s. However, the benefit shall be given to a candidate once only.

Provided, further that the candidate who has already got the statutory benefit under old statutes shall not be entitled the benefit of the above statute.

However, the 5 grace marks cannot be awarded to the candidate in a split form.

- II) Any candidate who passes the professional examination within the minimum prescribed duration and secured not less than 75% marks in any subject/s shall be declared to have passed with distinction in that subject/s.

11. Subject to the provisions of the Act, the Controller of Examinations shall publish a list of candidate/s who is/are declared successful/ un-successful in various professional examinations, showing the total number of marks secured and distinction, if any, obtained in the subject/s accordingly.

Declaration of Result

12. (I) Subject to the provisions of this chapter any candidate having completed the statutory requirement of eligibility to appear in any of the professional examinations, fails to present himself

Re-appear



for the examination, or appears and fails to pass in one or more subjects in the regular/ subsequent examination, shall be eligible to appear in next examination on payment of the prescribed fee on each occasion.

Provided that in the case of final professional part II examination only, the candidate presents a certificate to the effect that subsequent to his/ her last failure he/she had attended an additional course of training in the subject/s in which he/she failed, for at least one term to be counted from the completion of the regular/ subsequent examination to the examination, as the case may be.

- II) Any candidate who passes in one or more subjects in any of professional examinations but does not pass the examination in full shall be exempted from appearing in the said subject/s having passed by him/her in the next examination.

Provided that in the case of first professional examination this concession shall be available only to such candidates who have/ had appeared in all the three subjects of Anatomy, Physiology and Bio-Chemistry at their first appearance in the examination.

- III) Any candidate who does not appear in one or more examinations in which he/she otherwise eligible to appear, in part or in full, shall be deemed not to have passed the said examination in the first attempt even though he/she may have passed the examination at the first appearance and the number of missed chances shall be taken as number of attempts exhausted.

13. I) Subject to the provisions of the Act, any candidate who appears in the first professional examination may be allowed provisionally to attend the second professional/ phase II course.
- II) Any candidate who passes the examination in full shall be deemed to have been promoted to phase II from the date of joining the 2nd professional.
- III) Any candidate who fails to pass the 1st Prof. Examination in one or more subjects in the Regular

Promotion



examination may be permitted to attend classes provisionally in the 2nd Prof. course till the subsequent examination of the first prof. course is held. if such a candidate passes the 1st prof. examination in full at the subsequent examination his provisional admission shall be regularized from the date of joining the 2nd professional course. If he/ she fails to qualify in any of the subjects of the 1st professional course in the subsequent examination his provisional admission to the 2nd prof. course shall stand cancelled.

14. I) Any candidate, who being eligible to appear in the 2nd professional examination either fails to appear in one or more subject/s or does not pass one or more subjects may be allowed to join the next higher class but shall not be allowed to sit for the final part –I examination unless he/ she has passed in all the subjects of the 2nd phase.
- II) Any candidate who is fulfilling the eligibility criteria for appearing in the final professional part-I examination, either fails to appear in one or more subjects or is unable to pass one or more subjects after appearing in the said examination, may be allowed to join the next higher class but shall not be allowed to sit for the final professional part II examination unless he/ she has passed the final professional part-I examination in full.

Regulation – IV

Subject to the provisions of the Act and the MCI regulations for the time being in force, the structure and the allocation of marks thereof for the MBBS course/ examination shall be designed as under:-

*Course
Structure*

A. First Professional Examination

1. Every candidate for the first professional examination shall be required to have attended the full prescribed course for one academic year and pass in the following subjects:
 - i) **Human Anatomy:** A course of 650 hours of teaching



- ii) **Human Physiology:** A course of 480 hours of teaching.
- iii) **Bio-Chemistry:** A course of 240 hours of teaching.
2. Scheme of examination for the first professional examination shall be as follows:
- a) Anatomy**
- Theory – two papers of 50 marks each
(One applied question of 10 marks in each paper)
100 marks
- Oral (viva) 20 marks
- Practical 40 marks
- Internal assessment
Theory–20 Practical–20 40 marks
- Total 200 marks**
- b) Physiology including biophysics**
- Theory – two papers of 50 marks each
(One applied question of 10 marks in each paper)
100 marks
- Oral (viva) 20 marks
- Practical 40 marks
- Internal assessment
Theory–20 Practical–20 40 marks
- Total 200 marks**
- c) Bio-Chemistry**
- Theory – two papers of 50 marks each
(One applied question of 10 marks in each paper)
100 marks
- Oral (viva) 20 marks
- Practical 40 marks
- Internal assessment
Theory–20 Practical–20 40 marks
- Total 200 marks**
- Pass in each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50%



in theory including orals & minimum of 50% in practicals.

Note: Separate answer books shall be provided for each part of theory papers

B. Second Professional Examination

1. Every candidate appearing for the second professional examination shall be required to have attended the full prescribed course including the practicals/ assessment course and pass in following subjects:

- i) **Pathology:** A course of 300 hours of teaching;
- ii) **Microbiology:** A course of 250 hours of teaching;
- iii) **Pharmacology:** A course of 300 hours of teaching;
- iv) **Forensic Medicine:** A course of 100 hours of teaching.

2. The scheme of examination for the second professional examination shall be as follows:

a) Pathology

Theory – two papers of 40 marks each

(One applied question of 10 marks in each paper)
80 marks

Oral (viva) 15 marks

Practical 25 marks

Internal assessment

Theory–15 Practical–15 30 marks

Total 150 marks

b) Microbiology

Theory – two papers of 40 marks each

(One applied question of 10 marks in each paper)
80 marks

Oral (viva) 15 marks

Practical 25 marks

Internal assessment



Theory-15 Practical-15 30 marks

Total 150 marks

c) **Pharmacology**

Theory – two papers of 40 marks each

(One applied question of 10 marks in each paper)

80 marks

Oral (viva) 15 marks

Practical 25 marks

Internal assessment

Theory-15 Practical-15 30 marks

Total 150 marks

d) **Forensic Medicine**

Theory – one paper

(two parts: A&B) 40 marks

Oral (viva) 10 marks

Practical 30 marks

Internal assessment

Theory-10 Practical-10 20 marks

Total 100 marks

Note: Separate answer books shall be provided for each part of theory papers.

C. Final Professional Part – I

1. Every candidate appearing for the final professional part-I examination shall be required inter-alia to have attended the full prescribed course of studies for the two and half academic years, in addition to a course of study in Phase-1 for community Medicine (P & SM) in accordance with the procedure prescribed and to pass in the following subjects:

a) **Community Medicine(P & SM):** A course of 310 hours of teaching (study from 1st semester)

b) **Ophthalmology:** A course of 160 hours of teaching

c) **E.N.T:** A course of 70 hours of teaching



2. The scheme of examination for the final professional part-I examination shall be as follows:

a) **Ophthalmology:**

Theory – one paper of

(two parts: A&B) 40 marks

(Should contain one question on pre-clinical & para-clinical aspects, of 10 marks)

Oral (viva) 10 marks

Clinical 30 marks

Internal assessment

Theory–10 Practical–10 20 marks

Total 100 marks

Note: Separate answer books shall be provided for each part of the paper.

b) **Oto-rhino-laryngology:**

Theory – one paper of

(two parts: A&B) 40 marks

(Should contain one question on pre-clinical & para-clinical aspects, of 10 marks)

Oral (viva) 10 marks

Clinical 30 marks

Internal assessment

Theory–10 Practical–10 20 marks

Total 100 marks

Note: Separate answer books shall be provided for each part of the paper.

c) **Community Medicine including Humanities:**

Theory – two papers of

60 marks each 120 marks

(Should contain one question



on pre-clinical & para-clinical aspects, of 10 marks)	
Oral (viva)	10 marks
Practical/ project evaluation	30 marks
Internal assessment	
Theory-10 Practical-10	40 marks
Total	200 marks

Note: Separate answer books shall be provided for each part of the paper.

D. Final Professional Part-II Examination

1. Every candidate appearing for the final professional part II examination shall be required inter-alia to have attended the full prescribed course of studies for the three and half academic years and to pass in the following subjects: -
 - i) **Medicine:** A course of 370 hours of teaching including pediatrics, Dermatology, venerology “& Community Medicine, Psychiatry, Tuberculosis & OPD;
 - ii) **Surgery:** A course of 300 hours of teaching;
 - iii) **Obstetrics & Gynecology:** A course of 300 hours of teaching
2. Scheme of Final Professional Part – II examination shall be as follows: -
 - a) **Medicine**
Theory – two papers of 60
Marks each 120 marks
Paper-I General Medicine
Paper-II General Medicine
(Including Psychiatry,
Dermatology & STD)
(Shall contain one question
on basic sciences &
allied subjects)



Oral (viva) Interpretation of X-ray ECG etc	20 marks
Clinical (Bed side)	100 marks
Internal assessment	
Theory-30 Practical-30	60 marks
Total	300 marks

b) **Surgery**

Theory – two papers of 60
marks each 120 marks

Paper-I General Surgery
(Section-1)

Orthopaedics (Section 2)

Paper-II General Surgery

(including Anesthesiology,
Dental diseases & radiology)

(Shall contain one question
on basic sciences &
allied subjects)

Oral (viva) Interpretation 20 marks
of investigative date

Clinical (Bed side) 100 marks

Internal assessment

Theory-30 Practical-30 60 marks

Total 300 marks

Paper-I of surgery shall have one section in orthopaedics. The questions on orthopaedic surgery be set and assessed by examiners who are teachers in the orthopaedic surgery. Two separate answer sheets be provided for each section of paper I in general surgery.

c) **Obstetrics and Gynecology**

Theory-two papers of 100 marks
50 marks each



Paper I – Obstetrics including social obstetrics	
Paper II – Gynaecology, Family & Demography.	
(Shall contain one question on basic sciences and allied subjects)	
Oral (Viva) including record of delivery cases (20+10)	30 marks
Clinical	30 marks
Internal Assessment	40 marks
Total	200 marks

c) Obstetrics and Gynaecology

Theory paper of two (Shall contain one question on basic sciences and allied subjects)	40 marks
Oral (Viva)	10 marks
Clinical	30 marks
Internal Assessment	20 marks
Total	100 marks

Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in practical/ clinicals.

Note: Separate answer books shall be provided for each part of the paper.

15. I) Subject to the other provisions contained in these statutes, every candidate shall be required, after passing final professional MBBS examination to undergo compulsory pre-registration rotating internship, to the satisfaction of the University for a period of 12 months, so as to be eligible for the award of degree of MBBS.

Internship



- II) The compulsory rotating internship as far as possible should be done in parent medical college/ hospital in consonance with the applicable Regulations to oversee that it is done satisfactorily.
- III) The compulsory rotating internship shall be undertaken in teaching and non-teaching approved hospitals like District Hospitals and upgraded Primary Health Centres/ Rural Health training centres attached to teaching institutions and approved by the Medical Council of India, for the said purpose.
- IV) The intern shall be entrusted with clinical responsibilities under the supervision of a Senior Faculty Member/ Senior Medical Officer.
- V) A provisional certificate of having passed the final MBBS examination may be issued by the Principal of the College concerned on his/ her passing the said examination to enable him/ her to take provisional registration.

Regulation-V

For undertaking compulsory under St. 16 of these statutes, the course shall include minimum practical training as under: -

S. No	Subject/ Course	Period of Internship
1.	Community Medicine	3 months
2.	Medicine	2 months
3.	Surgery including orthopaedics	2 months
4.	Obst/ Gynae including Family Welfare Planning	2 months
5.	Paediatrics	15 days
6.	Ophthalmology	15 days
7.	Otorhinolaryngology	15 days



8. Casualty. Forensic Medicine for 15 days
medico legal cases under 15 days
the supervision of HOD Forensic
Medicine

Elective Postings

- i. Dermatology and Sexually transmitted Diseases 7 days
- ii. Anaesthesia 7 days
- iii. Radio – diagnosis 7 days
- iv. Blood Bank and Transfusion Deptt 7 days
16. No candidate shall be eligible to the award of the degree unless he/she has: -
- i. maintained a record of the work verified and certified by the HOD/ MO concerned to their entire satisfaction;
- ii. been issued a certificate of satisfactory completion of the training by the concerned Principal/ Dean and forwarded to the University for the award;
- Provided that in case the performance of the candidate for any specific period of internship has not been satisfactory, he/she shall be required to repeat the internship for the said period before a certificate of satisfactory completion is issued by the Principal/ Dean in his/ her favour.
17. I) Notwithstanding anything contained in St. 16 & 17 of these statutes, one year's approved service in the armed forces Medical services after passing the final MBBS examination;
- II) Subject to the provisions of the Act and these statutes, any candidate having accomplished 4 ½ years of study successfully from the University of Kashmir may accomplish internship course other than community medicine which shall be done in



the Govt. Medical College, Srinagar or from any other institute/ college/ hospital recognized by MCI in this behalf.

Provided that an intern shall be evaluated accomplishing successfully such course, before the award of the degree in accordance with the following procedure.

Satisfactory completion shall be determined on the basis of the following:-

1.	Proficiency of knowledge required for each case	SCORE 0.5
2.	The competency in skills expected to manage each case: a) Competency for performance of self performance b) Of having assisted in procedures c) Of having observed	SCORE 05
3.	Responsibility, punctuality, workup of case, involvement in treatment, follow-up reports	SCORE 0.5
4.	Capacity to work in a team (Behaviour with nursing staff and relationship with paramedical's)	SCORE 0.5
5.	Initiative, participation in discussions, research aptitude.	SCORE 0.5

Poor/ Fair/ Below average/ Average/ Above average/ Excellent
0 1 2 3 4 5

A score of less than 3 in any of the above items will represent unsatisfactory completion of internship.



18. (1) Subject to the provisions of the Act & Medical Council of India Guidelines issued from time to time, no person shall be appointed as an examiner in any of the subjects of the professional examination leading to the award of degree of MBBS unless:

Examiners

- i. he/she has taken at least five years previously a post graduate degree (M.D/ M.S) or an equivalent qualification in the particular subject or an allied subject as per the eligibility criteria for teachers prescribed by the MCI in this behalf and has atleast five years teaching experience after obtaining the post graduate qualification in the subject concerned in a Medical College affiliated to a recognized University or a Faculty position; or
- ii. is of the rank of an Associate Professor or equivalent and above with the requisite, qualification and experience as stipulated in clause (a) of St. 19.

Provided that when an Associate Professor or equivalent and above are not available an Assistant Professor of 5 years standing as such, with requisite qualification and experience in the subject may be appointed as examiner(s); or

- (2) non-medical teachers of the rank of Associate Professor or equivalent and above, in their absence an Assistant Professor with 5 years standing as Assistant Professor entrusted with the teaching of medical students, may be appointed as examiner(s) in their concerned subject(s) provided that:
 - i) they possess the Ph.D degree as per MCI recommendations for teachers eligibility;
 - ii) they have atleast 5 years teaching experience in a Medical College affiliated to a recognized University/ Post graduate Institute;
 - iii) the 50% of the examiners (internal & external) are preferably from the Medical qualification stream.



Explanation

For the purpose of this statute allied subject/s concerned shall be considered according to the list of allied subjects approved by the MCI from time to time.

- (3) Notwithstanding anything contained in sub-clause (1) and (2) of St. 19 under exceptional cases only when Assistant Professor and above are not available, lecturer with 5 years standing as lecturer with requisite qualifications and experience in the subject may be considered for appointment as examiner.
19. For the conduct of examination effectively and efficiently, there shall be at least 4 examiners upto 100 students, out of whom not less than 50% must be internal examiners. Out of the 4 examiners the senior most internal examiner will act as Chairman and Coordinator of the whole exam. programme so that uniformity in the matter of assessment of candidates is maintained. Where the candidates appearing are more than 100, two additional examiners (one external and one internal for every additional 50 or part thereof candidates, be appointed.
20. a) in exam in Surgery for upto 50 students there shall be 3 examiners one external and two internal. One of the internal examiners shall be a teacher in Orthopaedics.
- b) for students above 50 and upto 100 there shall be four examiners 2 external and 2 internal and one of the internal examiners shall be a teacher in Orthopaedics.
- c) When the number of candidates is more than 100, for each set of 50 students there shall be 2 additional examiners, one external and one internal. The external examiners shall be a teacher in Orthopedics.
21. (I) Notwithstanding the number of candidates registered for examination, one external examiner and one internal examiner who shall be the senior of the two internal examiners, in case of more than 100 students, will set and assess one question

Evaluation



paper each or part of the question paper, as the case may be.

- (II) The external examiner shall ordinarily be an inservice teacher or a retired teacher having retired not later than two years before the date of such assignment, in subject or an allied subject from any Medical College affiliated to a recognized University preferably from outside the State or a recognized Post-graduate Institute, as the case may be.
- (III) The internal examiner shall ordinarily be an inservice senior most teacher/ HOD in the subject in the affiliated Medical College who has actually been engaged in the teaching of the candidates appearing for the examination for a minimum period of 6 (six) month.
- (IV) In the case of non-availability of an examiner in a subject, a retired teacher with requisite qualification and teaching experience may be appointed either as external or internal examiner.
- (V) Senior most internal examiner shall be the chairman of the Board of paper setters and act as moderator.

Note: For purpose of moderation the University shall send the question papers to the Dean at least 3 days in advance to have them moderated under his close supervision and have them returned to the University at least one day before the exam.

- 22. I) Subject to the provisions of these statutes, the examination of the practical/ Clinical and oral examination in each subject shall be conducted jointly by the external and internal examiners and the award sheet containing the marks of oral practical and/ or clinical assignment (including the internal assessment) shall be compiled and signed by all external and internal examinations before it is submitted to the University. **Practical/
Clinical
Examination**
- II) Award sheets containing marks of theory alongwith duly evaluated and signed scripts shall be submitted to the coordinator/ chairman of the Board of Examiners who shall forward the same to



the Controller of Examinations immediately after such evaluation.

23. I) There shall be a separate set of examiners (internal & external) for each Medical College with internal examiners from the concerned Colleges/ institution.

Provided that where the internal examiner/s is/are not available in a particular college, the internal examiner can be appointed from some other college affiliated to the University of Kashmir.

- II) External examiners shall rotate at an interval of two years.
- III) Except Head of the Department of the subject concerned in a college all other teachers with the rank of Associate Professor or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subject every year for exams (Main and Supplementary).

Provided that where professor or Associate Professor is not available an Assistant Professor with five years teaching experience as Assistant Professor may be considered for appointment as examiner.

REGULATION – VI

For the purposes of each professional examination internal assessment award shall be maintained as under:

- i) The internal assessment marks reserved for theory part of the examination in each subject shall be calculated on the basis of performance in theory and viva in periodical assessment examinations and the marks reserved for the practical part of the examination shall be calculated on the basis of performance in practical day to day periodical assessment examination and day to day assessment of the candidate.
- ii) For periodical assessment at least two terminal examinations in each subject will be arranged by the concerned Head of the Department at regular



intervals of not less than four months, throughout the duration of the course of study for the subject/s in which the candidate will be examined in theory, oral and clinical. The last terminal examination shall be held not later than one month before the commencement of the University examination in the subject.

- iii) The internal assessment marks reserved for theory part of the examination shall be calculated from the total number of marks in theory and oral obtained by a candidate in the terminal examinations (and other class tests that may be held from time to time if the Department so desires), irrespective of the fact whether a candidate has appeared in all of these or not.
- iv) Day to day assessment marks (to be added to practical part of the examination) will be allotted from the total number of marks in practical obtained by a candidate in terminal examination/s and general performance of the candidate throughout the course of study, on the basis of records of clinical case sheets, ward leaving tests, quiz and or stage examinations depending on a subject and the convenience of the Department concerned.
- v) Marks in both cases of internal assessment i.e. those reserved for theory and those for practical shall be computed on the basis of direct percentages from the total marks obtained in the terminal examinations (including any class tests and day to day assessments).
- vi) The total marks allotted to each terminal examination shall be same and the marks allotted in each examination shall be distributed between theory, oral, practice and/or clinical part in the same proportion as stand allotted for the University examination of the subject.
- vii) In all calculations marks shall be calculated upto the first place of decimal. At the time of final internal assessment at the end of session, fractions less than half a mark shall be discarded and



fractions of half marks or more shall be raised to the next whole number.

- viii) After termination of each terminal examination (any class test if held) the Head of the Department shall prepare a statement of award in triplicate showing part-wise marks obtained by the candidate in the concerned subject. One copy for the college, other copy to be notified to the candidates and the third copy to be kept in the office records of the Department concerned.
- ix) The Head of the Department shall maintain a bound printed register where examination shall be recorded alongwith the final score of internal assessment calculated at the end of the course of study for the subject.
- x) The record of the award of terminal examinations (and class test) and the final internal assessment marks of the Head of the Department of the subject concerned shall be retained for a period of not less than six months after the declaration of the results of the concerned University examination.
- xi) The record of periodical examination and internal assessment shall be open to periodical inspection by the Principal/ Dean, Faculty of Medicine at least once during course of study of the subject concerned and by the inspectors to be appointed by the University
- xii) Internal assessment of remained students will be calculated on the basis of marks secured by the candidate in one terminal examination to be arranged one month before the next University examination as well as on day to day assessment during the term preceding the next examination. In the event of these marks being less than the internal assessment marks obtained by the candidate during the period of study preceding the examination in which he/she failed the better of the two will be considered for inclusion in the next examination.
- xiii) In the case of a candidate who fails to appear in the regular examination due to any reason the internal



assessment marks based on all the periodical examinations and day to day assessment marks during the academic period will be considered for any subsequent examination in which he/she appears for the first time. However, such a candidate can appear in the terminal examination held before the subsequent University examination for bettering the assessment record. In such cases marks obtained by the candidate in two out of the three terminal examinations will be considered to the best advantage of the candidate for calculating internal assessment.

24. These statutes shall be applicable to all the MBBS exams from the academic year 2006 and onwards.



BACHELOR'S DEGREE IN UNANI MEDICINE & SURGERY (BUMS)

1. Notwithstanding anything contained contrary in any statute or regulations for the time being in force but subject to the Act and the general policy of the University to be framed from time to time, there shall be:
- a) a full time regular course of four and a half years duration, designated as Bachelor of Unani Medicine and Surgery course comprising of three professional examinations.
 - b) Subject to the provisions of these statutes, examination at the end of the academic year of the course will be held in accordance with the procedure laid down under these statutes.

*Nature &
Duration of
the Course*

Provided that the candidate while pursuing this course shall not be entitled to appear in any other examination of this University or any other University.

Provided further any candidate who is granted admission in any other course of this University or any other University, autonomous college or institution while pursuing this course, his/ her admission in this course shall be liable to be cancelled.

*Eligibility for
Admission*

2. 1) Subject to the provisions of these statutes and the general policy of the University prescribed from time to time, a candidate seeking admission to:
- a) Main Kamil-e-Tib-o-Jarahat (BUMS) shall be at least of 17 years of age on 1st October in the year seeking admission.
 - b) Pre-Tib course of one year duration shall be at least of 16 years of age on 1st October in the year seeking admission.



- 2) Subject to clause (1), a candidate seeking admission to main Kamil-e-Tib-o-Jarahat (BUMS) course shall have at least passed;
 - a) Senior Secondary examination of 10+2 standard with Physics, Chemistry and Biology as the optional subjects with 50%/40% marks in aggregate in the qualifying examination in respect of open and reserved categories respectively; or
 - b) Any other equivalent examination' or
 - c) The pre-tib examination of one year duration with 50%/40% marks in aggregate in respect of open and reserved categories respectively marks.
- 3) A candidate seeking admission to pre-Tib course of one year duration shall have passed the oriental qualification i.e. Molvi Aalim or Munshi Aalim equivalent to intermediate examination.
3. Subject to the provisions of Statute 2, a candidate seeking admission to Kamil-e-Tib-o-Jarahat (BUMS) shall have to qualify a Common Entrance Test conducted by State Competent Authority after every year and the admission ratio amongst the direct and Pre-Tib candidates shall be: -
 - a) Direct admission 70%
 - b) Pre – Tib 30%
4.
 - 1) The medium of instruction shall be Urdu **Medium of Instruction** supplemented by English wherever necessary.
 - 2) The necessary modern advancements shall be incorporated in the course of study and in such cases terminology shall be standard modern terminology with Arabic equivalent.
 - 3) For teaching Unani, the terminology shall essentially remain Unani terminology.
5.
 - 1) Subject to the Policy of University to be framed from time to time, the number of working days in an academic year of Pre-Tib course shall be at least hundred days with a period of forty five minutes **Number of working days**



- duration for theory papers and one period of 60 minutes for practicals.
- 2) The number of working days of main course of BUMS shall be at least 3 hundred days with seven lectures of forty five minutes duration for theory papers and one period of 60 minutes duration for practical on each day.
6. Subject to the changes to be made from time to time by the Academic Council on the recommendations of the respective Board of Studies, the course structure of Pre-Tib and main BUMS course shall be such as may be prescribed under the Regulations of these statutes.

Course Structure

Regulation - 1

The course structure of Pre-Tib course of one academic year duration with subjects, number of lectures to be delivered in theory and practical papers and distribution of marks shall be as follows:

S. No	Subject	No. of Lectures		Paper distribution of Marks	
		Theory	Practical	Theory	Practical
1.	Tabiyat	200	180	100	100
2.	Kamiya	200	180	100	100
3.	Nabatiyat	200	180	100	100
4.	Naivoniyat	200	100	100	100
5.	English	150	--	100	100
	Total	950	400	500	400

Provided where a candidate has passed Higher Secondary examination with English as one of the



subject he/she shall be exempted from appearing in the English Examination.

7. The main Kamil-e-Tib-o-Jarahat (BUMS) course shall be spread over three professional examinations, each of eighteen months duration with one year compulsory rotatory internship.

Regulation - II

The course to be offered in three professional course pre-clinical shall be as follows: -

- a) 1st Professional Course:
1. Tashreehul Badam
 2. Munafe-ul Aza
 3. Umoor-e-Tabiya
 4. Mantique Falsafa and Haiyat
 5. Arabic
 6. Tarekh-e-Tib

Provided where a student has passed mantique Falsafa and Arabic in qualifying examination he/she shall be exempted from appearing in the examination of these subjects.

- b) 2nd Professional Course:
1. Ilmul-Adviya I (Kulliyat and Mufradat)
 2. Ilmul-Adviya II (Murakhabat and Saidala)
 3. Ilmul Amraz and Sareeryat
 4. Ilmul Samoom and Tibb-e-Qanooni
 5. Hifzan-e-Sehat Tahaffuzi and Samaji Tib
- c) 3rd Professional Course:
1. Moalejat I
 2. Moalejat II
 3. Jarahiyat
 4. Amrazain Unz Anf-wa-halaq
 5. Ilmul Qabala, Niswan-wa-Atfal



Regulation III

The number of lectures to be delivered in each theory course and practical/ demonstration shall be as follows:

	Lectures Theory	Practicals Demonst
a) Subjects of 1 st Professional Course		
1. Tashreehul Badan	300	200
2. Munafe-ul-Aza	300	150
3. Umoor-o-Tabiyat	150	50
4. Mantique Falsafa & Hayat	150	--
5. Arabic	150	--
6. Tarikh-e-Tib	100	--
b) Subjects of 2 nd Professional Course		
1. Illmul Advia I (Kulliyat & Mufradat)	300	150
2. Illmul Advia II (Murakakabat & Saidia)	250	150
3. Illmul Amaraz and Sareeryat	250	150
4. Illmul Samoom and Tibbi Qanooni	200	50
5. Hifzan-e-Sehat Tahoffuzi and Samaji	250	50
c) Subjects of 3 rd Professional Course:		
1. Moalejat I	250	150
2. Moakjat II	250	150
3. Jarahayat	200	100



4. Amrazain Unz Anf 200 100
wa Halaq
5. Illmul Qabala, 300 100
Niswan-wa-Atfal
- a) 1st professional course shall, have eight theory papers and three practicals, each of 100 marks.
- b) Subjects first and second shall have two papers each and rest of four papers shall have one paper each.
- c) Subjects first, second and third shall have one practical/ viva voce each.
- d) The maximum marks shall be one thousand and one hundred out of which eight hundred shall be for theory and three hundred for practicals.

Regulation IV:

- a) 2nd professional course shall have five subjects, consisting of ten papers, each having two papers of 100 marks each.
- b) Each subject shall have one practical/ viva voce of 100 marks.
- c) The maximum marks shall be one thousand and five hundred, out of which one thousand shall be for theory and five hundred for practicals/ viva voce.
- d) Moalejat I Paper A will contain Hummiyat and Moalejat I, Paper B will contain Amraz-e-Ras.
- e) Moalejat II Paper A will contain Amraz Sadra-o-Riya and Amraz-e-Amma and Moalejat II Paper B will contain Amraz-e-Hamzam upto Aza-o-Boul-o-Tanasui.
- f) Jarahat Paper A will contain Jarahat-e-Amma (Amma General Surgery) and Jaharat Paper B will contain Jaharat-e-Makhsooma (Special Surgery).
- g) Amraz-e-Ain Uzn Anaf Halaq, Paper A will contain Amraz-e-Ain and Amraz-e-Ain Uzn Anaf Halaq



Paper B will contain Amraz-e-Ain Uzn Anf Halaq Ansar (ENT).

- h) Illmul Qabala and Amraz Niswan-wa-Atfal, Paper A will contain Illmul Qabala Amraz Nau Manlad and Illmul Qabala and Amraz Niswan –wa – atafal Paper B will contain Amraz-e-Niswan-wa-Atfal.

Regulation V:

The student/s of 3rd year professional course will be posted to record at least 20 cases for:

- a) 9 months in indoor and outdoor of Moalejat Department.
- b) 3 months in Jarahat Department
- c) 3 months in Amraz-Ain Unz Anaf Halaq; and
- d) 3 months in Illmul Qabala Niswan-wa-Atfal.

Regulation VI:

Each student shall, after passing the 3rd professional examination be posted for rotatory internship in a recognized institution/ hospital for:

- a) 5 months in the Department of Moalejat;
- b) 2 months in the Department of Hifzan-e-Sehat, Tahaffuzi vo Samaji tib (SPM)
- c) 2 months in the Department of Jarahat (Surgery)
- d) 1 month in the Department of Amrazin Unz Anafalni (ENT)
- e) 2 months in the Department of Illmul Qabala, Niswan-wa-Atfal.

Regulation VII:

Each theory paper of three professional examinations shall be of 3 hours duration.

8. Subject to the provisions contained in the Act, the Examination for Kamil-e-Tib-o-Jarahat course shall comprise of:
- a) Written papers
 - b) Internal Assessment; and
 - c) Practicals/ demonstrations/ clinics.



9. The three professional examinations shall be held at the end of the each academic year followed by a supplementary examination to be ordinarily held within six months after the declaration of each professional examination.
10. The examination in each professional shall be open to a student who: -
- i) has been enrolled and undergone a course of study for the specified academic period subsequent to his/her first appearance in the respective professional examination(s) in the subjects prescribed for the examination;
 - ii) has his/her name submitted to the Controller of Examinations by the Head of the Institution in which he/she is enrolled;
 - iii) produces the following certificate signed by the Head of Department;
 - a) of having good character;
 - b) of having satisfactorily performed the work of the class;
 - c) of having secured pass marks in internal assessments;
 - d) of having attended not less than 75% of the full course of lectures delivered and 80% of the practicals in each subject of examination.

Students falling short of the required percentage and those whose deficiency is not condoned by the Head of the Institution shall not be permitted in subsequent examination.

Provided they remain on the rolls of the college as regular students and attend 75% of lectures delivered and 80% in practicals from the date of the next classification or the date on which they joined, whichever is earlier with the commencement of the subsequent examination.

Provided further that the number of lectures they attend is not less than the



number by which they fell short in the subject or subjects.

Provided, also that no condonation, whatsoever, shall be allowed for deficiency in lectures for admission to the subsequent examination.

- iv) a student who was otherwise eligible to appear in the examination in a particular professional examination but;
 - a) did not appear or
 - b) was unable to pass the examination in any paper/s
- 11. i) Subject to the provisions of statute 10, examination form/s alongwith the prescribed fee shall be forwarded to the Controller of Examination at least two months before the date of commencement of the regular examination.
- ii) The examination forms for supplementary examination alongwith the prescribed fee shall reach the Controller of Examinations within one month after the declaration of the result of the regular examination.

Regulation VIII:

- a) The examination forms alongwith the prescribed fee shall reach to the office of the Controller of Examinations within the stipulated date;
- b. Subject to the policy of the University from time to time, examination form/s may be accepted after the last date set for submitting these forms.

Provided, that in case of delay in submission of forms the same shall be accepted only after the late fee as prescribed has been paid by the candidate.

Regulation IX

Subject to the policy of the University and the changes made from time to time, the fee structure shall be determined and prescribed by the University before the commencement of an examination/s for the course.



12. i) Subject to the provisions of these statutes, evaluation of the students through theory and practical examination shall be complemented by a separate mechanism of internal assessments.
- ii) The internal assessment shall be based on class assessment, evaluation of student/s assignment preparations for seminar and clinical case paper.
- iii) There shall be two assessment tests for each paper, out of which best one shall be counted for computing merit of a student.
- iv) Each internal assessment shall carry 20% of the total marks in each paper;
- v) A student shall have to secure at least 50% marks in each internal assessment test to be eligible to appear in the examination.

Provided where a candidate fails to secure 50% marks in any internal assessment test, he/she shall not be eligible to appear in the final examination of that paper.

Regulation X:

The internal assessment test/s shall be conducted by the teacher concerned in the manner prescribed/ detailed as under: -

- i) Written/ Clinical/ Assignment carrying 5 marks
- ii) Presentation/ demonstration/ viva voce carrying 5 marks
- iii) Written test both objective as well as descriptive carrying 10 marks.
13. i) Except in the cases hereinafter excepted, a student who fails in not more than two subjects in 1st professional shall be promoted to 2nd professional course.

Provided where a student fails in the subject/s of Tashrihul Badan or Munafe-ul-aza or Umoore-e-Tabiya, he/ she shall be promoted to 2nd professional course only on provisional basis subject to the clearance of these subjects by the candidate/s before appearing in the 2nd professional examination.



- ii) The students who pass in all the subjects in 1st and 2nd professionals shall be promoted to 3rd professional course.
 - iii) Where a student fails in any subject/s in 3rd professional, he/ she shall be eligible to appear in that subject's in supplementary examination, which will be ordinarily held after six months of the declaration of the result.
14. Notwithstanding anything contained contrary in these statutes, a student who fails to pass 1st Professional course in the first attempt shall be given three more chances to pass the course.

Provided where a student has due to personal illness of serious nature of any other unavoidable condition, sufficient in the opinion of the University to prevent him/her from passing the examination, it may give him/her one or more chances to pass the 1st professional course.

Provided further where a student fails to pass first professional course after availing chances prescribed under these statutes, his/her admission in the course shall be cancelled.

Regulation XI

- a) The academic session of the first professional course will ordinarily commence from 1st day of July and end on December next year.
 - b) The annual examination of first professional regular course will ordinarily be held during the month of November/ December.
 - c) The 2nd professional examination will be held at the end of 3 years of admission and will ordinarily be held in April/ May of that year.
15. i) The minimum number of marks required to pass separately theory, practical/ viva voce and internal assessment shall be 50%.
- ii) Where a student passes the professional examination within prescribed duration, and secures not less than 75% marks in any subject he/she shall be declared to have passed that subject with distinction.



Regulation XII

- a) The scheme for determining division shall be as follows:

S No	Percentage of Marks	Division
1	75% or more marks	Distinction
2.	60% or more but less than 75%	1 st Division
3.	40% or more but less than 60%	2 nd Division

- b) The above scheme shall be based on the aggregate of 1st, 2nd and 3rd professional examinations provided a student passes these examinations in first attempt.

16. No person shall be appointed as an examiner in any of the subjects of the professional examination leading to the award of BUMS unless he/she:

Eligibility and Appointment of Examiners

- i) has obtained postgraduate degree (MD) or an equivalent degree as per the recommendation of the CCIM on teachers eligibility qualification and has five years teaching experience in the subject concerned in a Unani college affiliated to a regionalized University;
- ii) is of the rank of an Associate Professor or equivalent or above.

Provided where a suitable examiner possessing qualification provided in clause(i) is not available, an assistant professor possessing qualifications prescribed in clause (I) may be appointed as examiner.

Provided further in exceptional cases, a lecturer possessing qualifications mentioned in clause (a) may be appointed as examiner.

17. i) The Board of Examiners shall comprise of:
- a) Chairman/ Coordinator
- b) External Examiner



- c) Internal Examiner.
- ii) There shall be at least four examiners for 100 students, out of which at least two shall be external examiners and where students are more than one hundred, two additional examiners, one external and one internal shall be appointed for every additional 50 students;
 - iii) The senior most internal examiner shall be chairman/ coordinator of the Board of examiners to maintain uniformity in the matter of assessment of candidates and shall act as a moderator;
 - iv) The internal examiners shall include Head of the Department or next senior teacher authorized by the Head of the Department in this behalf and the other internal examiner must have been actually teaching the students appearing in the examination for a minimum period of six months;

Provided where an internal examiner with requisite qualification/s is not available, a teacher possessing the required qualifications working in any other Unani college affiliated to the University of Kashmir, may be appointed as an internal examiner;

- v) Subject to the provisions of statute 16, an external examiner shall be from any Unani college affiliated to a recognized University other than the University of Kashmir;
- vi) Where an in-service examiner is not available, a retired teacher possessing qualifications mentioned in statute 18, shall be appointed either external or internal examiner.

Provided, that he/she shall have retired two years before the commencement of such examination.

- vii) There shall be a separate panel of examiners for each Unani College and internal examiners shall be appointed for a fixed term of two years and shall be eligible for re-appointment.



Regulation XIII

The duly signed answer scripts by the examiner alongwith the award sheets shall be submitted to the chairman/ coordinator of the board of examiners who shall in turn submit the same through Head of Institution concerned to the Controller of Examinations.

Regulation XIV

The duly signed award sheets by the external and internal examiners of practical/ clinical and viva voce examinations shall be submitted to the chairman/ coordinator who shall in turn forward them through Head of the Institution concerned to the Controller of Examinations.

Regulation XV

The award sheets of internal assessment tests signed by the teacher concerned shall be forwarded to the Chairman/ coordinator well before the commencement of the final examination who shall in turn forward them through Head of the Institution concerned to the Controller of Examination.

18. Subject to the provisions of these statutes, the Controller of Examinations immediately after receiving award rolls of theory practical and internal assessments shall publish a list of candidates who are declared successful in various professional examinations, who in the total number of marks secure pass, fail, reappear, distinction, division, if any, obtained in the subject by them.
19. No marks sheet or degree certificate shall be issued to any student, unless he/she produces no demand certificate from laboratory, library, sports section authenticated by the principal of the college concerned.



DEGREE OF BACHELOR'S IN LAW (LL.B.)

1. These statutes may be called Bachelor of Law (Amended) statutes 2001; *Short title and Commencement*
2. Unless the context otherwise requires: - *Definitions*
 - (i) 'Act' means the Kashmir and Jammu Universities Act, 1969;
 - (ii) 'Academic Year' means two consecutive semesters of a year;
 - (iii) 'Entrance Test' means a test for effecting admission to the LL. B course, for the time being in force;
 - (iv) 'External examiner' means a person well versed in the knowledge of Law, who is approved to act as an external examiner under Statute 19 of these statutes, but excluding the member/s of the teaching staff of the Department;
 - (v) "Degree" means LL.B Professional degree of three years duration as recognized by the Bar Council of India;
 - (vi) 'Practical Training Programme' means a set of instructions and training as provided under Regulation V of these statutes including Moot Court;
 - (vii) 'Regulation' means a regulation as defined under Section 2(h) of the Act;
 - (viii) 'Semester' means a term commencing from the date of admission till the commencement of examination of that particular semester;
 - (ix) 'Statutes' mean statutes as defined under Section 2(h) of the Act;
 - (x) 'University' means the University of Kashmir as defined under Section 2(k) of the Act.



3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University, there shall be a full time regular course spread over three academic years designated as LL. B degree course comprising of Six (6) semesters; **Nature & Duration**
4. The admission to the first semester LL. B degree shall be open to a Candidate who has: - **Eligibility for Admission**
- a. Obtained a Bachelors degree in any discipline from this or any other recognized University;
 - b. qualified the entrance test for admission;
 - c. obtained required percentage of marks in Bachelor's degree as provided for open and/ or category candidates by the University from time to time , and
 - d. under take to pursue the course as a regular candidate.
5. (i) Subject to the provisions contained in Sec. 31 of the Act, the LL. B degree course shall consist of 36 papers from 1st Semester to 6th Semester including 21 compulsory theory papers, 4 compulsory practical training papers and other optional papers. **Course Structure**
- ii) There shall be Six theory papers each in 1st, 2nd, 3rd, and 5th Semesters. Five theory papers in 4th semester and 4 theory papers in the 6th Semester.
- iii) There shall be one practical training paper in 4th and two practical training papers in 6th semester.
6. (1) A student admitted to the degree course shall have to pass the prescribed course within the maximum period of six years from and including the year of admission in order to be eligible for the award of the degree:
- (2) The examination shall comprise of written papers, Moot Courts, Practical Training Programmes, Tutorials and viva-voce.
- (3) Each theory paper shall be of three hours duration carrying 100 marks.
- Provided, that paper VI in 4th Semester shall carry 100 marks including 10 marks in Viva-Voce.



Provided, further, that Paper V and VI in 6th semester shall carry 100 marks each including 20 marks in Viva-Voce.

- (4) There shall be a general Viva-Voce carrying 40 marks for LL. B 1st and 2nd Semester and 50 Marks for Viva-Voce for LL. B 3rd to 6th semester to be conducted by the Board of Examiners provided under St. 19 of these statutes.

Regulation - I

Subject to the changes made by the Board of Studies from time to time, the course structure of LL.B degree as stipulated under St. 5 of these Statutes, and adopted by the Board of Studies shall be as under:

LL. B First Semester

Paper I	Law of Crimes - I
Paper II	Law of Contracts (General Principles of Contracts & Specific Contracts)
Paper III	Family Law - I
Paper IV	Law of Torts, Consumer Protection and Motor Vehicles Act
Paper V	Public International Law
Paper VI	(1) Indian Legal History
(Optional)	(2) Banking Law including Negotiable Instruments Act

LL.B Second Semester

Paper I	Law of Crimes - II
Paper II	Law of Contracts II (Indian Contract Act, Indian Partnership Act, Sale of Goods Act)
Paper III	Family Law - II
Paper IV	Environmental Law
Paper V	Human Rights
Paper VI	(1) Cyber Law
(Optional)	(2) Insurance Law (Any one)



LL. B Third Semester

Paper I	Jurisprudence - I
Paper II	Constitutional Law - I
Paper III	Labour Law - I
Paper IV	Administrative Law - I
Paper V	Company Law
Paper VI	(1) Women and the Law
(Optional)	(2) Child and the Law
	(3) Criminology and Penal Administration (Any one)

LL. B Fourth Semester

Paper I	Jurisprudence - II
Paper II	Constitutional Law - II
Paper III	Labour Law - II
Paper IV	Administrative Law - II
Paper V	Practical Training - I
	1. Moot Court
	2. Pre-trial Preparation and Participation in Court Proceedings)
Paper VI	(1) Taxation Laws
(Optional)	(2) International Economic Law

LL. B Fifth Semester

Paper I	Law of Evidence - I
Paper II	Civil Procedure Code and Limitation Act
Paper III	Criminal Procedure Code – I and Juvenile Justice(Care and Protection of Children) Act, 2000
Paper IV	Property Law (including TP Act and Easement Act)
Paper V	Arbitration, Conciliation and Alternate Dispute Resolution System.
Paper VI	Practical Training – II



(Legal Language, Writing, Pleading and Conveyancing)

LL. B Sixth Semester

Paper I	Law of Evidence - II
Paper II	Criminal Procedure Code – II and Probation of Offenders Act, 1958
Paper III	Interpretation of Statutes
Paper IV	Land and Local Laws - I
Paper V	Practical Training - III (Professional Ethics, Accountancy for Lawyers and Bar Bench Relation)
Paper VI	Practical Training – IV (Public Interest Lawyering, Legal Aid and Para – Legal Services)

7. (i) Subject to the provisions contained in the Act, the Examination for LL. B Degree Course shall comprise:
- i. Written papers, Tutorials and Viva – Voce in 1st & 2nd Semesters.
 - ii. Written papers, Viva – Voce, Moot Courts in 3rd Semester.
 - iii. Written papers, Moot Court and Viva- Voce in 4th, 5th & 6th Semesters.
 - iv. Practical Training Programme in 4th, 5th and 6th Semesters.
- (ii) The general Viva-Voce shall be held after the completion of each semester.
- (iii) There shall be a supplementary examination for 5th and 6th semesters within a reasonable time after the declaration of 6th Semester result.
8. The examination in each semester shall be open to: -
- i.a. A regular student who produces the following Certificates signed by the Head of the Department of Law or any other teacher of the Department authorized by the Head of the Department in this behalf;
 - i) of possessing a sufficiently good character;

Examination

Eligibility



- ii) of having completed the prescribed course of lectures delivered during the semester;
 - iii) a student having qualified the Tutorials/ Moot Court(s).
 - ia. a candidate who was otherwise eligible to appear in the examination in a particular semester but;
 - i) did not appear or;
 - ii) was unable to pass the examination in any paper(s);
9. Subject to the provisions of St. 8 of these statutes, examination form/s/ application/s duly filled up alongwith the prescribed fee and certificates shall be forwarded by the Head of the Department before the proposed date of commencement of examination to the controller of Examinations, who shall admit them to the said semester examination. **Examination Forms etc**
10. Notwithstanding anything contained in any Statute, Regulation for the time being in force, no candidate shall be deemed to have completed the prescribed course unless he/she has attended 75% or more of the lectures in each subject delivered, during the semester for which the examination is to be held; **Attendance**
- (ii) The candidate has attended at least 75% or more of the lectures/ simulation exercise in the form of seminars, practical training/ moot courts prescribed in the syllabi for the semester;
Provided that he/she shall be entitled to appear in the subject/s in the next session after attending the deficit number of classes in the session, on payment of Rs. 500 per subject, subject to a maximum of Rs. 1500.
Provided further, the candidate shall not be eligible to attend classes of any other semester while attending the deficient number of classes under this provision.
 - (iii) Where a candidate remains continuously absent from classes for 15 days or more in at least three subject in any semester without any sufficient cause, he/she shall be liable to be struck off from



the Rolls of the Department by the Head of the Department of Law.

- (iv) The teacher concerned shall declare shortage of attendance of the concerned students and submit the same to the Head of the Department every month.
11. (1) Without prejudice to the generality of the foregoing provision where any candidate falls short of attendance in any semester, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the: - **Condonation**
- a. Head of the Department upto a maximum of 5% of the total lectures delivered in each paper.
- b. Vice Chancellor upto a maximum of 5% over and above the condonation limit of the Head of the Department.
- Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Head of the Department.
- (2) No candidate shall be eligible for condonation of shortage in attendance more than once in an academic year.
25. (i) Notwithstanding anything contrary contained in any statute, a candidate who participates in any one or more of the activities as described in Regulation II of these statutes, may for purposes of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days in a semester, during the period of his/her absence on such account.
- (ii) The candidate participating in such event must produce a copy of certificate to the Head of the Department within seven days from the end of the event, failing which no such benefit shall be given.
- (iii) The authority competent to issue the candidates participation certificate shall bring to the notice of the faculty, name, roll no of the candidate and the



date(s) on which the activities were conducted within a week's period from the end of the event.

Regulation - II

For the purposes of statute 12, the activities shall include:

- (i) Inter State Sports Tournaments;
- (ii) Sports Tournaments organized by J&K Sports Council;
- (iii) Inter College Sports Tournaments;
- (iv) Inter University Debates, Seminars, Youth Festivals and Cultural Programmes;
- (v) Inter University Sports Tournaments;
- (vi) NCC/ NSS programme;
- (vii) Hikes, Trekking, Expedition organized by the University;
- (viii) Sports events and coaching camps organized by the University; and
- (ix) Inter - Departmental Tournaments/ Debates(s)/ seminars Cultural Programmes:

Provided that the candidate has been officially deputed by the University to participate in such activity (ies).

Promotion

26. Notwithstanding anything contained in any statute or regulation for the time being in force, promotion to the next higher semester shall be open to: -
- i) A candidate from 1st semester to 2nd semester in case he/she fulfils the statutory requirement of attendance and has also passed in Tutorials.
 - ii) A candidate from 2nd semester to 3rd semester in case he/she has passed not less than 6 out of 12 courses of study, Tutorials prescribed for the 1st and 2nd semesters securing not less than 45% marks in each paper.
 - iii) A candidate from 4th to 5th semester if he/she has passed in not less than 12 out of 24 courses of study, apart from Moot Court/ Practical Training Programmes securing at least 45% marks in



Practical Training Paper/ Moot Court as the case may be.

- iv) A candidate from 3rd to 4th semester if he/she fulfils the attendance and has passed Moot Court examination securing not less than 45% marks in each Moot Court and from 5th to 6th semester in case he/ she fulfils the statutory requirement(s) of attendance for 5th semester and has passed Moot Court Examination securing not less than 45% marks in each Moot Court.
27. i) Any candidate who secures not less than 45% marks in each course of study including Moot Court practical training programme shall be deemed to have passed that course/ Practical training programme as the case may be, for the purposes of promotion to the next semester.
- ii) Notwithstanding anything contained in Clause (i) of statute 14. no candidate shall be deemed to have passed the course(s) of a semester unless he/she has secured 50% marks in aggregate in the course(s) prescribed for the semester concerned.

Provided that in case a candidate appears in full examination in one and the same session but fails in aggregate in a particular semester by three marks or less shall be deemed to have passed the examination:

Provided further that a candidate having appeared in the examination under the re appear category and fails by one mark in one paper shall be deemed to have passed that paper.

28. (i) Subject to the provisions of St. 14 of these statutes, a candidate who has failed to secure required percentage of marks in one or more papers of a semester examination shall be permitted to reappear in such paper(S) at a subsequent examination.
- (ii) Any candidate who has failed to secure required percentage of marks in aggregate as stipulated under Clause (ii) of St. 14 may be admitted to subsequent examination in any paper(s) of his choice to make up such deficiency;

Re-appear



Provided that a candidate shall not be eligible to re-appear in paper(s) exceeding three in number on account of failure to secure 50% marks in aggregate for the course.

Provided further that no candidate shall be entitled to re-appear in a subject(s) where he/she has secured 50% or more marks in that subject(s).

- (iii) Any candidate who secures less than 50% marks in all the subjects and fails to make up such deficiency within the stipulated period as prescribed under St. 6, shall not be entitled to the award of the degree.
29. I) Subject to the provisions contained in Clause (1) of Statute 6, a candidate who has secured less than 60% marks in the aggregate of any semester may apply for improvement of Division/ Percentage in not more than three theory papers and shall appear in the examination/s alongwith the regular candidates of the semester/s in which he/she seeks to improve the division/ percentage after paying the prescribed fee.
- II) A candidate who appears for the improvement of Division/ Percentage shall return to the University the LL. B Degree and/or Marks Sheet/s of the Semester/s in original, if issued to him/ her, before submission of the admission cum permission form/s. The certificate shall be returned to the candidate if he/she fails to improve Division/ Percentage and in case the candidate improves the Division/ Percentage, fresh certificate shall be issued to him/ her in accordance with the prescribed procedure.
- Provided, that the fresh certificate shall include the marks already secured by the candidate in the courses other than those where improvement is made.
- III) The marks secured by a candidate in accordance with clause (I) and (II) of the statute shall in no case affect the status of the candidates securing first, second and third position in the semester/ Degree
- Improvement
of Division/
Percentage***



course of the session in which he/she has passed/
improved Division/ Percentage.

30. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible publish a list of successful candidate on the basis of the combined result of all the six semester examinations, specifying the course of study, the division and the distinction, if any, obtained by the candidate(s) on the basis of which the degree of Bachelor of Laws shall be awarded.

Provided that no degree shall be awarded, unless the candidate has obtained No Demand Certificate(s) from the libraries, hostels, sports section etc. from the competent authorities of the University.

Regulation III

The scheme for determining division shall be as follows:

S. No	Percentage of marks	Division
01.	75% or more	Distinction
02.	60% or more but less than 75%	1 st Division
03.	50% or more but less than 60%	2 nd Division

Regulation IV

The break-up of marks in theory/ practical training papers shall be as under: -

Semester	Theory	Viva Voce	Tutorials	Moot court	Practical Training	Marks
First	600	40	60	NIL	NIL	700
Second	600	40	60	NIL	NIL	700
Third	600	50	NIL	50	NIL	700
Fourth	500	50	NIL	NIL	100	650
Fifth	500	50	NIL	50	100	700
Sixth	380	50+20	NIL	50	200	700



Regulation V

The breakup of the marks for Practical Training Programme of 4th semester shall be as under

- | | | |
|----|---|------------|
| 1. | Moot Courts | 30 (Marks) |
| | Observance of Trails | 30 (Marks) |
| | Interviewing Techniques
& Pre-Trial Preparations | 30 (Marks) |
| | Viva – Voce | 10 (Marks) |
- a. Moot Court and Viva – Voce shall be evaluated by the external examiners. Observance of the Trails and interviewing shall be evaluated by the teacher concerned and the head of the Department or his nominee.
- b. There shall be written examination for Practical Training Programme - III of 6th semester class which will be evaluated in the same manner as in the case the theory subject.
- c. The written examination of paper V of 6th semester will carry 80 marks and the viva-voce will carry 20 marks. The viva – voce will be conducted by external examiner. The candidate shall be required to secure at least minimum pass marks in theory as well as in viva-voce to pass this subject.
- d. Paper VI of 6th semester shall be taught both through class room instructions and practical expositions to public interest lawyering, legal aid, legal method, legal research and clinical services and shall carry 100 marks with following break up:
- | | | |
|----|--|----------|
| A. | Public Interest Lawyering, | 80 marks |
| | Legal Aid and Para Legal Services | |
| B. | Simulation exercise | |
| | a) Lok Adalat/ Legal Aid Camp, Legal Literacy Programmes, Clinical Services and Services in Legal Aid offices. | |



- b) Legal Research, Case Comments and Editing Skills 20 marks
- e. Part A of the paper VI of 6th semester shall be evaluated in the same manner as in the case of other theory papers and part B shall be evaluated by the teacher concerned or by any other teacher as may be appointed by the Head of the Department for this purpose.
- f. Paper VI in 5th semester shall be designed to train the students in the technique of drafting of various models, petitions, deeds etc. carrying 100 marks.

Regulation VI

- i) There shall be as under one Moot Court in 3rd, 5th and 6th semesters carrying 50 marks. The evaluation shall be done by the teacher concerned and Head of the Department or his nominee.
- ii) a) The teacher concerned shall send the list of marks obtained by the each student to the Head of the Department or his nominee immediately before the class work of that semester comes to an end;
- b) The Head of the Department or his nominee shall send the list to the Controller of Examinations well before the commencement of examination of that semester.
31. i) There shall be a comprehensive practical training programme provided in 4th & 6th semesters of the degree course to prepare and sensitize the senior law students for the actual practice. *Practical Training Programmes*
- ii) There shall be two tutorials in first and second semesters carrying 30 marks each which shall be evaluated by the group teacher and the breakup of the marks in each tutorial shall be as follows;
- | | |
|-----------------------|----|
| 1. Group Discussion | 10 |
| 2. Written Test | 15 |
| 3. Written Assignment | 05 |
32. i) Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct Viva – Voce at the *Board of Examiners*



end of every semester to evaluate the understanding and comprehension of the candidate of subject (s) taught during that semester.

ii) The Board of Examiners shall consist of:

- a) Dean, Faculty of Law;
- b) Head, Department of Law;
- c) External Examiner(s);

Provided that, in case the Dean and Head, being the same person, the next senior teacher by rotation shall be included with the permission of Head of the Department.

iii) The quorum for the conduct of examination by the Board of Examiners shall be at least 2 including Head of the Department and the External Examiner.

33. i) Subject to the provisions of these statutes and the regulations made there under the Head of the Department shall maintain a record including a copy of awards pertaining to the Tutorials/ Moot Court Examinations/ Practical Training Programme.

Miscellaneous

ii) These statutes, regulations shall be applicable to the students admitted to 3 year LL. B Degree course from the academic year 2001 and onwards.



BACHELOR'S IN LAW (LL.B.) (ACADEMIC) THROUGH DISTANCE MODE

1. (i) These statutes may be called Bachelor of Law (Academic) Course Statutes 2002; *Short title and Commencement*
- (ii) These Statutes shall come into force from the date of notification.
2. Unless the context otherwise requires: - *Definitions*
- (i) "Act" means the Kashmir and Jammu University Act 1969;
- (ii) 'Academic Year' means a period of time commencing from the date of admission till the commencement of examination of the particular academic year;
- (xi) "Entrance Test" means a test for effecting admission to the LL. B (Academic) degree course;
- (xii) "Course" means the Distance Education/ correspondence course for the two- year LLB academic Degree offered through the Centre of Distance Education;
- (xiii) "Degree" means the LL.B (academic) degree of two years duration as recognized under the Act;
- (xiv) "Personal Contact Programme" students for seeking personal guidance from teachers/ resource personnel/ experts;
- (xv) "Response Sheet" means a set of questions given at the end of each lesson script for students for preparing their assignments/ response sheets as provided under these statutes;
- (xvi) "Statutes" means statutes as defined under section 2(h) of the Act;
- (xvii) "University" means the University of Kashmir as defined under section 2(K) of the Act;



3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the provisions of the Act and the general policy of the University there shall be;

*Nature &
Duration*

- a. a distance education course (correspondence course) spread over two academic years, designated as LL.B (Academic) Degree Course comprising of two academic years;
- b. an examination at the end of each academic year for the courses offered shall be held in accordance with the procedure laid down under these statutes.

Provided, that the candidates shall not be entitled to appear in any other examination of the University or any other University.

Provided further that any candidate, who is granted admission in any other course of this University or any other University/ College/ Institution while pursuing on this course, shall be liable for cancellation of his/her admission in this course.

Admission

4. (I) Subject to the provision of the Act and the General Policy of the University read in conjunction with the rules laid down by the Board of Studies from time to time the admission to the 1st year LL.B (academic) degree course shall be open to a candidate who: -

- i. has obtained the bachelors degree in any discipline from this or any other recognized University;
- ii. has been selected on the basis of merit;

OR

qualified the entrance test conducted for admission;

Provided that the number of applicants substantially exceeds the fixed number of seats, only the admission shall be made on the basis of the entrance test;

- iii. has been the student of LL.B (Regular) course and seeks to transfer to the correspondence/ Academic Course, will also



be eligible if he fulfills the conditions laid down for such transfer.

- (II) The number of seats for admission to course shall be determined, before the commencement of each session by the Advisory Committee with the approval of the Vice-Chancellor.
5. (I) No application form for admission to the course shall be entertained unless it is accompanied by the fee prescribed for the purpose. The details of the fee and deposits shall be notified by the Director.
- (II) Every student accepted for enrolment to the course shall be required to pay fee as prescribed by University from time to time.
- The total fees shall be deposited in one installment at the beginning of the session.
 - Mere acceptance of fee would not amount to the admission, the Centre of Distance Education reserves the right of admission to the course.
 - The rules regarding the admission, late admission, shall be the same as are prescribed by the University for regular students.
 - The candidates accepted for admission shall be assigned an "Enrolment Number" which shall be quoted by the candidate in all the communications addressed to the Centre and queries received without the enrolment number will not be accepted and attended to.
 - A student admitted to the two year LL.B (Academic) Degree Course shall have to pass the prescribed course within the maximum period of five years from the date of enrolment.
6. (I) Subject to the provisions contained in the Act and the guide lines issued by the Board of Studies, the LL. B (Academic) two year degree course shall consist of 12 papers, including 10 compulsory theory papers and other optional papers.
- (II) There shall be six theory papers each for the first year and the second year.

Fees

Course Structure



- (III) There shall be “Personal Contact Programme(s)/ Contact Classes” of 40 days duration during one academic year.
- (IV) The Centre of Distance Education may also organize Optional Contact Programme for the students.
- (V) There shall be “In-text questions” (2 to 4) at the end of each “Lesson Script” which the students are required to work on and submit to the Director or concerned Coordinator.
- (VI) The “Script Lessons/ Self Instructional Material” in each paper prepared by qualified and experienced resource personal shall be supplied to the students at regular intervals.

Regulation I

Subject to the changes made by the Board of Studies from time to time, the course structure of LL.B (Academic) two year degree Programme as stipulated under St. 6 of these Statutes and adopted by the Board of Studies shall be as under:

LL. B (Academic) 1st Year

- Paper I Law of Crimes
- Paper II Law of Contracts; Specific Contracts and Specific Relief Act;
- Paper III Family Law (Muslim & Hindu Law)
- Paper IV Indian Legal and Constitutional History
- Paper V Law of Torts, Consumer Protection and Motor Vehicle Act
- Paper VI Criminology and Penal Administration (Optional) OR
Transfer or Property Act and Easement

LL.B (Academic) 2nd Year

- Paper I Jurisprudence.
- Paper II Sale of Goods and Partnership
- Paper III Labour Laws (Trade Union Act 1926), Industrial Disputes Act 1947, Workman’s Compensation Act 1923 & Factories Act



- Paper IV Constitutional Law
Paper V Company Law, MRTTP (Some Provisions)
Paper VI Public International Law Optional) OR
Human Rights

7. (I) Subject to the provisions of the Act the examination for LL.B (Academic) degree course: *Examination*
- a. Comprising of written papers shall be held after the completion of each academic year.
 - b. Each paper shall be of three hours duration carrying 100 marks.
- (II) The dates for the regular and supplementary examination shall be fixed by the Director/ Chairman in consultation with Coordinator and the Controller of the examinations.
- Provided, that the dates of regular examination shall not correspond to the dates of supplementary examination.
8. (I) Subject to the provisions of Statute 7 of these Statutes, examination form(s)/ application(s) duly filled up along with prescribed fee and certificates shall be forwarded by the Director/ Chairman, before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said annual examination. *Examination forms Etc*
- (II) The fees for each year of the LL.B (Academic) examination shall be prescribed by the University from time to time.
- (III) The medium of Instructions and examinations shall be 'English'.
- (IV) On the recommendation of the Director/ Chairman Centre of Distance Education, the Vice-Chancellor may authorize the setting up of examination centres within territorial jurisdiction of J&K State on such terms and conditions as he considers necessary for efficient conduct of the examinations.
9. The examination in each year shall be open to: *Eligibility*
- A) a student who produces the certificate(s) signed by the Director or Coordinator of having completed the



- prescribed course of contact classes/ lectures including response sheets/ assignments, delivered/ submitted in each course of study prescribed for the examination during the academic year,
- B) a candidate who was otherwise eligible to appear in the examination in a particular academic year but
- i) did not appear, or
 - ii) was unable to pass the examination in any of the paper(s)
10. (i) Not withstanding anything contained in any Statute, Regulation for the time being in force, no candidate shall be deemed to have completed the prescribed course unless he/she has attended sixty percent (60%) lectures compulsorily in any Contact Programme(s).
- (ii) The Contact Programme Shall extend over a period up to 40 days in each academic year which may be conducted twice in one academic year (20 lectures in each programme) or as per the facilities of the centre.
- (iii) A student shall not be eligible for annual examination unless he/she has submitted 100% Response Sheet in each paper in the particular academic year.
- (iv) Any candidate who:
- a. falls short of attendance in a subject(s) in any academic year;
 - b. has not submitted the response sheet in any subject(s) in any academic year; shall not be eligible to appear in that particular subject(s) in which he/she is falling short of attendance or failed to submit response sheets.

Personal Contact Programmes, Response Sheets, Attendance, etc

Provided that he/she shall be entitled to appear in the subject(s) in the next session after attending the deficit number of classes in that session.

Provided further that he/she shall be entitled to submit the response sheets in the subject(s) in the next session.



11. (i) Without prejudice to the generality of the foregoing provision(s) where any candidate falls short of attendance in any year, it may be condoned after sufficient cause is shown by him/ her in writing in this behalf by the : -
- Condonation*
- a. Director/ Chairman up to a maximum of 10%.
 - b. Vice-Chancellor up to a maximum of 10%.
Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Director/ Chairman of the Centre.
- (ii) Any candidate who falls short of attendance beyond condonable limits and wants to pursue the course shall be required to remain on the rolls of the Centre/ Institute as the regular correspondence student of the same year in which he/ she is detained.
12. Notwithstanding anything contained in any Statute or Regulation for the time being in force, promotion from the 1st year to 2nd/ final year shall be open to a candidate:
- Promotion*
- a) In case he/she fulfills statutory requirements of attendance (60%) and has also submitted all the Response Sheets/ Assignments (100%) as prescribed in the Statute 10.
 - b) in case he/she has passed in not less than three out of six courses of study and obtaining not less than 40% marks in each paper(s) for the purpose of promotion to second year.
Provided, that if any student is promoted to the second year, and has still some courses to be cleared, he/she shall be allowed to appear in that course(s) of study in the regular examination or supplementary examination for that year.
13. (I) Subject to the general policy of the University any candidate who secures not less than 40% marks in each course of study shall be deemed to have passed that course(s).
- (II) No candidate shall be deemed to have passed the First Year or Second Year as the case may be,



unless he/she has secured 40% marks in all the subjects/ courses prescribed for the year concerned.

Provided that in case a candidate appears in full examination and fails by 5 marks or less in one paper only, his/ her deficiency shall be covered by grace marks and shall be deemed to have passed the examination for that academic year.

14. (I) Subject to the provisions of Statute 13 of these Statutes, a candidate who has failed to secure the required percentage of marks in one or more papers of first/ second year examination may be permitted to re-appear in such paper(s) at regular or supplementary examination of the LL.B (Academic) Course. ***Re-appear***
- (II) Any student of LL. B (Academic) first year course who fails to qualify the examination or any student of LL.B (Academic) second year who fails to qualify for award of the final degree may re-appear as a private candidate.

Provided that his/her application form for the examination is attested by the Director, Centre of Distance Education.

Provided, further, that subject to the provisions of the Act, a candidate can also re-appear for division improvement.

15. (I) Subject to the provisions of the Act, the Controller of Examinations shall, as soon as possible, publish a list of successful candidates on the basis of the combined results of First and Second Year examinations specifying the course of study, the division, the distinction if any, obtained by the candidate(s) on the basis of which the degree of LL.B (Academic) shall be awarded; ***Award of Degree***

Provided, that no such degree shall be awarded unless the candidate has obtained 'no demand certificate' from the Centre of Distance Education' Libraries, Hostels, Sports Section, etc, from the competent authorities of the University.



(II) Subject to the provisions of the Act and clause(I) of Statutes 15, the successful candidate shall be classified as under:

Those who obtain:

- a) 75% or more marks in any course(s) of study shall be declared to have passed the examination in that course(s) with Distinction.
- b) 60% or more marks, but less than 75% in the aggregate shall be placed in the First Division.
- c) 48% or above but less than 60% marks shall be placed in Second Division.
- d) 40% or above but less than 48% marks shall be placed in Third Division.

(III) The LL. B (Academic) degree awarded to the successful candidates shall indicate that it has been obtained through the Distance Mode.

16. If any difficulty arises in giving effect to the provisions of these Statutes, the University may, subject to the provisions of the Act, by order make such provisions not inconsistent with the provisions of these Statutes as appear to it to be expedient or necessary for removing the difficulty.

Miscellaneous



DIPLOMA IN ANESTHESIOLOGY/ GYNAECOLOGY AND OPHTHALMOLOGY

1. The course of instruction for the Diploma Course in Anesthesiology/ Gynecology/ Ophthalmology shall extend over a period of one academic year.
2. The examination shall be held for the Diploma course in Anesthesiology/Gynaecology/Ophthalmology on such dates and at such place as may be fixed from time to time.
3. The admission to the course shall be open to a candidate who: -
 - a. has passed the MBBS examination from the University of Jammu and Kashmir (before 1970), or from the University of Kashmir or an equivalent of any other recognized University; and
 - b. has put in one year's house job in Anesthesiology/ Gynaecology/ Ophthalmology in a recognized Medical College and the Hospitals attached thereto, or, has served for a period of two years in the field as Assistant Surgeon;
4. The mode, procedure and other preferences for selection of students to the said Diploma course, fees and other charges payable, reservations for special categories, if any and other conditions to be fulfilled by persons seeking admission as regular students in the constituent Medical College of the varsity shall be such as may be prescribed from time to time.
5. A candidate who has been enrolled for the Diploma course in Anesthesiology/ Gynaecology/ Ophthalmology shall not be eligible to be admitted to any other course or examination of this University in the same academic year.



6. The detailed syllabus and courses of study for the Diploma course in Anesthesiology/ Gynaecology/ Ophthalmology shall be prescribed by the Academic Council from time to time. All changes in course of study shall be notified at least one year before the date of examination in which they shall take effect.
7. Candidates shall submit their application for appearing in the examination to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the Principal of the college concerned.
8. The examination shall be open to a candidate who: -
 - a) has been on the rolls of a constituent Medical College of the University for one academic year preceding the examination;
 - b) has submitted his/her name to the Controller of Examinations through the Principal of the College concerned and also produces the following certificates duly signed by the Principal: -
 - iv. of good character;
 - v. of having satisfactorily performed the work of the class; and
 - vi. of having attended no less than 75% of the full course of lectures delivered to his/her class;
 - vii. is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student.

The Principal of a college may condone shortage in attendance upto 5% of the lecture delivered in a course(s) for special reasons to be reduced in writing and the Vice-Chancellor may in addition on grounds of illness condone a maximum of 5% in each course separately. Any candidate who participated in Inter-College/ Inter University sports tournaments with the prior permission of the Principal may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days of his/her absence on



such account for a period not exceeding 15 working days.

9. A candidate who has failed in the examination or has failed to present himself/herself or complete the examination on account of illness etc. shall be eligible to appear as a private candidate on payment of prescribed fee at a subsequent session within the maximum period of two years to be counted from the date of his/ her first appearance in the said examination.
10. Subject to the changes to be made from time to time as per the set procedure the examination for the course(s) shall consist of 2 theory papers (Paper 1st and Paper 2nd) and clinical/ Practical and viva-voce test. Each theory paper shall carry 100 marks and shall be of 3 hours duration. The clinical/ practical and viva-voce shall carry 200 marks and the examination shall be completed in one day only.
11. The first and second theory question papers shall be set, respectively by the Head of the Department of Anesthesiology/ Gynaecology/ Ophthalmology of the college concerned and the external examiner.
12. The Clinical/ Practical and viva-voce examination shall be conducted by a Board of Examiners comprising four examiners, two external and two internal. One of the internal examiners will be the Head of the department. The second internal examiner will be appointed by rotation in order of seniority from among the professors, Associate professors and Assistant professors on the clinical side who qualify to be the post graduate teachers.
13. The minimum number of marks required to pass the examination shall be 50% in the aggregate of theory papers and 50% in the practical, clinical and viva voce examination. Candidates having passed the examination within the minimum time prescribed and securing not less than 75% of the marks prescribed for the theory and practical/ clinical and viva voce test shall be declared to have passed the examination with distinction.
14. A student enrolled for the Diploma Course in Anesthesiology/ Gynaecology/ Ophthalmology shall be



eligible for the grant of the following kinds of leave during the academic year: -

- viii. 15 days casual leave;
 - ix. 15 days special leave after reducing to writing the detailed and convincing reasons accepted by the guide and the Head of the Department concerned.
15. A transcript shall be issued to a student in respect of his/her performance at the end of the examination. The transcript shall indicate marks obtained in each sessional assessment, theory and practical examination.
16. The successful candidates shall be classified in the divisions as under: -
1. Those who obtain 60% or more but less than 75% of the aggregate number of marks shall be placed in the first division.
 2. Those who obtain 50% or more but less than 60% of the aggregate number of marks shall be placed in the second division.
 3. Those who obtain below 50% marks of the aggregate number of marks shall be placed in third division.

Note: Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.



POST-GRADUATE DIPLOMA IN KASHMIRI

1. The course of instruction for the P. G. Diploma course in Kashmiri shall extend over a period of one academic year.
2. An examination shall be held for the Post Graduate Diploma course in Kashmiri as may be prescribed and at such places as may be fixed from time to time by the Syndicate.
3. The admission to the course shall be open to a candidate who has passed the bachelors Degree examination from the University of Jammu and Kashmir (before 1970), or from the University of Kashmir or an equivalent examination of any other recognized University or has been admitted to the Degree of Bachelor of Arts on his/her having passed the Honours Examination in any oriental classical language and the examination in English only of the BA standard;
4. The mode, procedure and other preferences for selection of students to the PG Diploma course in Kashmiri, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
5. The nature, number, scope and content of courses for PG Diploma course in Kashmiri, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
6. Instruction in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions, etc. according to the needs



of each course as may be decided by the Board of studies.

7. An examination to Post Graduate Diploma course in Kashmiri shall be open to a student who: -
- a. has been on the rolls of the concerned Department of this University for one academic year proceeding the examination;
 - b. has his/her name submitted to the Controller of Examinations by the Head of the Department and also produces the following certificates signed by the Head of the Department: -
 - ii) of good character;
 - iii) of having satisfactorily performed the work of the class; and
 - iv) of having attended not less than 75% of the full course of lectures delivered to his/her class is eligible under statutes relating to the admission of private candidates in the capacity of a failure (which includes compartment candidate) or a late college/ departmental student.
8. The Head of the Department may for special reasons to be reduced in writing condone shortage attendance upto five lectures in each paper and the Vice Chancellor may in addition on grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance with the maximum of 5 lectures in each paper.

Students falling short of the required percentage beyond five lectures in each paper and those, whose deficiency is not condoned by the Head of the Department/ Vice-Chancellor under the authority vested in them by this statute, shall not be permitted to appear in the annual examination but shall be permitted to appear in the bi-annual examination.

Provided that such a candidate remains on the rolls of the Department as a regular student and attends 75% of lectures delivered from the date of the next classification or the date on which he/she has joined, whichever is earlier, upto the commencement of the bi-annual examination;



Provided further that the number of lectures he/she attends is not less than the number by which he/she fell short of at the annual examination;

Provided also that a candidate who participates in Inter-college, Inter Departmental or Inter University Sports tournaments with the prior approval of the Head of Department may for purpose of condoning deficiency in attendance incurred by him on account of such participation be treated as present on all working days during the days of his/her absence on such account for a period not exceeding 15 working days;

Provided, further also that no condonation whatsoever shall be allowed for deficiency in lectures required for admission to the bi-annual examination.

9. Candidates shall submit their application for appearing in the examination to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the person authorized in this behalf under the statute.
10. The medium of examination shall be Kashmiri for all the papers except Paper III (History of the language and literature) for which the medium of examination shall be Kashmiri or English or Urdu.
11. Subject to the changes to be made by the Board of studies from time to time as per the procedure laid down in the Act, the course shall consist of four papers each carrying 100 marks and of three hours duration.
12. The oral examination shall be conducted by a Board comprising two examiners one, internal and one external. The Head of the Department shall act as internal examiner.
13. The dissertation shall be evaluated by a Board of examiners comprising of: -
 - i. Head of the Department as internal examiner;
 - ii. One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Head of the Department.
14. i) The minimum number of marks required to pass the examination shall be 40% of the aggregate number of marks in each of the four compulsory



papers taken separately including oral examination and dissertation.

- ii) The minimum number of marks required to pass the additional optional paper, too, shall be 40% of the aggregate number of marks in that paper.

Provided, that the 40% or more marks obtained by a candidate in the additional optional paper shall be added for the purposes of division to the total number of marks obtained by him/her in the four compulsory papers;

Provided, further that a candidate, who appears at one and the same session in all the four compulsory papers and fails only in one of these four compulsory papers by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who, having appeared in the examination in full or in part under any of the categories viz. Compartment, illness, etc. fails in the examination for a deficiency of one mark in any one compulsory paper shall also be deemed to have passed the examination.. For candidates having appeared in the examination in all the four compulsory papers this concession shall be in addition to the one provided in the foregoing proviso.

15. A candidate who obtains 40% or more of the aggregate number of marks of all the four compulsory papers but fails in only one such paper obtaining not less than 25% marks in the aggregate of that paper may, if he/she so desires, be admitted to a subsequent examination or examination in that paper only on submission of the admission form and payment of the same fee as prescribed for the full examination on each occasion; and if he/she passes in that paper according to the provision of statute 10 above he/she shall be deemed to have passed the examination, provided the examination is completed within 19 months from the date of his/her having failed in the first instance.



Candidates to whom this concession is granted shall not be eligible for a scholarship or prize.

A candidate who fails to pass or present himself/ herself for the examination within the time limit prescribed above shall be declared to have failed in the examination as a whole and shall be required to appear in the examination afresh.

16. The successful candidates shall be classified in three divisions are as under: -
1. Those who obtain 75% or more of the aggregate number of marks shall be placed in the Distinction.
 2. Those who obtain 60% or more but less than 75% of the aggregate number of marks shall be placed in the first division.
 3. Those who obtain 50% or more but less than 60% of the aggregate number of marks shall be placed in the second division.
 4. Those who obtain below 50% marks of the aggregate number of marks shall be placed in third division.

Note: Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.

17. Post graduate diploma in Kashmiri shall be granted to the person, who pass the examination and wherever applicable, mention shall be made in the diploma certificate of a person having passed also in the Additional Optional Specialization Course in Ancient and Modern Kashmiri Literature.



POST-GRADUATE DIPLOMA IN PERSIAN

1. a) The statutes may be called the statutes of Post Graduate Diploma in Persian. *Short Title and Commencement*
b) These shall come into force as and when University issues notification to this effect.
2. Save as otherwise provided, the course for the post-graduate Diploma in Persian shall be a full time regular course extending over a period of one year. *Nature and duration of the course*
3. A candidate shall not be permitted to attend any other course or appear in any other examination of this University while pursuing post-graduate Diploma in Persian.
4. Subject to the provisions contained in the Act, statutes and regulations, the admission to the post-graduate Diploma course in Persian shall be open to a candidate who has obtained Bachelors Degree in Arts or Social Science with Urdu or Persian as one of the subjects under 10+2+3 pattern of examination and has secured 45 percent of marks if he/she claims admission under open merit and 40% marks for admission under any reserved category. *Mode of Admission and Requisite Eligibility*

Provided that the candidate with a certificate course in Modern Persian shall be given preference in admission.
5. The course of studies shall comprise of the following:
S. No Course Subject
 1. I Modern Spoken Persian
 2. II Essay Writing and Grammar
 3. III Translation of some important chronicles.
 4. IV Persian poetry and Prose
6. Notwithstanding anything contained in the provisions of statue 5, the course contents shall be subject to the



change made from time to time as per the prescribed procedure.

7. Subject to the provision of these statutes, a regular student who produces the following certificate duly signed by the HOD shall be eligible to appear in the examination:
 - a. of good character;
 - b. of having completed prescribed course of lectures during the year.

Provided where a candidate has completed the prescribed course of lecturers but has been either unable to appear in the examination or unable to pass the examination in any paper(s). He/she shall also be eligible to appear in the subsequent examination.

8. a candidate shall be deemed to have completed the prescribed course where he has attended 66% or more of the lectures delivered during the year for which the examination is held.

Explanation

The candidate who participates in inter-college or inter-University sports, tournaments or NCC camps may for the purposes of condoning shortage in attendance incurred by him/her on account of such participation be deemed as present on all the working days of his/ her on account of the working days of his/her absence on such occasion/s.

9. The Head of the Department of Persian shall on just and reasonable grounds condone shortage in attendance upto 5% of the lectures delivered during the year.
10. The examination of PG Diploma course in Persian shall comprise of:
 1. Written papers
 2. Viva Voce;
11. The main examination shall be held annually and each course shall be of 100 marks and of 2 ½ hours duration. The Viva-voce test shall carry 50 marks.



12. The Vice-voce examination shall be conducted at the end of a academic year by a Board of Examiners comprising of:
 - i. Head of the Department;
 - ii. One Senior most teacher of the Department;
 - iii. One external examiner;
13. The external examiner shall be approved by the Vice-Chancellor from a panel of three examiners to be submitted by the Head of the Department.
14. A candidate shall be required to pass the examination within a period of 3 years from the date of his/her admission in the course and if he/she fails to do so he/she shall be declared to have failed in the whole examination.
15. Where a candidate fails to secure the required percentage of marks in not more than 2 courses, he/she shall be exempted from appearing in the course in which he/she has secured a pass percentage.
16. Where a candidate has secured pass marks in all the four courses but fails to secure required percentage of marks in the aggregate, he/she shall be required to reappear in not more than two courses.
17. Notwithstanding anything contained contrary in any of the provisions of these statutes, no candidate shall be eligible for the award of the PG Diploma in Persian unless he/she has undergone a regular course of instruction in the Department for a period of one academic year and has qualified all the prescribed courses and viva-voce.
18. A candidate shall be required to obtain 36 percent of marks in each course and viva-voce and 40% marks in aggregate for qualifying the examination.
19. Where a candidate obtains 75 percent or more marks in any course of studies he/she shall be declared to have passed the examination in the course with distinction.
20. Where a candidate obtains 60% marks or more but less than 75% marks, he/she shall be placed in the first division.

*Award of
Degree*



21. Where a candidate obtains 50% marks or more but less than 60% marks, he/she shall be placed in the second division.
22. Where a candidate obtains less than 50% marks but more than 40% marks in aggregate, he/she shall be declared to have passed the examination.
23. Subject to the provisions of these statutes each successful candidate shall be awarded a certificate of PG Diploma in Persian specifying the course(s) of studies, division and the distinction if any.



POST-GRADUATE DIPLOMA IN DIETETICS

1. The diploma course in Dietetics shall extend over a period of 15 months including 6 months of internship.
2. Candidates seeking admission to P.G. Diploma course in Dietetics must have passed the B. Sc. (Home Science) Three years (General Course) Examination from this University or from any other recognized University.
3. The mode, procedure and other preferences for selection of students to the PG Diploma course in Dietetics, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. Subject to the changes to be made from time to time as per the procedure laid down in the Act, the scheme of examination for the time being shall be as under:

Eligibility

S. No	Name of the Course/ paper	Hours/ weeks	Marks allotted		Total
			Exami- nation	Continuous Assessment	
1.	Physiology	5	75	25	100
2.	Nutritional Bio- Chemistry	4	75	25	100
3.	Lab course Physiology & Biochemistry	3	75	25	100
4.	Maternal & Child Nutrition	5	75	25	100
5.	Lab. course – Maternal & Child Nutrition	4	75	25	100



S. No	Name of the Course/ paper	Hours/ weeks	Marks allotted		Total
			Exami- nation	Continuous Assessment	
6.	Adult & Geriatric Nutrition	4	75	25	100
7.	Food Science	5	75	25	100
8.	Community Nutrition	5	75	25	100
9.	Diet therapy	5	75	25	100
10.	Lab course Diet therapy	4	75	25	100
11.	Food Microbiology	4	75	25	100
12.	Institution Management	5	75	25	100
13.	Internship	-	-	-	100
					1300

Three months compulsory internship after the academic session in a Hospital for which examination will be held at the end of the internship in the hospital according to the following schedule:

1. Planning, cooking and serving diets 60 marks
2. Viva by the bedside of the patient 20 marks
3. Practical record book prepared during the internship 20 marks

Total 100 marks

5. The examination for the course shall be held by the University on such dates and at such place as may be fixed from time to time for the theory and practical examination. An examination for compulsory internship component shall however be held at the end, after its successful completion in the respective hospitals.



6. Candidates shall submit their applications on the prescribed form for appearing in the examination alongwith the prescribed fee to the Controller of Examinations.
7. An examination to Post Graduate Diploma course in Dietetics shall be open to a student who: -
 - a. has been on the rolls of the concerned Department of this University for one academic year proceeding the examination;
 - b. has his/her name submitted to the Controller of Examinations by the Head of the Department and also produces the following certificates signed by the Head of the Department: -
 - v) of good character;
 - vi) of having satisfactorily performed the work of the class; and
 - vii) of having attended not less than 75% of the full course of lectures delivered to his/her class.
 - viii) is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student.
8. The Head of the Department may for special reasons to be reduced in writing condone shortage attendance upto five lectures in each paper and the Vice Chancellor may in addition on grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance with the maximum of 5 lectures in each paper.
9. The minimum marks required to pass the examination shall be 36% in each theory, practical and internal assessment.

A candidate who obtains 40% of aggregate marks or more but fails in one paper obtaining not less than 25% of marks in the paper shall be allowed to re-appear in that paper on payment of prescribed fee.
10. The classification of successful candidates shall be as under: -
 - i. 1st Division shall be awarded to those securing 60% or more of the aggregate of marks.



- ii. 2nd Division shall be awarded to those securing 50% or more but less than 60% of the aggregate of marks.
 - iii. 3rd Division shall be awarded to those securing 40% or more but less than 50% of the aggregate of marks
- Note:* Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.
11. Each successful candidate shall be granted a diploma showing the division and the subjects in which he/ she has passed the examination.



POST-GRADUATE DIPLOMA IN MODERN SPOKEN ARABIC

1. The post-graduate Diploma Course in Modern Spoken Arabic shall extend over a period of one academic year.
2. The admission to the course shall be open to a candidate who has passed: -
 - a. Certificate course in Modern Spoken Arabic from this University;
OR
 - b. Any other examination of any other University/ Board recognized as equivalent to the aforementioned examination.
OR
 - c. Graduates with Arabic as one of the subject;
OR
 - d. Graduates with good knowledge of Arabic for which a test shall be conducted by the Department at the time of admission to the course.
3. The maximum number of candidates to be admitted for this course shall not exceed 25 per session.
4. Admission and other fees chargeable from the students admitted to this PG Diploma Course shall be the same as shall be prescribed from time to time for other Diploma Courses and/or shall be applicable.
5. The mode, procedure and other preferences for selection of students to the PG Diploma course in Modern Spoken Arabic, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.



6. The nature, number, scope and content of courses for PG Diploma course in Modern Spoken Arabic, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
7. An examination for the course shall be held by the University ordinarily in the month of November/ December and on such dates and places as may be fixed by the University from time to time.
8. The examination shall be open to a person: -
 - who has been on the rolls of the Department for a period of one full academic year preceding the examination;
 - has his/ her name submitted to the Controller of Examinations through the Head of the Department; and produces the following certificates signed by the HOD: -
 - a. of good character;
 - b. of having attended at least 75 percent of the lectures delivered to his/her class;
 - c. is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student;

The Head of the Department may condone shortage in attendance of a student upto 5% for special reasons to be reduced in writing. Students falling short of required percentage beyond 5% of lectures in each paper/ subject and those whose deficiency is not condoned by the Head of the Department shall not be permitted to appear in the annual examination nor shall be permitted to appear in the bi-annual examination

Provided that such a candidate remains on the rolls of the Department as a regular student and attains 75% of lectures upto the commencement of the bi-annual examination.

Provided further that the number of lectures he/she attends is not less than the



number by which he/she fell short of attendance at the annual examination.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Provided however, the Vice Chancellor may in addition on the grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance upto a maximum of 5% in each paper/ subject separately.

Any candidate who participated in Inter – College or Inter University Sports Tournaments may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working days.

9. A candidate who having attended the prescribed number of lectures does not appear in the examination or having appeared and failed may be permitted to appear at a subsequent examination as a private candidate.
10. Candidates shall submit their application for appearing in the examination to the Controller of Examination alongwith a payment of the necessary fees.
11. Subject to the changes to be made by the Board of studies from time to time as per the procedure laid down in the Act there shall be four papers carrying 100 marks each of 2 ½ hours duration:
 - i. Text
 - ii. Grammar and Translation
 - iii. Composition
 - iv. Oral examination for Proficiency in Modern Spoken Arabic.
12. Minimum number of marks required to pass the examination shall be 36% in each paper with an aggregate of forty percent. If a candidate fails in one or more paper/s, may reappear in that paper/ those papers only in subsequent examination.



13. The successful candidates shall be classified in three divisions as under: -
- i. Those who obtain 75% marks or more of the aggregate number of marks Distinction
 - ii. Those who obtain 60% or more but less than 75% of the aggregate number of marks First Division
 - iii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division
 - iv All below Third Division
- Note: *Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the first and second division.*
14. Each successful candidate shall be granted a certificate showing the division in which he/she has passed the examination.
15. A candidate already on the rolls of a University Department or an affiliated/ constituent college or a recognized institution shall not be admitted to the course.



POST-GRADUATE DIPLOMA IN GERMAN LANGUAGE

1. a) These Statutes may be called Statutes of Diploma in German language. *Short title and Commencement*
- b) These Statutes shall come into force from the date of notification.
2. Unless the context otherwise requires: *Definitions*
- i. 'Act' means the Kashmir and Jammu Universities Act, 1969;
- ii. 'Academic year' means a period of time commencing from the date of admission till the commencement of examination;
- iii. 'Diploma' for the purposes of these Statutes means one year Diploma in German language awarded to a student who satisfies statutory requirements and obtains required percentage of marks;
- iv. 'Entrance Test' means a test for effecting admission to Diploma Course for the time being in force;
- v. 'External Examiner' means a person well versed in the knowledge of German language, possessing degree(s) in German language who is approved to act as an external examiner under statute 21 of these statutes but does not include the member(s) of the teaching staff of the Institute of Foreign Languages of the University of Kashmir;
- vi. 'Regulation' means a regulation as defined under section 2(h) of the Act;
- vii. 'Statutes' mean statutes as defined under Section 2(h) of the Act;
- viii. 'University' means the University of Kashmir as defined under Section 2(K) of the Act;



- ix. 'Competent Authority' for the purposes of these Statutes means an authority designated by the University competent to take decision with respect to any matter referred to it.
3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University from time to time there shall be:
- Nature and Definition of Course*
- i. full time regular course of one academic year designated as Diploma course in German language.
 - ii. An examination at the end of the academic year of the diploma course which shall be held according to the procedure laid down under these statutes.
4. Subject to the provisions of the Act and these statutes and the general policy of the University as laid down from time to time, the admission to Diploma in German language shall be open to a candidate who has: -
- Admission*
- a. Passed 10+2 examination or a certificate course in German language; OR
 - b. Passed 10+2 examination and knows German language of the level of certificate course;
5. Subject to the decision of the competent authority and the general policy of the University as laid down from time to time, the total number of seats in Diploma in German language shall be 15.
6. i) Subject to the provisions contained in statute 5 of these statutes, the admission in the said course shall be strictly according to the order of merit obtained in the entrance test.
- 2 Notwithstanding anything contained contrary in clause (1) of statute 4 of these statutes, admission to the candidates possessing reserved category certificates, shall be made in accordance with the general admission policy of the University prescribed from time to time.
7. Notwithstanding anything contained contrary in statute 6 but subject to the provisions of statute 4, two seats shall be reserved for candidates working in Government/ Semi-Government/ Private Undertaking/ enterprise.



Provided where no in-service candidate is eligible, the seats reserved for them shall be filled up from the open merit candidates.

8. Notwithstanding anything contained contrary in these statutes a student admitted in the diploma course shall have to complete the said course within the maximum period of three years from and including the year of admission in order to be eligible for the award of diploma.

9. i) notwithstanding anything contained contrary in statute 3, any candidate/s falling short of attendance not condonable under these statutes may apply for re-admission as a fresh candidate.
- ii) The candidate/s who is/are allowed to re-join the course shall be over and above the intake capacity of admission for the said academic year.

Re-admission

Provided, that the candidate fulfills the required formalities for admission.

Provided, further that the said candidate/s may be admitted to the course without appearing in the entrance test.

10. i) Subject to the provisions contained in section 31 of the Act, the Diploma course shall consist of two papers and four internal assessment tests.
- ii) One paper shall be a theory paper and the other based on oral examination as prescribed under these statutes;
- iii) The four internal assessment tests shall be conducted after regular intervals in order to assess the progress of students.
- iv) Each internal assessment test shall have a theory paper followed by an oral examination each having equal marks.

Course Design

Subject to the decision of the Board of Studies from time to time, the syllabus for the Diploma Courses shall be as under: -



a) Paper I

- | | |
|-----------------------|-----------|
| 1. B.S. 1B Lehrbuch | Max Marks |
| 2. B.S. 1B Arbersbuch | |

Paper I

- | | |
|--|-----------|
| 1. Vocabulary and structure | 100 marks |
| 2. Fill in the blanks contracting sentences, multiple choice | 40 marks |
| 3. Choice out of 2 compositions about a familiar topic | 60 marks |

b) Paper II (Oral)

- | | |
|----------------------------------|-----------|
| 1. Dictation | 100 marks |
| 2. Conversation among 2 students | 20 marks |
| 3. General questions | 20 marks |
| 4. Retelling of unseen passage | 20 marks |

c) The first internal assessment tests shall carry 200 marks with the following break-up;

- | | |
|-----------------------------|----------|
| 1. Internal assessment test | 50 marks |
| a) Written test | 25 marks |
| b) Viva voce | 25 marks |

11. a) Subject to the provisions of the Act, the Diploma Course examination shall comprise of written papers, viva voce and internal assessments. *Examination*
- b) The theory paper shall be of three hours duration.
- c) The theory and oral examination shall be held at the end of the academic year.
12. The examination at the end of the academic year shall be open to: - *Eligibility*
- i. a regular student who produces the certificate signed by the Head of the Institute of Foreign Languages or any other teacher of the Institute authorized by the Head of the Institute in this behalf;



- a) of possessing a sufficiently good character;
- b) of having completed prescribed course of lectures;
- ii. a student who was otherwise eligible to appear in the examination in a particular year but;
 - i) did not appear ; or
 - ii) was unable to pass the examination.
13. Subject to the provisions of Statute 12, the examination forms duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Institute one month before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said examination.
14. *Attendance*
 - 1) Subject to the provisions of the statutes no candidate shall be deemed to have completed the prescribed course unless he/she has attended 75% or more of lectures delivered during the year.
 - 2) Where a candidate fails to attend the required number of lectures and wants to pursue the course he/she shall have to seek fresh admission.
 - 3) Where a candidate remains continuously absent for more than 15 days without assigning any reason he/she shall be liable to be struck off from the rolls of the institute.
15.
 - 1) Notwithstanding anything contained contrary in these statutes where a candidate falls short of attendance, it may be condoned after sufficient cause is shown by him/her in writing in this behalf to the Head of the Institute.
 - 2) The Head of the Institute may condone shortage of attendance upto a maximum of 5% on the recommendations of the teacher concerned and the Vice-Chancellor upto a maximum of 5% over and above the discretionary limit of the Head of the Institute.
16.
 - i) Notwithstanding anything contained contrary in these statutes, a candidate who participates in any one or more of the activities as detailed hereinafter,



may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days during an academic year.

- ii) The candidate participating in such event must produce a copy of the certificate to the Head of the Institute within 7 days from the end of the event failing which no benefit shall be given.
- iii) The authority competent to issue the candidate's participation certificate shall bring to the notice of the institute name, roll number of the candidate and the date/s on which the activities were conducted within a week's period from the end of the event.

For the purpose of statute 14, the activities shall include:

- i. Interstate sports tournaments;
- ii. Sports tournaments organized by J&K Sports Council;
- iii. Inter College Sports Tournaments;
- iv. Inter University Debates/ Seminars, youth and cultural programmes.
- v. Inter University Sports Tournaments;
- vi. NCC/ NSS programmes;
- vii. Hikes, trekking, expeditions organized by the University;
- viii. Sports events and coaching campus, organized by the University;
- ix. Inter Departmental Tournaments/ Debate's

Provided, that the candidate/s has/have been officially deputed by the University to participate in such activity (ies).

17. Subject to the general policy of the University prescribed from time to time and statute 8 of these statutes candidate who secured not less than 40% marks in each paper including sessionals shall be deemed to have passed that paper/sessional;



Where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper/s, he/she may be permitted to re-appear in that paper/s at the subsequent examination, provided the examination shall be completed within 19 months from the date of admission to the course.

Provided further where a candidate fails to secure 40% or more marks in papers and sessionals and wants to pursue the course he/she shall have to continue the course as a regular candidate.

18. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible a list of successful candidates on the basis of combined results of theory and sessional and oral examinations, specifying the course/s of study, the divisions and the distinction, if any, obtained by the candidate/s on the basis of which the diploma in German/ French language shall be awarded.

Declaration of result

Provided further no diploma shall be awarded unless the candidate has obtained no demand certificate/s from the departmental and central libraries, hostel, sports section etc.

19. i) Subject to the provisions of these statutes, evaluation of students through theory and oral examination shall be supplemented by internal assessment tests held after regular intervals.
- ii) In all four tests shall be conducted by the teacher/s concerned on the topics based on the subject taught followed by an oral examination of equal marks.
- iii) No candidate shall be allowed to appear in the examination unless he/she has secured 40% or more marks in continuous assessment tests in aggregate.
- iv) A candidate who fails in more than one assessment test or oral examination or could not appear in more than one test owing to reasons beyond his/her/their control may be given one more test with the approval of the Head of the Institute.



20. Subject to the provisions of the statute and regulations thereunder the concerned teacher shall forward award roll/s of the students to Head of the Institute who shall maintain the record and forward a copy of the same to the Controller of Examinations.

*Assessment
test*

The scheme for determining division shall be as under:-

<u>Percentage of Marks</u>	<u>Division</u>
75% or more	Distinction
60% or more but less than 75%	1 st (First)
48% or more but less than 60%	2 nd (Second)
40% or more but less than 48%	3 rd (Third)

Deficiency of 1% marks required to get a division shall be condoned for the purpose of placing a candidate in first and second division.

21. i) Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct viva-voce at the end of the academic year to evaluate the understanding and comprehension of a candidate of German language.
- ii) The Board of Examiners shall consist of:
- Head of the Institute
 - External Examiner
 - Group teacher/s
- 3 A panel of three external examiners shall be sent by Head of the Institute to the Vice-Chancellor who shall appoint one of them as an external examiner.
- 4 The quorum for the conduct of viva voce by the Board of Examiners shall be at last two including external examiner and teacher concerned.
22. The rate of fee payable by the candidate selected for the course and remuneration payable to the paper setters/ examiners shall be such as may be prescribed from time to time.

*Board of
Examiners*



POST-GRADUATE DIPLOMA IN ACCOUNTING AND AUDITING

1. The Diploma Course in Cost Accounting and Auditing shall extend over a period of one Academic Year.
2. The said diploma shall be open to candidate who: -
 - 1) is a graduate/ Hr Part II from any recognized University and has secured not less than 45% marks in first degree examination;
 - 2) belongs to a reserved category or has secured not less than 40% marks in first degree examination;
 - 3) 60% of the seats shall be filled up on the basis of merit and the remaining 40% of the seats shall be fitted up from among the reserved categories.
 - i. Application for admission to the course shall be invited by the Head, Department of Commerce on the such date and in such manner as may be considered appropriate;
 - ii. The candidates will have to appear for an oral interview carrying 100 marks before the selection committee to evaluate their aptitude, general knowledge and expression.
 - iii. The selection committee shall recommend the list of selected candidates to the Vice-Chancellor for approval.
 - iv. The maximum number of candidates to be admitted for this course shall not exceed thirty per session.
 - v. The candidates admitted to the course shall be required to pay the required admission fee for the said course to be prescribed from time to time.



3. i) An examination for the course shall be held by the University ordinarily in the month of November/ December and/or on such dates and place as may be fixed by the University from time to time.
- ii) Only those candidates who satisfy the following conditions shall be eligible to appear in the examination:
- has been on the rolls of the Department for the full duration of the course.
 - Has submitted his/her name to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department.
 - a. of having satisfactorily performed the work of the class;
 - b. of being good character;
 - c. of having obtained not less than 36% marks in the internal assessment, if otherwise provided.
 - d. of having attended at least 75% of lectures delivered to his/ her class.
 - e. is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student.

Provided the Head of the Department may condone shortage in attendance of a student for special reasons to be recorded in writing upto 5% in each course. A Student whose deficiency in attendance is not condoned shall not be eligible to appear in the examination in that course.

Provided that the Vice-Chancellor may in addition to above on the grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance upto a maximum of five percent in each course.

Any candidate who participated in games cultural and other curricular activities with the prior permission of Head of the Department shall, for the purpose of condoning deficiency in attendance



incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working

4. Candidates shall be required to submit their applications to the Controller of Examinations through the Head of the Department on the prescribed form accompanied by the fee as prescribed from time to time.
5. Subject to the changes that may be made from time to time as per procedure laid down in the Act, there shall be four papers each carrying 100 marks and of three hours duration: -
 - 1) Production Management
 - 2) Cost Records and Overheads
 - 3) Costing Methods and Techniques
 - 4) Cost and Management Audit.
6. Minimum number of marks required to pass the examination shall be 36% in each paper with an aggregate of 40%. A candidate who has obtained 40% of the aggregate number of marks or more but fails in one paper only obtaining not less than 25% of marks in the paper may, if he/she so desire be admitted to a subsequent examination in that paper only on submission of the admission form and payment of the same fee as may be prescribed on each occasion.

Provided the examination shall be completed within 19 months from the date of admission to the course.

A candidate who fails to pass or present himself/ herself for the examination within the prescribed time-limit shall be declared to have failed in the examination as a whole and shall be required to appear in all the papers.

7. The successful candidates shall be classified in three divisions as under: -
 - i. Those who obtain 60% marks or more of the aggregate number of marks First Division
 - ii. Those who obtain 50% or more but less than 60% of the aggregate Second Division



number of marks

- iii. Those who obtain 40% or more but Third less than 50% of the aggregate Division number of marks

Note: *1% of marks required for securing a division shall be counted only for purposes of placing a candidate in the first and second division only.*

8. Each successful candidate shall be awarded a certificate showing the division in which he/she has passed the examination.
9. A candidate already on the rolls of the University department or an affiliated/ constituent college or a recognized institution shall not be eligible for admission to this course.
10. Teaching Faculty shall consist of such persons as may be selected by the Head, Department of Commerce out of the panel approved by the Vice-Chancellor.
11. The Department concerned shall submit to the Vice-Chancellor for his approval a panel of teachers working in the University department affiliated and constituent colleges and persons working in other organizations possessing specialized/ requisite qualifications. The said panel shall stand valid for two years.
12. The teachers shall be paid an honorarium at Rs. 50/- per lecture the minimum of Rs. 500/- per month.



POST-GRADUATE DIPLOMA IN COMPUTER APPLICATION

1. The Post graduate Diploma in Computer Application (henceforth will be called **PGDCA**) shall be of one year's duration. The examination will be held on the dates and at such places as may be notified by the University. The medium of instructions and examination shall be English.
2. The **PGDCA** course shall be open to a candidate who has obtained Bachelors degree in any discipline under 10+2+3 scheme or any other qualification which is recognized by the University of Kashmir as equivalent qualification with 55% marks in aggregate under open merit and 50% marks in aggregate in case of reserved categories.
3. The number of candidates to be admitted in **PGDCA** programme will be restricted to 10 inclusive of all reserved categories and 2 seats for the Government sponsored candidates. However, with the expansion of laboratory, library and other facilities, the number of seats may be increased.

The students seeking admission to the course will have to appear in a written test with basic qualification of eligibility given under item 2 to be conducted by the University. The question paper for the entrance test will be of objective type carrying 70 marks.

The re-examination or re-evaluation shall not be allowed under any circumstances whatsoever.

A merit list will be prepared on the basis of the performance in the written test only. The final selection list will be prepared as per the details given below: -

Weightage

- | | | |
|----|--|-----|
| a) | Entrance test | 70% |
| b) | Marks obtained at qualifying Examination | 30% |



4. The syllabi for theory and laboratory courses vis-à-vis course structure and the scheme of examination for the **PGDCA** programme will be as approved by the Academic Council on the recommendations of the Board of studies and the faculty of Science and notified from time to time.

Notes: The evaluation of the project will be jointly done by internal and external examiners.

5. The internal assessment record will be maintained by the concerned teachers of the Department. The award rolls whereof duly signed by the teacher concerned and attested by the Head of the Department will be forwarded to the Controller of Examinations prior to the commencement of the examination. A student failing in the continuous assessment of any paper shall not be allowed to appear in the examination of that paper.

6. An examination to the **PGDCA** shall be open to a student who: -

- Has been on the rolls of the University Departments for one full academic year preceding the examination.
- Has his/her name submitted to the Controller of Examinations through the Head and produces the following certificates signed by the Head of Department: -

- i) of good conduct;
- ii) of having attended not less than 75% of lectures delivered to his/her class;
- iii) of having passed the Internal assessment component in respect of the subjects/ courses/ paper wherever prescribed;
- iv) is eligible under statutes relating to the admission of private candidate in the capacity of a failure or a late college student.

The Head of the Department may condone shortage in attendance of a student upto 5% in a paper/s for special reasons to be reduced in writing. Students falling short of required percentage beyond 5% of lecturers in a paper/s



and those whose deficiency is not condoned by the Head of the Department shall not be permitted to appear in the annual/ bi-annual examinations.

Provided that such a candidate remains on the rolls of the Department as a regular student and attains 75% of lectures upto the commencement of the bi-annual examination.

Provided further that the number of lectures he/she attends is not less than the number by which he/she fell short of attendance at the annual examination.

Provided also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Provided however, the Vice-Chancellor may in addition on the grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance with a maximum of 5 percent in each paper separately.

Any candidate who participated in Inter – College or Inter University Sports Tournaments may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working days in a semester.

7. Candidates shall submit their applications to the Controller of Examination on the prescribed form accompanied by the prescribed fee.
8. The minimum number of marks required to pass the examination shall be as under:
 - i) 40% marks in the continuous assessment of each course;
 - ii) 40% marks in each theory paper;
 - iii) 50% marks in each practical and project examination.

A candidate with less than the above mentioned percentage in any course will be considered failing in



that course. A candidate failing in not more than two courses will be allowed to reappear in the supplementary examination for these courses, to be conducted by the University. A candidate will be provided only two chances to clear his/her backlog papers failing which he/she will have to reappear in the examination for all the courses, to be conducted by the University.

Note: The rules with regard to the conduct of examinations and continuous assessment tests will be same as are applicable to other post-graduate programmes run by the University.

Provided that a candidate who appears at one and the same session in all the papers and fail only in one paper by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who having appeared in the examination in full but fails in the examination by a deficiency of one mark in one paper shall also be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso.

Provided, also that the above concession shall not be applicable in respect of internal assessment.

9. A transcript shall be issued to a student in respect of his/ her performance at the end of the examination. The transcript shall indicate marks obtained in sessional assessment as well as theory examination in each component.
 10. The successful candidates shall be classified in the respective divisions as under: -
 - i. Those who obtain 75% or more of the maximum aggregate number of marks Distinction
 - ii. Those who obtain 60% or more but less than 75% of the aggregate number of marks First Division
 - iii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division
 - iv. Those who obtain below 50% of the aggregate number of marks Third Division
-



Provided that a deficiency upto one percent of the aggregate number of marks required to get a division shall be condoned for purposes of placing a candidate in the first or second division as the case may be.



POST-GRADATE DIPLOMA IN STATISTICS

1. The course of instruction for the Diploma course in statistics shall extend over a period of one academic year.
2. The admission to the course shall be open to a candidate who has passed Bachelor's degree course in any discipline from this University or an examination equivalent thereto from any other recognized University.
3. The mode, procedure and other preferences for selection of students to the Post Graduate Diploma Course in Statistics, fees and other charges, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. The nature, number, scope and content of courses for Post Graduate Diploma Course in Statistics, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
5. The examination shall be open to a candidate who has been on the rolls of the University Department for one academic year, provided his/her name has been submitted to the Registrar/ Controller of Examinations by the Head of the Department.
6. The examination shall be held on such dates and at such places as may be fixed from time to time by the competent body/ authority of the University.
7. Candidates shall submit their application to the Controller of Examination on the prescribed form alongwith a fee as prescribed from time to time and produces the following certificates signed by the Head of the Department.



- i. of good character;
 - ii. of having completed the prescribed course and attended not less than two thirds of the lectures delivered during the academic year;
 - iii. of having secured 36% marks in the internal assessment of each paper;
 - iv. is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student.
8. The Head of the University Department shall be competent to condone shortage in attendance upto the 5% of the total number of lectures delivered during the year for special reasons to be reduced in writing.
- Provided that the Vice-Chancellor shall be competent to condone shortage in attendance upto 5% of the lectures delivered during the year over and above the condonation provided in the foregoing para;
- Provided, further that any candidate who participates in Inter-University Sports Tournament may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present for a period not exceeding 15 working days of his/her absence.
9. A student whose deficiency is not condonable or is not condoned by the Head of the Department/ Vice-Chancellor shall not be permitted to appear in the Annual Examination. He/she shall have to repeat the course in the next academic year;
10. Subject to the changes to be made from time to time by the Board of students as per the provisions of the Act. The course shall comprise four papers, each carrying 100 marks. 25% marks allotted to each paper shall be reserved for internal assessment;
11. The minimum number of marks required to pass the examination shall be 36% in each paper, separately and 40% in the aggregate;
12. A candidate who has failed in the examination but has secured a pass in a paper/s may, if he/she so desires, be exempted from reappearing in that paper/(s) at the subsequent examination.
-



13. The successful candidates shall be classified in the three divisions as under:
- a. Those who obtain 60% or more shall be placed in the 1st Division;
 - b. Those who obtain 50% or more but below 60% of the total marks shall be placed in the 2nd Division.
 - c. Those who obtain below 50% shall be placed in the 3rd Division.

Note: Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.



POST-GRADUATE DIPLOMA IN HUMAN RIGHTS AND DUTIES EDUCATION

1. The post-graduate Diploma in Human Rights and Duties Education shall be a whole time regular course spread over one academic year.
2. A Candidate admitted to the course shall not be eligible to pursue any other course in any University or in any institution while pursuing (PGDHRDE) course in the Department.
3. The admission to the course shall be open to a candidate who has:
 - a) Passed bachelor's Degree in any discipline from the University of Kashmir or any other recognized University.
 - b) Obtained at least 45% marks in Graduation Provided that for the candidate/s seeking admission on the basis of reserved categories, the minimum percentage of marks shall be 40%.
4. The mode, procedure and other preferences for selection of students to the PGDHRDE, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
5. The nature, number, scope and content of courses for (PGDHRDE), vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
6.
 - i) Subject to the changes to be made from time to time by the Board of Studies as per the provisions of the Act. The examination of PGDHRDE course



shall comprise of written papers, seminar paper, project report and vice voce and the distribution of marks shall be as under:

Theory	50
General Viva voce	25
Project Report	100
Viva voce of the Project	35
Seminar paper	40

- ii) Each theory paper shall be of three hours duration carrying 100 marks.
 - iii) Seminar paper shall carry 40 marks and there shall be a general, vice-voce carrying 25 marks.
 - iv) The project report shall be on a topic to be approved by the Dean and Head of the Department in consultation with the supervisor who shall supervise the project report. The student will be required to defend the project work before the committee consisting of Dean of the Faculty, Head of the Department and concerned supervisor.
7. Only those candidates who satisfy the following conditions shall be eligible to appear in the examination:-
- 1) has been on the rolls of the Department for the full duration of the course;
 - 2) has submitted his/her name to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department.
 - a) of having satisfactorily performed the work of the class;
 - b) of being good character;
 - c) of having obtained not less than 36% marks in the internal assessment;
 - d) of having attended not less than 75% lectures delivered to his/her class;
 - e) is eligible under statutes relating to the admission of private candidates in the



capacity of a failure or a late college student.

The Head of the University Department shall be competent to condone shortage in attendance upto the 5% of the total number of lectures delivered during the year for special reasons to be reduced in writing.

Provided the Vice-Chancellor shall be competent to condone shortage in attendance upto 5% of lectures delivered during the year over and above the condonation provided in the foregoing Para.

Provided further that any candidate who participates in Inter – College/ Inter – University sports Tournaments may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present for a period not exceeding 15 working days of his/her absence.

A student whose deficiency is not condonable and/or is not condoned by the Head of Department/ Vice-Chancellor shall not be permitted to appear in the Annual examination. He/she shall have to repeat the course in the next academic session.

8. Examination form/s/ application/s duly filled up alongwith the prescribed fee and certificates shall be forwarded by the Head of the Department before the proposed date of commencement of examination to the Controller of Examinations.
9.
 - 1) The theory papers shall be evaluated by the examiners appointed by the Controller of Examinations from the panel of examiners approved by the Board of Studies.
 - 2) There shall be a Board of Examiners to conduct general viva voce at the end of the course to evaluate the understanding and comprehension of a candidate of subjects taught:
 - 3) The Board of Examiners shall consist of: -



- i. Dean Faculty of Law
 - ii. Head, Dept. of Law
 - iii. External Examiner
- 4) The quorum for the conduct of examination by the Board of examiners shall be at least 2 including Head of the Departments and the external examiner.
10. The minimum marks required to pass the examination shall be 50% in each course and also in the aggregate of total marks of the examination.
11. The successful candidates shall be classified in the division as under: -
 - i. Those who obtain 75% or more of the aggregate of marks Distinction
 - ii. Those who obtain 60% or more but less than 75% of the aggregate number of marks First Division
 - iii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division
 - iv. Those who obtain less than 50% of the aggregate number of marks Third Division

Note: Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.



POST-GRADATE DIPLOMA IN PROFESSIONAL LABORATORY COURSE IN CHEMISTRY (PGDPLCC)

1. The Post-Graduate Diploma in Professional Laboratory course in Chemistry (PGDPLCC) shall be a whole time regular course spread over to six working months.

The main objectives of the course shall be: -

1. to familiarize the trainees with basic facilities available at different levels in our state educational institutions;
 2. to impart, knowledge of the basics of organization and management of science laboratories;
 3. to train the learners in the operation and maintenance of simple instruments used in science laboratories;
 4. to enable them to develop skills in common laboratory techniques;
 5. to train them in the procedures of procurement and shortage of laboratory equipments and materials
2.
 - 1) the total number of seats of admission shall be 25;
 - 2) out of 25 seats, 20 candidates shall be selected from open category (persons aspiring for employment as Laboratory Assistants/ Technicians) and 5 candidates shall be selected from in-service category (persons already employed as Laboratory Assistant/ Technicians at 10, 10+2 and 10+2+3 level). However, the ratio of selected candidates from in service category will be 2:2:1 w.r.t 10, 10+2, 10+2+3 level;
 - 3) the eligibility of the candidates under open category shall be that the candidates should have passed



graduation under 10+2+3 scheme of examination with science subjects (Chemistry being one of the core subjects) securing at least 50% marks in aggregate.

Whereas the candidate who will apply through in-service category should have at least 5 years regular service as laboratory/ technical staff at 10, 10+2, 10+2+3 level.

- 4) The eligible candidates shall have to appear for the Entrance test which will be of 100 marks and comprising of multiple choice questions based on science/ chemistry curriculum of 10 and 10+2 level.
 - 5) The mode, procedure and other preferences for selection of students to the Post Graduate Diploma Course in PLCC, fees and other charges, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
- 3.
- 1) The total duration of the course will be six working months the trainees will have to attend two theory lectures of 45 minutes duration each and one practical class of 90 minutes duration per day.
 - 2) Each theory paper will comprise of 4 units of 24 lectures duration.
 - 3) The contents of practicals in each paper will comprise of the demonstration of laboratory glasswares, methods of calibration and proper usage, operation and functioning of various electrical/ electronic bench top equipments as well as their handling and maintenance; setting of analytical/ monopan balances; distillation assemblies; preparation of common laboratory reagents/ standard solutions; overall maintenance of chemical/ instrumental laboratories and safety measures.
 - 4) The trainees would also be required to visit a national research institute/ laboratory within or outside the state to get familiarized with the latest



- bench level laboratory equipments and its application.
4. 1) The performance and the progress of the participants shall be evaluated through class participation, laboratory performance and internal assessment tests.
- 2) The internal assessment in practicals will be based on the evaluation of day to day laboratory performance of the trainees and on the practical test which will be held after the completion of the laboratory course.
- 3) The final external examination in theory as well as practicals shall be held after the completion of the prescribed syllabi, i.e. at the end of the academic session of the programme.
- 5 The examination to PGDPLCC shall be open to a person who: -
- Has been on the rolls of the University Department for one full academic session preceding the examination.
 - Has his/her name submitted to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department:
 - a) of good character;
 - b) of having attended not less than 75% of theory and practical classes;
 - c) is eligible under statutes relating to the admission of private candidates in the capacity of a failure or late college student.
 - A trainee falling short of the statutory requirement in any paper or practicals will not be eligible to appear in the final external examination for that theory paper or practical.

Provided that, under extra ordinary circumstances as per the University rules and subject to the acceptance of the reasons of absence and production of documentary evidence whenever needed, this requirement may be condoned upto



5% by the Head, Department of Chemistry, University of Kashmir on the recommendations of the Departmental Committee.

The Vice-Chancellor may over and above condone 5% shortfalls in attendance on the recommendations of the Head of the Department and subject to production of valid reasons supported by documentary evidence.

- No person will be allowed to sit in any external theory, practical paper examination unless he/she has passed the internal assessment component of the paper
- 6 Examination fee as prescribed from time to time shall be charged from the persons appearing in the main/supplementary examinations.
- 7 Subject to the changes to be made from time to time by the Board of Studies as per provisions of the Act:
- 1) Each theory paper will have maximum of 100 marks, 75 marks for the external examination and 25 marks for internal assessment. Minimum marks required to pass any theory paper are 40% (30 out of 75 and 10 out of 25).
 - 2) Each laboratory course will carry 100 marks, 75 marks for external examination and 25 marks for internal examination. However, the minimum pass percentage shall be 40% in each type of examination.
 - i) A participant shall be required to reappear in those courses only in which he/she has failed subject to the other conditions as provided in the examination rules.
 - ii) A participant who has not qualified a course/s at the first instance, can avail of three additional chances as per the examination rules of the University.
 - iii) A participant not fulfilling the qualifying requirements of the programme even after availing of the three additional chances shall not be eligible for award of the certificate.



- iv) A participant, who has not been able to appear in the examination due to extraordinary reasons such as his/her illness or demise of blood relations, accident, civil disturbances and any other mishap of similar nature shall be permitted to appear in the external examination of the subsequent batch subject to the acceptance of the reasons of absence by Vice Chancellor on the recommendations of the Head of the Department on production of documentary evidence wherever needed.
- 3) The practical examination will consist of three sessions of three hours duration each.
- 8 A transcript shall be issued to a student in respect of his/her performance at the end of the examination. The transcript shall indicate marks obtained in each sessional assessment, theory and practical examination.
- 9 The successful candidates shall be classified in three divisions are as under: -
1. Those who obtain 75% or more of the aggregate number of marks shall be placed in the Distinction.
 2. Those who obtain 60% or more but less than 75% of the aggregate number of marks shall be placed in the first division.
 3. Those who obtain 50% or more but less than 60% of the aggregate number of marks shall be placed in the second division.
 4. Those who obtain below 50% marks of the aggregate number of marks shall be placed in third division.
- Note:* Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.



CERTIFICATE COURSE IN FRENCH

- 1 The certificate course in French shall extend over a period of one academic year comprising two semesters. At the end of each semester there shall be a University examination which will commence on such dates and at such places as may be fixed from time to time.
- 2 The admission to the course shall be open to a candidate who: -
 - a. has passed the Higher Secondary {Part II (12th class)} examination of the Jammu and Kashmir State Board of School Education or from any other recognized Board/ University; OR
 - b. has passed Matriculation examination of the J&K State Board of School Education from any other recognized University/ Board with 3 years' service in respect of in service candidates where the course has relevance to the profession.
 - c. There shall be an examination called the semester examination at the end of each semester in the prescribed courses in the manner approved by the Academic Council on such dates as may be approved by the Vice Chancellor.
- 3 The mode, procedure and other preferences for selection of students to the certificate course in French, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
- 4 The nature, number, scope and content of courses for certificate course in French, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council



on the recommendations of the Board of studies and the faculty of Arts.

- 5 An examination for certificate course in French shall be open to:
- A. A regular student i.e. a person who has undergone a regular course of study in the University Department for the period specified for that course of study by having been on the rolls of the Department immediately preceding the examination and submits his/her application to the Controller of Examination through the Head of the Department where he/she pursued the course for the examination and fulfilled the following conditions to be certified by the HOD:
- a) has been a person of good conduct;
 - b) of having satisfactorily performed the work of the class;
 - c) of having attended not less than 75% of lectures delivered including seminars, tutorials, etc. in each course offered to him/her;
 - d) has paid the prescribed fees.
- B. An ex-student i.e. a person who after having completed all conditions of eligibility for appearance in a course or courses in an examination including minimum attendance required and having either failed to pass the examination in that course(s) or has been unable to appear in that course(s). Provided he/she appears in the examination within the maximum period prescribed under statutes and submits his/her application on the prescribed form alongwith the prescribed fee and certificates to reach the Controller of examinations within the date fixed for the purpose.
- 6 The Head of the University Department may condone shortage in attendance of a student in a course(s) for special reasons to be recorded in writing upto 5% in each course separately. A Student whose deficiency in lectures of a course is not condoned by the Head of the



Department or is not condonable shall not be eligible to appear in the examination in that course.

Provided that the Vice-Chancellor may in addition to above on the grounds of illness and on the recommendations of the Head of the Department condone shortage in attendance upto a maximum of five percent in each course separately.

Any candidate who participated in Inter – College or Inter University Sports Tournaments may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working days in a semester.

- 7 Notwithstanding anything contained in these statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied, after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted thereto.
- 8 There shall be one written paper and one oral examination in each semester. The written paper shall carry 200 marks (50% reserved for Internal Assessment) and oral examination carrying 200 marks (50% reserved for Internal Assessment).

The distribution of Internal Assessment shall be as under:

- a) Twenty marks for attendance as per details given below:-

	<u>Marks</u>
Below 66%	Zero
67% to 70%	Eight
71% to 80%	Twelve
81% to 90%	Sixteen
91% to 100%	Twenty



- b) Eighty marks for class tests to be held during the semester as per the details given below:-

	<u>Marks</u>
1 st Test	40
2 nd Test	40
Total marks for Internal Assessment	100

Note: The record of the Internal Assessment shall be maintained by the Department in the manner indicated above. A Student having failed to secure 40% marks in the Internal Assessment (sessional) shall not be eligible to be sent up for the University Examination. In the case of candidates appearing as late College/ Department students/ failures, the marks awarded to them in sessional, while they were on rolls of the Department shall be carried over to the subsequent examination in which they appear as late College/ Department students/ failures.

- 9 The oral examination shall be conducted by a Board of examiners consisting of: -
- i. Head of the Department;
 - ii. One Senior Teacher of the Department nominated by the Head of the Department by rotation every year.
 - iii. One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Dean of the faculty in consultation with the HOD.
- 10 The minimum number of marks required to pass the examination shall be:
- 9 40% in each theory paper
 - 10 40% in the oral
 - 11 40% in the Internal Assessment
 - 12 40% in the aggregate



Provided that a candidate who appears at one and the same session in all the papers and oral test and fail only in one paper/ oral test by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who, having appeared in the examination in full but fails in the examination by a deficiency of one mark in one paper shall also be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso.

Provided, also that the above concession shall not be applicable in respect of internal assessment.

- 11 A candidate who completes the minimum attendance requirement but does not appear in the examination in that course at the end of the semester or, having appeared, fails in a course or courses in a semester may be allowed to appear in the examination in such a course or courses when it is held subsequently by the University within the maximum period of two years to be counted from the date he was scheduled to appear for the first time in the semester examination, as the case may be.

Provided he/ she will have to appear in the course or courses according to the syllabus prescribed by the University for the Semester Examination in which he/she appears. In such cases the marks obtained in sessional assessment in the course(s) concerned shall be carried forward.

- 12 A transcript shall be issued to a student in respect of his performance in each semester examination after evaluation of the semester examination is done. The transcript shall indicate the marks obtained in internal assessment and semester examination separately in each course/ subject.
- 13 The successful candidates shall be classified in the respective divisions as under: -
- i. Those who obtain 75% or more or the aggregate of marks Distinction
 - ii. Those who obtain 60% or more but less than 75% of the aggregate number of marks First Division



- iii. Those who obtain 50% or more but Second Division less than 60% of the aggregate number of marks

Deficiency upto 1% marks in the aggregate number of marks required for first or second division shall be condoned for purpose of placing a candidate in the second division, as the case may be.

- 14 Each successful candidate shall be granted a certificate showing the division in which he/she has passed.
- 15 The rates of fee payable by the candidates selected for the course and remuneration payable to the paper setters/ examiners shall be such as may be prescribed from time to time.
- 16 The statutes pertaining to certificate course in French already in force, shall to the extent of inconsistency with the statutes be deemed to have been repealed.



CERTIFICATE COURSE IN GERMAN

1. The certificate course in German shall extend over a period of one year comprising two semesters. At the end of each semester there shall be a University examination which will commence on such dates and at such places as may be fixed from time to time.
2. The admission to the course shall be open to a candidate who: -
 - a. has passed the Higher Secondary {Part II (12th class)} examination of the Jammu and Kashmir State Board of School Education or from any other recognized Board/ University;
OR
 - b. has passed Matriculation examination of the J&K State Board of School Education from any other recognized University/ Board with 3 years' service in respect of in service candidates where the course has relevance to the profession.
OR
 - c. Any other examination of any other University/ Board recognized as equivalent to any of the above mentioned examinations.
3. The mode, procedure and other preferences for selection of students to the certificate course in German, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. The nature, number, scope and content of courses for certificate course in German, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council



- on the recommendations of the Board of studies and the faculty of Arts.
5. The examination to the course shall be open to the candidates who satisfy the following conditions:
- 1) That he/ she has been on the rolls of the department of the University for one academic year preceding the examination;
 - 2) That he/she has submitted his/her name to the Registrar/ Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department.
 - a) of good character;
 - b) of having satisfactorily performed the work of the class;
 - c) of having attended not less than 75% of lectures delivered to his/ her class; and
 - d) of having obtained not less than 40% marks in the Internal Assessment (sessional awards)
 - 3) is eligible under the statutes relating to the admission of private candidates in the Capacity of a failure and late college student.
6. The Head of the University Department may condone shortage in attendance of a student upto five lectures in theory classes/ Audio visual classes for special reasons to be reduced in writing. Students failing short of the required percentage beyond five lectures and, those whose deficiency is not condoned by the Head of the Department under the authority vested in him/ her by this statute, shall not be permitted to appear in the annual examination. Provided the Vice-Chancellor may in addition on the grounds of illness and on the recommendations of the HOD condone shortage in attendance upto a maximum of five percent in each course/ component separately. Any candidate who participated in Inter – College or Inter – University Sports Tournaments with the prior approval of the HOD may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days



of his/ her absence on such for a period not exceeding 15 working days in a semester.

7. Candidates shall submit their application to the controller of Examinations on the prescribed form accompanied by the prescribed fee.
8. There shall be one written paper and one oral examination in each semester. The written paper shall carry 200 marks (50% reserved for Internal Assessment) and oral examination carrying 200 marks (50% reserved for Internal Assessment).

The distribution of Internal Assessment shall be as under:

- i. Twenty marks for attendance as per details given below: -

	<u>Marks</u>
Below 66%	Zero
67% to 70%	Eight
71% to 80%	Twelve
81% to 90%	Sixteen
91% to 100%	Twenty

- ii. Eighty marks for class tests to be held during the semester as per the details given below:

	<u>Marks</u>
1 st Test	40
2 nd Test	40
Total marks for Internal Assessment	100

Note: The record of the Internal Assessment shall be maintained by the Department in the manner indicated above. A Student having failed to secure 40% marks in the Internal Assessment (sessional) shall not be eligible to be sent up for the University Examination. In the case of candidates



appearing as late College/ Department students/ failures, the marks awarded to them in sessional, while they were on rolls of the Department shall be carried over to the subsequent examination in which they appear as late College/ Department students/ failures.

The oral examination shall be conducted by a Board of examiners consisting of: -

- a) Head of the Department;
 - b) One Senior Teacher of the Department nominated by the Head of the Department by rotation every year.
 - c) One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Dean of the faculty in consultation with the HOD.
9. The oral examination shall be conducted by a Board of examiners consisting of: -
- a. Head of the Department;
 - b. One Senior Teacher of the Department nominated by the Head of the Department by rotation every year.
 - c. One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Dean of the faculty in consultation with the HOD.
10. The minimum number of marks required to pass the examination shall be:
- i. 40% in each theory paper
 - ii. 40% in the oral
 - iii. 40% in the Internal Assessment
 - iv. 40% in the aggregate

Provided that a candidate who appears at one and the same session in all the papers and oral test and fail only in one paper/ oral test by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who, having appeared in the examination in full but fails in the examination by a deficiency of one mark in one paper



shall also be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso.

Provided, also that the above concession shall not be applicable in respect of internal assessment.

11. The successful candidates shall be classified in the respective divisions as under: -
- | | | |
|------|---|-----------------|
| i. | Those who obtain 75% or more or the aggregate of marks | Distinction |
| ii. | Those who obtain 60% or more but less than 75% of the aggregate number of marks | First Division |
| iii. | Those who obtain 50% or more but less than 60% of the aggregate number of marks | Second Division |

Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the first and second division.

12. Each successful candidate shall be granted a certificate showing the division in which he/she has passed.
13. The rates of fee payable by the candidates selected for the course and remuneration payable to the paper setters/ examiners shall be such as may be prescribed from time to time.



CERTIFICATE COURSE IN RUSSIAN

1. The certificate course in Russian shall extend over a period of one year comprising two semesters. At the end of each semester there shall be a University examination which will commence on such dates and at such places as may be fixed from time to time.
2. The admission to the course shall be open to a candidate who: -
 - a. has passed the Higher Secondary {Part II (12th class)} examination of the Jammu and Kashmir State Board of School Education or from any other recognized Board/ University;
OR
 - b. has passed Matriculation examination of the J&K State Board of School Education from any other recognized University/ Board with 3 years service in respect of in service candidates where the course has relevance to the profession.
OR
 - c. Any other examination of any other University/ Board recognized as equivalent to any of the above mentioned examinations.
3. The mode, procedure and other preferences for selection of students to the certificate course in Russian, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. The nature, number, scope and content of courses for certificate course in Russian, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council



on the recommendations of the Board of studies and the faculty of Arts.

5. The examination to the course shall be open to the candidates who satisfy the following conditions:
- i) That he/ she has been on the rolls of the department of the University for one academic year preceding the examination;
 - ii) That he/she has submitted his/her name to the Registrar/ Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department.
 - a) of good character;
 - b) of having satisfactorily performed the work of the class;
 - c) of having attended not less than 75% of lectures delivered to his/ her class; and
 - d) of having obtained not less than 40% marks in the Internal Assessment (sessional awards)
 - (iii) is eligible under the statutes relating to the admission of private candidates in the Capacity of a failure and late college student.
6. The Head of the University Department may condone shortage in attendance of a student upto five lectures in theory classes/ Audio visual classes for special reasons to be reduced in writing. Students failing short of the required percentage beyond five lectures and, those whose deficiency is not condoned by the Head of the Department under the authority vested in him/ her by this statute, shall not be permitted to appear in the annual examination.

Provided the Vice-Chancellor may in addition on the grounds of illness and on the recommendations of the HOD condone shortage in attendance upto a maximum of five percent in each course/ component separately. Any candidate who participated in Inter – College or Inter – University Sports Tournaments with the prior approval of the HOD may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present



on all working days of his/ her absence on such for a period not exceeding 15 working days in a semester.

7. Candidates shall submit their application to the controller of Examinations on the prescribed form accompanied by the prescribed fee.
8. There shall be one written paper and one oral examination in each semester. The written paper shall carry 200 marks (50% reserved for Internal Assessment) and oral examination carrying 200 marks (50% reserved for Internal Assessment).

The distribution of Internal Assessment shall be as under:

- 1) Twenty marks for attendance as per details given below: -

	<u>Marks</u>
Below 66%	Zero
67% to 70%	Eight
71% to 80%	Twelve
81% to 90%	Sixteen
91% to 100%	Twenty

- 2) Eighty marks for class tests to be held during the semester as per the details given below:-

	<u>Marks</u>
1 st Test	40
2 nd Test	40
Total marks for Internal Assessment	100

Note: The record of the Internal Assessment shall be maintained by the Department in the manner indicated above. A Student having failed to secure 40% marks in the Internal Assessment (sessional) shall not be eligible to be sent up for the University Examination. In the case of candidates appearing as late College/ Department students/



failures, the marks awarded to them in sessional, while they were on rolls of the Department shall be carried over to the subsequent examination in which they appear as late College/ Department students/ failures.

- 9 The oral examination shall be conducted by a Board of examiners consisting of: -
- a) Head of the Department;
 - b) One Senior Teacher of the Department nominated by the Head of the Department by rotation every year.
 - c) One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Dean of the faculty in consultation with the HOD.
9. The oral examination shall be conducted by a Board of examiners consisting of: -
- a. Head of the Department;
 - b. One Senior Teacher of the Department nominated by the Head of the Department by rotation every year.
 - c. One external examiner to be appointed by the Vice-Chancellor from among the panel formulated by the Dean of the faculty in consultation with the HOD.
10. The minimum number of marks required to pass the examination shall be:
- a) 40% in each theory paper
 - b) 40% in the oral
 - c) 40% in the Internal Assessment
 - d) 40% in the aggregate

Provided that a candidate who appears at one and the same session in all the papers and oral test and fail only in one paper/ oral test by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who, having appeared in the examination in full but fails in the examination by a deficiency of one mark in one paper shall also be deemed to have passed the examination.



This concession shall be in addition to the one provided in the foregoing proviso.

Provided, also that the above concession shall not be applicable in respect of internal assessment.

11. The successful candidates shall be classified in the respective divisions as under: -
- | | | |
|------|---|-----------------|
| i. | Those who obtain 75% or more of the aggregate of marks | Distinction |
| ii. | Those who obtain 60% or more but less than 75% of the aggregate number of marks | First Division |
| iii. | Those who obtain 50% or more but less than 60% of the aggregate number of marks | Second Division |

Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the first and second division.

12. Each successful candidate shall be granted a certificate showing the division in which he/she has passed.
13. The rates of fee payable by the candidates selected for the course and remuneration payable to the paper setters/ examiners shall be such as may be prescribed from time to time.



CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (THROUGH CORRESPONDENCE)

1. The Certificate Course in Library Science through distance mode at the Centre shall extend over a period of one year. At the end of the session there shall be a University examination which will commence on such dates as may be prescribed under Statutes and at such places as may be fixed by the competent authority of the University from time to time.
2. Students who have passed the matriculation/ Higher Secondary {Part II (12th class)} examination from the Jammu and Kashmir State Board of School Education or any other recognized Board, shall be eligible for admission to the Course.
3. A candidate appearing in the examination as a regular student of the Centre of Distance Education, shall be required to satisfy the following conditions:
 - 1) has been enrolled by the Centre of Distance Education for the academic session preceding the examination.
 - 2) has his/her name been submitted to the Registrar/ Controller of Examinations through the Director, Centre of Distance Education and produces the following certificates signed by the Director, Centre of Distance Education.
 - a) of good character;
 - b) of having submitted, at least 20 response sheets;
 - c) of having attended not less than 2/3rd of the full course of lectures/ practical work during personal contact programme – cum – practical training.



4. Candidates shall submit their applications to the Controller of Examinations on the prescribed form accompanied by a fee as prescribed from time to time.
5. There shall be two personal contact – cum – practical training programmes of fifteen working days each to be held on two occasions during the course on such dates and at such places as may be fixed by the Director, Centre for Distance Education.

Provided, however, that the Director may authorize continuation of the second contact – cum – practical training programme of the course in combination with the first one if such a need or circumstances arise.

6. The Examination will consist of five papers, each paper carrying 100 marks and of three hours duration.
7. The minimum marks required to pass the examination shall be 40% in each paper including practicals.
8. A candidate who has failed in a paper or in aggregate by three marks or less shall be deemed to have passed the examination.
9. A candidate who has secured minimum pass marks in a paper or papers but has failed in the examination, in one or more papers or in aggregate be exempted from re-appearing in the paper/s in which he/ she has secured a pass and allowed to reappear, if he/ she so desires, in the examination to be held for the next batch of students of the course.
10. The successful candidates shall be classified in the respective divisions as under: -
 - i. Those who obtain 60% or more of the maximum aggregate number of marks First Division
 - ii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division
 - iii. Those who obtain below 50% of the aggregate number of marks Third Division



Provided that a deficiency upto one percent of the number of marks required to get a division shall be condoned for purposes of placing a candidate in the first or second division as the case may be.

11. The medium of instruction and examination shall be English.
12. The Syllabus and courses of study for the candidates certificate course in Library Science shall be prescribed from time to time by the academic council on the recommendations of the Board of Studies comprising.
 - i. Director, Centre of Distance Education;
 - ii. Head, Department of Library and Information Sciences, University of Kashmir;
 - iii. One Senior teacher of the Department of Library and Information Sciences, University of Kashmir;
 - iv. Co-ordinator/ teacher incharge for the course, if any, in the Centre of Distance Education.
13. The fee payable by the students admitted to the course and the remuneration payable for various assignments connected with the course shall be such as may be prescribed from time to time.



CERTIFICATE COURSE IN EXPORT MARKETING (PART-TIME)

3. 1. The Certificate Course in Export Marketing (Evening) Programme shall be of 4 months duration. *Nature and Duration*
2. The course shall be designed to provide a comprehensive coverage of subject areas relevant to international marketing operations.
3. The classroom sessions shall be designed to help the participants in understanding the concepts, techniques, and procedures of international marketing operations and the sessions shall be held in the evening for two hour period.
4. Subject to the changes to be made from time to time as per the procedure laid down in the Act, the certificate course shall be open for entrepreneurs, working executives, managers or persons interested in export marketing, provided they have obtained anyone of the below mentioned qualifications/ experience. *Eligibility*
- a) Qualifications**
- a) Bachelors degree in Management/ Arts/ Science/ Commerce/ or;
- b) Bachelor's degree in agriculture, Engineering; Law/ Medicine/ I-Technology/ etc., or
- c) Obtained any other qualification which is recognized by the University of Kashmir as equivalent to the qualifications laid down in clause (i) or (ii) mentioned above.
- b) Experience**
- Have a minimum of two years of full time work experience at executive/ managerial level or documentary evidence, of being self employed.



5. The mode, procedure and other preference for selection of students to the course, fees and other charges payable, reservation for special categories to be fulfilled by persons seeking admission as regular students in University Departments shall be such as may be prescribed by the University from time to time.

**Admission
Procedure**

6. The course structure and the scheme of examination shall be prescribed by the Academic Council from time to time.

**Course
Structure**

7. There shall be a written examination for each course carrying 100 marks each and a Comprehensive Viva – Voce which shall carry 50 marks. The comprehensive viva voce shall be conducted by a Board of Examiners consisting of : -

- i. Programme Director/ Head of the University Department.
- ii. Three Senior Teachers of the Department of Management Studies nominated by the programme Director by rotation every year.

8. A candidate appearing in the examination of the course shall be required to satisfy the following conditions: -

- 1) has his/her name been submitted to the Registrar/ Controller of Examinations by the Head of the Department;
- 2) Produces the following certificates signed by the Head of the Department:
 - a) of good conduct;
 - b) of having attended 75% of the full course of lectures delivered to his/her class in each course;
 - c) is eligible under the statutes relating to the admission of private candidate in the capacity of failures and late college students.

Provided, that the Head of the Department shall be empowered to condone shortage in attendance upto 5% of the total number of lectures in each course for special reasons to be reduced in writing.



Provided further that the Vice-Chancellor may in addition on the grounds of illness and on the recommendation of the HOD condone shortage in attendance with a maximum of 5% in each course separately.

Provided also that any candidate who participated in Inter-college or Inter-university tournaments with the prior approval of the Programme Director/ HOD may, for purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working days.

9. The written examination shall be held at the end of the programme.
10. For appearing in the examination a candidate shall be required to submit the form and fee as prescribed from time to time within the time limit notified for the purpose.
11. In order to secure a pass in the examination, a candidate shall be required to secure separately 50% of marks in each course and viva-voce.
12. A student failing in the examination shall be required to reappear in those courses only in which he/she has failed in three subsequent examinations.

If such a candidate fails to pass the examinations within three chances he shall be declared to have failed in the examination as a whole.

13. Notwithstanding contained contrary in the statutes/ regulations for the time being in force but subject to the Act and general policy of the Department and the University a student not being able to appear in the examination due to extraordinary reasons such as his/her illness or demise of blood relations (parents, grandparents, brothers, sisters, spouse and children accident, civil disturbances and any other mishaps of similar nature will be permitted to avail of all the requirements of the Programme. Permission to appear in the examination will be subject to the acceptance of the reasons of absence by the Vice-Chancellor on the



- recommendations of the Programme Director and production of documentary evidence wherever needed.
14. The Indian Institute of Foreign Trade, New Delhi and the Department of Management Studies, the University of Kashmir, Srinagar shall jointly award the completion certificates to the participant fulfilling all the statutory requirements of the CCEM Programme.



CERTIFICATE COURSE IN HINDI

1. The Certificate Course in Hindi shall be conducted on part time basis. It shall extend over a period of one academic year. At the end of the academic session, an examination shall be held on such dates and at such places as may be fixed from time to time by the authority of the University.
2. The admission to the course shall be open to a candidate: -
 - i) who has passed the matriculation/ Higher Secondary {Part II (12th class)} examination of the Jammu and Kashmir State Board of School Education or any other recognized Board; OR
 - ii) who has passed any other examination of any University/ Board recognized as equivalent to any of the above mentioned examinations
3. The mode, procedure and other preferences for selection of students to the certificate course in Hindi, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. The nature, number, scope and content of courses for certificate course in Hindi, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
5. Instruction in each course shall be in the form of lectures, tutorials, seminars, problem sessions, case studies, group discussions, etc. according to the needs of each course as may be decided by the Board of studies.



6. Continuous sessional assessment shall be a constituent part of the course. The weightage of marks to be given to the theory papers examination and to the continuous sessional assessment component shall be in the ratio of 80:20. The sessional assessment shall be awarded and record thereof maintained in the manner prescribed by the Academic council.
7. An examination to certificate course in Hindi shall be open to a student who: -
- I. has been on the rolls of the Department for the full duration of the course;
 - II. has submitted his/ her name to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department: -
 - i) of having satisfactorily performed the work of the class;
 - ii) of good conduct;
 - iii) of having obtained not less than 40% marks in the internal assessment;
 - iv) of having attended not less than 75% lectures delivered to his/her class
 - v) An ex-student i.e. a person who after having completed all conditions of eligibility for appearance in a course or courses in an examination including minimum attendance required and having either failed to pass the course(s) or has been unable to appear in that course(s), provided he/she appears in the examination within the maximum period prescribed under statutes and submits his/her application on the prescribed form alongwith the prescribed fee and certificate to reach the Controller of examinations within the date fixed for the purpose.

The Head of the University Department may condone shortage in attendance of a student upto 5% in each theory course separately for special reasons to be reduced in writing. Students failing short of the required percentage beyond five lectures and, those whose



deficiency is not condoned by the Head of the Department under the authority vested in him/ her by this statute, shall not be permitted to appear in the annual examination. Provided the Vice-Chancellor may in addition on the grounds of illness and on the recommendations of the HOD condone shortage in attendance upto a maximum of five percent in each course/ component separately.

Provided, further any student who participated in games, cultural and other activities with the prior approval of Head of the Department may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days of his/her absence on such account for a period not exceeding 15 working days in a semester.

8. A student who having attended the prescribed number of lectures and having satisfactorily performed the work of the class, does not appear at the main examination or having appeared but failed may be permitted to appear subsequently within a period of two years to be counted from the date he/she was scheduled to appear for the first time.

Provided he/she will have to appear in the examination according to the syllabus prescribed for the course by the University in which he/she appears. In such cases the sessional assessment in the course(s) concerned shall be carried forward.

9. Candidates shall be required to submit their applications to the Controller of Examinations through the Head of the Department on the prescribed form accompanied by a fee as prescribed from time to time.
10. Subject to the changes to be made by the Board of studies from time to time as per the procedure laid down in the Act, the course structure of the certificate course in Hindi shall comprise of four written papers. Each written paper shall carry 100 marks of which 20% shall be reserved for Internal Assessment. The distribution of the Internal Assessment shall be as cited below: -
 - i. 25% i.e., 5 marks for attendance and



- ii. 75% i.e., 15 marks for class tests to be held during the session.
11. A student having failed to obtain 40% marks in the Internal Assessment, shall not be permitted to appear in the Final examination. Such a candidate shall be permitted to appear in the subsequent examination provided that he/she makes up the deficiency in the Internal Assessment for admission to the subsequent examination.
12. The minimum number of marks required to pass the examination shall be: -
 - i. 40% in the written/ theory paper;
 - ii. 40% in the internal assessment;
 - iii. 40% in the aggregate

A transcript shall be issued to a student in respect of his/her performance at the end of the examination. The transcript shall indicate marks obtained in sessional assessment as well as theory examination in each course.

13. The successful candidates shall be classified in the divisions as under: -
 - i. Those who obtain 75% or more of the Distinction aggregate number of marks
 - ii. Those who obtain 60% or more but less than First 75% of the aggregate number of marks Division
 - iii. Those who obtain 50% or more but less than Second 60% of the aggregate number of marks Division
 - iv. Those who obtain less than 50% of the Third aggregate number of marks Division

Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the first and second division

14. Each successful candidate shall be granted a certificate showing the division in which he/ she has passed.
15. The medium of instruction and examination shall be Hindi or English.



CERTIFICATE COURSE IN SANSKRIT

1. The Certificate Course in Sanskrit shall be conducted on part time basis. It shall extend over a period of one year. At the end of the academic session, an examination shall be held on such dates and at such places as may be fixed from time to time by the authority of the University.
2. The admission to the course shall be open to a candidate: -
 - a) who has passed the matriculation/ Higher Secondary {Part II (12th class)} examination of the Jammu and Kashmir State Board of School Education or any other recognized Board; OR
 - b) who has passed any other examination of any other University/ Board recognized as equivalent to any of the above mentioned examinations
3. The mode, procedure and other preference for selection of students to the course, fees and other charges payable, reservation for special categories to be fulfilled by persons seeking admission as regular students in University Departments shall be such as may be prescribed by the University from time to time.
4. The nature, number, scope and content of courses for certificate course in Sanskrit, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.
5. An examination to certificate course in Sanskrit shall be open to a student who: -
 - i. has been on the rolls of the Department for the full duration of the course;



- ii. has submitted his/ her name to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department: -
- a) of having satisfactorily performed the work of the class;
 - b) of being good character;
 - c) of having obtained not less than 40% marks in the internal assessment;
 - d) of having attended not less than 75% lectures delivered to his/her class

The Head of the Department may condone shortage in attendance of a student upto 5% of the lectures delivered in a course(s) for special reasons to be reduced in writing and the Vice-Chancellor may in addition on grounds of illness condone upto a maximum of 5% in each course separately. Any candidate who participated in Inter – College or Inter – University Sports Tournaments with the prior permission of the Head of the Department may, for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days of his/ her absence on such account for a period not exceeding 15 days.

6. A student who having attended the prescribed number of lectures and having satisfactorily performed the work of the class, does not appear at the main examination or having appeared but failed may be permitted to appear at a subsequent examination within the maximum period of two years to be counted from the date of his first appearance in the said examination.
7. Candidates shall be required to submit their applications to the Controller of Examinations through the Head of the Department on the prescribed form accompanied by a fee as prescribed from time to time.
8. Subject to the changes to be made from time to time as per provisions of the Act there shall be four written papers. Each written paper shall carry 100 marks of which 20% shall be reserved for Internal Assessment.



The distribution of the Internal Assessment shall be as cited below: -

- i. 25% i.e. 5 marks for attendance and
 - ii. 75% i.e. 15 marks for class tests to be held during the session.
9. A student having failed to obtain 40% marks in the Internal Assessment, shall not be permitted to appear in the Final examination. Such a candidate shall be permitted to appear in the subsequent examination provided that he/she makes up the deficiency in the Internal Assessment for admission to the subsequent examination.
10. The minimum number of marks required to pass the examination shall be: -
- a) 40% in the written/ theory paper;
 - b) 40% in the internal assessment;
 - c) 40% in the aggregate
11. The successful candidates shall be classified in the divisions as under: -
- i. Those who obtain 75% or more of the aggregate number of marks Distinction
 - ii. Those who obtain 60% or more but less than 75% of the aggregate number of marks First Division
 - iii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division
 - iv. Those who obtain less than 50% of the aggregate number of marks Third Division
- Deficiency upto 1% marks required to get a division shall be condoned for the purpose of placing a candidate in the first or second division.
12. Each successful candidate shall be granted a certificate showing the division in which he/ she has passed.
13. The medium of instruction and examination shall be Hindi or English.



CERTIFICATE COURSE IN MODERN SPOKEN ARABIC

1. The certificate course in Modern Spoken Arabic shall extend over a period of one academic year.
2. The admission to the course shall be open to a candidate who has passed: -
 - ii) Pre-University course of the University of J&K (before 1970) or of this University; OR
 - iii) Higher Secondary (Elective) Examination of the J&K Board of School Education; OR
 - iv) Honours Examination in Urdu, Persian, Arabic or Kashmiri and English only examination of PUC/ Higher Secondary Elective Standard of the University of J&K (before 1970) or of this University or the Board of School Education as the case may be; OR
 - v) Any other examination of any other University/ Board recognized as equivalent to any of the above mentioned examination;
3. The mode, procedure and other preferences for selection of students to the certificate course in Modern Spoken Arabic, fees and other charges payable, reservations for special categories and other conditions to be fulfilled by persons seeking admission as regular students in the University Department shall be such as may be prescribed from time to time.
4. The nature, number, scope and content of courses for certificate course in Modern Spoken Arabic, vis-à-vis contact hours, the number of credits and the duration of examination in each course shall be approved by the Academic council on the recommendations of the Board of studies and the faculty of Arts.



5. An examination to certificate course in Modern Spoken Arabic shall be open to a student who: -

- Has been on the rolls of the University Department for one academic year preceding the examination. The Syndicate shall have power to condone any deficiency in this period for very special reasons;
- Has his/ her name submitted to the Controller of Examinations through the Head of the Department and produces the following certificates signed by the Head of the Department.
 - a) of good conduct;
 - b) of having attended not less than 75% of lectures delivered to his/ her class;
 - c) is eligible under statutes relating to the admission of private candidates in the capacity of a failure or a late college student.

6. The Head of the Department may condone shortage in attendance of a student upto five lectures in theory classes/ oral expression for special reasons to be reduced in writing. Students falling short of the required percentage beyond five lectures in each paper/ oral expression and those whose deficiency is not condoned by the Head of the Department under the authority vested in him/her by this statutes, shall not be permitted to appear in the annual examination nor shall be permitted to appear in the bi-annual examination.

Provided, that such a candidate remains on the rolls of the Department as a regular student and attains 75% of lectures, upto the commencement of the bi-annual examination.

Provided further that the number of lectures he/she attends is not less than the number by which he/she fell short of attendance at the annual examination.

Provided, also that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Provided, however, that the Vice Chancellor may in addition on the grounds of illness and on the



recommendations of the HOD condone shortage in attendance upto a maximum of five per cent in each course separately.

Any candidate who participates in Inter-college or Inter-University Sports Tournaments with the prior approval of the HOD may, for the purpose of condoning deficiency in attendance incurred by him on account of such participation, be treated as present on all working days of his/ her absence on such account for a period not exceeding 15 working days.

7. Candidates shall submit their application to the Controller of Examinations on the prescribed form accompanied by the prescribed fee.
8. Subject to the changes to be made by the Board of Studies from time to time as per the procedure laid down in the Act, the course structure of the Certificate course in Modern Spoken Arabic shall comprise of three written papers of three hours duration and one test in oral expression each carrying 100 marks of which 20% shall be reserved for Internal Assessment. The medium of examination shall be Arabic or English or Urdu at the option of the candidates.
9. The minimum number of marks required to pass the examination shall be 40% in each paper including Internal Assessment.

Provided that a candidate who appears at one and the same session in all the papers and oral test and fail only in one paper/ oral test by three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who, having appeared in the examination in full but fails in the examination by a deficiency of one mark in one paper shall also be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso.

Provided, also that the above concession shall not be applicable in respect of internal assessment.

10. A candidate who obtains 40% of the aggregate number of marks of all the four components but fails in one component only obtaining not less than 25% marks in



ORIENTAL CLASSICAL LANGUAGES

1. Three examinations for proficiency, High Proficiency and Honours, respectively shall be held in each of the following subjects, namely: - *Statutes*
1. The Arabic Language and Literature
 2. The Sanskrit Language and Literature
 3. The Persian Language and Literature
2. These examinations shall be open to any student who: -
- A) i) has been enrolled in a recognized Institution during at least one academic year previous to the examination. The Syndicate shall have power to condone any deficiency in this period for very special reasons;
- Provided that a candidate having remained on the rolls of an institution for less than one academic year but having attended the corresponding course in any other recognized University or Board for the period short of that prescribed before his/ her admission to institution, may be admitted to the examination as a special case.
- ii) has his/her name submitted to the Controller of Examinations by the Head of the Institution he/she has most recently attended; and produces the following certificates signed by the Head of the Institution:
- a) of good character; and
 - b) of having attended not less than 75% of the full course of lectures delivered for the examination in which he/she wishes to appear during the period he/she has been



enrolled in the Institution from which he/she appears.

OR

- B) Is eligible under statutes relating to the admission of private candidates;

Provided that admission to Honours course and examination shall be open to such candidates only as have passed any examination of this University or of the University of Jammu and Kashmir (before 1970) or from the Jammu and Kashmir Board of School Education or from any other recognized University or Board.

Provided however, that the Shastri Examination shall be open only to such candidates who have passed: -

- i) The Vishard examination of this University or University of Jammu and Kashmir (before 1970) or of any other recognized University or Board; or
- ii) The M.A Examination in Sanskrit of the Jammu and Kashmir University (before 1970) or of a recognized University.

3. The Principal of an oriental institution is empowered to condone shortage upto 10 lectures in each compulsory paper and upto 5 in the optional paper. Students falling short of the required percentage beyond 10 lectures in compulsory papers and 5 in the Optional paper and those whose deficiency is not condoned by the Principal under the authority vested in him/her by this statute, shall not be permitted to appear in annual examination, but shall be permitted to appear in the Bi-annual examination, provided that they make up the deficiency and also attend 75% of the lectures delivered upto the commencement of the bi-annual examination by remaining on the rolls of the institution, provided that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Any candidate who participates in Inter-College or Inter University tournaments may for the purpose of condoning deficiency in attendance incurred by him/her



on account of such participation be treated as present on all working days during the days of his/her absence on such account for a period not exceeding 15 working days;

4. Candidates shall submit their application for appearing in the examination to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the persons authorized in this behalf under the statutes.
5. In each examination there shall be six papers of three hours duration carrying 100 marks each;

Provided that the candidates appearing in Proficiency, High Proficiency and Honours examination in various Oriental Classical Languages may take up the corresponding optional paper as shown below: -

Arabic	-	Urdu
Persian	-	Urdu
Sanskrit	-	Hindi

Provided, further that the optional paper in all those examinations shall be of 100 marks and of three hours duration.

6. The minimum number of marks required to pass the examination shall be as follows
 - 1) Proficiency 33% in each paper
 - 2) High proficiency 36% in each paper
 - 3) Honours 40% in each paper

Provided that a candidate who appears in one and the same session in all the papers and fails only in one paper by three marks or less shall be deemed to have passed the examination.

Provided further that a candidate who has appeared in the examination in full or in parts under any of the categories viz, compartment, illness exemption whether in the annual or bi-annual examination, fails in the examination by a deficiency of one mark in a paper shall be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso for such of the



candidates as would have appeared in the examination in all papers.

7. In the Proficiency/ High Proficiency/ Honour examination a candidate who obtains respectively 40/ 40/ 45 percent of the aggregate number of marks of all the papers excluding the additional optional paper but fail in one paper only obtaining respectively not less than 25/ 25/ 30 percent marks in that paper, may if he/ she so desires, be admitted to the subsequent examinations within a maximum of three chances in that paper only on submission of admission form alongwith the fee prescribed from time to time and if he/she passed in that paper, he/she shall be deemed to have passed the examination concerned.
8. In the proficiency/ High Proficiency/ Honours examination a candidate who has secured pass marks in a paper of the examination but has failed in that examination, shall be exempted from reappearing in that paper/s in which he/she has passed.

Provided that no candidate to whom this concession is granted shall be allowed to join the next higher class until the examination is cleared by him/her.

Provided, further that no candidate who passed under this Statute shall be eligible for the award of a scholarship, prize, medal or a certificate of distinction.

9. Certificates conferring the oriental literary titles Prajna, Moulvi and Munshi shall be granted to persons who pass proficiency examination in Sanskrit, Arabic and Persian respectively.

Certificates conferring the Oriental Literary Titles of Vishard, Moulvi Alim and Munshi Alim shall be granted to persons who pass the High Proficiency examination in Sanskrit, Arabic and Persian respectively.

Diploma conferring the Oriental Literary Titles of Shastri, Moulvi Fazil and Munshi Fazil shall be granted to persons who pass Honours examination in Sanskrit, Arabic and Persian respectively.

10. The successful candidates shall be placed in three divisions as under: -



1. 60% or more of the aggregate number of marks (including the marks of the optional paper) 1st Division.
2. 48% or more but less than 60% of the aggregate number of marks (including the marks of the optional paper) 2nd Division
3. Below 48% of the aggregate number of marks (including the marks of the optional paper) 3rd Division

Deficiency upto 1% of the aggregate number of marks required for 1st and 2nd division shall be condoned for the purpose of placing a candidate in the 1st or 2nd division.



MODERN INDIAN LANGAGES

1. Three examinations for proficiency, High Proficiency and Honours, respectively shall be held in each of the following subjects, namely: -
 1. The Urdu Language and Literature
 2. The Hindi Language and Literature
 3. The Punjabi Language and Literature
 4. The Kashmiri Language and Literature

2. These examinations shall be open to any student who: -

- A) i) has been enrolled in a recognized Institution during at least one academic year previous to the examination. The Syndicate shall have power to condone any deficiency in this period for very special reasons;

Provided that a candidate having remained on the rolls of an institution for less than one academic year but having attended the corresponding course in any other recognized University or Board for the period short of that prescribed before his/ her admission to institution, may be admitted to the examination as a special case.

- i) has his/her name submitted to the Controller of Examinations by the Head of the Institution he/she has most recently attended; and produces the following certificates signed by the Head of the Institution:
 - a) of good character; and
 - b) of having attended not less than 75% of the full course of lectures delivered for the examination in which he/she wishes to appear during the period he/she has been enrolled in the Institution from which he/she appears.



OR

- B) Is eligible under statutes relating to the admission of private candidates;

Provided that admission to Honours course and examination shall be open to such candidates only as have passed any examination of this University or of the University of Jammu and Kashmir (before 1970) or from the Jammu and Kashmir Board of School Education or from any other recognized University or Board.

3. The Principal of an oriental institution is empowered to condone shortage upto 10 lectures in each compulsory paper and upto 5 in the optional paper. Students falling short of the required percentage beyond 10 lectures in compulsory papers and 5 in the Optional paper and those whose deficiency is not condoned by the Principal under the authority vested in him/her by this statute, shall not be permitted to appear in annual examination, but shall be permitted to appear in the Bi-annual examination, provided that they make up the deficiency and also attend 75% of the lectures delivered upto the commencement of the bi-annual examination by remaining on the rolls of the institution, provided that no condonation whatsoever shall be allowed for deficiency in lectures for admission to the bi-annual examination.

Any candidate who participates in Inter-College or Inter University tournaments may for the purpose of condoning deficiency in attendance incurred by him/her on account of such participation be treated as present on all working days during the days of his/her absence on such account for a period not exceeding 15 working days;

4. Candidates shall submit their application for appearing in the examination to the Controller of Examinations on the prescribed form accompanied by the prescribed fee and the necessary certificates signed by the persons authorized in this behalf under the statutes.
5. In each examination there shall be six papers of three hours duration carrying 100 marks each;



Provided that the candidates appearing in Proficiency, High Proficiency and Honours examination in various Modern Indian Languages may take up the corresponding optional paper as shown below: -

Urdu, Persian, Arabic, Hindi, Punjabi, Kashmiri

Hindi, Sanskrit or Urdu

Kashmiri, Urdu or Hindi

Provided, further that the optional paper in all those examinations shall be of 100 marks and of three hours duration.

6. The minimum number of marks required to pass the examination shall be as follows

- 1) Proficiency 33% in each paper
- 2) High proficiency 36% in each paper
- 3) Honours 40% in each paper

Provided that a candidate who appears in one and the same session in all the papers and fails only in one paper by three marks or less shall be deemed to have passed the examination.

Provided further that a candidate who has appeared in the examination in full or in parts under any of the categories viz, compartment, illness exemption whether in the annual or bi-annual examination, fails in the examination by a deficiency of one mark in a paper shall be deemed to have passed the examination. This concession shall be in addition to the one provided in the foregoing proviso for such of the candidates as would have appeared in the examinations in all papers.

7. In the Proficiency/ High Proficiency/ Honour examination a candidate who obtains respectively 40/ 40/ 45 percent of the aggregate number of marks of all the papers excluding the additional optional paper but fail in one paper only obtaining respectively not less than 25/ 25/ 30 percent marks in that paper, may if he/ she so desires, be admitted to the subsequent examinations within a maximum of three chances in that paper only on submission of admission form alongwith the fee prescribed from time to time and if



he/she passed in that paper, he/she shall be deemed to have passed the examination concerned.

8. In the proficiency/ High Proficiency/ Honours examination a candidate who has secured pass marks in a paper of the examination but has failed in that examination, shall be exempted from reappearing in that paper/s in which he/she has passed.

Provided that no candidate to whom this concession is granted shall be allowed to join the next higher class until the examination is cleared by him/her.

Provided, further that no candidate who passed under this Statute shall be eligible for the award of a scholarship, prize, medal or a certificate of distinction.

9. The successful candidates shall be classed into three divisions as follows:
1. Those who obtain 60% or more of the aggregate number of marks (including the marks of the additional optional paper, wherever provided) shall be placed in the first division.
 2. Those who obtain 50% or more but less than 60% in the second division, and
 3. All below in the third division.
- Note:* Deficiency upto 1 percent of marks required for securing of a division shall be condoned for purpose of placing a candidate in the first and second division.
10. Candidates of having passed the Ratna, Adib, Budhiman and Talib examinations shall be granted to candidates who have passed the Proficiency examination in Hindi, Urdu, Punjabi and Kashmiri respectively.

Certificates of having passed the Bhushana, Adib, Alim, Vidvan and Mahir examinations shall be granted to the candidates who have passed the High Proficiency examination in Hindi, Urdu, Punjabi and Kashmiri respectively.

Diplomas of Prabhakara, Adib Fazil, Gyani and Kamil shall be granted to the candidates who have passed the honours examination in Hindi, Urdu, Punjabi and Kashmiri respectively.



ADVANCED DIPLOMA IN FRENCH LANGUAGE

1. a) These statutes may be called statutes of Advanced Diploma in French language
b) These statutes shall come into force from the date of notification.
2. Unless the context otherwise requires:
- a) 'Act' means the Kashmir and Jammu Universities Act, 1969;
- b) 'Advanced Diploma course for the purpose of these statutes means One year Diploma course in French Language awarded to a student who satisfies statutory requirements and obtains required percentage of marks;
- c) 'Entrance Test' means a test for effecting admission to Advanced Diploma Course for the time being in force;
- d) 'External Examiner' means a person well versed in the knowledge of French language, possessing degree(s) in French language who is approved to act as an external examiner under statute 21 of these statutes but does not include the member(s) of the teaching staff of the Institute of Foreign Languages of the University of Kashmir;
- e) 'Regulation' means a regulation as defined under section 2(h) of the Act;
- f) 'Statutes' mean statutes as defined under Section 2(h) of the Act;
- g) 'University' means the University of Kashmir as defined under Section 2(k) of the Act;
- h) 'Competent Authority' for the purposes of these Statutes means an authority designated by the

Short title and Commencement

Definitions



University competent to take decision with respect to any matter referred to it.

- i) 'Academic year' means a period of time commencing from the day of admission till the commencement of examination;
- 3 Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University from time to time there shall be:
- Nature and Definition of the Course*
- a) full time regular course of one academic year designated as Advanced Diploma course in French Language.
- b) An examination at the end of the academic year of the diploma course shall be held according to the procedure laid down under these statutes.
- 4 Subject to the provisions of the Act and these statutes and the general policy of the University as laid down from time to time, the admission to Advanced Diploma in French language shall be open to a candidate who has: -
- Admission*
- a) Passed 10+2 examination;
- b) Diploma course in French language;
- 5 I. Subject to the decision of the competent authority and the general policy of the University as laid down from time to time, the total number of seats in Diploma in French language shall be 15.
- II. The admission in the said course shall be made strictly according to merit in the entrance test.
- Provided that the admission to the candidates possessing reserved category certificates shall be made on the basis of merit obtained in the entrance test in the respective category(ies) by such candidate/s in accordance with the admission policy of the university prescribed from time to time.
- 6 Notwithstanding anything contained contrary in statute 5(II) but subject to the provisions of statute 4, two seats shall be reserved for candidates working in Government/ Semi-Government/ Private Undertaking/ enterprise.



Provided, further the admission to in-service candidate shall be purely provisional till he/she produces no objection certificate from his/her employer.

- 7 Notwithstanding anything contained contrary in these statutes a student admitted in the diploma course shall have to complete the said course within the maximum period of three years from and including the year of admission in order to be eligible for the award of Advanced Diploma.

Re-admission

- 8 a) notwithstanding anything contained contrary in statute 5, any candidate/s falling short of attendance not condonable under these statutes may apply for re-admission as a fresh candidate.
- b) The candidate/s who is/are allowed to join the course shall be over and above the intake capacity of admission for the said academic year.

Provided, that the candidate fulfills the required formalities for admission.

Provided, further that the said candidate/s may be admitted to the course without appearing in the entrance test.

- 9 I) Subject to the provisions contained in section 31 of the Act, the Advanced Diploma course shall consist of four papers and four internal assessment tests and viva-voce at end of the academic year.
- II). The four internal assessment tests in each paper shall be conducted in to assess the progress Proficiency of student in French Language.

Course Design

Regulation - I

Subject to the decision of the Board of Studies from time to time, the syllabus for the course of Advanced Diploma in French shall be as under:

a) Paper I

- a. Translation of two French Texts into English;
- b. Translation of English texts into French.

Paper II



- i. Comprehension of the prescribed Text
(Literary question in the Text)

Paper III

Introduction to French Literature and Civilisation.

- a) Text shall be chosen from the literature of various periods and will comprise of short stories, essays etc;
- b) Civilization covering pre-French revolution history at a glance.

Paper IV

Advanced language studies. An introduction to various concepts of French Language Linguistics in the field of Language Communication, French Phonetics and Phonology, morphology, and word formation, syntax, semantics and analysis of French Grammar.

The four internal assessment tests shall carry 200 marks with following break up:

Internal Assessment Test 50 marks

- a) Written test 25 marks
- b) Viva-voce 25 marks

- 10 Subject to the provisions of the Act, there shall be held an examination of a candidate in: *Examination*

- a) Four theory papers of three hours duration.
- b) Four internal assessment in each paper, held at regular intervals; and
- c) Viva-voce at the end of the academic year.

- 11 The examination at the end of the academic year shall be open to: - *Eligibility*

- i. a regular student who produces the certificate signed by the Head of the Institute of Foreign Languages or any other teacher of the Institute authorized by the Head of the Institute in this behalf;
- b) of possessing a sufficiently good character;
- c) of having completed prescribed course of lectures;



- ii. a student who was otherwise eligible to appear in the examination in a particular year but;
 - i) did not appear ; or
 - ii) was unable to pass the examination.
- 12 Subject to the provisions of Statute 11, the examination forms duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Institute one month before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said examination.
- 13 Subject to the provisions of the statutes no candidate shall be deemed to have completed the prescribed course unless he/she has attended 66% of lectures delivered during the academic year.

Where a candidate remains continuously absent for more than 15 days without assigning any reason he/she shall be liable to be struck off from the rolls of the institute.
- 14 Notwithstanding anything contained contrary in these statutes where a candidate falls short of attendance, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:
 - i. The Head of the Institute may upto a maximum of 5%;
 - ii. Vice-Chancellor upto a maximum of 5% over and above the discretionary limit of the Head of the Institute.

Provided that no condonation in shortage shall be permitted by the Vice Chancellor unless endorsed and recommended by the Head of the Institute.
- 15 i) Notwithstanding anything contained contrary in these statutes, a candidate who participates in any one or more of the activities described in regulation II of these statutes, may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be

Attendance



treated as present on all working days, not exceeding 15 days during an academic year.

- ii) The candidate participating in such event must produce a copy of the certificate to the Head of the Institute within 7 days from the end of the event failing which no benefit shall be given.
- iii) The authority competent to issue the candidate's participation certificate shall bring to the notice of the institute name, roll number of the candidate and the date/s on which the activities were conducted within a week's period from the end of the event.

Regulation II

For the purpose of statute 16, the activities shall include:

- i. Interstate sports tournaments;
- ii. Sports tournaments organized by J&K Sports Council;
- iii. Inter College Sports Tournaments;
- iv. Inter University Debates/ Seminars, youth and cultural programmes.
- v. Inter University Sports Tournaments;
- vi. NCC/ NSS programmes;
- vii. Hikes, trekking, expeditions organized by the University;
- viii. Sports events and coaching campus, organized by the University;
- ix. Inter Departmental Tournaments/ Debate's

Provided, that the candidate/s has/have been officially deputed by the University to participate in such activity (ies).

- 16 Subject to the general policy of the University prescribed from time to time and statute 7 of these statutes candidate who secured not less than 40% marks in each paper including sessionals shall be deemed to have passed that paper/sessional; Provided where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper/s, he/she



may be permitted to re-appear in that paper/s at the subsequent examination. Provided further where a candidate fails to secure 40% or more marks in papers and sessionals and wants to pursue the course he/she shall have to continue the course as a regular candidate.

- 17 I. Subject to the provisions of these statutes evaluation of students through theory papers shall be supplemented by internal assessments tests held after regular intervals. *Assessment test*
- II. Four tests shall be conducted by the teacher(s) concerned on the topics based on the subject taught followed by an oral examination of equal marks.
- III. Out of four internal assessment tests only best three shall be counted for computing the merit of the student(s). Provided, that an assignment given in an earlier assessment test shall not be repeated in the next test.

Regulation - III

The scheme for determining division shall be as follows:-

<u>Percentage of Marks</u>	<u>Division</u>
75% or more	Distinction
60% or more but less than 75%	1 st (First)
48% or more but less than 60%	2 nd (Second)
40% or more but less than 48%	3 rd (Third)

- 18 Subject to the provisions of these statutes and regulations made thereunder, the concerned teacher shall forward award rolls of the students to Head of the Institute who shall maintain the record and forward a copy of the award rolls to the Controller of the examinations before the commencement of the main examinations.
- 19 I Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct viva-voce at the end of the academic year to evaluate the understanding and comprehension of a candidate of French language. *Board of Examiners*
- II The Board of Examiners shall consist of:



- a) Head of the Institute
 - b) External Examiner
 - d) Group teacher/s
- III A panel of three external examiners shall be sent by Head of the Institute to the Vice-Chancellor who shall appoint one of them as an external examiner.
- IV The quorum for the conduct of viva voce by the Board of Examiners shall be at least two including external examiner and teacher concerned.
- 20 Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible a list of successful candidates on the basis of combined results of theory and sessional and oral examinations, specifying the course/s of study, the divisions and the distinction, if any, obtained by the candidate/s on the basis of which the Advanced Diploma in French Language shall be awarded.
- Provided further no diploma shall be awarded unless the candidate has obtained no demand certificate/s from the Departmental and Central Libraries, Hostel, Sports Section.
- 21 The statutes shall be applicable to the students admitted to advanced Diploma course in French Language from the academic year 2005 and onwards.



ADVANCED DIPLOMA IN GERMAN LANGUAGES

- | | |
|--|--|
| <p>1. a) These Statutes may be called Statutes of Advanced Diploma in German language</p> <p>b) These Statutes shall come into force from the date of notification.</p> | <p><i>Short title and Commencement</i></p> |
| <p>2. Unless the context otherwise requires:</p> <p>i. 'Act' means the Kashmir and Jammu Universities Act, 1969;</p> <p>ii. 'Advanced Diploma course for the purpose of these statutes means One year Diploma course in German Language awarded to a student who satisfies statutory requirements and obtains required percentage of marks;</p> <p>iii. 'Entrance Test' means a test for effecting admission to Advanced Diploma Course for the time being in force;</p> <p>iv. 'External Examiner' means a person well versed in the knowledge of German language, possessing degree(s) in German language who is approved to act as an external examiner under statute 21 of these statutes but does not include the member(s) of the teaching staff of the Institute of Foreign Languages of the University of Kashmir;</p> <p>v. 'Regulation' means a regulation as defined under section 2(h) of the Act;</p> <p>vi. 'Statutes' mean statutes as defined under Section 2(h) of the Act;</p> <p>vii. 'University' means the University of Kashmir as defined under Section 2(k) of the Act;</p> <p>viii. 'Competent Authority' for the purposes of these Statutes means an authority designated by the</p> | <p><i>Definitions</i></p> |



University competent to take decision with respect to any matter referred to it.

- ix. 'Academic year' means a period of time commencing from the day of admission till the commencement of examination;
3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University from time to time there shall be:
- i. full time regular course of one academic year designated as Advanced Diploma course in German language.
 - ii. An examination at the end of the academic year of the diploma course shall be held according to the procedure laid down under these statutes.
4. Subject to the provisions of the Act and these statutes and the general policy of the University as laid down from time to time, the admission to Advanced Diploma in German language shall be open to a candidate who has: -
- a. Passed 10+2 examination;
 - b. Diploma course in German language;
5. I. Subject to the decision of the competent authority and the general policy of the University as laid down from time to time, the total number of seats in Diploma in German language shall be 15.
- II. The admission in the said course shall be made strictly according to merit in the entrance test.

*Nature and
Definition of
the Course*

Admission

Provided that the admission to the candidates possessing reserved category certificates shall be made on the basis of merit obtained in the entrance test in the respective category(ies) by such candidate/s in accordance with the admission policy of the university prescribed from time to time.

6. Notwithstanding anything contained contrary in statute 5(II) but subject to the provisions of statute 4, two seats shall be reserved for candidates working in Government/ Semi-Government/ Private Undertaking/ enterprise.



Provided, further the admission to in-service candidate shall be purely provisional till he/she produces no objection certificate from his/her employer.

7. Notwithstanding anything contained contrary in these statutes a student admitted in the diploma course shall have to complete the said course within the maximum period of three years from and including the year of admission in order to be eligible for the award of Advanced Diploma.

8. a) notwithstanding anything contained contrary in statute 5, any candidate/s falling short of attendance not condonable under these statutes may apply for re-admission as a fresh candidate.
- b) The candidate/s who is/are allowed to join the course shall be over and above the intake capacity of admission for the said academic year.

Re-admission

Provided, that the candidate fulfills the required formalities for admission.

Provided, further that the said candidate/s may be admitted to the course without appearing in the entrance test.

9. I) Subject to the provisions contained in section 31 of the Act, the Advanced Diploma course shall consist of four papers and four internal assessment tests and viva-voce at end of the academic year.
- ii) The four internal assessment tests in each paper shall be conducted in to assess the progress Proficiency of student in German Language.

Course Design

Regulation - I

Subject to the decision of the Board of Studies from time to time, the syllabus for the Advanced Diploma course shall be as under:-

Paper I

Language and translation: 100 Marks

Unit I Use of language in print media

Unit 2 Business text/ Language of films and advertisements.

Unit 3 Scientific and technical texts



Unit 4 Translation (literary)

Paper II

Landeskunde-information on German speaking countries : 100 Marks

Unit 1 Austria

Unit 2 Germany

Unit 3 Switzerland

Unit 4 Other German speaking people and their culture (Liechtenstein, German minorities)

Unit 5 India in the German speaking country

Paper III

Unit 1 Short prose

Unit 2 Skills and Radio plays

Unit 3 Poem and songs

Unit 4 Tests and migrants

Unit 5: Introduction to interpretation literature terminology, style and text analysis.

Paper IV

a) Dictation

b) Listening and Comprehension

c) Reading and expression

d) Audiovisual tests and question-answers

e) Use of Language skills

The four internal assessment tests shall carry 200 marks with following break up:

Internal Assessment Test 50 marks

a) Written test 25 marks

b) Viva-voce 25 marks

10. Subject to the provisions of the Act, there shall be held an examination of a candidate in: *Examination*

a) Four theory papers of three hours duration.

b) Four internal assessment in each paper, held at regular intervals ; and

c) Viva-voce at the end of the academic year.



11. The examination at the end of the academic year shall be open to: - *Eligibility*
- i. a regular student who produces the certificate signed by the Head of the Institute of Foreign Languages or any other teacher of the Institute authorized by the Head of the Institute in this behalf;
 - i) of possessing a sufficiently good character;
 - ii) of having completed prescribed course of lectures;
 - ii. a student who was otherwise eligible to appear in the examination in a particular year but;
 - ii) did not appear ; or
 - ii) was unable to pass the examination.
12. Subject to the provisions of Statute 11, the examination forms duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Institute one month before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said examination. *Attendance*
13. 1) Subject to the provisions of the statutes no candidate shall be deemed to have completed the prescribed course unless he/she has attended 66% of lectures delivered during the academic year.
- 2) Where a candidate remains continuously absent for more than 15 days without assigning any reason he/she shall be liable to be struck off from the rolls of the institute.
14. Notwithstanding anything contained contrary in these statutes where a candidate falls short of attendance, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:
- i. The Head of the Institute may upto a maximum of 5% on the recommendations of the teacher concerned;



- ii. Vice-Chancellor upto a maximum of 5% over and above the discretionary limit of the Head of the Institute.
- 15. i) Notwithstanding anything contained contrary in these statutes, a candidate who participates in any one or more of the activities described in regulation II of these statutes, may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days during an academic year.
- ii) The candidate participating in such event must produce a copy of the certificate to the Head of the Institute within 7 days from the end of the event failing which no benefit shall be given.
- iii) The authority competent to issue the candidate's participation certificate shall bring to the notice of the institute name, roll number of the candidate and the date/s on which the activities were conducted within a week's period from the end of the event.

Regulation II

For the purpose of statute 16, the activities shall include:

- i. Interstate sports tournaments;
- ii. Sports tournaments organized by J&K Sports Council;
- iii. Inter College Sports Tournaments;
- iv. Inter University Debates/ Seminars, youth and cultural programmes.
- v. Inter University Sports Tournaments;
- vi. NCC/ NSS programmes;
- vii. Hikes, trekking, expeditions organized by the University;
- viii. Sports events and coaching campus, organized by the University;
- ix. Inter Departmental Tournaments/ Debate's



Provided, that the candidate/s has/have been officially deputed by the University to participate in such activity (ies).

16. Subject to the general policy of the University prescribed from time to time and statute 7 of these statutes candidate who secured not less than 40% marks in each paper including sessionals shall be deemed to have passed that paper/sessional;

Where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper/s, he/she may be permitted to re-appear in that paper/s at the subsequent examination.

Provided further where a candidate fails to secure 40% or more marks in papers and sessionals and wants to pursue the course he/she shall have to continue the course as a regular candidate.

17. I. Subject to the provisions of these statutes evaluation of students through theory papers shall be supplemented by internal assessments tests held after regular intervals.
- II. Four tests shall be conducted by the teacher(s) concerned on the topics based on the subject taught followed by an oral examination of equal marks.
- III. Out of four internal assessment tests only best three shall be counted for computing the merit of the student(s). Provided, that an assignment given in an earlier assessment test shall not be repeated in the next test.

*Assessment
test*

Regulation - III

The scheme for determining division shall be as follows:-

<u>Percentage of Marks</u>	<u>Division</u>
75% or more	Distinction
60% or more but less than 75%	1 st (First)
48% or more but less than 60%	2 nd (Second)
40% or more but less than 48%	3 rd (Third)

18. Subject to the provisions of these statutes and regulations made thereunder, the concerned teacher



shall forward award rolls of the students to Head of the Institute who shall maintain the record and forward a copy of the award rolls to the Controller of the examinations before the commencement of the main examinations.

19. I Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct viva-voce at the end of the academic year to evaluate the understanding and comprehension of a candidate of German language.
- II The Board of Examiners shall consist of:
- a) Head of the Institute
 - b) External Examiner
 - e) Group teacher/s
- III A panel of three external examiners shall be sent by Head of the Institute to the Vice-Chancellor who shall appoint one of them as an external examiner.
- IV The quorum for the conduct of viva voce by the Board of Examiners shall be at least two including external examiner and teacher concerned.
20. Subject to the provisions of the Act, the Controller of Examinations shall as soon as possible a list of successful candidates on the basis of combined results of theory and sessional and oral examinations, specifying the course/s of study, the divisions and the distinction, if any, obtained by the candidate/s on the basis of which the Advanced Diploma in German Language shall be awarded.
- Provided further no diploma shall be awarded unless the candidate has obtained no demand certificate/s from the Departmental and Central Libraries, Hostel, Sports Section.
21. The statutes shall be applicable to the students admitted to advanced Diploma course in German Language from the academic year 2005 and onwards.

**Board of
Examiners**



M.Sc. IN CLINICAL BIO-CHEMISTRY

The statutes governing Post-Graduate course in Bio-Chemistry shall also be applicable to the Post Graduate Course in Clinical biochemistry with the exceptions reproduced below:

1. Candidates having obtained degrees from recognized universities/ institutes with the following streams.
Eligibility
 - B.Sc in clinical Bio-Chemistry;
 - All science graduates with any of the following subjects in all three years of their graduate programme. Subjects included are Botany, Zoology, Chemistry, Biotechnology, Microbiology, Environmental Sciences and Biochemistry.
 - B.Sc in Medical lab. technologies (Biochemistry)
 - Graduates in Medicine(MBBS)/Pharmacy(B. Pharma)
2. As prescribed by the University Statutes for other M. Sc. Programmes. However, for graduates in Medicine (MBBS) the required percentage shall be 50%.
Percentage of marks
3. The eligible candidates are required to appear in entrance test to be conducted by the University. The selection shall be strictly in accordance with the prevalent statutes.
Entrance Test
4. The maximum number of candidates to be admitted to this course shall be only 15 inclusive of all reserved categories. There is no provision for self financing seats
Intake capacity
5. Prescription of the internship training cum tour fee of Rs. 12000/- (Rupees Twelve Thousand Only) to be realized from each student of M.Sc, Clinical Bio-Chemistry course with following Break-up: -
 1. Institutional fee/ charges =Rs. 3000/-
 2. Contingency Charges =Rs. 2000/-
 3. Chemicals/ Bio-chemical kits & others =Rs. 5000/-
 4. Study cum placement avenue tour =Rs. 2000/-



POST-GRADUATE DIPLOMA IN COST ACCOUNTING

1. The Diploma Course in Cost Accounting shall extend over a period of one Academic year.
2. The said diploma shall be open to candidate who: - *Admission*
 - a. is a graduate from any recognized University and degree and has secured not less than 45% marks in first degree examination;
 - b. belongs to the reserved category or and has secured not less than 40% marks in the first degree examination;

60% of the seats available shall be filled up on the basis of merit and the remaining 40% of the seats shall be filled up from among the reserved categories.

 - i. Application for admission to the course shall be invited by the Head, Department of Commerce on such date and in such manner as may be considered appropriate;
 - ii. The candidates will have to appear for an oral interview carrying 100 marks before the selection committee to evaluate their aptitude, general knowledge and expression.
 - iii. The selection committee shall recommend the list of selected candidates to the Vice-Chancellor for approval.
 - iv. The maximum number of candidates to be admitted for this course shall not exceed thirty per session.
 - v. The candidates admitted to the course shall be required to pay an amount of Rs. 740/- as admission fee for the said course.
3. i) An examination for the course shall be held by the University ordinarily in the month of November/ *Examination*



- December and on such dates and place as may be fixed by the University from time to time.
- iii) The examination shall be open to a person who has been on the rolls of the department for a period of one full academic year.
 - iv) Has attended at least 66% of Lectures delivered in the class.
 - v) A candidate who having attended the prescribed number of Lectures does not appear at the examination or having appeared and failed may be permitted to appear at a subsequent examination as a private candidate.
4. There shall be four papers each carrying 100 marks and of three hours duration: -
- a. Production Management
 - b. Cost Records and Overheads
 - c. Costing Methods and Techniques
 - d. Cost and Management Audit.
5. "Minimum number of marks required to pass the examination shall be 36% in each paper with an aggregate of 40%. A candidate who obtains 40% of the aggregate number of marks or more but fails in one paper only obtaining not less than 25% of marks in the paper may, if he/she so desire be admitted to a subsequent examination or examinations in that paper only on payment of the fee prescribed for the examination on each occasion. He/ she shall be deemed to have passed the examination. Provided that the examination shall be completed within 19 months from the date of his/ her failing in that paper in the first instance".
6. The successful candidates shall be classified in three divisions as under: -
- i. Those who obtain 60% or more of the aggregate number of marks First Division
 - ii. Those who obtain 50% or more but less than 60% of the aggregate number of marks Second Division



- iii. Those who obtain 40% or more but Third less than 50% of the aggregate Division number of marks

Note: *1% of marks required for securing a division shall be condoned for purposes of placing a candidate in the first and second division.*

7. Each successful candidate shall be granted a certificate showing the division in which he/she has passed the examination.
8. A candidate already on the rolls of the University department or an affiliated/ constituent college or a recognized institution shall not be eligible for admission to this course.
9. Teaching Faculty shall consist of such persons as may be selected by the Head, Department of Commerce out of the panel approved by the Vice-Chancellor.
10. The Department of Commerce shall submit to the Vice-Chancellor for his approval a panel of teachers working in the University department affiliated and constituent colleges and persons working in other organizations possessing specialized/ requisite qualification. The said panel shall stand valid for two years.
11. The teachers shall be paid an honorarium of Rs. 50/- per lecture subject to the maximum of Rs. 500/- per month.

**Teaching
faculty**



DIPLOMA IN FRENCH LANGUAGES

1. a) These Statutes may be called Statutes of Diploma in French language. *Short title and Commencement*
- b) These Statutes shall come into force from the date of notification.
2. Unless the context otherwise requires: *Definitions*
- i. 'Act' means the Kashmir and Jammu Universities Act, 1969;
- ii. 'Diploma' for the purposes of these Statutes means one year Diploma course in French language awarded to a student who satisfies statutory requirements and obtains required percentage of marks;
- iii. 'Entrance Test' means a test for effecting admission to Diploma Course for the time being in force;
- iv. 'External Examiner' means a person well versed in the knowledge of French language, possessing degree(s) in French language who is approved to act as an external examiner under statute 19 of these statutes but does not include the member(s) of the teaching staff of the Institute of Foreign Languages of the University of Kashmir;
- v. 'Regulation' means a regulation as defined under section 2(h) of the Act;
- vi. 'Statutes' mean statutes as defined under Section 2(h) of the Act;
- vii. 'University' means the University of Kashmir as defined under Section 2(K) of the Act;
- viii. 'Competent Authority' for the purposes of these Statutes means an authority designated by the University competent to take decision with respect to any matter referred to it.
- ix. 'Academic year' means a period of time commencing from the date of admission till the commencement of examination;



3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University as laid down from time to time there shall be:

- i. A full time regular course of one academic year designated as Diploma course in French language.
- ii. An examination at the end of the academic year which shall be held according to the procedure laid down under these statutes.

*Nature and
Duration of
Course*

4. Subject to the provisions of the Act statutes and the general policy of the University as laid down from time to time, the admission to Diploma course in French language shall be open to a candidate who has: -

- i. Passed 10+2 examination or a certificate course in French language; and
- ii. Diploma course in French language;

Admission

5. I. Subject to the decision of the Competent Authority and of the general policy of the University as laid down from time to time, the total number of seats for admission in Diploma course in French language shall be 15.

II. The admission in the said course shall be made strictly according to merit in the entrance test.

Provided that the admission to the candidates possessing reserved category certificates shall be made on the basis of merit obtained in the entrance test in the respective Category(ies) by such candidate/s in accordance with the admission policy of the University prescribed from time to time.

6. Notwithstanding anything contained contrary in statute 5(II) but subject to the provisions of statute 4, two seats shall be reserved for candidates working in Government/ Semi-Government Department/ Private Undertaking or enterprise.

Provided where no in-service candidate is available eligible, the seats reserved for such candidates shall be filled up from the open merit.



Provided further the admission to in-service candidate shall be purely provisional till he/she produces no objection certificate from his/her employer.

7. Notwithstanding anything contained contrary in these statutes a student admitted in the diploma course shall have to complete the said course within the maximum period of three years from and including the year of admission in order to be eligible for the award of Diploma.

8. i) notwithstanding anything contained contrary in statute 5, any candidate(s) falling short of attendance not condonable under these statutes may apply for re-admission as a fresh candidate.
- ii) The candidate(s) who is/are allowed to re-join the course shall be over and above the intake capacity of admission for the said academic year.

Re-admission

Provided, that the candidate fulfills the required formalities for admission.

Provided, further that the said candidate/s may be admitted to the course without appearing in the entrance test.

9. i) Subject to the provisions contained in section 31 of the Act, the Diploma course shall consist of four paper(s) and four internal assessment tests, and viva-voce at the end of the academic year.
- iii) The four internal assessment test in each paper shall be conducted in order to assess the progress / proficiency of students in French languages.

Course Design

Regulation I

- a) Subject to the decision of the Board of Studies from time to time, the syllabus for the Diploma course in French shall be as under: -

a) Paper I

- i. Translation of two French Tests into English
ii. Translation of English Texts into French

b) Paper II

1. Comprehension of the prescribed text



(Literary question in the text)

c) Paper III

Introduction to French literature and civilization

- a) Text shall be chosen from the literature of various periods and will comprise of short stories, essays etc.
- b) Civilization covering pre-French revolution history at a glance

d) Paper IV

Advanced language studies.

An introduction to various concepts of French Language linguistics in the field of language communication, French phonetics and phonology, morphology and word formation, syntax, semantics and analysis of French Grammar.

- b) The breakup of marks shall be as follows:

Paper 1st 100 marks

- a) Part I 60 marks
 - b) Part II 40 marks
- Assessment 100 marks

Part IInd 100 marks

Assessment 100 marks

Part IIIrd 100 marks

- a) Part I 50 marks
 - b) Part II 50 marks
- Assessment 100 marks

Part IVth 100 marks

Assessment 100 marks

General Viva-Voce 200 marks

- 10. Subject to the provisions of the Act, there shall be held an examination of a candidate in: -

Examination

- a) Four theory papers of three hours duration;
- b) Four internal assessments in each paper, held at regular intervals; and



- c) Viva-Voce at the end of the academic year.
11. The examination at the end of the academic year shall be open to: - **Eligibility**
- i. a regular student who produces the certificate signed by the Head of the Institute of Foreign Languages or any other teacher of the Institute authorized by the Head of the Institute in this behalf;
 - i) of possessing a sufficiently good character;
 - ii) of having completed prescribed course of lectures;
 - ii. student who was otherwise eligible to appear in the examination in a particular year but;
 - iii) did not appear ; or
 - ii) was unable to pass the examination.
12. Subject to the provisions of Statute 11, examination forms duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Institute before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said examination.
13. Subject to the provisions of these statutes no candidate shall be deemed to have completed the prescribed course unless he/she has attended at least 66% of lectures delivered during the academic year. **Attendance**
- Where a candidate remains continuously absent for more than 15 days without assigning any reason his/her name shall be liable to be struck off from the rolls of the institute.
14. Notwithstanding anything contained contrary in these statutes where a candidate falls short of attendance, it may be condoned after sufficient cause is shown by him/her in writing in this behalf by the:
- i. Head of the Institute upto a maximum of 5% on the recommendations of the teacher concerned
 - ii. Vice-Chancellor upto a maximum of 5% over and above the discretionary limit of the Head of the Institute.



- Provided that no condonation in shortage shall be permitted by the Vice-chancellor unless endorsed and recommended by the Head of the Institute.
15. i) Notwithstanding anything contained contrary in these statutes, a candidate who participates in any one or more of the activities as described in regulation II of these statutes, may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days during the whole academic year.
- ii) The candidate participating in such event must produce copy of the certificate to the Head of the Institute within 7 days from the end of the event failing which no benefit shall be given.
- iii) The authority competent to issue the candidate's participation certificate shall bring to the notice of the institute name, roll number of the candidate and the date/s on which the activities were conducted within a week's period from the end of the event.

Regulation II

For the purpose of statute 15, the activities shall include:

- i. Interstate sports tournaments;
- ii. Sports tournaments organized by J&K Sports Council;
- iii. Inter College Sports Tournaments;
- iv. Inter University Debates/ Seminars, youth and cultural programmes.
- v. Inter University Sports Tournaments;
- vi. NCC/ NSS programmes;
- vii. Hikes, trekking, expeditions organized by the University;
- viii. Inter Departmental Tournaments/ Debate(s)
- ix. Sports events and coaching camps, organized by the University;



Provided, that the candidate has been officially deputed by University to participate in such activities.

16. Subject to the general policy of the University prescribed from time to time and statute 7 of these statutes any candidate who has secured not less than 40% marks in each paper including sessionals shall be deemed to have passed that paper/ sessional;

Provided where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper/s, he/she may be permitted to re-appear in that paper/s at the subsequent examination.

Provided further where a candidate fails to secure 40% or more marks in papers and sessionals and wants to pursue the course he/she shall have to continue the course as a regular candidate.

17. i) Subject to the provisions of these statutes, evaluation of students through theory papers shall be supplemented by internal assessment tests held after regular intervals. *Assessment test*
- ii) Four tests shall be conducted by the teacher concerned on the topics based on the subject taught followed by an oral examination of equal marks.
- iii) Out of four internal assessment tests only best three shall be counted for computing the merit of the student(s).

Provided that an assignment given in an earlier assessment test shall not be repeated in the next test.

Regulation III

The scheme for determining division shall be as follows:-

<u>Percentage of Marks</u>	<u>Division</u>
75% or more	Distinction
60% or more but less than 75%	1 st (First)
48% or more but less than 60%	2 nd (Second)
40% or more but less than 48%	Pass/ 3 rd



18. Subject to the provisions of these statutes and Regulations made thereunder, the concerned teacher shall forward award rolls of the students to Head of the Institute who shall maintain the record and forward a copy of the award rolls to the Controller of Examinations before the commencement of the main examination.
19. i) Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct viva-voce at the end of the academic year to evaluate the understanding and comprehension of a candidate of French language.
- ii) The Board of Examiners shall consist of:
- a) Head of the Institute of Foreign Languages;
 - b) External Examiner;
 - c) Group teacher/s;
- iii) A panel of three external examiners shall be sent by the Head of the Institute to the Vice-Chancellor who shall appoint one of them as an external examiner.
- iv) The quorum for the conduct of viva voce by the Board of Examiners shall be at least two including external examiner and teacher concerned.
20. Subject to the provisions of the Act, the Controller as Examinations shall as soon as possible publish a list of successful candidates on the basis of combined results of theory and sessional and oral examinations specifying the course of study, the division and the distinction, if any, obtained by the candidate(s) on the basis of which the Diploma in French language shall be awarded.
- Provided further no diploma shall be awarded unless the candidate obtained no demand certificate(s) from the Departmental and Central Libraries, Hostel, Sports section etc.
21. These statutes shall be applicable to the students admitted to Diploma Course in French language from the academic year 2000 and onwards.

**Board of
Examiners**



DIPLOMA IN GERMAN LANGUAGES

1. a) These Statutes may be called Statutes of Diploma in German language. *Short title and Commencement*
- b) These Statutes shall come into force from the date of notification.
2. Unless the context otherwise requires:
 - i. 'Act' means the Kashmir and Jammu Universities Act, 1969; *Definitions*
 - ii. 'Academic year' means a period of time commencing from the date of admission till the commencement of examination;
 - iii. 'Diploma' for the purposes of these Statutes means one year Diploma in German language awarded to a student who satisfies statutory requirements and obtains required percentage of marks;
 - iv. 'Entrance Test' means a test for effecting admission to Diploma Course for the time being in force;
 - v. 'External Examiner' means a person well versed in the knowledge of German language, possessing degree(s) in German language who is approved to act as an external examiner under statute 21 of these statutes but does not include the member(s) of the teaching staff of the Institute of Foreign Languages of the University of Kashmir;
 - vi. 'Regulation' means a regulation as defined under section 2(h) of the Act;
 - vii. 'Statutes' mean statutes as defined under Section 2(h) of the Act;
 - viii. 'University' means the University of Kashmir as defined under Section 2(K) of the Act;
 - ix. 'Competent Authority' for the purposes of these Statutes means an authority designated by the University competent to take decision with respect to any matter referred to it.



3. Notwithstanding anything contained in any statute or regulation for the time being in force but subject to the Act and the general policy of the University from time to time there shall be:
- Nature and Duration of Course*
- i. full time regular course of one academic year designated as Diploma course in German language.
 - ii. An examination at the end of the academic year of the diploma course which shall be held according to the procedure laid down under these statutes.
4. Subject to the provisions of the Act and these statutes and the general policy of the University as laid down from time to time, the admission to Diploma in German language shall be open to a candidate who has: -
- Admission*
- i. Passed 10+2 examination and a certificate course in German language; or
 - ii. Passed 10+2 examination and knows German language of the level of certificate course;
5. Subject to the decision of the Competent Authority and the general policy of the University as laid down from time to time, the total number of seats in Diploma in German language shall be 15.
6. i) subject to the provision contained in statute 5 of these statutes, the admission in the said course shall be strictly according to the order of merit obtained in the entrance test.
- ii) Notwithstanding anything contained contrary in clause of statute 6 of these statutes admission to the candidates possessing reserved category certificates, shall be made in accordance with the general admission policy of the University prescribed from time to time.
7. Notwithstanding anything contained contrary in statute 6 but subject to the provision of statute 4, two seats shall be reserved for candidates working in Government/ Semi-Government/ Private Undertaking/ enterprise.
- Provided where no in-service candidate is eligible the seats reserved for them shall be filled up from the open merit candidates.



8. Notwithstanding anything contained contrary in these statutes, a student admitted in the diploma course shall have to complete the said course within the maximum period of three years from and including the year of admission in order to be eligible for the award of diploma.
9. i) notwithstanding anything contained contrary in statute 5, any candidate/s falling short of attendance not condonable under these statutes may apply for re-admission as a fresh candidate. **Re-admission**
- ii) The candidate/s who are allowed to re-join the course shall be over and above the intake capacity of admission for the said academic year.
- Provided, that the candidate fulfills the required formalities for admission.
- Provided, further that the said candidate/s may be admitted to the course without appearing in the entrance test.
10. i) Subject to the provisions contained in section 31 of the Act, the Diploma course shall consist of four papers and four internal assessment tests. **Course Design**
- ii) One paper shall be a theory paper and the other based on oral examination as prescribed under these statutes;
- iii) The four internal assessment tests shall be conducted after regular intervals in order to assess the progress of students.
- iv) Each internal assessment test shall have a theory paper followed by an oral examination each having equal marks.

Regulation I

Subject to the decision of the Board of Studies from time to time, the syllabus for the Diploma Courses shall be as under: -

a) Paper I

- i. B.S 1B Lehibuch



ii. B.S IB Arbertsbuch

Paper I	Max. Mks
1. Vocabulary and Structure	100 marks
2. Fill in the blanks constructing sentences, multiple choice	40 marks
3. Choice out of 2 compositions about a familiar topic	60 marks

b) Paper II (Oral)

1 Dictation	100 marks
2 Conversation among 2 students	25 marks
3 General Questions	25 marks
4 Retelling of unseen passage	25 marks

c) The four internal assessment tests shall carry 200 marks with the following breakup;

Internal Assessment Test 50 marks

a) Written test 25 marks

b) Viva-Voce 25 marks

11. a) Subject to the provisions of the Act, the Diploma course examination shall comprise of written paper, viva-voce and internal assessments. *Examination*
- d) The theory paper shall be of three hours duration;
- e) The theory and oral examination shall be held at the end of the academic year.
12. The examination at the end of the academic year shall be open to: -
- i. a regular student who produces the certificate signed by the Head of the Institute of Foreign Languages or any other teacher of the Institute authorized by the Head of the Institute in this behalf;
- a) of possessing a sufficiently good character;



- b) of having completed prescribed course of lectures;
- ii. a student who was otherwise eligible to appear in the examination in a particular year, but;
 - v) did not appear ; or
 - ii) was unable to pass the examination.
- 13. Subject to the provisions of Statute 12, the examination forms duly filled up alongwith prescribed fee and certificates shall be forwarded by the Head of the Institute one month before the proposed date of commencement of examination, to the Controller of Examinations who shall admit them in the said examination.

- 14. 1) Subject to the provisions of these statutes no candidate shall be deemed to have completed the prescribed course unless he/she has attended 66% or more of lectures delivered during the year.
- 2) Where a candidate fails to attend the required number of lectures and wants to pursue the course he/she shall have to seek fresh admission.
- 3) Where a candidate remains continuously absent for more than 15 days without assigning any reason he/she shall be liable to be struck off from the rolls of the institute.
- 15. 1) Notwithstanding anything contained contrary in these statutes where a candidate falls short of attendance, it may be condoned after sufficient cause is shown by him/her in writing in this behalf to the Head of the Institute.
- 2) The Head of the Institute may condone shortage of attendance upto a maximum of 5% on the recommendations of the teacher concerned and the Vice-Chancellor upto a maximum of 5% over and above the discretionary limit of the Head of the Institute.

Attendance

Provided that no condonation in shortage shall be permitted by the Vice-Chancellor unless endorsed and recommended by the Head of the Institute.



16. i) Notwithstanding anything contained contrary in these statutes, a candidate who participates in any one or more of the activities as described in regulation II of these statutes, may for the purpose of condoning the deficiency in attendance incurred by him/her on account of such participation, be treated as present on all working days, not exceeding 15 days during an academic year.
- ii) The candidates participating in such event must produce a copy of the certificate to the Head of the Institute within 7 days from the end of the event failing which no benefit shall be given.
- iii) The authority competent to issue the candidate's participation certificate shall bring to the notice of the institute name, roll number of the candidate and the date/s on which the activities were conducted within a week's period from the end of the event.

Regulation II

For the purposes of statute 16, the activities shall include:

- i. Interstate sports tournaments;
- ii. Sports tournaments organized by J&K Sports Council;
- iii. Inter College Sports Tournaments;
- iv. Inter University Debates/ Seminars, youth and cultural programmes.
- v. Inter University Sports Tournaments;
- vi. NCC/ NSS programmes;
- vii. Hikes, trekking, expeditions organized by the University;
- viii. Sports events and coaching campus, organized by the University;
- ix. Inter Departmental Tournaments/ Debate's

Provided, that the candidate/s has/have been officially deputed by the University to participate in such activity (ies).



17. Subject to the general policy of the University prescribed from time to time and statute 8 of these statutes any candidate who secures not less than 40% marks in each paper including sessionals shall be deemed to have passed that paper/sessional;

Where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper/s, he/she may be permitted to re-appear in that paper/ sessional,

Provided where a candidate secures 40% or more marks in sessionals but secures less than 40% marks in any paper(s) at the subsequent examination.

Provided further where a candidate fails to secure 40% or more marks in papers and sessionals and wants to pursue the course he/she shall have to continue the course as a regular candidate.

18. Subject to the provisions of the Act, the Controller of the Examinations shall as soon as possible publish a list of successful candidates on the basis of combined results of theory and sessional and oral examinations, specifying the course(s) of study, the divisions and the distinction, if any, obtained by the candidate(s) on the basis of which the diploma in German Language shall be awarded.

Declaration of Result

Provided further no diploma shall be awarded unless the candidate has obtained no demand certificate(s) from the Departmental and Central Libraries, hostel, sports section etc.

19. i) Subject to the provisions of these statutes, evaluation of students through theory and oral examination shall be supplemented by internal assessment tests held after regular intervals.
- vi) In all four tests shall be conducted by the teacher/s concerned on the topics based on the subject taught followed by an oral examination of equal marks.

Assessment test

Provided that an assignment given in an earlier assessment test shall not be repeated in the next test.



- vii) No candidate shall be allowed to appear in the examination unless he/she has secured 40% or more marks in continuous Assessment Tests in aggregate.
 - viii) A candidate who fails in more than one assessment test or oral examination or could not appear in more than one test owing to reasons beyond his/her/their control may be given one more test with the prior approval of the Head of the Institute.
20. Subject to the provisions of these statutes and Regulations thereunder, the concerned teacher shall forward award rolls of the students to Head of the Institute who shall maintain the record and forward a copy of the same to the Controller of Examinations before the commencement of the main examination.

Regulation III

Division

The scheme for determining division shall be as follows:-

<u>Percentage of Marks</u>	<u>Division</u>
75% or more	Distinction
60% or more but less than 75%	1 st (First)
48% or more but less than 60%	2 nd (Second)
40% or more but less than 48%	3 rd (Third)

21. i) Subject to the provisions of these statutes and regulations made thereunder, there shall be a Board of Examiners to conduct viva-voce at the end of the academic year to evaluate the understanding and comprehension of a candidate of German language.
- ii) The Board of Examiners shall consist of:
- a) Head of the Institute of Foreign Languages
 - b) External Examiner
 - c) Group teacher/s
 - ix) A panel of three external examiners shall be sent by Head of the Institute to the Vice-Chancellor who shall appoint one of them as an external examiner.

Board of Examiners



- x) The quorum for the conduct of viva voce by the Board of Examiners shall be at least two including external examiner and teacher concerned.
22. These statutes shall be applicable to the students admitted to Diploma Course in German language from the academic year 2000-2001 and onwards.



***STATUTES GOVERNING
MASTER OF DENTAL SURGERY (M.D.S)**

PRELIMINARY

- | | | |
|----|--|---|
| 1. | (i) These statutes may be called Post-Graduate Dental Courses Statutes | <i>Short Title &
Commencement</i> |
| | (ii). These Statutes shall come into force on the date of their publication in the official gazette; | |
| 2. | Unless the context otherwise requires: | <i>Definition</i> |
| | (i) 'Act' means the Kashmir and Jammu Universities Act of 1969; | |
| | (ii). 'Academic year' means June to May of every calendar year; | |
| | (iii). 'Board of Professional Examinations' means an examination effective admission to the Post-Graduate Course (M.D.S) constituted by the government for this purpose; | |
| | (iv). 'Degree' means Post-Graduate Master of Dental Surgery (M.D.S); | |
| | (v). 'Regulation' means a regulations as defined under section 2(h) of the Act; | |
| | (vi). 'Statute' means statute as defined under section 2(h) of the Act; | |
| | (vii). 'University' means the University of Kashmir as defined under section 2(k) of the Act | |

*introduced vide notification dated 1707-2007



3. Notwithstanding anything contained in any Statute or regulation for the time being in force but subject to the Act and the general policy of the University there shall be a full time regular course spread over three academic years, designated as Master of Dental Surgery (M.D.S)

Nature and Duration

4. (i) The admission to the Post-Graduate course (M.D.S) shall be open to a candidate who has:
- a) Obtained a BDS degree from this University or any other University recognized by the Kashmir University and Dental Council of India;
 - d) Has been selected for admission by the Board of professional Examination;
 - e) Has completed satisfactorily one year of Pre-registration compulsory rotating internship in the institution recognized by the Dental Council of India;
 - f) Has been registered with J&K State Dental Council.
- (ii). The candidate selected for admission shall be required to submit an application on the prescribed form within 30 days after the date of starting the course to the Registrar of the University. The application shall be accompanied by the following documents and certificates in original:
- a) BDS degree certificate together with certificate indicating the number of attempts made in passing each of the Professional examination and the marks

Admission



- obtained in each subject in all the Professional examinations;
- b) Certificate of having good moral character from the Principal of the Dental College/ Institute from where he/ she qualified for the BDS degree;
 - c) Certificate of having completed satisfactorily one year period of pre-registration rotating internship;
 - d) Written consent of a Post-Grade teacher, recognized by the University in the subject concerned, to the effect that the study and research in the subject in which registration is sought, will be conducted under his/her guidance and supervision;
 - e) Migration certificate, if the candidate has passed his/her last examination from an Institution not affiliated to Kashmir University;
5. Subject to the changes that may be made by Board of Studies from time to time, the course Structure of Post-Graduate Dental Course (M.D.S) shall be as under:
- i) Conservative Dentistry & Endodontics;
 - ii) Periodontics;
 - iii) Oral & Maxillofacial Surgery.
6. (i). Candidates selected for admission in the College and whose applications, complete in all respects and supported by the fee and documents received by the Registrar of the University within the stipulated period, shall be registered, on fulfillment of all conditions of eligibility, as Post-Graduate student in the faculty of Dentistry.

Registration as Post Graduate Student



- (ii). Candidates accepted as Post-Graduate students by the University shall be deemed to have been registered from the date of starting the course every year;
 - (iii). No candidate shall be allowed to be registered in more than one subject at a time.
7. (i). The period of study and training for MDS shall be three years as a Post-Graduate student.
- (ii). The candidate shall be required to pursue post-graduate studies as a full time Post-Graduate student in the concerned department in a Dental College affiliated to the University for these Courses' and in Hospital(s) attached to it, which shall be recognized for this purpose and periodically inspected by the University. This condition shall not be relaxed under any circumstances.
- (iii). (a) the emphasis will be on in-service clinical training and the candidates will be required to participate in the teaching and training programme of Under-Graduate students and interns in their subjects/ specialties, apart from taking part in seminars, group discussions and clinical meetings.
- (b) The candidates joining the post-graduate Training programme must work as full time residents during the whole period of their post-graduate training. They will be required to attend a minimum of 80% of the training period during each calendar year.

Period of Study



Provided, further that the leave of any kind shall not be counted as part of the academic term.

- (iv). A scholar enrolled for pursuit of MDS course shall be granted leave as mentioned hereunder: -
- (a) 15 days casual leave in a year;
 - (b) One month's special leave in the total period of 3 years after reducing to writing the detailed and convincing reasons duly accepted by the guide and H.O.D concerned.
 - (c) Maternity leave/ abortion leave of 135 days in respect of female students in addition to the leave as indicated at (a) and (b) above, provided this period is correspondingly extended for fulfilling the required of minimum of 80% attendance.
 - (d) In case a student remains absent beyond 45 days at stretch his/her registration/ admission shall be cancelled by the University except for candidates who were ill and hospitalized for the period.
 - (e) In case of unsatisfactory conduct of student or his/her involvement in any kind of unlawful activities harmful to the academic atmosphere in the department/ college, the guide and H.O.D may recommend to



the Principal for the suspension of his registration and holding enquiry. After holding inquiry and giving chance of hearing to the delinquent student, if the charges leveled are proved, the Principal may recommend to the Board of Professional Entrance Examinations through the University for Cancellation of admission.

8. Training programme for each subject shall be framed by the Departmental Committee to be constituted by the HOD and approved by the Principal to ensure that the training programme is strictly adhered to. Post-graduate students shall maintain a record/logbook of the work carried out by them which will be verified by the guide and accepted by the H.O.D.

9. Migration/ transfer of students undergoing any post-graduate Dental Course shall not be permitted by the University. No candidate registered with any other University will be allowed to pursue his/ her post graduate Dental Course in Dental College of Kashmir University or in any affiliated College.

***Migration/ Transfer
of Post-graduate
Dental Student***

10. (i) **Library Dissertation:**
Every candidate is required to submit one library dissertation before the completion of first year of his post-graduation.

***Library
Dissertation/ Thesis
Subject and Guide***

- (ii) **Thesis-Subject and Guide**
Every postgraduate student shall be required to write a thesis on a subject allotted by the guide and approved by the Board of Post-graduate Dental Studies.



- (iii). Medical/ non-medical teachers may be appointed as Co-Guides in the thesis work if the topic demands so.
- (iv). The Plan of thesis (Synopsis) indicating:
 - a). title of work;
 - b). Brief resume of literature;
 - c). Purpose of proposed study;
 - d). Scheme of work (including material and methods; &
 - e). references, shall be submitted by a candidate through his/ her guide, HOD and the head of Institution to the Registrar of University. The synopsis must be submitted not later than 14 months from the date of commencement of the post graduate study failing which a penalty shall be levied on him/ her subject to a maximum delay of 30 days.
- (v). The plan shall be accompanied by:
 - a. written consent on the prescribed form of the postgraduate teacher to act as guide on the subject of thesis;
 - b. A certificate from the HOD and the Principal of the college concerned to the effect that adequate facilities exist in the Institution and would be made available to the candidate for the study and research free or on payment of the requisite fee that may be prescribed by the Institution for the purpose.
 - c. The fee as prescribed from time to time.



- (vi). The plan of thesis, received by the Registrar, shall be placed before the concerned Board of postgraduate studies in the faculty of Dental Surgery.
 - (vii). The registration of the candidate shall be deemed final and complete only when the plan of thesis has been approved by the Board of post graduate studies.
 - (viii). The plan, if modified by the Board of studies, shall have to be undertaken as such for execution. In case the plan is rejected, a fresh plan, as per the procedure prescribed in these statutes shall have to be submitted to the University.
 - (ix). The decision of the Board of postgraduate studies shall be communicated to the candidate by the University through the Principal of the College/ dean within one month of the meeting of the Board of Studies.
11. (i). No application for change of subject of theses/guide shall be entertained except under the following conditions:
- a) when the plan submitted earlier has been rejected or modified by the Board of post graduate studies in Dental Surgery.
 - b) When the work cannot be completed on the plan submitted earlier because of unforeseen circumstances beyond the control of the candidate within three months from the date of registration.

***Thesis Change of
Subject/ Guide***



- (ii). The application on the prescribed form for change of subject/ guide indicating the reasons that necessitated the change, shall be submitted to the Registrar through the Principal of the college concerned and shall be accompanied by the prescribed fee and a certificate from the guide proposed guide and concerned H.O.D to the effect that the reasons given by the candidate are genuine and that the proposed change is recommended.
 - (iii). The application for change of subject of thesis alongwith the revised plan/ guide shall be placed before the Board of Studies concerned when it meets next and proceed in the manner as laid down in the Statutes for approval of the thesis plan.
- 12.
- (i). The thesis shall relate to a specific research problem or clinical case studies in accordance with the approved plan.
 - (ii). The thesis shall be written in English, printed or typed on white bond paper 22 x 28 cm with a margin of 3.5 cm bearing the matter on one side of paper only and bound with cloth/ rexine, with the title, author's name and the name of the college printed on the front cover.
 - (iii). The thesis shall contain: Introduction, review of literature, aim of study, material and methods, results/ observations, discussions, conclusion, summary and references as per index medicus.
 - (iv). The candidate shall submit through the Principal of the College duly certified by the guide countersigned by HOD, four copies of thesis, to reach the Controller

Thesis Format and Submission



- of Examinations not later than six months prior to the date of commencement of theory examination in the subject.
- (v). No paper based on the substance of the thesis, shall be published or read in any Conference prior to or during the course of preparation and acceptance of the thesis.
 - (vi). The thesis submitted to the University shall be the property of the University and shall not be submitted to any other University or learned body for award of any degree or academic distinction before or after submission.
13. (i). The thesis shall be referred by the University for evaluation to the Examiners appointed by the University. The examiners will report independently to the Controller of Examinations and recommend in the form prescribed in Appendix-I for this purpose, whether the thesis is: _
- a. approved;
 - b. returned for improvements as suggested, or
 - c. rejected
- ii. The thesis shall be deemed to have been accepted when it has been approved by at least three of the examiner of whom two must be external examiners. Provided, that if the thesis is rejected by one of the external examiners it shall be referred to another external examiner (other than the one appointed for initial evaluation) whose judgment shall be final for purpose of acceptance or otherwise of the thesis.

***Thesis – Evaluation,
Approval and
Rejection***



- iii. Where improvements have been suggested by two or more of the examiner, the candidate shall be required to re-submit the thesis within 6 months after making the requisite improvements, for evaluation.
- iv. when a thesis is rejected by the examiners, it shall be returned to the candidate who shall have to write it again. The second thesis, as and when submitted shall be treated as a fresh thesis and processed as per Statute 10, 11 & 12.
- v. Acceptance of thesis submitted by the candidate shall be a pre-condition for his/her admission to the written, oral and practical/clinical part of the examination.

Provided that under special circumstances is the report from one or more examiners is not received by the time, the postgraduate examination is due, the candidate may be permitted provisionally to sit for the examination but the result will be kept withheld till the receipt of the report subject to the condition that if the thesis is rejected then the candidate in addition to writing a fresh thesis, shall have to reappear in the entire examination.

- vi. A candidate whose thesis, stands approved by the examiners but fails in the examination, shall not be required to submit a fresh one if he/she appears in the examination in the same branch in a subsequent examination.



- vii. After acceptance of the thesis, the Controller of Examination will retain one copy of the thesis in the University and return the three copies to the Principal of the college concerned who in turn shall forward one copy each to College Library, Departmental Library and to candidate concerned.
14. (i). (a) The number of admissions to MDS course in each specialty shall not be more than 2 students per post graduate teacher per year.
- (b). At any one time there shall not be more than 6 active students under one post-graduate teacher.
- (c). No post-graduate teacher shall enroll candidates for a discipline other than the subject of his specialty for postgraduate programme and no postgraduate teacher shall be a postgraduate teacher in any allied specialty.
- (d). Assistant Professor can enroll one student per year under him as a post graduate and guide where he has a post graduate professor in his specialty or he is having eight years of post PG experience with a minimum 5 years if teaching experience. Providing further that any post graduate seat left unfilled in an academic year shall not be carried forward to the next or subsequent academic year.



- (ii). In case the guide proceeds on leave for more than six months or transfer/ superannuation/death/termination, the student teacher ratio may be as per ration 3:1 as a temporary measure and once the replacement of guide after the transfer takes place the ratio be restored.

15. (i). (a) Apart from submission and acceptance of thesis in the manner prescribed in Statutes 10,11,12 & 13, the candidate shall be required to appear and pass the examination to be held in theory, practical/ clinical and viva-voce at the end of the period of three years from the date of registration/ enrolment for the course.
- (b). The external examiner, theory paper setter and the distribution of theory marks will be decided by the Board of Studies of the particular specialty.
- (c). The candidate will be required to secure minimum 60% marks in theory as well as in practical/ clinical including viva-voce separately which is mandatory for passing the whole examination.
- (d). There shall be only one examination at the end of three years.

Examination

- (ii). The examination shall be held twice a year, one Regular and one Subsequent, after a minimum gap of six months on such dates



as may be fixed by the Controller of Examinations in consultation with the Principal of the concerned Dental College.

- (iii). There shall be four written papers of 100 marks each of 3 hours duration for each branch of MDS. Each Examiner will evaluate one theory paper and in exceptional circumstances as per Statute 14.2 & if second internal examiner is not available then the 1st internal examiner will evaluate two papers instead of one.

For viva-voce and practical/ clinical examination there shall be a maximum of 400 marks. The coordinator will distribute the allocation of marks in each section proportionately. Each examiner shall be asked to evaluate the candidate and give marks out of a total of 100 marks.

- (iv). Each examiner shall evaluate the candidate and give marks out of a total of 100 marks. However, in exceptional circumstances where the number of examiners is three, the coordinator will proportionately allocate the marks to be awarded by each examiner.
- (v). The examination in practical, clinical and viva-voce shall be conducted by all the four examiners i.e. two external and two internal and shall extend over a period of two days.
- (vi). Syllabus for each theory paper and practical/ clinical shall be prescribed by the Academic Council on the recommendations of the Board of Studies concerned through Principal of the concerned college.



(vii).The examination shall be open to a candidate who: -

- a) has been admitted to the MDS course after fulfilling all the eligibility criteria as laid down under statute 4.(i) & 4.(ii).
- b) has completed the prescribed courses of postgraduate study after registration as postgraduate student for a continuous period of three years in the subject concerned, under a recognized postgraduate teacher to his entire satisfaction in a recognized institution affiliated to the University.
- c) has his/her thesis submitted and approved by the examiners prior to commencement of the written part of the examination and
- d) has produced a certificate of good character signed by the principal of the college concerned on recommendations of guide and HOD.

(viii). The application on the prescribed form for admission to the examination accompanied by prescribed fee must reach the Controller of Examinations through the principal of the College at least two months before the commencement of the examination.

16.	Total marks	=	800	<i>Assessment</i>
	Theory	=	400	
	Practical/Clinical	=	300	
	Oral	=	100	



- i. Each examiner shall evaluate one answer book and give marks out of 100. In practical and viva-voce examination each examiner will assess the candidate and give marks out of 100.
 - ii. The result of the candidate shall be based on the aggregate marks scored by him in theory and practical/ clinical including viva-voce examination separately. The candidate is required to secure minimum 60% marks in theory as well as in practical/ clinical including viva-voce.
17. a) Clinical examination for the subject in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist.
- b) There shall be four papers for the examination out of which one paper shall be in Applied Basic Sciences consisting of Applied Anatomy Applied Physiology and Applied Pathology.
- c) There shall be no viva-voce of practical for the paper on Applied Basic Sciences.
- d) The subject of study in Applied Basic Medical subjects shall be as under: -

***Conduct of Theory,
Practical/ Clinical
and oral Exam***

A. Compulsory Subjects:

- i. Applied Anatomy
- ii. Applied Physiology
- iii. Applied Pathology

B. Optional Subjects shall be as:

- i. Biostatistic
- ii. Nutrition and Dietetics
- iii. Teaching and Testing Methodology
- iv. Research Methodology



- v. Psychology and Practice Management
 - vi. Comparative Anatomy
 - vii. Genetics Growth and Development
 - viii. Applied Chemistry including Matellurgy, Dental Materials including Metallurgy.
 - ix. Pharmacology.
- e) No candidate shall be admitted to MDS Degree Examination unless he produces a certificate of having completed the MDS course to the satisfaction of the post graduate teacher, Head of the department concerned and the Head of the Institution.
- f) The University shall hold an examination every six months.
- g) MDS Examination shall consist of:
- a. Written
 - b. Clinical and/ or practical
 - c. Viva Voce or oral examination
- h) The written examination shall consist of four papers out of which two shall be pertaining to the specialty one in Applied Basic Sciences and one shall be essay in the concerned specialty. Each paper shall be of three hours duration.
- (i). Practical examination for the subject in basic dental sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/ laboratory studies and his ability to perform such studies as are relevant to his subject and shall carry 300 marks.



- (ii). Oral examination shall be thorough and shall aim at assessing the candidates knowledge and competence about the subject, investigative procedure, therapeutic technique and their aspects of the specialty which form a part of the examination and shall carry 100 marks. Each examiner carries 25 marks.

The examiner shall mark the answer books both in theory and practical and also give marks for the oral examination and enter in the award roll to be sent to the University. The clinical/ practical oral shall form one component of 400 marks. The candidate shall be required to secure 60% marks in both components separately for the purpose of passing the examination.

- (iii). Each successful candidate shall be admitted to the degree of MDS in accordance with the procedure prescribed in the Statutes of the University.

18. (i). No person shall act as a post-graduate teacher or guide unless:
- a) he fulfills the minimum requirements for recognition as a post graduate teacher as laid down by the Dental Council of India and has post PG experience of 8 (eight) years, out of which he has not less than 5 (five) years teaching experience.
- b) is of the rank of Assistant Professor or above.

Appointment and Eligibility of Post-graduate Teacher/ Guide and Examiners



- (ii) No person shall be appointed as postgraduate examiner unless he/she is of the rank of Associate professor or equivalent and above and is fully qualified to act as a postgraduate teacher/ guide.

Provided that when an Associate professor or equivalent and above is not available, as Assistant Professor with requisite qualification and experience as laid down in 18. 1 (b) in the subject may be appointed as an examiner.

- (iii). There shall be four examiners in each subject, 2 internal to be appointed by the Vice Chancellor out of a panel of examiner proposed by the postgraduate Board of Studies concerned.

All teachers in the concerned subject in the colleges concerned who fulfill the eligibility criteria for appointment as postgraduate examiners shall be appointed as internal examiner according to the following criteria.

HOD in the subject will always act as first internal examiner, the other eligible teachers will rotate as second internal examiner in final and supplementary examination and next senior eligible teacher by rotation will be the second internal examiner.

- (iv). Theory paper I & II shall be set one each by the two external examiners and paper III & IV by the two internal examiners.

The external and internal examiners will send their question papers to the Controller of Examinations. The HOD will moderate the question paper if need be.



The practical/ clinical and viva-voce examiner shall be conducted jointly by all the four examiners. The first internal examiner shall act as Chairman/ Coordinator of the examination.

- (v). The same set of examiners shall ordinarily evaluate/ conduct thesis as well as theory, oral and practical/ clinical examination.
- (vi). The external examiner shall ordinarily be in-service postgraduate teacher in a recognized Dental College/ P.G. Medical Institute.

Provided that in the case of non-availability of one of the in-service external examiners, a retired teacher, otherwise eligible to be a post graduate examiner, may be appointed as an external examiner subject to the condition that he/she has retired at least 3 years before as a postgraduate teacher of Dental College/ P.G. Medical Institution.

- (viii). Reciprocal arrangement of examiners should be discouraged.

- 19. (i). Board of studies in each specialty shall comprise of the following members: -

Board of Studies

Principal, Govt. Dental College	Chairman
Dean Dental faculty	Member
Head of the concerned Deptt.	Member
Registered Guides in that	Specialty
	Member

- (ii). The Board of studies shall necessarily meet once in a year.



- (iii). Besides the syllabus, Method of Examination Panel of Internal and External Examiners, the Board of studies shall also determine the number of students to be admitted each year as per the availability of guides.
- (iv). The Board of study shall also recommend the guides for post graduate teachers for their approval.



DIPLOMA IN PRE-PRIMARY TEACHERS TRAINING (PPTT) COURSE

Chapter-I

PRELIMINARY

Statutes

1.
 - (i). These statutes may be called Diploma in Pre-Primary ~~Statutes~~ **Short title and commencement** Training (PPTT) Course Statutes.
 - (ii). These Statutes shall come into force from the date of their notification by the University.

2. In these statutes, unless the context otherwise requires: **Definitions**
 - i. "Academic Counsellor" means an Academic Counsellor who shall be engaged by the Centre as a resource person/subject expert on fixed honorarium basis for providing guidance and counseling to the students enrolled through distance mode;
 - ii. 'Act' means the Kashmir and Jammu Universities Act, 1969;
 - iii. 'Centre' means the Centre of Distance Education of the University of Kashmir;
 - iv. 'Course Co-ordinator' means a teacher as defined under section 2(i) of the Act and who shall be in-charge of a particular course;
 - v. 'Director' means the Director of the Centre of Distance Education, University of Kashmir;
 - vi. 'External Examiner' means a person well-versed in the knowledge of any of the course of study of Pre-Primary Teachers Course and who is an approved resource person to act as an external examiners;
 - vii. 'Personal Contact Programme' means the optional and compulsory contact classes/class-room lectures arranged by the Centre for the students of the course by engaging teachers/subject experts out of the approved panel of resource persons;
 - viii. 'Regulation' means a regulation as defined under section 2(h) of the Act;
 - ix. 'Statutes' means statutes as defined under section 2(h) of the Act; and
 - x. 'University' means the University of Kashmir as defined under section 2(K) of the Act.

Chapter-II

3. (i). It shall be a course offered through distance mode **Name and Duration** 12 months;



- (ii). No candidate admitted to the course shall pursue any other courses/programme in any University or in any Institution while pursuing PPTT course in the Centre.

Eligibility

4. Subject to the provision of the Act and the general policy of the University regarding admission to courses offered through distance mode and the rules laid down by the Board of Studies from time to time, the admission to the PPTT course shall be open to:-

- (i) In-service teachers deputed by the Government having passed 10+2 examination from the J&K Board of School Education or any other recognized Institute with minimum 40% marks in aggregate and have to put in at least two years continuous service in the Government (Government recognized/private school/institution) at the time of submitting application form;
- (ii) Candidates having passed 10+2 exam or any other exam recognized as equivalent thereto with at least 45% marks;
- (iii) Any candidate deputed by the Government having obtained at least 40% marks at 10+2 level.

5. (i). the total intake capacity for the course shall be ~~170~~ **170** *(Separately and Selection Process)* initially as per the following break up:

In-service Teachers	36
Fresh Candidates	10
Government Deputees	24

- (ii). The admission to categories (i) and (ii) shall be determined separately on the basis of the merit obtained by the candidate at 10+2 level examination.

6. (i). The students shall be required to deposit the admission ~~fee~~ **Fee and Enrolment** the Centre of Distance Education as may be fixed by the University from time to time.

- (ii). The selected candidates will be assigned 'Enrollment Number' which shall be quoted by them in all communications addressed to the Centre.

- (iii). The enrollment number shall remain valid for a period of 4 years or 4 consecutive examination sessions whichever is earlier.

7. (i). The PPTT course shall consist of 6 papers as per regulation **Course Structure**

- (ii). There shall be five units in all theory papers.

- (iii). A student admitted to PPTT course shall have to pass the prescribed course within the maximum period of 4 academic years including the year of admission in order to be eligible for the award of the Diploma.

- (iv). The examination of PPTT course shall comprise of (a) written papers (theory) (b) Internal Assessment/Assignments and (c) Practical Skills, Activities and Project Work and Viva-Voce.

- (v). Each theory paper shall be of 3 hours duration carrying 100 marks (80 marks for main examination, 20 marks for Internal Assessment).

- (vi). Paper IV "Practical Skills, Activities and Project Work" shall be divided into two parts viz; part A-Activities and Practical Skills



(40+10=50 marks) 80% for Practical Work and 20% for Internal Assessment and part B-Project Work (40+10=50 marks) 80% marks for Project Work and 20% marks for Viva-Voce.

- (vii). The students shall be deputed in various groups of 5-10 to related institutions for practical skills and activities (Part A of paper VI) which carries 100 marks. The students shall be assigned marks on the basis of their performance in the practical work and Viva-Voce out of 80 and 20 marks respectively.
- (viii). The Project report shall be on a topic to be approved by the Director in consultation with the course Co-ordinator.
- (ix). The Academic Counsellor (s)/supervisor for paper VI shall be engaged by the Director on the recommendation of the course Co-ordinator out of the panel of approved resource persons, who shall provide the guidance and counseling or supervision (as the case may be) to a group of students assigned for the said purpose.
- (x). The candidate is required to obtain 36% marks in each paper (theory/practical/internal assessment) and in aggregate for qualifying the examination.

Chapter-III

- 8. (i). the course shall be administrated through various **Course Administration** instructions of distance education convenient to the students.
- (ii). The main components of the course shall comprises of Printed Study Material, Reference Books, Compulsory and Optional Contact Programmes, Extension Lecturers, Assignment, Demonstration Lesson, Radio/T.V programmes, Practical (Lab. Work/ Field visit), Audio Visual Aid, etc.
- 9. (i). the Centre, shall arrange conducting of compulsory **Practical/Field visit** optional contact programmes and Practical/Lab. **Programmes** for the students admitted to the course.
- (ii). The course Co-ordinator shall prepare a panel of resource persons for delivering lecture in contact programmes, writing of study material, evaluation of project reports and assignments and submit the same to the Dean Academics for his approval.
- (iii). The first compulsory contact programme shall be conducted immediately after the completion of admission and second contact programme (optional) shall be conducted during the winter vacations before the commencement of the external examination.
- (iv). The contact programmes shall be provided to the students in the phased manner:-
 - (a). 1st Phase First contact progamme (compulsory) will comprise of 30 working days, 15 days for theory papers and next 15 days for practical (Lab work/field visit).
 - (b). 2nd Phase Teaching Practice (attachment to the schools) for 15 days.
 - (c). 3rd Phase Second contact programme (optional) will again comprise of 30 working days (15 days for theory and 15 days for Practicals).
- 10. (i). The Centre shall offer the facilities of guidance and **Counseling & Supervision for Practicals and Project Work** for the enrolled students of the course.



- (ii). The Centre shall engage the resource persons on part-time/honorarium basis from the Departments of Education, Home Science, Psychology and the teachers from the recognized schools.
11. (i). The candidates shall be required to pass in Internal ~~Assignments~~ with 36% marks.
- (ii). The internal Assessment shall carry 100 marks (20 marks in each theory paper).
- (iii). The assignments shall be submitted by the student to the course coordinator within the stipulated period for correction and evaluation after which they will be returned to the students along with comments and necessary suggestions.
- (iv). In case the candidate does not submit the required number of assignments he/she shall not be eligible to appear in the main examination.
12. The remuneration for the engagement or resource ~~Remuneration~~ contact programmes, writing of study material, guidance and counseling, supervision, evaluation of assignments/project work shall be paid as may be prescribed by the University from time to time.

Chapter-IV

13. (i). Notwithstanding anything contained in any statute, ~~Regulation for~~ the time being in force, no candidate shall be deemed to have ~~Examination~~ completed the prescribed course unless he/she has attended the prescribed number of lectures, during the contact programmes
- (ii). Any candidate who falls short of attendance in a subject/s shall not be eligible to appear in that particular subject/s in which he/she has fallen short of attendance.
Provided that he/she shall be entitled in the next session after attending the deficit number of classes in the session.
14. **(A)**
- (i). The examination shall be open to a candidate who has ~~Examination Eligibility~~
- Attended the prescribed number of lectures/contact classes during the course;
 - Obtained a certificate on the prescribed form from the Director;
 - Submitted the prescribed number of assignments; and
- (ii). Failed to appear/failed in the examination in a particular session but was otherwise eligible to appear.
- (B).** Subject to the provisions of Statute 13 of these statute, examination forms/applications duly filled up ~~Examination Forms~~ with prescribed fee and certificates shall be forwarded by the Director of Centre before the proposed date of commencement of examination to the Controller of Examination who shall admit them to the examination.
- (C)**
- (i). There shall be External examiner/s to conduct (P~~Conduct of Exa~~ and Activities /Project Work).
- (ii). The external examiners shall be appointed by the Controller of Examination on the recommendation of the Director.



15. Any candidate failing in more than 50% courses/papers shall be declared as fail and shall be required to appear in the exam in full. Provided that candidates shall be required to pass backlog papers within a maximum of 4 years including year of admission.

Regulation – I

Subject to changes made by the Board of Studies from time to time the course structure and distribution of marks of PPTT course shall be as under:

Papers	Subjects	Theory	Internal Assessment/ Assignment	Marks
I	Principles of Pre-School Education	80	20	100
II	Child Psychology	80	20	100
III	Physical Education , Health & Nutrition	80	20	100
IV	Development of Language and Manipulative Skills	80	20	100
V	Development of Mathematical and Scientific Skills	80	20	100
VI	Part (A) : Practical Skills & Activities Part (B) : Project Work	80 80	20 20	200
		160	Viva-Voce 40	
	Total	560	140	700

Regulation- II:

The Scheme for determining division shall be as follows:

% age of Marks	Division
75% above	Distinction
60% - 75%	First Division
50% - 59%	Second Division
40% - 49%	Third Division



absence on such account for a period not exceeding 15 working days.

- v) is eligible under statutes to appear as private candidate in the capacity of a failure or late college student.
4. Subject to the changes to be made from time to time as per the procedure laid down in this Act, the examination to the course shall consist of six theory and two practical papers each of 100 marks and of three hours duration.

Provided that 20% marks shall be reserved for internal assessment (sessional awards)

5. Students who fail to secure 30% marks in the sessional awards shall not be allowed to appear in the examination, but shall be required to read in the Department at least for one term to secure 30% marks in the sessional awards of the paper or papers, in which they have failed.

B.Lib study shall be prescribed by the Academic Council from time to time.

7. The admission-cum-permission fee to be paid by each candidate shall be as may be prescribed and notified from time to time.
8. In order to secure a pass in the examination a candidate shall be required to obtain the following percentage of marks: -
- i) 30% in each theory paper;
 - ii) 30% in each practical paper;
 - iii) 30% in each sessional; and
 - iv) 36% in the aggregate

Provided that a candidate who fails in one paper only or in the aggregate for a deficiency of three marks or less shall be deemed to have passed the examination.

Provided, further that a candidate who fails in any paper or in the aggregate for a deficiency of one marks over and above the deficiency of three marks or less, mentioned in the foregoing proviso of this statute, shall also be deemed to have passed the examination.

9. The practical examination shall be conducted jointly by the internal and external examiners.
10. Students are required to do 50 hours of practical work in addition to class room practicals in the University Library.
11. The Controller of Examinations shall publish a list of successful candidates showing the marks and division obtained by the candidate as soon as possible after the examination vis-à-vis evaluation process of all the components is completed.
12. The successful candidates shall be placed in three divisions as under: -
1. Those who obtain 60% or more of the aggregate marks shall be placed in 1st Division;

2. Those who obtain 40% or more but less than 60% in the 2nd Division;

B.Lib

3. All below in the 3rd Division.



Provided, that deficiency upto 1 mark shall be condoned for purpose of placing a candidate in the 1st or 2nd division.

B.Lib



**3-YEAR DEGREE COURSE IN MASS COMMUNICATION AND
MULTI-MEDIA PRODUCTION**

1. 3 – Year Degree Course in Mass Com. and Multi – Media Production shall be governed by the set of statutes as are applicable for B.A/B.Sc/B.Com

Mass Communication & Multi Media



APPENDIX I

LIST OF PAPERS ETC TO BE RECEIVED BY THE SUPERINTENDENT

1. Parcel of question papers.
2. List of candidates.
3. Attendance sheets.
4. Blank answer-books and continuation sheets.
5. Superintendent's File.
6. Directions for candidates
7. List of supervisors.
8. Absentee Memo Book
9. Hand book of Regulations relating to the conduct of examinations.
10. Bill forms.
11. Cloth.
12. Drawing Paper, if required
13. Tracing Paper, if required
14. Graph Paper
15. Seam Tables, if required.
16. Logarithmic Tables, if required.
17. Subject to availability, any other paper that may be required for the conduct of examinations.
18. Roll No. Cards.



APPENDIX II

LIST OF PAPERS TO BE SENT BY THE SUPERINTENDENT TO THE REGISTRY

1. Empty envelopes from which the question-papers have been removed.
2. Admission Cards collected from the candidates.
3. Plans of the examination hall/ rooms.
4. Attendance sheets.
5. Certificate of reading out directions for the candidates.
6. Report about blank answer-books received, utilized and returned.
7. Roll No. Cards.
8. Photographs of candidates.
9. General Report regarding conduct of the examination.
10. Handbook of Regulations relating to the conduct of examinations.
11. List of candidates.
12. Memoranda of Absentees.’
13. Supervisors’ Bills.
14. Contingent bill with relevant vouchers.



APPENDIX III

SCHEDULE SHOWING AUTOMATIC DEDUCTIONS FROM THE REMUNERATION OF SUPERINTENDENTS OF EXAMINATION CENTRES (WRITTEN EXAM.)

Sr. No	Nature of irregularity	Automatic deduction
(A)	<i>Failure to return the following documents to the Controller of Examinations within the fixed time limit</i>	Rs.
1.	List of candidates	15.00
2.	Memoranda of absentees	15.00
3.	Certificates regarding opening of parcels of question-papers	15.00
4.	Empty cloth-lined envelopes and the inner covers from which the question-papers have been removed with seals intact.	15.00
5.	Admission cards collected from the candidates.	15.00
6.	Plan of the examination hall/ room	15.00
7.	Attendance sheets	15.00
8.	Certificate regarding reading out directions to the candidates.	15.00
9.	Report about blank answer-books received, utilized and returned.	15.00
10	Photos of private candidates	15.00
11	General report regarding conduct of the examination.	15.00
12	Handbook of Regulations.	15.00
13	Form No. 11 in Superintendent's File.	15.00
14	Supervisors' bills	15.00
15	Contingent bill with relevant vouchers	15.00
(B)	<i>Failure to fill up the following documents accurately:</i>	
1.	Absentee Memo for the Controller of Examinations	5.00 per mistake
2.	Absentee Memo For Examiners	5.00 per mistake
3.	Failure to furnish an accurate copy of the seating plans	10.00
(C)	Failure to despatch a copy of the question paper to the examiner along with the answer-books.	10.00
(D)	Failure to get a certificate of opening the correct envelope of question-papers signed by him-self/ herself, the Deputy Superintendent and the Supervisors before	15.00



	the start of the examinations.	
(E)	Failure o attach proper sanction with the contingent and he supervisors' bills.	10.00 per item



APPENDIX IV

DUTIES OF THE CHECKING ASSISTANT

1. To check the totaling of marks of all the answer-books marked by sub-examiners and by the Head Examiner.
2. To see whether any question or part of a question has been left unmarked.
3. To see that the examiner has given to each question not more than the maximum number of marks allotted to the question.
4. To see that no answer beyond the required number has been valued.
5. To see that the marks have been transferred correctly from the answer-books to the award rolls and from inside each answer-book to its title page and from the title page against the correct Roll No. on the award roll.
6. To see that the marks given in words tally with those given in figures on the award roll and that all the pages of the award roll are duly signed by the examiner.
7. To see that all the instructions have been carried out by the Head, single and sub-examiners.
8. To see that marks, both in words and figures tally in all the three copies of the award roll.
9. To sign each and every page of the award roll in token of his/ her having compared and checked the posting in the award roll and to sign the title page of each answer-book after duly checking it as detailed above.
10. To maintain a diary of errors detected by him/ her and forward the same to the Controller of Examinations by name along with a consolidated statement.
11. To bring to the notice of Head Examiner/ Single Examiner any mistakes that may be detected by him/ her and to obtain the signature on the relevant award roll of the Head Examiner/ Single Examiner in token of the fact that all errors and omissions were brought by him/ her to the notice of the Head Examiner/ Single Examiner and were duly corrected and initialed by the latter.
12. The Assistant is required to work at the Head Examiner's/ Single Examiner's residence, or the Evaluation Centre, as the case may be.

Note: *Any assistant who is found careless in discharging the duties mentioned above shall be penalized or even reported to the Vice-Chancellor for forfeiture of his/ her total remuneration and disqualification for appointment as such in future.*



APPENDIX - V

SCALE OF AUTOMATIC DEDUCTIONS FROM THE REMUNERATION OF EXAMINERS, TABULATORS AND COLLATORS.

I. Examiners

- (1) Failure by the sub-examiners to submit to the Head Examiner the test installment of answer books or, by the Head Examiner to communicate approval of the standard to sub-examiners within the prescribed time-limit. Rs. 20/- per day
- (2) Failure by the examiners to submit documents within the time-limit prescribed in the Regulations. Rs. 10/- per day upto 5 days and Rs. 20/- per day thereafter
- (3) For any omissions, errors or mistakes e.g.
- (1) Failure to sign each page of the award rolls. Rs. 5/= for each mistake or omission
 - (2) Failure to initial the correction made in award rolls.
 - (3) Difference of marks in words and figures in award rolls.
 - (4) Failure to fill in all the columns of each page of the award rolls.
 - (5) Erasing entries in the award rolls.
 - (6) Wrong transfer of marks from the answer-books to the award rolls.
 - (7) Writing marks for more than one candidate in the space provided for each candidate.
- (4) For leaving any portion of the answer-book unmarked. Rs. 10/- in each case.

II. Tabulators

- | | | | |
|-----|----------------------------|-----------------------|--|
| (1) | Wrong assessment of result | Rs. 10/- per mistake. | } (Subject to a maximum of 30% of the total amount of the claim) |
| (2) | Other mistakes | Rs. 5/- per mistake | |



APPENDIX VI

SCALE OF CONTINGENT EXPENSES PAYABLE TO EXAMINERS

The sanctioned scale of contingent expenses payable to examiners is given below:-

All Examiners

1. Actual (registered) postage and telegram charges, provided that receipts are attached with the bill.
2. Actual freight (railway and road), provided that receipts are attached with the bill.
3. Amount incurred on ordinary correspondence, provided this has been done under certificate of posting and vouchers in support are attached with the bill.

Additional Expenses for Head Examiners

- (i) Allowance for clerical assistant and menial servant at the rate of Rs. 3/= per sub-examiner working under the Head Examiner subject to a minimum of Rs. 10/= and a maximum of Rs. 40/= provided that the receipts are attached with the bill.
- (ii) Carriage from railway station or out agency or transport or bus stop or the University office and back.
- (iii) Amount incurred on cloth and gunny bags (supported by vouchers).
- (iv) Stationery (including sealing wax); Rs. 5/= (supported by vouchers)
- (v) Additional expenses to Single Examiners: -
 - a) Carriage charges from Railway station or out agency or transport or bus stop or the University and back subject to the maximum of Rs. 10/=

Stationery (including sealing wax and cloth bag/ gunny bag) subject to a maximum of Rs. 5/= (supported by vouchers).