

UNIVERSITY OF JAMMU

NOTIFICATION 02 OF 2013

DATE: 10/12/2013

Subject: UNIVERSITY REGULATIONS

It is notified that the **75th University Council** approved the following at its meeting held on **11th October, 2013** at Raj Bhavan, Srinagar:-

I. Revised Regulations governing the Hostels maintained by the University of Jammu as given in **Annexure-I** which shall be replaced with the existing regulations in **Chapter-XXII** of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. **75.33**.

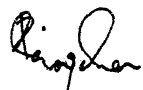
II. Insertion of the following clause 4(v) in the Regulations governing Corpus Fund shall be incorporated in **Chapter-XXX(II)** of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. **75.37**.

| | Existing Regulation | | Regulation as would read after amendment |
|-------|--|-------|--|
| 4(i) | An amount of Rs. 25 crore shall always remain as a minimum balance in the Fund. | 4(i) | An amount of Rs. 25 crore shall always remain as a minimum balance in the Fund. |
| (ii) | On the recommendations of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 25 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished. | (ii) | On the recommendations of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 25 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished. |
| (iii) | The investments of the Corpus | (iii) | The investments of the Corpus Fund, |

| | | | |
|------|--|------|--|
| | Fund, in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest. | | in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest. |
| (iv) | The ceiling of Rs. 25 crore shall be reviewed by the Corpus Fund Committee every five years. | (iv) | The ceiling of Rs. 25 crore shall be reviewed by the Corpus Fund Committee every five years. |
| | | (v) | The loan can be raised out of the Fund for meeting the expenditure under non-plan head including salary/ pension and other expenses whenever grants-in-aid under non-plan head are not received from the State Govt. in time. The Vice-Chancellor shall sanction non-interest bearing loan out of Corpus fund which shall be recouped when the Grant-in-aid are received from the State Govt. i.e., 100% by 31st March of the same financial year. |

III. Adoption of Study leave to University Teachers-revision of guidelines for determination of admissibility of pay and allowances as given in Annexure-II shall be incorporated in Chapter-XXVII of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. 75.44.

No: Coord/75-UC/Reg/4206-4306
 Baba Saheb Ambedkar Road,
 Jammu (Tawi) - 180 006.
 Date: 10/12/13


 (Prof. Manoj K. Dhar) 9.12.13
REGISTRAR

Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.

3. Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu.
4. Principal Secretary to Planning and Development Dept., J&K Govt., Civil Secretariat, Jammu.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu.
6. Principal Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu.
7. Principal Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. P.S. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLLL/DDE/DPE / DIQA.
18. Sr. P.A. to I/c Joint Registrar (Finance)
19. OSD to CDC.
20. Principals of all affiliated Colleges of the University.
21. I/c Librarian, Dhanvantri Library, University of Jammu.
22. All Branch Officers of the Registry.
23. Content Manager, University website for necessary action.
24. Guard file.

ANNEXURE

ANNEXURE - I TO RES. NO. 75/33

| EXISTING | PROPOSED AMENDMENTS |
|--|---|
| <p>RESIDENCE OF STUDENTS IN THE HOSTEL MAINTAINED BY THE UNIVERSITY</p> <p>1. Discipline and Administrative committee for University Hostels</p> <p>There shall be a Discipline and Administrative Committee for the University hostels to consider and decide all matters relating to discipline and administration concerning the University hostels. It will consist of the following members</p> <p>All Deans of Faculties Provost (hostels) Wardens of the University Hostels Two Teachers to be nominated by the Vice-chancellor every year for a period of one year</p> <p>The Senior -most Dean will preside over the meetings of the committee. The Provost (hostels) will act as Convener of the Committee</p> <p>At the beginning of each session, the Supervisory Committee shall assess the total number of seats available in the hostels and determine the number of seats to be allotted to each hostel and determine the number of seats to be allotted to each Teaching Department of the University and the Hostel in which the students are to be lodged.</p> <p>2. Hostel Working Committee</p> <p>There shall be a Working Committee for each University Hostel to look after day to day problems relating to Hostel Management. It will also function as an Advisory Committee to the Discipline and Administrative Committee of the University Hostels.</p> <p>The Working Committee will consist of:-</p> <ol style="list-style-type: none"> 1. Provost (hostels) - Chairman 2. Warden of the hostel concerned | <p>REGULATIONS GOVERNING THE HOSTELS MAINTAINED BY THE UNIVERSITY.</p> <p>1. ADMINISTRATIVE COMMITTEE FOR THE UNIVERSITY HOSTELS:</p> <p>The hostel system is governed and administered by the various Hostel Committees and in accordance with the rule and regulations as framed by the University of Jammu from time to time given as under:</p> <p>There shall be Administrative Committee for the University Hostels to consider and decide all matters relating to administration concerning the university hostels. At the beginning of each session, the Administrative Committee shall assess the total number of seats available in the hostels, the number of seats to be allotted to each teaching department of the University and the hostel in which the students are to be lodged. The Provost Hostels (boys/girls hostels) may call its meeting at any time during session when the situation so warrants. It will consist of the following members:</p> <ol style="list-style-type: none"> 1. Dean Academic Affairs 2. All Campus Deans 3. Provost Hostels (boys/girls) 4. Dean Students Welfare 5. Wardens and Resident Warden of the University Hostels. 6. Two teachers to be nominated by the Vice-Chancellor every year/ for a period one year. <p>Provost hostels will act as Member Secretary of the Committee.</p> <p>II. HOSTEL WORKING COMMITTEE</p> <p>There shall be a Working Committee for each hostel of the University to look after the day-to-day problems relating to its management. It will also function as Advisory Committee to the Administrative Committee of the University Hostels. The Working Committee will consist of</p> <ol style="list-style-type: none"> 1. Provost (Boys Hostels/ Girls Hostels) |

[Signature]

3. Proctor of the hostel of, if there is no Proctor, any boarder nominated by the Warden of the Hostel for this propose.
(The Vice-chancellor has been authorized in future to set up such committees):

5. The Wardens of the Hostels shall communicate to the Heads of the Department the number of the seats available for the students of each department in accordance with the decisions of the supervisory Committee.

6. Applications of the students for accommodation in the Hostels shall be addresses to and received by the Head of the Department concerned.

7. The Head of the Department concerned, after considering the applications received shall forward to the Wardens of the hostels concerned, a list of students selected by him for admission to each hostel. The number of students selected for admission to a Hostel shall not exceed the number of seats allotted to the department by the Supervisory committee.

8. No student shall be admitted to a hostel without the recommendation of the Head of the Teaching Department in which the student has been admitted. A student so recommended and after having paid the Hostel dues and securities shall be allotted a seat by the Warden of the hostel concerned.

9. The Heads of the department, while granting admission, shall inform each student desirous of seeking admission to the hostels to the effect that admission to the department shall not guarantee their admission to the hostels and that the decision of the Head of the Department to recommend or reject any request shall be binding on him.

10. A student who has been admitted to the Hostel shall not claim allotment of a particular room to him nor shall he be allowed to shift from the seat allotted to him to another seat. The Warden shall, however,

Chair person

ii. Warden and Resident Warden of the Hostel concerned

iii. Senior boarders to be nominated by the Warden/ Resident Warden of the hostel for this purpose.

iv. Two boarders to be nominated by Provost (Hostels) as representatives of the hostel.

III. SELECTION PROCESS

1. The Provost (Hostels) shall communicate to the Head of the Teaching Departments the number of seats available for the students of each department in accordance with the decision of the Administrative Committee.

2. Applications by the students for accommodation in hostels shall be addressed and submitted to the Head of the Department concerned.

3. The Head of the Department, on the recommendation of DAC, shall forward applications on the merit basis to the Provost (Hostels) for allotment. The number of students selected for admission to a hostel shall not exceed the number of seats allotted to the Department by the Administrative committee.

4. A student so recommended shall be allotted a seat by the Warden /Resident warden of the hostel concerned after he pays the hostel dues and securities.

5. The Head of the department while granting admission shall inform each student desirous of seeking admission to the hostel that admission to the hostel and the decision of the Department to recommend or reject any request will be binding on him. **Admission to hostels shall not be granted to those students (boys & girls) who live within the radius of 45 km and 30 km respectively.**

Preference shall be given to the student seeking admission in a University Academic programme for the first time. Those eligible will be admitted on the basis of Inter-se-merit.

6. A student who has been admitted to the hostel shall not claim allotment of a particular room nor shall he be allowed to shift from the seat allotted to him to another seat. The Warden/Resident Warden shall, however, have the right to shift a boarder from one room to another in the interest of hostel discipline. Any

have the right to shift a boarder from one room to another in the interest of decision.

11. The following categories of students shall be eligible for admission to the hostel:-

- (a) Students enrolled in the Teaching Departments of the University, and
- (b) Students registered for a research degree of the University.

12. A Student who belong to Jammu city or whose parents or guardians are living in Jammu city or those living independently in Jammu City shall not eligible for admission to a hostel.

13. Students who are admitted to a Hostel during a session under these Regulations shall have to vacate the Hostel at the end of that season after he has appeared in the annual examination. He shall not be eligible for readmission to a Hostel if he fails to quantify the examination.

14. Each boarder residing in the Hostel shall be responsible for the safe custody of

boarder, who does not stay personally in the room duly allotted, shall forfeit his admission to the hostel.

7. A Student who has been allotted a hostel shall not claim to shift to the Hostel of his choice. Refusal to avail the allotted accommodation within given time shall forfeit his/ her claim to admission to the hostel

8. Student must fill the form in his/her own handwriting and it must carry:

- a) Recommendation of the Head of the concerned Department
- b) Signatures of Father/Mother/Guardian and
- c) Two passport size photographs attested by the concerned Head of the Department.

9. Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address is given in the Hostel admission form. Note: If the parents are alive, guardian's signatures will not be accepted.

10. Ignorance of Hostel rules will not be taken as an excuse.

11. Every boarder and his/her Parents/Guardian have to sign an affidavit issued by UGC regarding prevention of Ragging alongwith admission form.

IV. ELIGIBILITY CONDITIONS:

The following categories of students shall be eligible for admission to hostels:

1. Students enrolled in the Teaching Department of the University;

2. Students registered for a research degree of the University (for a maximum period of four year in the case of Ph.D and two year in the case of M.Phil /L.L.M students).

3. The total Hostel stay of a scholar (M.Phil/L.L.M+Ph.D) of any department of the University shall not exceed submission of dissertation or six year in any case.

4. The hostel accommodation shall not be provided to part time M.Phil/Ph.D scholars.

5. **Admission to hostels shall be granted to boys and girls who live outside the radius of 45 km and 30 km respectively.** Preference shall be given to the student seeking admission in a University Academic programme for the first time. Those eligible will be admitted on the basis of Inter-se-ment.

the furniture, fittings, ceiling fans and others articles provided to him in his room or in the premises of the hostel. Any damage to or loss of any articles shall have to be made good by the boarder.

15. No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the residential room allotted to him. Infringement shall render a boarder liable to fine and disciplinary action.

16. The boarders shall not keep cash or any other valuables in their rooms or on their person. They may open an account with the branch office of the Jammu and Kashmir Bank situated at the Campus or with any other Bank of their choice. In no case, the University shall be responsible for loss of any cash or articles belonging to the boarders.

17. Unless otherwise notified by the Warden, the gates shall ordinarily be closed at 10 p.m in winter and 11p.m in summer. The gates shall not be opened during the night except in case of any emergency such as sudden and serious illness of a boarder who may have to be rushed to the Hospital or for Medical aid to be rendered to him in the hostel. Prior permission of the Warden shall invariably be obtained for the purpose.

18. The boarder shall have direct access to the Warden and they shall report any grievances or any complaint against the staff/servants of the hostels direct to him and in no case they shall deal with the staff/servants themselves.

19. All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the rooms, furniture and other articles of the Hostels of the Warden of the Hostel or a person authorized by him. If any boarders is found to have locked his room and left the Hostel without the prior permission of the Warden the room may be

6. The boarders shall have to vacate the rooms during summer vacations for annual repairs of the rooms failing which a rent @Rs.1000/- p.m or otherwise, as decided by the University will charged for this period.

7. The boarders shall have to accommodate students(in hostels) representing other Universities of the country for participation in National or International, Educational, Cultural and Literary events of short duration to be organised by the University of Jammu.

8. The accommodation as mentioned above shall be permissible subject to the fulfilment of terms and conditions and satisfaction of the Provost (Hostels).

9. After completion of one programme/course a student /scholar is required to apply fresh for the hostel seat for the next programme.

10. All students /scholars are required to submit the renewal applications annually duly signed by their respective Head of the department.

11. Students who belong to Jammu city or whose parents or guardians are living in Jammu city or those living independently in Jammu city shall not be eligible for admission to a hostel seat in any case.

12. All the boarders are required to submit an affidavit to the effect that they are not in any service regular (Government or Private). In case of joining any service temporary / permanent, the boarder shall forfeit the right to stay in a hostel.

13. Each boarder residing in a hostel shall be responsible for the safe custody of the furniture, fittings, ceiling fans and other articles provided to him in the room or in the premises of a hostel. Any damage to or loss of an article/s shall have to be recovered from erring boarder(s) on the spot. In case he/she fails to do the same, the Warden/Resident Warden will take appropriate action as warranted.

14. No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the room allotted to him/her. Infringement shall render a boarder liable to fine and disciplinary action.

15. Boarders shall not keep cash or any other valuables in their rooms. In no case University shall be responsible for the loss of any cash or articles belonging to the boarder.