

UNIVERSITY OF JAMMU

NOTIFICATION NO. 1 OF 2012

DATED: 01-03-2012

Subject: UNIVERSITY REGULATIONS

It is hereby notified for the information of all concerned that the 71st **University Council** at its meeting held on **09th September, 2010** at Raj Bhavan, Srinagar, approved the following:-

- I. **Adoption of the Regulations of Post-Graduation Entrance Examination Fund** given in **Annexure 1** shall be incorporated as a new Chapter in University Calendar, 2010, (Vol-I) **as approved by the University Council vide Resolution No. 71.04 (ii) dated 09.09.2011.**

- II. **Adoption of the regulations regarding screening of the applications and verify API Scores received for the post of Professors and Associate Professors under Open as well as Career Advancement Scheme in accordance with University Grants Commission Regulations, 2010, given in Annexure 2** shall be incorporated in University Calendar, 2010, (Vol-I) **as approved by the University Council vide Resolution No. 71.29 dated 09.09.2011.**

No: Coord/Reg-12/ 159-307
Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.
Dated: 01-03-2012

(Prof. Naresh Padha)
REGISTRAR

Copy to:

1. The Principal Secretary to His Excellency the Governor (Chancellor).
J&K State, Raj Bhavan, Jammu.
2. The Private Secretary/Dy. Secretary to His Excellency the Governor
(Chancellor), J&K State, Raj Bhavan, Jammu.
3. The Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor)
Jammu & Kashmir Govt., Chief Minister's Secretariat, Jammu.

4. The Private Secretary to the Hon'ble Education Minister, Higher Education Deptt., J&K Govt., Civil Secretariat, Jammu.
5. Commissioner/ Secretary, Finance (Financial Advisor to Universities), Civil Secretariat, Jammu.
6. Commissioner/Secretary to Govt. Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
7. All members of the University Council/Syndicate, University of Jammu.
8. Spl Secretary to Vice-Chancellor, University of Jammu.
9. PPS to Vice-Chancellor, University of Kashmir.
10. P.S. to Dean Academic Affairs, University of Jammu.
11. Deans of the Faculties of the University of Jammu.
12. Dean Students Welfare, University of Jammu.
13. Sr. P.A. to Registrar/Controller of Examinations, University of Jammu/Kashmir.
14. Chief Coordinator, All Campuses of the University.
15. Coordinator, All Campuses of the University.
16. All Rectors of Campuses.
17. Sr. P.A. Director, Colleges Development Council/Centre of Adult Continuing Education and Extension/Directorate of Distance Education/Physical Education/Computer Centre/ DIQA
Sr. P.A to Joint Registrar (CDC)/DDE.
18. Sr. P.A. to Joint Registrar/ Joint Registrar of Examinations.
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.

Regulations of Post-Graduation Entrance Examination Fund.

1. There shall be a 'PG Entrance Examination Fund' of the University and these Regulations shall be called 'PG Entrance Examination Fund Regulations'.

2. Objective of the Fund:

The Fund shall be used for Effective and Efficient conduct of the PG Entrance Examination including other Entrance Examinations conducted by the University.

3. Sources of the Fund:

(a) Entrance Test Fee realized from each candidate at the time of his/her Application for the PG Entrance Test.

(b) Any contributions made by any Affiliated/Constituent Colleges of the University offering PG Programmes or any other Department/Campus/any other source of the University.

(c) Interest earned on the Saving/Fixed Deposit made out of the fund.

4. Utilization of the Fund:

The fund shall be utilized for the following purposes:-

(i) Hiring of the professional services of the agency/agencies involved in developing the software and/or collection/printing/packing of question booklets for the Entrance Examination.

(ii) All expenses like remuneration to the staff engaged, payment of rents (if any), travelling expenses of the staff, postal charges, fuel charges, etc., incurred for the conduct of the said examination.

(iii) The expenditure on account of publication of such notifications/public notices/schedules as are deemed appropriate for the information of the general public from time to time in relation to the said PG Entrance Examination.

(iv) All expenditure incurred in relation to the safe storage, transaction, evaluation, preparation of final result, distribution of material, etc., pertaining to the conduct of aforesaid entrance examination.

(v) Any other unforeseen expenditure necessitated for the smooth conduct of the Entrance Examination, as may be deemed necessary by the Dean Academic Affairs.

5. Fund Management Committee:

(a) The fund shall be governed by a Committee comprising the following:-

- | | | |
|---|---|----------|
| (i) Dean Academic Affairs | - | Convener |
| (ii) One nominee of the Hon'ble Vice-Chancellor | | |
| (iii) Joint Registrar (Finance) | | |
| (iv) Joint Registrar (Examinations) | | |

(v) Assistant Registrar (Acad. Affairs)
Secretary)

(Member
Secretary)

- (b) Two-third of the total strength shall form the Quorum of the meeting.
- (c) All decisions with regard to individual items of expenditure shall be presented before the Committee which shall meet as frequently as deemed necessary by the Dean Academic Affairs.
- (d) The committee shall have powers to accord Administrative Approval to the proposal/s to be executed out of the fund. In exceptional circumstances Dean Academic Affairs shall be empowered to accord Administrative Approval and get the action taken confirmed by the Committee within next 30 days.
- (e) For the financial approval, all proposals shall be sent to the Budget & Finance Section for issuance of formal sanction after the approval of the Competent Authority.
- (f) After the Sanction from Budget & Finance Section, the payments shall be released by the office of the Joint Registrar (Finance), who shall be operating the "PG Entrance Examination Fund" Account.

6. **Maintenance of Accounts and its reconciliation:**

The fund shall be operated under the joint signatures of the Dean Academic Affairs and Joint Registrar (Finance) and shall be maintained by any official or officer who may be assigned this job by the Dean Academic Affairs in consultation with the Joint Registrar (Finance) for which a suitable honorarium shall be paid to the said official by debit to this fund.

7. **Reconciliation of the Fund:**

The reconciliation of the fund shall be made on quarterly basis and the accounts got audited from a Chartered Accountant as per the existing policy of the University.

8. **Surplus Money:**

Surplus money in the fund which may not be required immediately for expenditure shall be placed in short/long term fixed deposit account or in any other scheme which may attract higher rate of return.

Recommendations of the Committee constituted to screen the applications and verify API Scores received for the post of Professors and Associate Professors under open as well as Career Advancement Scheme in accordance with University Grants Commission Regulations, 2010.

1. The Centres created with financial support from an agency outside Jammu University be equated with major research project for determining API Scores. In case there is a change in Directorship/Co-ordinatorship of project, the benefit of API Score for the same be apportioned to the beneficiaries on the basis of the period for which such projects are handled.

However, no API Scores be given if the period is less than one year.

2. The Lectures delivered in the Academic Staff College by a faculty member be considered as invited lectures delivered both on the Campus of Jammu University as well as outside the Campus.
3. The API Score for participation /presentation of paper/chairing a technical session in conference/ seminar/ symposium/workshop be given only once.
4. The API Scores for editing a Book with ISBN Number be given Scores of 15 to the sole editor & in case of joint editors, it may be apportioned as per the norms for papers in the Journals with ISSN Number.
5. Paper Published in Journals/magazines having no ISSN No. but bearing proper registration No. may also be considered under publication for API Score.
6. Regarding credit for Chapter in an edited book, only one chapter in one edited book be considered.

In case the claimant himself/herself is editor and also writes a chapter in the same edited book, the benefit of higher score out of two i.e. edited book or chapter in the edited book will be given.

7. API Scores available under Category III(E) (ii) for Papers in Conference/Seminars etc will also be available for Lectures delivered for the same as explained in Table 1, Appendix III

regarding teaching, learning and evaluation related activities. Appendix III is given in the **Annexure-II**.

8. In addition to the points for editing a Book, the Editor will also get requisite points for writing one chapter only in the same Book provided that it is not the introductory chapter.
9. Points will also be given to invited lecturers delivered by the Faculty at Educational Institutions as well as in the Institutions of International/National and Regional repute.
10. Post Doctoral Research Award of two years by the University Grants Commission in favour of the teachers may be considered as equivalent to Major Research Project for API Score 15 Points.

APPENDIX - III TABLE - I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note: ^a Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
I A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
I (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every

	carried out / ongoing	minimum of Rs. 10.00 lakh	minimum of Rs. 2.0 lakhs	Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
(iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
c)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,
D)	RESEARCH GUIDANCE			
D)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate
D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
E)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
E)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local –University/College level	d) Local –University/College level	3 / each
E)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

