

UNIVERSITY OF JAMMU



VOLUME-I

***Compendium of Important Minutes of various Meetings/
Circulars/Orders/Advisories and Counselling/ Helpline
Numbers etc.***

PREPARED

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UNIVERSITY OF JAMMU

CIRCULAR

Subject:- Compendium of Important Minutes of various Meetings/Circulars/Orders/ Advisories and Counselling/ Helpline Numbers etc.

“**Compendium**” of important Minutes of various Meetings/Circulars/Orders/Advisories and Counselling/ Helpline Numbers etc. (duly amended, wherever required) and duly approved by the Competent Authority, issued from time to time by the University during the months of April and May, 2020 (**till May 29, 2020**) i.e. the ongoing lockdown period are appended below for circulation among all Rectors/Directors/ Heads/Branch Officers for their kind information and appropriate action at their end with respect to their pertaining areas.

All Rectors/Directors/ Heads/Branch Officers are further requested to kindly share the above information with all faculty members/other employees of respective Offsite Campuses Directorates/ Departments/ Offices/ Sections and issue necessary directions to them for taking further necessary action at their end.

**Sd/-
REGISTRAR**

Dated:-**May 29, 2020**

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File



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April 08, 2020

Minutes of the meeting of the Vice-Chancellor held with the Deans/Rectors/Senior Officers of the University of Jammu held on 7th April, 2020 through Zoom App

At the outset, the Vice-Chancellor informed the Deans/Rectors/Senior Officers of the University of Jammu about the measures already taken by the University for ensuring the health and safety of all the stakeholders of the University due to COVID-19/ lockdown, keeping in view various advisories issued by the Government of India/UGC/MHRD/ Government of Jammu & Kashmir. The Vice-Chancellor expressed his satisfaction that University faculty is actively engaged in providing online lessons through virtual classrooms, e-learning mode and through other social media on the basis of getting feedback from several faculty members, through WhatsApp. The Vice-Chancellor sought suggestions on various steps which need to be taken by the University during lockdown and after lifting of the lockdown for the safety of teachers, students, staff and civil society. On the basis of the discussion held, the Vice-Chancellor constituted the following Committees:-

S. No.	Title of the Committee	Constitution of Committee	Domain of the Committee
	Task Force on Covid19	Vice chancellor Dean Academic Affairs Dean Research Studies Registrar Controller of Examinations Chief Coordinator, Campuses Dean, Planning & Development Director DDE Director CDC Director DIQA Dean Students Welfare Chairperson, NSS (Prof. Neeru Sharma Provost (Boys Hostel) Administrator GZSA Joint Registrar (Finance) SSVC – Member Secretary	
	Academic/ Admission Committee	Dean Academic Affairs Dean, Planning & Development Dean, Faculty of Social Sciences Dean, Faculty of Life Sciences Deputy Registrar (Academic Affairs)- Member Secretary	The Committee shall work on the issues pertaining to academics such as conduct of online classes, admission process etc. and suggest various steps which need to be taken during lockdown and after its lifting.
	Examinations Committee	Controller of Examinations Director, DDE Administrator, GZSAC	The Committee shall work on the issues pertaining to conduct of various examination processes

		Deputy Registrar (Confidential)- Member Secretary	and suggest the various steps to be taken during lockdown and after its lifting.
	Social Distancing Measures Committee	Director, DIQA Deputy Director, DIQA Quality Assurance Officer- Member Secretary	The Committee shall work on the formulation of measures of Social Distancing which needs to be taken after the lifting of the lockdown. Further measures be suggested for ensuring the health and safety of various stakeholders as the University resumes functioning.
	Procurement of Safety Materials Committee	Director, CDC Prof. Rahul Gupta Joint Registrar (Finance) Medical Officer Deputy Registrar, CDC- Member Secretary	The Committee shall work on the issues pertaining to procurement of safety materials required during and after lifting of lockdown.
	Research Committee	Dean Research Studies Dean, Faculty of Business Studies Dean, Faculty of Arts Dean Faculty of Education Deputy Registrar, TW- Member Secretary	The Committee shall work on the research related issues and suggest the necessary measures which need to be taken during lockdown period and after its lifting.
	Financial Support/ Overall Liaison Committee	Registrar Special Secretary to VC Joint Registrar (Finance) Deputy Registrar (NTW)- Member Secretary	The Committee shall be responsible for the issues related to financial support and overall liaison with various Government Departments etc. on behalf of the University.
	Online Platforms Committee	Director, Centre for IT Enabled Services & Mgt. Deputy Registrar (Accounts) Mr. Amit Mahajan- Member Secretary	The Committee shall work on various issues related to setting up of online platforms and suggest the measures to be taken by the University in connection with the conduct of online classes/e-learning to various PG students/ Research Scholars/ students of DDE, holding meetings and keeping the students and civil society updated on the University website.
	Hostels Committee	Provosts Hostels (Boys & Girls) Wardens Superintendent Engineer (UWD) Mr. Ashwani Kumar, Assistant Registrar- Member Secretary	The Committee shall work and look after all the issues pertaining to Hostels during and after the lockdown period.

Sanitization Committee	Registrar DSW Director, Sports & Physical Education Executive Engineer, UWD Chief Security Officer Presidents, JUNTEU & JUNGEU Medical Officer- Member Secretary	The Committee shall work on the issues pertaining to sanitization of the whole campuses (old, new and residential areas) during the lock down period and after its lifting.
Volunteers Committee	NSS Chairperson NSS Coordinator Deputy Registrar (Development)- Member Secretary	The Committee shall coordinate with all the Volunteers whose services could be utilized any time by the University during the hard times and keep them fully aware and updated on the safety measures concerning COVID-19.
Offsite Campuses Committee	Chief Coordinator, Campuses All Rectors/Directors, Offsite Campuses Coordinator, Campuses Mr. Irfan Goni- Member Secretary	The Committee shall be responsible for overall monitoring of all campuses during the lockdown period including taking online classes/e-learning, sanitization of campuses and any other related issues.
Internships Online Committee	Dean Students Placement Ms. Shilpa- Member Secretary	They shall work on the issues concerning online Internships etc.

The Convenor of the Committee shall have powers to co-opt any other member/s in the Committee as deem fit.

Sd/
REGISTRAR

Copy to:-

1. All concerned for further necessary action.

April 09, 2020

Minutes of the meeting of the Vice-Chancellor held with the Deans/Rectors/Senior Officers including Conveners/Members of the Committees already notified by the University of Jammu held on 9th April, 2020 through Zoom App

At the outset, the Vice-Chancellor informed all the Deans/Rectors/Senior Officers of the University of Jammu about the constitution of various Committees for different purposes during the lockdown and post-lockdown period. He further reviewed the progress made by the respective Committees. The suggestions/further action plan that emerged in today's meeting are summarized as under.

S.No.	Title of the Committee	Suggestions/further action plan
1.	Task Force on Covid19	<p>The Vice-Chancellor directed the following:</p> <ol style="list-style-type: none"> 1. Some organizations are providing free digital platforms/ software to be used for sharing academic and other inputs in view of COVID-19 and for that purpose they shall be requiring official e-mail IDs. In view of this, there is a need to configure the old official e-mail IDs of different Departments with the new website and domain name recently launched by the University. The Director, Centre for IT Enabled Services & Mgt. informed that he had already taken care of it and accordingly a circular was issued twice in this regard. However, the Director informed that a fresh circular shall again be issued shortly whereby a general password will be provided to each Department to configure to the recently created new University domain name with the request to change the Password on their own for future operations. 2. Once the University resumes its working, though partially, there shall be a need to adopt the new way of life, post lockdown period and therefore, wherever possible, Director, IT should explore various other options for identification of different digital platforms, thereby meetings and other routine office jobs be convened/organized using these platforms so as to minimize the movement of Files as well as the human contact and to promote social distancing. 3. The circular issued by the University of Kashmir was also discussed and it was decided the University of Jammu should also issue a circular on the same lines in respect of its residential areas including the Offsite Campuses. <p>During the course of discussion, the Dean, Planning & Development emphasized on the following:</p> <ol style="list-style-type: none"> 1. Besides sanitization and other safety measures, there is a need to create Helplines/ Counselling Cell for the benefit and information of the students/ civil society and these should be widely publicized in media as well as on the University Website.

		<p>2. Explore the possibility for procuring sanitization tunnel for different locations in the University Campus. For the purpose, the Director(CDC) was requested to come out with the action plan by taking into consideration the suppliers for the said tunnels including the one, the details of which already stand shared in the official WhatsApp group.</p>
2.	Academic/ Admission Committee	<p>The Dean Academic Affairs informed that his committee is already on the job with respect to the academic/admission related issues and the discussions are being held with all the concerned. He apprised that the subsequent actions to be taken shall, however depend upon the Government directions regarding the lifting of lockdown.</p> <p>The Dean Academic Affairs further emphasized the need of availability of at least one Electrician, Plumber, Ambulance and First Aid in the residential area of the Campus and accordingly the Registrar was requested to take up the matter with University Works Department and Medical Officer of the University.</p>
3.	Examinations Committee	<p>The Controller of Examinations conveyed that the action plan with respect to the timely conduct of examinations/mode of conduct is being formulated and the details of which shall be shared within 2-3 days. The UGC direction in this regard (if any) shall also be kept in mind.</p>
4.	Social Distancing Measures Committee	<p>The Director, DIQA emphasized on maintaining the social distancing and suggested to devise a mechanism regarding attending official duties by the employees of the University on rotational basis, in different groups ensuring that two groups in a particular Department never attend the office simultaneously whenever the University resumes its working, though partially. This will facilitate the social distancing as well as taking preventive measures for containing the spread of COVID-19.</p>
5.	Procurement of Safety Materials Committee	<p>The Director, CDC informed that his Committee has already prepared a list of essential items, approximately costing around Rs. 3-4 lacs and will procure the same on priority, after following all codal formalities. Due efforts shall be made to ensure that the unnecessary expenditure is avoided by all means.</p>
6.	Research Committee	<p>Dean Research Studies stressed that the research activities of the Research Scholars can't be undermined and the Office of DRS shall consider granting relaxation in the completion period for 3-6 months in lines with the guidelines being issued by the UGC on the subject, in order to minimize the difficulties and anxiety being faced by the Scholars. A circular shall also be issued in this regard shortly, keeping in view the UGC guidelines.</p> <p>Emerging from the discussion, the Controller of Examinations was requested to direct the concerned to communicate with all the Experts for sending evaluation reports of Ph.D. theses, through confidential e-mails.</p> <p>The Controller of Examinations further stressed that there is a need for effective coordination between the Offices of DRS and CoE for allocating a dedicated time slot to finalize the pending issues of Research</p>

		Scholars on priority, once the University resumes its working, while maintaining the norms of social distancing as notified by the Govt. of India/UGC/MHRD/J&K Govt.
7.	Hostels Committee	<p>Prof. Shashi Manhas, Provost Hostels (Girls) informed that there are some employees who use to visit market for meeting the essential requirements of the duty, besides driving University Ambulance while simultaneously working and residing in the Hostels. Such employees need regular medical checkup as preventive measure. Accordingly, she was requested to take up the matter with Medical Officer of the University.</p> <p>She further brought to the notice that damaged walls/ narrow openings behind the Hostels are being used by some employees as Entry/Exit in the Campus and there is no check on it. There is every possibility of entry of the outsiders in the Campus.</p> <p>The Registrar was requested to take up the matter on priority with the Superintendent Engineer, University Works Department, in coordination with both the Provosts for ensuring that immediate steps are taken for plugging these areas through concertina wires etc.</p>
8.	Sanitization Committee	<p>The Dean Students Welfare informed about the supply of masks by some Volunteers for use by the security staff and conveyed about the shortage of sanitizers for the staff of security who are presently performing their duties actively in the campuses. Therefore, he requested for supply of sanitizers for which he was requested to coordinate with the Director, DCD. The Vice-Chancellor directed that options be explored for arranging sanitizer proposed to be prepared in house by the Departments of Chemistry, Botany etc.</p> <p>The Registrar further informed that the sanitization process is already going on in the Campus and the concerned authorities of the Municipal Corporation have already been informed about the need for repeated fumigation of buildings/hostels in the University Campus. She further apprised that the University of Jammu has been added by the Municipal Corporation in the list of areas which need to be fumigated regularly. The University is also considering purchasing its own fogging machines.</p> <p>The Registrar further suggested that Advisories issued by the Government of India from time to time shall be compiled by the University for the benefit of each and every stakeholder of the University.</p>
9.	Offsite Campuses Committee	The Chief Coordinator, Campuses informed that the academic session of Engineering Students of UIET, Kathua Campus has almost completed and there is an urgent need to expedite the process of paper setting. Accordingly, the Controller of Examinations was requested to get the process expedited in consultation with Dean, Faculty of Engineering.
10.	Internships Online Committee	The Dean Students Placement apprised that around 100 students including the Offsite Campuses have been benefited by the steps taken by the office of Dean Students Placement and he is further in liaison with the concerned organizations for arranging more internship/projects etc. keeping in mind the likely increase in the demand for such Internees

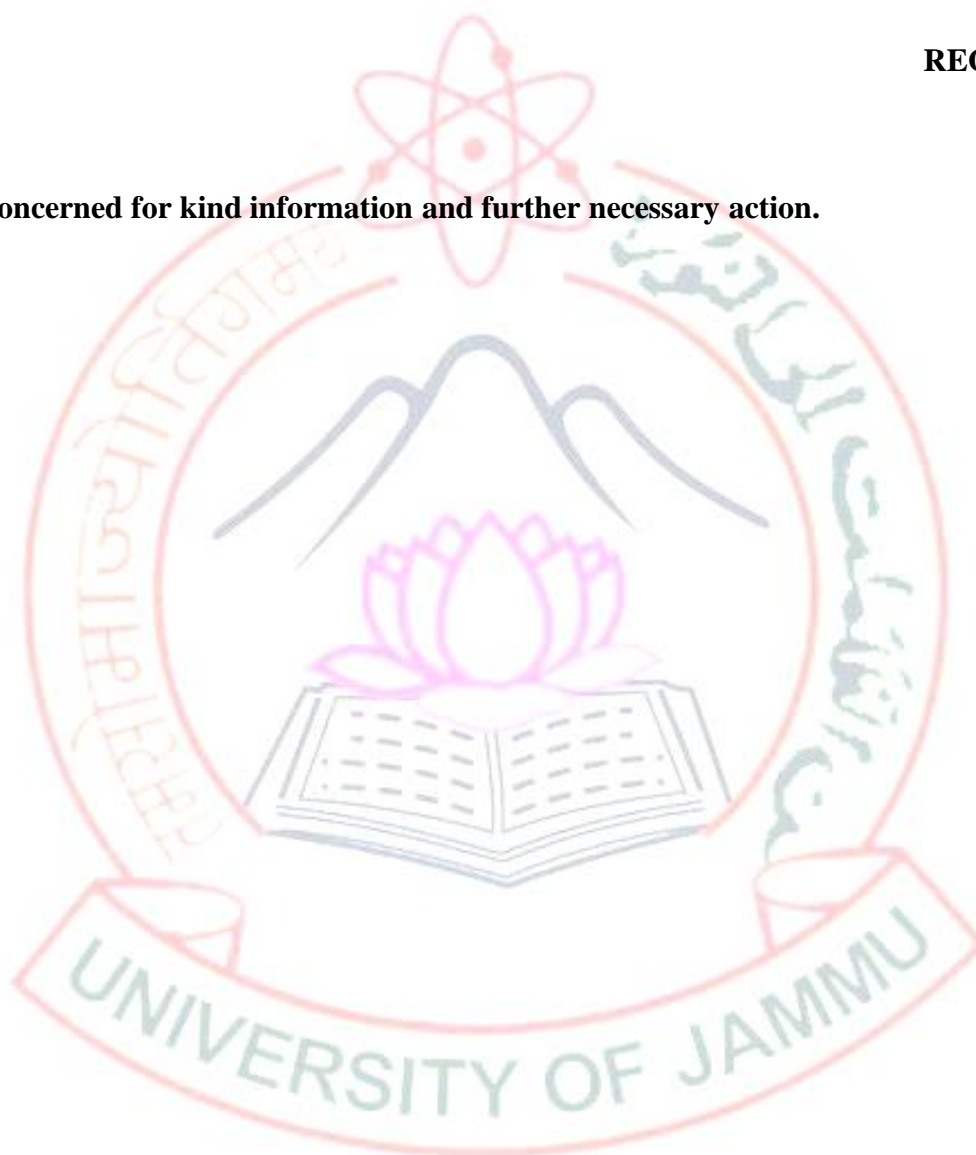
		<p>caused due to shortage in the attendance of the regular employees in post COVID-19 circumstances.</p> <p>He further emphasized for dedicated Helplines to provide at University's Central level as well as different Counselling Cells at each Department/Micro level. Dean Students Placement was accordingly requested to suggest a detailed action plan to be taken in this regard at the earliest with respect to the infrastructural requirements and the officials proposed to be assigned these responsibilities.</p>
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Sd/-

REGISTRAR

Copy to:-

1. All concerned for kind information and further necessary action.



April 11, 2020**Minutes of the meeting of the Task Force on COVID-19 notified by the University of Jammu, held on 11th April, 2020 through Zoom App**

At the outset, the Vice-Chancellor apprised all the members of the Task Force that while the Committees already constituted for different purposes by the University are doing their assigned jobs separately, the meeting of the task force has been convened for reviewing the overall situation. The Task Force then deliberated upon the following issues and the suggestions/further action plan that emerged during the meeting of the Task Force are summarized as under:-

1. The Convener of the Procurement of Safety Materials Committee informed that the Committee is actively pursuing the matter with respect to purchase of good quality/re-usable masks besides installation of sanitization tunnels, keeping in mind the specifications and requirements of the University.

Dean(P&D) suggested that the vital locations like two Administration Blocks including the Vice-Chancellor's Secretariat, Examinations Wing, Hostels etc. could be considered initially for installation of the sanitization tunnels. He further suggested to consider the model adopted by the Government Medical College, Jammu in this regard for installation of sanitization tunnels in the University of Jammu.

2. The Controller of Examinations apprised that he is already in touch with Dean, Faculty of Engineering regarding all issues pertaining to the examinations of the Engineering Students and the progress made in this regard would be shared within next 8-10 days. He also informed that the Examinations Wing is also preparing the list of Employees who are proposed to be called for attending various duties of the Examination Wing on rotational basis, once the University resumes its normal functioning.

The CoE further apprised that the Examination Committee is working out different options with respect to the conduct, evaluation and the timings of different examinations so as to ensure that there is no delay of any sort owing to the circumstances arisen post imposition of the COVID-19 restrictions.

However, final decision in the matter shall be taken once the relevant guidelines are received from the UGC/MHRD.

3. The Chief Coordinator Campuses expressed satisfaction about the preparations being made for the conduct of examinations for the UIET Students and was of the view that these students shall be kept informed to remain prepared for the upcoming examinations any time. She further suggested for authorisation to be given to all the Offsite Campuses for getting the sanitization tunnels prepared locally in respect of their Campuses after following the required codal formalities, on the basis of the Model and rates approved for the Main campus.
4. The Provost Hostels (Boys) while appreciating the Advisory issued by the University keeping in mind the safety of the residents of Old/New University Campus/Offsite Campuses, emphasized the need for its strict implementation. He suggested that Presidents/Secretaries of all the Unions be taken into confidence by the Registrar to seek their cooperation for ensuring strict compliance of

the Advisory, in the overall interest of all the residents of the residential areas of the University Campus.

5. The Dean Students Welfare also suggested to advise all the residents not to avail any sort of domestic help from outside the campus during the lockdown restrictions and also to strictly comply with the directions of various Government Agencies issued from time to time in this regard for not getting out of their homes without any compelling reasons and avoid gathering even in small groups within the Campus.
6. The matter with respect to procuring of Pen drives for ensuring requisite supply of study material to the students/scholars was also discussed. However, the Dean Research Studies apprised that he has been providing details of two/three chapters/topics of his subject to his students in the PDF format through e-mail/Whatsapp and then has been inviting queries and suggestions for further discussions through the same digital platforms. He suggested that the same model may be adopted by other faculty members as well, if not already being done by them.. The Dean, Academic Affairs and DCD also endorsed for continuation of the same teaching practice for the time being. As such, it was resolved that the proposal to procure Pen drives be deferred for the time being.
7. Dean, Planning and Development, however, further stressed that the above practice may not be taken as a substitute for regular teaching, particularly in Sciences stream, where practicals in Labs are essential component for learning. Therefore, in view of this, Students should be given a clear indication that the teaching methodology currently being adopted is only just to make effective use of the available time during the COVID-19 restrictions and to ensure that the students remain in regular touch with their studies and get familiarised with their topics/chapters viz-a-viz the prescribed syllabus. The detailed instructions/ shortfall (if any) in the academic inputs thus being provided will be required to be further clarified and supplemented once the University reopens for its normal working. He also suggested that the University should take into consideration the final guidelines to be received from UGC/MHRD in this regard on the recommendations of the already constituted Committee.
8. The Vice-Chancellor further suggested that the Office of the Dean Academic Affairs needs to formulate and circulate a common modus operandi/ teaching strategies to be followed uniformly and separately by all the Sciences and the non-Sciences Departments by inviting the inputs/ suggestions from all the heads of the teaching departments through their respective faculty Deans. It would be better for having some central mechanism to be evolved in this regard; however, the same should be in sync with the UGC suggested guidelines, if any.
9. So far as University Helpline is concerned, the Registrar proposed to identify atleast two representatives from all the Offices/teaching Departments/Sections of the University so that their details could be uploaded on the University website centrally for general information of all the stake holders.

Sd/-

REGISTRAR

Copy to:-

1. All concerned for kind information and further necessary action.

April 29, 2020**Minutes of the meeting of the Task Force on COVID-19 notified by the University of Jammu, held on 29th April, 2020 through Cisco Webex Platform**

At the outset, the Vice-Chancellor welcomed all the members of the Task Force on a new mode of digital platform i.e. "Cisco Webex" and apprised the members that in view of the recent instructions issued by the Ministry of Home Affairs, Govt. of India, it was not possible for the University to continue holding the official meetings through digital platform "Zoom". Subsequently, the University tried to explore the possibility to convene official meetings through an another digital platform i.e. "Workplace" via its own website but the same also couldn't work successfully due to some technical shortcomings while holding meetings through the video conferencing. Therefore, the University shall now be convening such official meetings through "Cisco Webex". The Task Force then deliberated upon the following issues and the suggestions/further action plan that emerged during the said meeting of the Task Force are summarized as under:-

1. The Vice-Chancellor apprised the members that a record pertaining to the e-mail ids of all teaching faculty has been prepared and in future, the teachers shall be invited and encouraged to use "Cisco Webex" as an internal communication tool for all official purposes. The record of the e-mail ids of the Officers is also being prepared so that they are also brought on the same digital platform for participation in the meetings and for carrying out other official assignments. The Vice-Chancellor further informed that in addition to "Cisco Webex", the faculty and Officers of the University may continue to access and use the "Workplace" through the University website for the purpose of sending official text messages etc. through the already constituted groups.
2. Dean (Planning and Development) stressed that there is a need to gradually resume the working of the important Sections of the University, in order to bring it back to its normal functioning. He suggested that the University can think to start with the opening of Important Sections of the University with minimal staff after May 03, 2020 but this should be done in prior consultation with the concerned Local Authorities of the Govt. of Jammu & Kashmir. The Dean, Planning & Development further suggested that while opening few key Sections of the University, preponing of the summer vacations for the students and the faculty may be considered. It must also be made publicly very clear through different Media platforms that the University shall be opening only partially, just to carry out the essential jobs to safeguard the interests of the students and entry of the students and the general public shall therefore not be allowed for the time being so that norms of Social distancing are ensured to be maintained in and around the Campus.
3. The Controller of Examination and the Dean Sciences while appreciating the need to ensure smooth functioning of the University, however emphasized that before the University considers its re-opening after May 03, 2020, though even partially, it should await the directions of the Govt. in this regard.
4. The Dean Academic Affairs described the Covid-19 situation as learning altogether to live a new way of life to be adopted by everyone, once the University resumes its working. He dwelled at length the road map that needs to be adopted once the Covid-19 restrictions are eased out by the Govt. and further stressed that the safety of every one must only be the prime

concern of the University Administration. The Vice-Chancellor appreciated the Dean Academic Affairs for his valuable suggestions/the roadmap.

5. During discussions, it also unanimously emerged that proper sanitation and fogging of all the work areas of the University should be carried before its re-opening and the **Do's and Dont's** for enforcing the social distancing norms must be widely publicized at least one week prior to the opening of the University. The Convener of the Social Distancing Committee should therefore formulate and share these norms in consultation with the senior faculty /Officers of the University at the earliest.
6. The Dean Students Welfare also reiterated that all the residents of the Campus must refrain from availing any sort of domestic help from outside the campus during the lockdown restrictions and must also strictly comply with the directions of various Government Agencies issued from time to time in this regard. He further suggested that there is a need to strictly enforce that no student should be allowed to visit or reside in the Hostels at present, in coordination with the both the Provosts Hostels.
7. Registrar also was of the same opinion that all of us should strictly comply with the Social distancing norms issued by the various Government Agencies from time to time and further apprised that She has herself been regularly monitoring the situation. She further appreciated the cooperation of all the University employees residing in the Campus in ensuring its strict compliance.
8. Pursuant to the suggestions of DCD, Director(DIQA) and President(JUTA) regarding use of the modern digital tools in the working of the Offices, scanning of notes etc. with minimum staff strength, the Vice-Chancellor impressed upon the Director, Centre for IT Mgt. & Enabled Services to explore the options for immediate implementation of relevant user friendly ERP Modules like E-office etc. within next 10-15 days. He further underlined the necessity to implement more and more such ERP modules in a phased manner so as to ensure that the unnecessary movement of the Officials and the files could be minimized.
9. The I/c Establishment suggested that although ensuring smooth functioning of the University is the prime duty and sole objective of all the Officials yet in view of the current Covid-19 restrictions, the engagement of staff and mode of getting the assigned work done within the stipulated timeframe, should however be left with the concerned Branch Officers.

Sd/-
REGISTRAR

Copy to:-

- 1. All concerned for kind information and further necessary action.**

May 01, 2020

Minutes of the meeting convened by the Vice-Chancellor, University of Jammu (held on 1st May 2020 through Cisco Webex platform) to discuss the resumption and speedy completion of various languishing projects which were approved by JKIDFC during its 6th High Power Committee meeting

The following participated in the meeting:-

1. Prof. Manoj K Dhar (Hon'ble Vice-Chancellor)
2. Prof. Rajni Dhingra (Registrar)
3. Prof. Meena Sharma (Chief Coordinator Campuses/Rector-Kathua Campus)
4. Prof. Anil Raina(Rector-Bhadarwah Campus)
5. Prof. Mubarak Singh (Director-RamNagar Campus)
6. Prof. Hardeep Chahal (Rector- Udhampur Campus)
7. Prof. Pawnesh Abrol. (Director-Reasi Campus)
8. Dr. Neeraj Sharma. (Spl. Secy to Vice Chancellor/I/c Establishment)
9. Er. Ashok Kikloo (Supdt. Engineer-UWD)
10. Dr. Dauood Iqbal Baba (Coordinator Campuses)
11. Er. Suresh Sharma (Executive Engineer-UWD)
12. Sh. Irfan Goni - Campus Development Officer (Contractual)

At the outset, the Vice-Chancellor welcomed all the participants for the meeting. It was informed in the meeting that the UT Government has now allowed resumption of construction activities, which were halted amid Covid-19 lockdown.

Thereafter, all the issues regarding resumption of works at various offsite Campuses were thoroughly discussed and deliberated as under:-

Kathua Campus :

Following difficulties were pointed out w.r.t the resuming of construction activities at Kathua Campus :-

1. Rector (Kathua Campus) informed the members that District administration, Kathua has set up a quarantine centre / Covid Hospital in the premises of Kathua Campus.
2. Executive Engineer (UWD) informed the members that due to lack of construction material, it is difficult to resume the construction activities. He further informed about the poor response in receiving adequate number of the tenders for various works related to the Academic Block at Kathua Campus.

3. Campus Development Officer (Contractual) informed the members about his telephonic conversation with the Contractor of the Boys and Girls Hostels wherein the Contractor has requested for one time permission for transportation of his technical staff to Kathua Campus from Pathankot. He has also requested for permission to transport construction material to the Campus site.
4. Rector (Kathua Campus) informed the members that Campus is in regular touch with the District Administration (Kathua) for seeking the permission and She is hopeful of getting it in next few days.
5. As the deadline for completion of projects at Kathua Campus was 31st March 2020, it was also decided that a letter shall be sent to Higher Education Department, Govt. of J&K and JKIDFC by the University for seeking extension of deadline for completion of the construction works and the office of Coordinator Campuses was directed to get the same done at the earliest.

Ramnagar Campus:

Director (Ramnagar Campus) informed about his and other members meeting with the Executive Engineer(PWD), Udhampur District at Udhampur regarding completion of various projects at Ramnagar Campus, wherein some administrative deficiencies on part of PWD had surfaced. However, Executive Engineer, PWD has assured that Academic block of Ram Nagar campus shall be completed at the earliest but remaining works of Boys and Girls hostels will have to be retendered due to technical reasons. It was apprised that the Office of SDM (Ramnagar) has also informed that AEE (PWD), Ramnagar has applied for the said permission. Further, the vehicle containing construction material for resumption of works which was seized by Ramnagar Police stands released and has reached the Ramnagar Campus site and the work is likely to resume in next few days.

Bhadarwah Campus:

Rector (Bhadarwah Campus) apprised the members that Additional District Administration(Bhadarwah) has set up a quarantine centre at Bhadarwah Campus amid Covid-19 crisis.

Moreover, the Contractor hired for Bhadarwah Campus belongs to Srinagar which is a red zone, so it is difficult to start/ resume the work on various projects which were approved by JKIDFC.

Udhampur Campus :

Following difficulties were pointed out w.r.t the resuming of construction activities at Udhampur Campus :-

1. Rector(Udhampur Campus) informed the members that Engineering staff and Contractors hired for construction of Academic block and Boys Hostel are ready to resume the work and has asked for permission to resume the work along with MovementPasses during the lock down.
2. Executive Engineer(UWD) informed the members about problems being faced by the contractors to transport construction materials due to restrictions laid by Geology and Mining Department, Govt. of J&K.

3. Campus Development Officer (Contractual) apprised regarding his telephonic conversation with Asstt. Director(Planning), Udhampur wherein he has suggested the University to write a letter to the Nodal Officer, Covid-19 for Udhampur (ACR, Udhampur) for seeking Movement passes for the Staff, Labourers and Contractors for resuming work at the construction site and the same shall be done at the earliest.

Reasi Campus:

1. Following difficulties were pointed out w.r.t the resuming of construction activities at Reasi Campus :-
2. Director(Reasi Campus) informed the members that Engineering staff and Contractors hired for construction of Academic block, Boys Hostel and Girls Hostel are ready to resume the work and has asked for permission to resume the work along with Movement passes during the lock down.
3. Executive Engineer, UWD informed the members about the same problems being faced by the Contractors for transporting construction material due to restrictions laid by Geology and Mining Department, Govt. of J&K.

After threadbare discussions,

10. The Vice-Chancellor urged the Rectors/Directors to formulate a strategy for early resumption and completion of the works including the Bhadarwah Campus, since we have already lost almost two months of the working season due to Covid-19 lockdown restrictions. **However, he directed that all the concerned Rectors/Directors/Engineers and other Officers must mandatorily ensure that directives of the UT Govt. and local administration should be followed and kept in view before the activities are started.**
11. The Vice-Chancellor asked the Chief Coordinator Campuses to write a letter to JKIDFC and Higher Education Department in coordination with the Registrar, seeking extension of the deadlines, due to the time lost during Covid-19 lockdown and also to seek assistance in finding out viable solution with respect to the problem regarding the unavailability of the construction material due to the restrictions imposed by Geology and Mining Department, Govt. of J&K.
12. The Vice-Chancellor further directed the University works Department to expedite the process of resumption of works and chalk out the requirements like Campus wise minimum Manpower requirements, their details for getting passes and other requisite permissions, by coming Monday so that the same can be taken up with the UT Govt. accordingly. If required, the Registrar shall send a written request the Divisional Commissioner, Jammu for seeking Govt. assistance in this regard, with copies to all the concerned District Commissioners.
13. Rectors/Directors were impressed upon to stay in regular touch with the respective District Administration regarding resumption of works, transportation of construction material and Movement passes for officials and construction workers. The works Department should expedite the process of tendering/re tendering of the approved works.
14. Languishing Projects Cell, University of Jammu was directed to ensure that bills submitted by PWD Udhampur for construction of various projects of Ramnagar Campus are technically verified by the University works Department.
15. The Vice-Chancellor directed the Works Department to send letters to all the Contractors for early resumption of the pending construction works, along with the prescribed Social

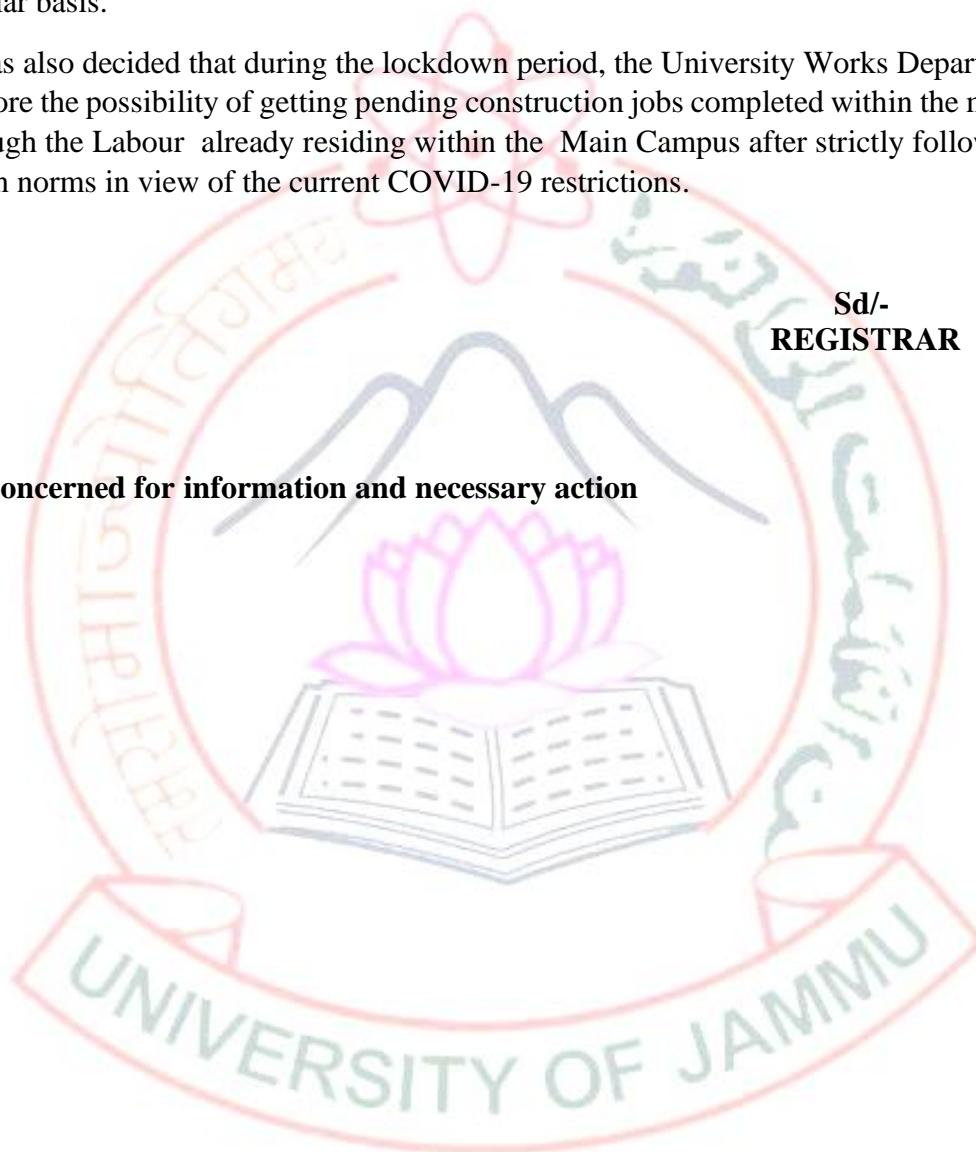
distancing and the resumption of construction works related guidelines issued by the Government in view of Covid-19 restrictions and impress upon them for its strict compliance at their end. He further directed the Works Department to ensure sufficient number of work force by Contractors and try to implement double shift working(Wherever possible and if not in contravention with the Lockdown guidelines) for early completion of the pending Projects.

16. The Vice Chancellor directed that henceforth all the matters pertaining to construction activities in the Offsite Campuses including those cases where government agencies etc. are involved, must be in complete knowledge of SE/Executive Engineer UWD and should maintain a parallel record of all tenders, supply orders, work allotment orders, etc. There shall be time to time monitoring of the works by these officers and reports be submitted to the Registrar on regular basis.
17. It was also decided that during the lockdown period, the University Works Department should explore the possibility of getting pending construction jobs completed within the main Campus through the Labour already residing within the Main Campus after strictly following the laid down norms in view of the current COVID-19 restrictions.

Sd/-
REGISTRAR

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All concerned for information and necessary action



May 05, 2020**Minutes of the meeting of the Vice-Chancellor held with the Officers of University of Jammu on 5th May 2020 through Cisco Webex Platform**

At the outset, the Vice Chancellor welcomed all the Officers of University attending the first meeting through Cisco Webex Platform. He mentioned that though such meetings are being conducted with Senior Officials and Teachers regularly, this was the first time the meeting was convened of all the Officers. He further emphasized the need for conducting such meetings regularly in wake of the Covid-19 developments, which now have become a new way of life.

The Vice-Chancellor expressed appreciation for the Finance Wing of the University. He was pleased to share that the Joint Registrar (Finance) and his team attended their offices despite the lockdown restrictions to ensure that the salary is released in favour of all employees, in time.

He further asked all the Officers to chalk out a detailed work plan, w.r.t. their respective Sections, which they intend to follow in view of the Covid-19 restrictions so that besides routine jobs, all the essential time bound jobs are carried out in a smooth manner. He apprised the members that Examination Wing has already constituted core Committees to plan the conduct of various examinations and he expects the same from other Officers of the University.

The Vice-chancellor directed that WhatsApp Groups of all the employees of the respective Sections be formed by their Branch Officers for reaching out to the employees for urgent directions and assessment of the work. He suggested that the Branch Officers can also use Cisco Webex Platform for convening online meetings of the employees working under their control so as to avoid unnecessary gatherings.

As the Covid-19 threat shall remain, full attendance in Offices may not be possible in near future, therefore, Social distancing norms have to be followed along with other precautions such as sanitization, wearing masks, etc. Thus the work plan to be prepared by the Branch Officer must take into account all factors of attendance, social distancing, priority work, work that can be done from home, reducing file movement & switching to e-file system, etc. He further apprised the members about the suggestion given by Dr. Meenakshi Kilam, Convener of the Committee for suggesting Social distancing norms, that the scanning the dak may be done at a central office and then be circulated through e-mail.

The Vice-Chancellor further assured that all precautionary measures shall be taken and the Chief Medical Officer has already procured sufficient material such as masks, sanitizers, hand wash etc. and further demand, if any shall also be taken care of. The Vice-Chancellor asked Sh. Guneet Soodan to explore possibilities of connecting and doing office work using IT tools/platforms like e-Office, so that functioning of University is not hampered for long. Besides certain time bound issues like those of transcripts, viva-voce of research scholars, scholarships etc. can be taken up urgently.

Controller of Examinations suggested that the safety and sanctity of the official information must be kept in mind while sharing the same in the WhatsApp Groups of different Sections so that the same do not go in wrong hands. To this, the Vice-Chancellor directed that no such sensitive information be circulated without any check or proper authorization.

Deputy Registrar (Accounts) expressed his gratitude towards the Vice-Chancellor and highlighted concerns about the employees who use public transport and may not be able to attend their office due to movement restrictions, even though the University reopens partially.

Deputy Registrar (Academics) suggested that staff within 5 to 7 km radius of University may be called initially, till the transport facility is made available to others living in far-flung areas.

Deputy Registrar (Teaching wing) suggested starting of data entry of application forms for various teaching positions from home, which can further be forwarded on e-mails to Heads of the Departments for screening purposes.

Assistant Director-IT enabled services apprised the members that he was in touch with IT department Jammu and Kashmir Govt. and NIC team for procurement of software for e-Office and if we could create data centre at the University level and arrange our server, the software can be made functional. He was directed by the Vice Chancellor to complete the exercise by the time lockdown is lifted.

Sh. Sanjeev Mahajan, Administrator (General Zorawar Singh Auditorium Complex) suggested that as and when the University starts functioning, albeit partially, certain common facilities like Guest house, Cafeteria, Canteens, Library, GZSA, BRSA etc. should continue to remain closed. Further, before opening, a plan of action must be developed and those functional areas like certain sections of examinations, academics etc. which have a direct public dealing must be identified and a schedule of their working must be drawn out and notified to avoid any public rush or any inconvenience to public. This is particularly important in view of the fact that only 33% of staff shall be present at any given time. He further highlighted that the University in coordination with the nodal principal of the affiliated colleges should draw out a roadmap for its undergraduate students which are around one lakh in number in terms of their examinations, academics etc.

Medical Officer, Dr. Shabana apprised that reducing attendance will reduce exposure but not the risk. So to reduce the risk every employee should visit University every 6th day because the minimum incubation period of the virus is 5 to 6 days. If someone shows signs and symptoms of COVID-19, he/she can be placed under isolation.

Registrar, University of Jammu, besides appreciating the role of the Finance Wing of the University in braving all odds by coming to office in these difficult times, also appreciated all other offices like VC Sectt, Establishment(Teaching and Non-Teaching Wing), DAA, DIQA, Works, Media Cell, University health Centre, Security and Arboriculturist etc. for working efficiently to mitigate the hardships of all the stake holders of the University. The Vice- Chancellor also appreciated and congratulated these behind the curtain COVID Warriors for their dedicated services. Registrar opined that all officers may prepare database of all employees of their respective Sections, which will help in future for deciding employees' roster and functioning. She further expressed that to overcome the lost time due to lockdown of about 2 months, Saturdays and Sundays can be made functional or working hours can be extended for some coming months.

With reference to the functioning of IGNOU Study Centers in the University, Registrar stressed that the Coordinators of all such Study Centers must ensure that these Study Centers also follow the Social

distancing norms after the university reopens. Same instructions shall be passed on to Director, NIELIT.

She further reiterated that the branch Officers of the University need to pass on message to all the employees under their control that those who are residing in Main Campus but have gone to some other place or native places should not return till the restrictions are over.

The Vice-Chancellor directed all officers to keep their mobiles **ON** at all times so that urgent queries of employees, students and other stake holders in need, be answered promptly and enthusiastically.

Keeping in mind the Social responsibility of the University in the current difficult times when many students and parents are facing financial crunch and the economy is also showing the down trend, it was also suggested that there is a need to review the existing fee structure so as to avoid any unnecessary fee hike for the coming two years. JR(F), however suggested that a Committee needs to deliberate the matter and submit its recommendations to the Vice-Chancellor accordingly.

Arising out of discussions, it also emerged that the University may decide a mechanism to plan a Group Term /Life Insurance policy for the welfare of all its employees in order to deal with COVID-19 pandemic like difficult situations.

Sd/-
REGISTRAR

Copy to:-

- 1. All concerned for kind information and further necessary action**

May 12, 2020**Minutes of the meeting of the Vice-Chancellor held with the Officials of Academic Affairs, Research and Award, Registry, Examinations Wing, Directorate of Distance Education, Colleges Development Council and Planning and Development etc. on 12th May, 2020 through Webex App**

At the outset, the Vice-Chancellor welcomed all the Officials and shared with them the directions received from the Office of Hon'ble Lieutenant Governor's Secretariat vide letter No: LGS/10/JU/20203955 dated 06.05.2020, wherein it has been desired to undertake Micro planning on all the aspects so that accountability of making all the activities functional should be clearly defined in the proposed action plan at the University level. Besides, the guidelines issued by the UGC on examination and academic calendar for the Universities in view of COVID-19 Pandemic and subsequent lockdown should be complied in letter and spirit.

After thorough deliberations on the matter, the following decisions were taken:-

1. Since Hon'ble Lieutenant Governor (Chancellor, Universities) has already been apprised with the broader action plan proposed by the University to meet academic and the administrative time lines in the COVID-19 circumstances, therefore, in order to implement the said action plan as advised by the Hon'ble Chancellor, necessary administrative actions are required to be taken by the concerned Offices/Sections on priority. As such, all the concerned Offices/Sections particularly Academic Affairs, Research and Award and Controller Wing, shall issue Administrative orders/circulars, wherever required for the information of all the stakeholders of the University. If required, a short Press Release may also be considered to be issued in the News paper/s by the I/C Media Cell for information of the all concerned.
2. In order to keep pace with the research related activities, it was decided that the Dean Research Studies and the Controller of Examinations shall formulate an elaborate work plan, in consonance with the Social distancing norms and identify those M. Phil/Ph.D. Scholars whose reports have already been received by the University without any shortcomings, so that their Viva-voce can be conducted through Skype/WebEx based/any other platform as per the UGC guidelines.
3. The concerned Office/Section of the Controller Wing shall accordingly prepare detailed data about the total cases of Ph.D/M.Phil Scholars received, number of cases in process, number of clear cases and the number of cases still pending and provide the same to the Office of Research and Award for further necessary action at their end at the earliest.
4. Meeting of the Task Force constituted during the lockdown period shall be convened at least once a week.
5. The Office of Academic Affairs shall review the already prepared tentative Academic Calendar, strictly in conformity with the new UGC guidelines on Examinations and Academic Calendar and notify the same at the earliest. The Academic Calendar may be notified only up to completion of the admission process for the academic session 2020-21 and the commencement of the class work for the new academic session for the time being. The rest of details shall be notified subsequently after assessing the ongoing situation in the Country. Further decided that since the admission to the PG courses depend upon the declaration of UG final year/semester result, therefore there is a need to declare tentative dates for the of declaration of the UG final year/semester result results by the Controller Wing.

6. The Office of Academic Affairs shall seek details from all Heads of the Departments/Offsite Campuses with regard to completion of syllabus, pending syllabus and time required to complete the pending syllabus etc. Further, the details must be obtained faculty wise/ unit wise including Practical.
7. The Office of Academic Affairs shall also seek the minutes of the meeting of DAC of the Teaching Departments, wherever they were required to discuss these academic matters through DAC of their respective Departments as already directed by the Hon'ble Vice-Chancellor. No dilution would be allowed to be made vis-à-vis the academic standards at any cost.
8. It was resolved that every effort would be made to carry on the activities/work of the University without any halt either from Offices or from home, depending upon the situation. The concerned Head of the Department/Controlling Officer shall be responsible to assign the work to the concerned officials to be carried out either from Office or from home, as per the feasibility.
9. The process with regard to admission and contact classes for various UG and PG course would also be required to be taken up by the Directorate of Distance Education. The said Directorate, therefore, need to come out with action plan under University norms as applicable in respect of other courses of the University.
10. The concerned Office/Section of Controller Wing shall seek information from the Colleges through Nodal Principals regarding completion of syllabus, pending syllabus and time required to complete the pending syllabus on priority. The Office of Colleges Development Council shall also seek the similar information from private affiliated Colleges.
11. A revised Advisory for residential campuses is required to be issued by the Registry in view of the relaxations being given by the Government of India with respect to the movement of the public.
12. The Officials are requested to properly advise the students and try to resolve their issues on Phones. Further, in case the matter/issue does not pertain to the said Official, the concerned students should be properly guided and provided with the Mobile number of the concerned Section /Official. In case the Official receives text messages/Whatsapp messages not pertaining to their Office, the same should also be forwarded to the concerned Official with proper record, with the intimation to the concerned student. Scholars, Students, and other Stake holders are encouraged to use the helpline numbers already available on the University website, besides using other digital platforms like whatsapp and emails etc., for putting up any grievances or other issues.
13. Since the top most priority of the University Administration is the health of the Officials during this Pandemic situation, all Controlling Officers/Branch Officers are requested to plan their activities, keeping in view the safety and interest of all stakeholders, giving highest priority to the health of all concerned Officials.

Sd/-
REGISTRAR

May 14, 2020**Minutes of the meeting of the Task Force convened on 14th May, 2020 through Cisco Webex as a follow up to assess the accomplishment of Micro Level activities required to be taken by University-COVID 19**

At the outset, the Vice-Chancellor welcomed all the members of the Task Force and the subsequent discussions started with reference to the speech given by the Hon'ble Prime Minister of India on May 12, 2020 wherein he had stated that the fourth lockdown will be different, the details of the same will be given before May 18, 2020 and by following the rules and maintaining social distancing we have to fight with COVID-19 and simultaneously move forward to resume the activities. In light of this, the Task Force resolved that the University should take the following measures as a way forward:-

1. It was decided that while the efforts are being made to arrange Movement Passes for the University Officials, meanwhile, in view of the opening of the University Offices, post relaxations given by the Govt., in the lock down restrictions, the University must take the benefit of its readily available efficient pool of the experienced manpower comprising Heads of the Departments, Faculty members, Officers and other employees residing within the old as well as the new Campus of the University. As such these employees should start attending their respective Departments/Offices and resume their routine activities while maintaining the social distancing and other safety measures. It was further observed that during day time, employees are now being allowed by the Security personnel to attend their Offices provided they carry valid Identity cards and wear face masks etc.
2. Efforts must be made by the Heads of the Departments/Faculty/Officers/Staff residing within the old as well as the new Campus of the University to get their respective work areas properly sanitized. In case, a Head/Branch Officer of a particular Department /Section is not residing within the Campus or he/she is staying outside the Campus in a restricted/Red Zone area, the responsibility for getting the Department/Section opened must be assigned by such HOD/ Branch Officer to his some other Faculty member/ Colleague residing within the Campus. Further, in view of lesser workload in the current situation, all Heads of the Departments/Officers must explore the possibility of digitizing the official records so that they can accomplish their official work while working from their respective homes as well.
3. The University Advisories in relation to COVID-19 need to be issued by the Registry for the benefit of all the stakeholders of the University at the earliest.
4. The Office of Dean Students Welfare needs to conceptualize a mechanism at the earliest whereby the movement of Vehicles can be restricted in the Campus once it is re-opened. Further, the no. and the location of the University Gates to be opened for the general public as well as for the employees must also be decided so that proper thermal screening be carried out while maintaining the strict social distancing norms. The same mechanism shall also be applicable for the Offsite Campuses as well.

5. The members stressed that the Finance Wing of the University should look into the need for increasing the Budget allocations vis-a-vis the health/medical requirements of the University, in view of the circumstances arisen due to COVID-19. The infrastructure of the University Health Centre also needs to be improved on priority.
6. During deliberations, the matter regarding breakdown of electricity in the Department of Physics for the last more than 15 days also came up for discussions. It was reiterated that utmost care must be taken by all the concerned Officials to resolve such issues timely and if required, they must bring the difficulties/any issues being confronted by them in this regard to the notice of the higher authorities, so as to solicit their intervention. Such emergent issues must not be taken casually in future and be followed up vigorously with all the concerned Sections for early resolution.
7. The need for changing the practice of obtaining five copies of printed thesis from the Research Scholars for getting them evaluated from the external experts in the current situation, was also felt in view of the present circumstances. It was decided that the Office of the Dean Research Studies should examine and prepare a proposal exploring the possibility of taking the thesis in PDF format for submitting the same to the external Experts online for evaluation purposes within the statutory framework of the University and later on the hard copies of the same can be obtained from the Research Scholars once the normal functioning of the University is resumed. The practice being followed by the neighboring Universities must also be kept in mind while preparing the said proposal. It was also decided that possibility be explored by the DRS Office for asking the Scholars to submit their NOCs before opening of the reports in the DRS Office.
8. Further, the Office of Sh. Vikram Sahi, Dhanvantri Library must remain operational so that the work of the Research Scholars be carried on smoothly. The Scholars may be asked to send their thesis on line to Sh. Vikram Sahi for getting their thesis screened w.r.t the Plagiarism requirements. It was also observed that there is a need to have a relook into the existing practice of placing the Plagiarism report given by the Office of the Dhanvantri Library before all the members of the Departmental Research Committee (DRC), before forwarding the same to the Offices of DRS/COE so that the time consumed by the Scholars in getting the signatures from members of the DRC could be saved. The Office of the Dean Research Studies was asked to examine and put up the said proposal before the competent Authorities of the University.
9. In view of the long closure of the Departments/Wings due to COVID-19, it was suggested that all the Branch Heads/HODs must get the batteries of the GENSETS installed in their respective areas properly checked/maintained in view of the fact that these were not functional for the last more than 40-50 days.
10. Despite the sad demise of her Uncle, the efforts put in by the Director, DIQA for preparing and submitting the document regarding norms for Social Distancing and other safety measures were deeply appreciated.
11. The Vice-Chancellor also appreciated the voluntary initiative taken by Prof. Yash Pal Sharma, Department of Botany in taking extra pains for ensuring the maintenance of the famous Botanical

Garden of the University during the lockdown period and said that the same spirit should be emulated by others as well.

12. Since the top most priority of the University Administration is the safety of all the Officials during this Pandemic situation, all Controlling Officers/Branch Officers must plan their activities, keeping in view the safety and the interest of all stakeholders.

**Sd/-
REGISTRAR**



May 14, 2020**MINUTES OF THE MEETING OF OFFICERS REGARDING THEIR WORK PLANS
CONVENED BY THE VICE-CHANCELLOR ON WEBEX PLATFORM ON 14TH MAY 2020**

The Vice-Chancellor while appreciating the sincere efforts made by some of the Officers of the University in ensuring the smooth functioning of some key offices, welcomed all the Officers and advocated on gradual revival of normal functioning of all the Administrative Wings/Sections of the University as per the roadmap given by the Hon'ble Prime Minister of India on May 12, 2020 wherein he had stated that the fourth lockdown will be different, the details of the same will be given before May 18, 2020 and by following the rules and maintaining social distancing we have to fight with COVID-19 and simultaneously move forward to resume the activities.

The Officers were then asked to brief about their Section wise work assignments currently being undertaken by them and also to submit their future work plans with defined timelines and the steps proposed to be taken by them in this regard, on the Workplace created on the University website. The Vice-Chancellor categorically asked all Officers to act as role models in their respective work areas so that the staff working under them also get motivated to perform with renewed zeal, while strictly maintaining the social distancing norms as well as the COVID-19 protocol.

The Officers, apprised the house, one by one, about the work assignments already undertaken by them as well as the new work priorities proposed to be undertaken by them in near future. During detailed deliberations, the following were resolved:

1. Chief Coordinator Campuses, University of Jammu was suggested to coordinate with all the Rectors/Directors of the offsite Campuses for ensuring the infrastructural facilities like Video conferencing, internet connectivity through leased lines/broadband for ensuring connectivity through Webex etc., in all the Offsite campuses of the University so as to facilitate meetings and monitor the work assignments from the Main campus in view of the new requirements of the changed circumstances.
2. Need for strong inter-departmental linkage/rapport amongst all the Departments of the University was re-emphasized so as to ensure smooth flow of the desired information for speedy disposal of the urgent matters.
3. Policy guidelines regarding promotion/examinations of the students to next semester for Under Graduate and Post Graduate courses especially the terminal semesters need to be framed in accordance with the UGC guidelines by the Examination Wing.
4. Policy regarding allowing the entry to the students and visitors once the University reopens for its normal functioning, needs to be framed on priority in view of the social distancing norms. Window based settlement of queries, submission of forms, fees etc. need to be activated and put in place before the entry of students and general public is allowed by the Examination Wing. Proper check points, information counters regarding the health details and thermal gun check up etc. needs to be put in place by the respective Departments as well as by the Offices of DSW, DDE etc.

5. Tentative Academic Calendar needs to be circulated to all Heads of the Departments and the meeting of the Academic Council be convened on the Webex platform by the Academic Section shortly.
6. The University being constrained to initiate the process for fresh engagements of the contractual faculty, in view of the Covid-19 circumstances, it was decided that as already resolved in the overall Action Plan of the University, the services of the Contractual faculty already engaged by the University during the last academic session, after following the due selection process, shall be hired for the next academic session as well. The said arrangement shall however be implemented on the basis of the actual faculty requirements projected by the respective HODs/DAC, keeping in mind the allocation of adequate workload as per the UGC norms. The detailed information in this regard in respect of the Main as well as all the Offsite Campuses of the University, must reach the DR (TW), latest by 15th June, 2020. Further, the re-engagement of any such contractual faculty shall be subject to the satisfactory feedback reports from the students and their respective HOD.
7. Meanwhile, all the contractual faculty must ensure that the syllabus of the courses being taught by them gets completed latest by 31st May, 2020 and a certificate to that effect shall be given by each of them to their respective HODs. The re-engagement of the existing contractual faculty shall be done initially for a period of three months, further extendable with usual breaks as per norms. The period with effect from 1st June, 2020 to 30th June, 2020 shall be treated as break for such contractual faculty members and no remuneration or consolidated salary shall be payable to them for this period.
8. Recruitment process for filling of vacant positions of Assistant Professors and above need to be carried out on fast track. To start with, the I/C (TW) and the DR(TW) shall make all efforts for getting the screening/scrutiny of the application forms received in respect of the Assistant Professors completed at the earliest. Objections shall be invited and in case of the Departments where this process has already been completed or is likely to be completed in next few days, PRO (VC Sectt.) shall be approached by the Teaching Wing to explore the possibility for conducting the Selection Committee meetings through regular/digital modes at the earliest. PRO(VC Sectt.) under the current circumstances, shall also study the recruitment practices being followed by other Universities of the Country in this regard. Further, with respect to the vacant positions of Associate Professors and the Professors, the Teaching Wing shall take up the matter with the I/c (C &R) and PRO(VC Sectt.) at the earliest, for calculation of the API Scores, evaluation of the publications, etc.
9. It was also decided that the Establishment (Non-Teaching Wing) would re-assess the Outsourced manpower requirements in case of Main as well as the Offsite Campuses of the University in consultation with the respective Controlling Officers at the earliest and the Outsourced manpower shall be allowed only in case of dire necessity supported with proper justifications, once the University reopens for the normal functioning and the agreement with the Manpower Contractor is renewed.
10. The Officers of the Examination Wing shall submit the schedule regarding conduct of the examinations and the results of the semesters, where the examinations have been already conducted, at the earliest.

11. The Requests of the Candidates who have applied for verification of their degrees through employers or personally shall be disposed off on priority.
12. Mechanism for restricting the movement/parking of Vehicles in the University once it resumes the normal functioning, needs to be devised by the Office of Dean Students Welfare at the earliest whereby the number and the location of the University Gates required to be opened for the general public as well as for the employees must be decided so that proper thermal screening be carried out while maintaining the strict social distancing norms.
13. Director College Development Council shall submit work plan regarding the new affiliation/extension in the existing affiliation of the colleges, till the physical inspection of the colleges become possible so that admission to various programmes is not delayed. The issues pertaining to the UG admissions in Colleges shall also be appropriately looked into.
14. University Works Department shall immediately resume construction activities with the local engineers and the labourers. The matter regarding issue of Movement passes to these contractors and the labourers shall be sorted out by the Registry on urgent basis.
15. Central Library should resume functioning with respect to providing on line journals, e-resources to faculty, check plagiarism of Ph.D thesis etc. and the Library staff must start attending their duties on rotational basis, till the University reopens for its normal functioning. However, reading rooms, stacking areas etc., in Central Library shall continue to remain closed.
16. Services Section of the University must immediately initiate the process of assessing the central level requirements and start preparations for floating tenders etc. for finalization of the Vendors/Annual rate contracts/AMCs etc. in respect of the required items. In order to facilitate the Sections for timely procurement of the consumable items, I/c (Services) may explore the possibilities for bifurcating his total allocated budget/ annual grant under the head "Consumables" into the Section wise annual requirements and then all the Branch Officers can be authorized to purchase the required consumable items at their own level by following all Codal formalities /GFR rules, within the allocated budget grants.
17. In case of the Sections of University involving massive daily correspondence besides the frequent file movement, approvals should be sought through e-mails /on WhatsApp in the current circumstances and once the University resumes its normal functioning, the approvals earlier sought through the digital modes must be formalized properly.
18. In order to speed up the recruitment process for the non-teaching positions, a mechanism for conducting Common Entrance Examination for various cadre wise Non-Teaching vacant positions needs to be devised and placed before the Competent bodies of the University for approval on the lines of the pattern proposed to be followed by the Central Govt.

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

Sd/-
REGISTRAR

Copy to:-

- 1. All concerned for kind information and further necessary action**

University of Jammu

Minutes of the meetings of the Computer Professionals regarding their Work Plans convened by the Vice-Chancellor on 18th and 19th May 2020 on Webex Platform

The Vice Chancellor while holding the first Web meeting with the Computer Professionals of the University, welcomed the members and apprised them that Web based meeting is going to be a regular feature in view of Covid19 restrictions. He said that the University has lot of expectations from Computer Professionals in terms of new ideas and solutions. The Vice Chancellor also mentioned that he has held several meetings with Senior functionaries, Deans/Rectors/Directors/HoDs/faculty and officers of the University. In all these meetings many creative solutions have been found and implemented. The Vice Chancellor also told that **Workplace** has been set up in which many groups have been created and faculty members are actively using that platform. He also laid stress that Digital working is the only way forward for the University through which physical distancing and other guidelines as laid down by the Govt of India and Union Territory of Jammu & Kashmir can be strictly followed. Only IT interventions can provide solutions towards the attainment of digitalization and automation of the various processes of the University. The Vice Chancellor particularly emphasized to explore new areas and processes that can make value addition in the already existing IT solutions in the University.

After threadbare discussion, the following decisions were taken :-

- It was felt that some more processes that are currently undertaken manually by the Sections of Registration, Examination and Evaluation should be integrated in the existing portal for Pre Conduct Examination that caters to more than 2 Lakh students in a year in which the process from Enrolment to the issuance of Admit Card is done online. The concerned users i.e. Colleges, dealing Assistants of Registration Section, Examination Section and the Computer Centre are entering/updating/printing the data/reports in a Centralized database which contains data of all the students of CBCS/Non CBCS Undergraduate Students (BA/BSc/B.Com/BBA/BCA/BSc Home Sc.). He directed the I/C Computer Centre to submit a proposal within 2-3 days for taking up the remaining tasks of computerization of various processes mentioned above.
- It was informed in the meeting that as per the directions of the Vice Chancellor several resources of the Central Library were made accessible to Research Scholars, Faculty members so that they could access the journals from home during the lockdown period. This step has been greatly appreciated by all the stakeholders. The Vice Chancellor directed that series of Lectures, Webinars etc. involving Scholars and the Faculty should be started under the aegis of the Central Library and Sh. Vikram Sahi shall therefore, initiate all necessary steps in this regard at the earliest. The Vice-Chancellor urged the Computer professionals to start writing research papers in the quality journals with the assistance of other faculty colleagues. He further

suggested that as a mark of recognition for the hard work and the brainy efforts put in by the Computer professionals in developing the quality software/modules, these software/modules should be easily recognised by the Team names of all those who developed them.

- Members were apprised that for Examinations in all courses, the Fees are received through the Payment Gateway only. Till date more than 90% of the Fee is received by the Exam Wing through online mode. The process of collecting Fee from the PG Departments of the Campus and some other allied fees shall also be collected only through the online mode in coming weeks. All the documents like Migration certificate, generation of Duplicate marks card shall be prepared by the concerned dealing Assistant on the basis of the online fee. A mechanism in this regard has already been setup so as to facilitate the Students by minimizing their need to visit the Examination Wing of the University. The process of providing Computer System, Printer and UPS to all the Sections of the Controller Wing is underway. The process of putting signatures of the Head of the Department and the Controller of Examinations on the marks Card with all necessary safeguards, was also discussed and Sh. Ravi Kant was entrusted with the responsibility for accomplishing this task.
- PFMS system has already been setup in the University and EAT module will be implemented as soon as the University resumes its full functioning. Dr. Dinesh Gupta and Sh. Manoj Chouhan were entrusted with this responsibility. Dr. Dinesh further apprised the members that trials were in process since Jan 2020 and the system was to go live in the month of April 2020 however due to the lockdown it got delayed. All accounts related to the funds received from the State Govt, RUSA etc. shall be maintained through PFMS only.
- Budget allocation is being done online. University shall very soon shift the accounting system from single entry to the double entry. Also the fee collection related to the Examination Wing, received from the Banks is being verified. The Vice-Chancellor stressed the need for using the Digital Signatures in every financial transaction so as to minimize the physical movement of the papers in the Budget and Accounts Section. He further desired that from now onwards all the software developed in finance section should contain inherent mechanism for the Digital signatures.

Arising out of these discussions, the following Teams were constituted for developing the software/modules within a stipulated time frame, so that these can be used by the different stakeholders of the University :-

1. Modules for GP Section, Salary Section and implementation of Digital Signatures etc.

a. Team Members:

- i. Sh. Manoj Chouhan, Sh. Vinod Parihar, and Sh. Bikram Magotra

The team members may seek guidance from Sh. Ravi Kant (Programmer-Examination Wing) as and when required.

2. Management and implementation of complete PFMS System in University

Dr. Dinesh Gupta, Programmer (EDP) Finance Wing

3. Development of Software for the Services Section, Non Teaching and the Teaching Wings etc.

a. Team Members:

- i. Sh. Anil Tickoo, Sh. Sanjay Manhas, Ms. Archana Sharma, Sh. Narender Chand and Ms. Nidhi Vaid

4. Development of the Intranet in the Campus

a. Team Members:

- i. Sh. Amit Mahajan, Sh. Sanjay Manhas, Sh. Narender Chand and Sh. Nikhilesh Sharma

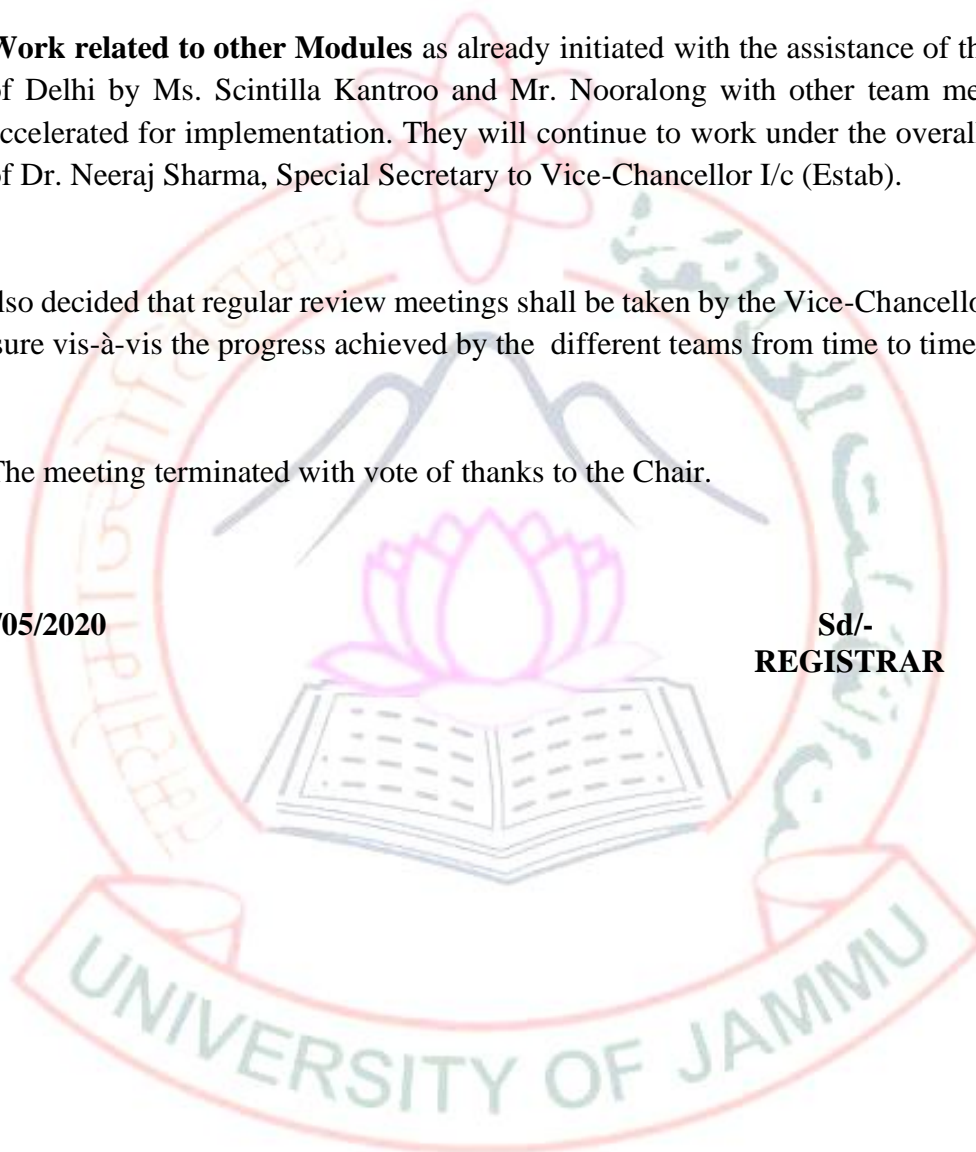
5. **Work related to other Modules** as already initiated with the assistance of the University of Delhi by Ms. Scintilla Kantroo and Mr. Nooralong with other team members to be accelerated for implementation. They will continue to work under the overall supervision of Dr. Neeraj Sharma, Special Secretary to Vice-Chancellor I/c (Estab).

It was also decided that regular review meetings shall be taken by the Vice-Chancellor as a follow up measure vis-à-vis the progress achieved by the different teams from time to time.

The meeting terminated with vote of thanks to the Chair.

Dated:- 20/05/2020

**Sd/-
REGISTRAR**



April 09, 2020

UNIVERSITY OF JAMMU

CIRCULAR

Subject:- Threat of Novel Coronavirus (COVID-19)- Advisory for the Residents of Old Campus, New Campus and the residential areas of Offsite Campuses (wherever such facility exists).

The following is hereby circulated for the safety of all residents, residing at old/New University Campuses and Offsite Campuses (wherever such facility exists), in view of the Novel Coronavirus scare and advisories issued by the various Government agencies from time to time.

1. No employee or any of his/her family members residing in old/main Campuses/Offsite Campuses (wherever such facility exists) should leave the Campuses for their native places of residence or any other far away destination. For any unavoidable circumstances which warrant such exit, the Dean Students Welfare (for main campus) or Rector/Director (concerned Offsite Campus) should be requested in writing or through other social/digital platforms about the duration, purpose of leaving and the place of destination. However, the employee must not leave the campus till formal permission is received.
2. An employee or any member of his/her family who has already left the Main Campus/Offsite Campus and is intending to return to his/her official residence inside Main Campus/Offsite Campus should mandatorily inform the Dean Students Welfare/Chief Security Officer/Medical Officer/respective Rector/Director, Offsite Campus beforehand. **Non-compliance of these directions shall invite strict action.**
3. All residents should genuinely try to avoid entertaining guests/relatives. However, in case of any unavoidable circumstances, the same should immediately be reported to the Dean Students Welfare/Chief Security Officer/respective Rector/Director, Offsite Campus.
4. The residents should avoid assemblies and congregation inside the Main Campuses/Offsite Campus and should ensure maintaining social distance from each other. Use of common taps, public washrooms, toilets and other such utilities should be avoided as much as possible. The children should be educated to avoid playing in the playfields and parks in groups and be given alternative play options at home or engaged in other creative activities.
5. Utmost care with respect to the social distancing should be taken in respect of elderly parents and children, in particular.
6. The advisories being issued by the Government from time to time should be adhered to. In the event of any health related issue, University Health Centre should be approached immediately.
7. The Medical Officers of the University should also maintain close vigil/supervision about the health conditions of all the inmates of the residential areas.

Cooperation of all the residents is solicited please.

**Sd/-
REGISTRAR**

Dated: April 09, 2020

Copy to:-

All concerned for kind information and cooperation, please.

April 10, 2020

UNIVERSITY OF JAMMU

CIRCULAR

Subject:- Action plan to prevent the spread of Novel Coronavirus (COVID-19) in the residential areas of Old and New Campuses and the Off-site Campuses(whenever such facility exists).

In continuation to earlier circular **dated April 09, 2020** with respect to the Novel Corona V irus scare and the advisories issued by various Government agencies from time to time, the following control mechanism shall be implemented for the safety of all residents, residing at Old and New University Campuses and Offsite Campuses (whenever such facility exists):-

1. Every family residing in the Campus must restrict/minimize their movement to visit outside the Campus (Old and New University Campuses/ Offsite Campuses) and only one family member should move out of the Campus maximum for twice or thrice a week for obtaining essential commodities from the market. The Security Staff on duty must ensure that this restricted movement mechanism be strictly adhered to by the residents, residing at old/New University Campuses and Offsite Campuses (whenever such facility exists).
2. The Security Staff should further ensure that no movement of residents (entry as well as exit) is allowed after **9.00 p.m. daily**.
3. All residents must try to avoid entertaining guests/relatives and restrict the movement of outsiders, unless some compelling situation so warrant. The Security Staff on duty shall maintain a proper record of the movement of visitors/outsideers in the movement Register as per the format annexed herein below as **Annexure-A**. The Chief Security Officer shall be responsible for furnishing such record to the concerned Medical Officer through email/ digital platform or whatsApp **twice a day i.e. at 3.00 p.m. and 9.00 p.m.** daily with copy endorsed to the Registrar and DSW.
4. The Chief Security Officer shall also request Secretaries/Authorized Representatives of the Welfare Associations of Old and New Campuses/Offsite Campuses (whenever such facility exists) to immediately get the data prepared of their respective Campuses in respect of all the Quarters as per the format annexed herein below as **Annexure-B** and furnish the same through email/ digital platform/whatsApp to the Registrar/Concerned Medical Officers, University Health Centre for their record and for taking further appropriate necessary action at their end.
5. For the purpose of 24x7 effective monitoring of COVID-19 related measures and taking timely necessary action thereof, **Dr. Bharat Bhushan** shall be solely responsible for the **entire old Campus area including all Hostels** and **Dr. Shabana Azmi** shall be solely responsible for **the entire New Campus area including all Hostels** in addition to their other already assigned duties.

Both the Medical Officers and the **Chief Security Officer, Capt. S. R. Dubey (Mob-9419180981)** shall maintain close coordination with each other for putting in place a robust Control

mechanism in this regard. The Chief Security Officer shall also provide duty rosters of Guards on duty on the main entry/exit gates of the old as well as the new Campus along with their phone numbers to both the Medical Officers.

6. **Dr. Shabana Azmi** shall put up all materials and other related requirements to the Chief Medical Officer in respect of the areas covered in the New Campus and Hostels therein, who shall arrange and provide the same to her within the earliest possible time frame, under intimation to the Registrar.
7. Though the University Health Centre is working from **9.30 a.m. to 5.00 p.m. on all working days** with two Medical Officers and other supporting staff, both the Medical Officers are already providing healthcare services **24x7** through telephone call, whatsapp or messages as and when required and shall also maintain regular follow up with the cases under their observations wherever required. For convenience of all the residents, the details of phone numbers of both the Medical Officers are given below:

S. No.	Name of the Doctor	Mobile No.
1.	Dr. Bharat Bhushan	8492947907 9419111946
2.	Dr. Shabana Azmi	7006134344 9906208003

8. Further, the Health Centre of the University shall be responsible for regular compilation and circulation of the Advisories issued by various Government Agencies from time to time, with respect to COVID-19 for the general awareness of all stakeholders of the University.

Cooperation of all the residents is solicited please.

Sd/-
REGISTRAR

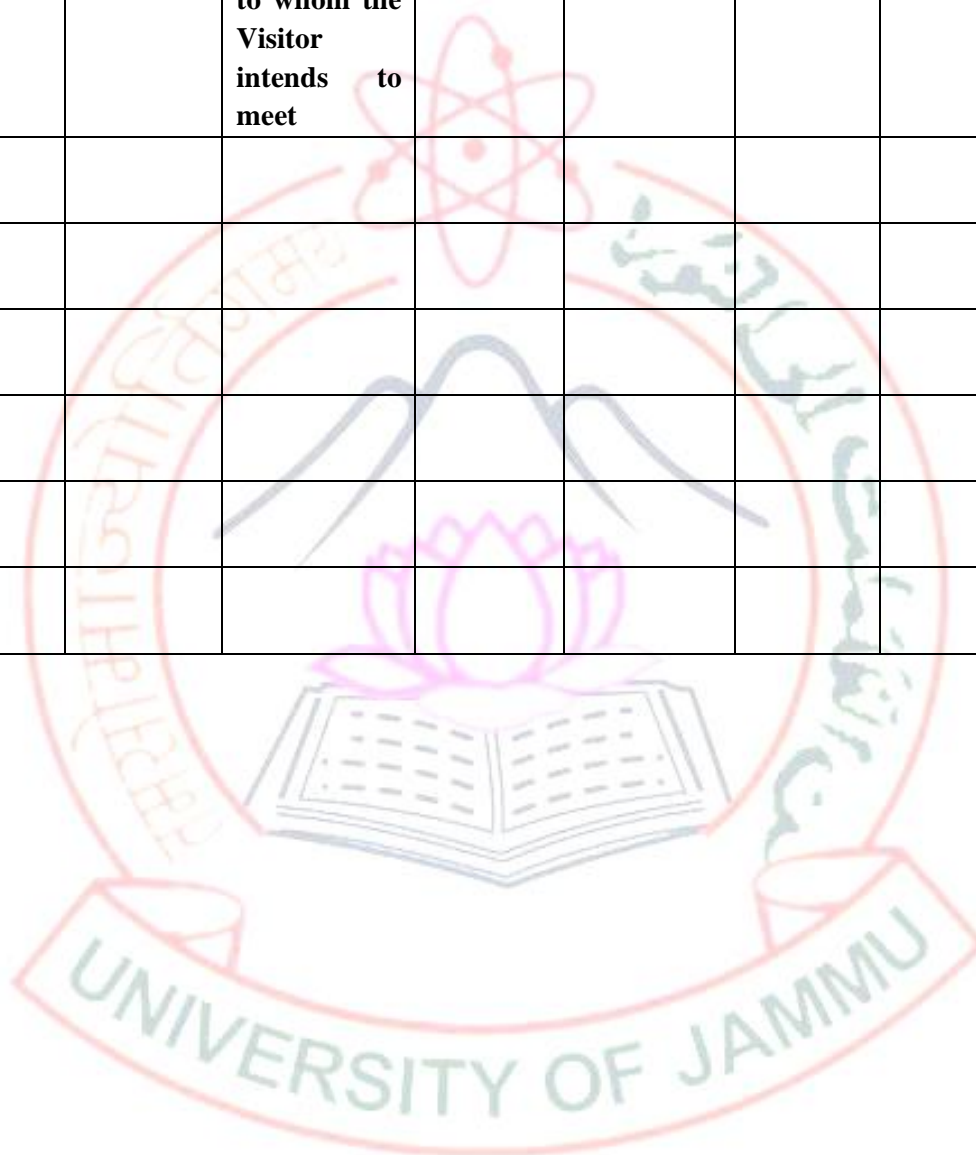
Dated: April 10, 2020

Copy to:-

1. **All members of the Task Force on Covid19**
2. **Spl. Secy. to Vice-Chancellor**
3. **Sr. P.A. to Registrar**
4. **Dean Students Welfare**
5. **Provost Hostels (Boys/Girls)**
6. **Both Medical Officers**
7. **Administrator-Official whatsapp Groups**
8. **Chief Security Officer**
9. **All concerned**

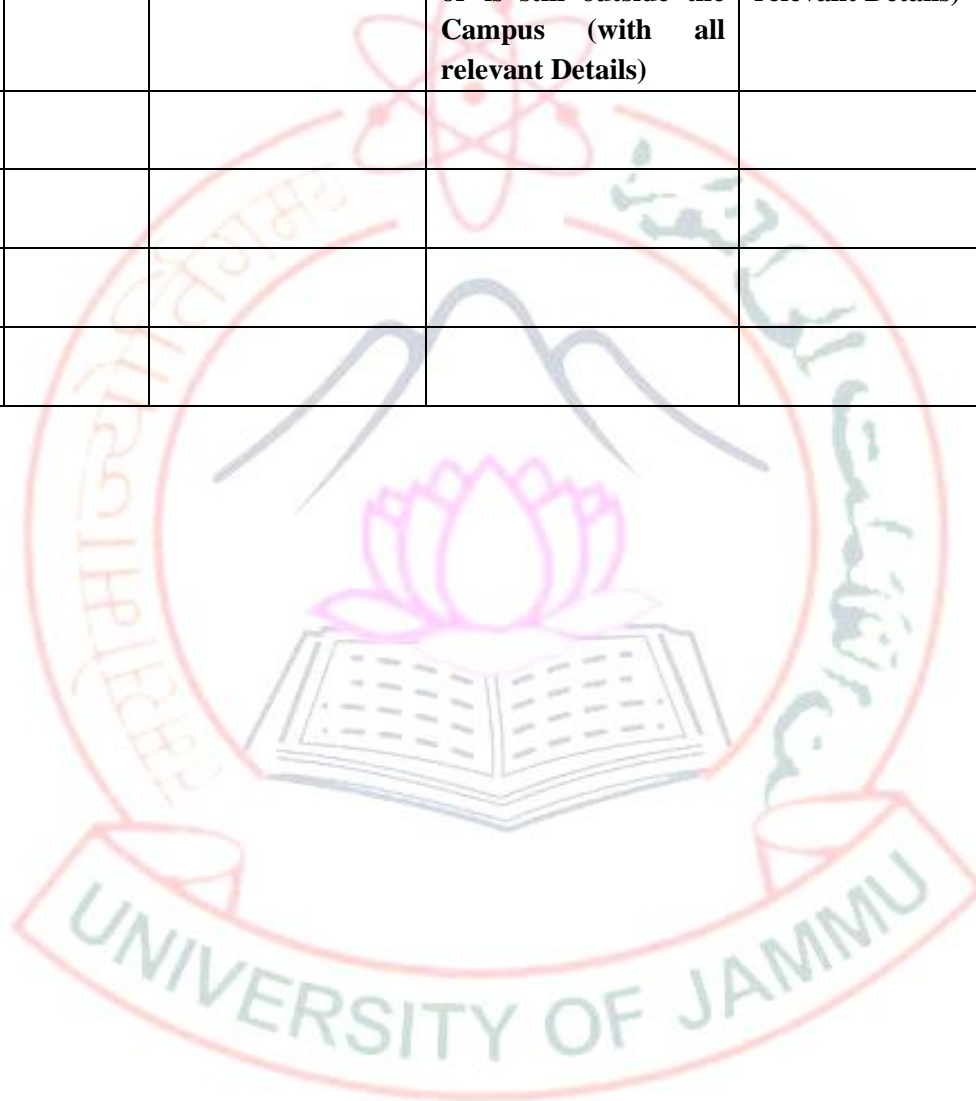
Annexure-A

S. No.	Name of Visitor/Guest	Total No. of Visitors	Address and Mobile No. of the Visitor	Name & Mobile No. of the Official residing in the Campus to whom the Visitor intends to meet	Purpose of visit (Official/Private)	Date & time of entry in the Campus	Date & time of exit from the Campus	Type of Vehicle & Vehicle No. (If Any)	Signature of the Visitor



Annexure-B

S. No.	Name of the Official and the Quarter No.	No. of family members residing in the said Quarter	Whether any Visitor/ Outsider visited their residence and is still residing in the Campus after 15 th March, 2020 (with all relevant Details)	Whether the Official occupying said official accommodation or any or his/her family member has remained outside Campus for more than one day after 15 th March, 2020 or is still outside the Campus (with all relevant Details)	Whether any Quarter is found locked and the family has already left after 15 th March, 2020 and is still outside the Campus (with all relevant Details)	Additional Details, if any



May 07, 2020**UNIVERSITY OF JAMMU****ORDER**

Whereas, the University Grants Commission on 29th April, 2020 circulated guidelines on Examination and Academic Calendar for the Universities in view of COVID-19 and subsequent lockdown. The said guidelines are advisory in nature and the Universities need to chart out its own plan of action taking into consideration the issues pertaining to COVID-19 Pandemic and ensuring social distancing.

Whereas, the Secretary, University Grants Commission vide another letter dated 4th May, 2020, in continuation to the guidelines dated 29th April, 2020 reiterated that the previous guidelines are advisory in nature and the Universities may accordingly plan their activities keeping in view the safety and interest of our stakeholders, giving highest priority to health of all concerned, while adopting and implementing the guidelines. The Secretary, UGC has further informed that the Universities may also take measures for internship and other related activities.

Whereas, the Secretary to Government, Higher Education Department, Govt. of J&K vide Government order No.234-JK(HE) of 2020 dated 05.05.2020 regarding opening of offices of Universities/Colleges in the UT of J&K, ordered that pursuant to the directions of Hon'ble Lt. Governor, J&K, UT, the class work of all the educational Institutions will remain closed till May 30th, 2020. However, in the interest of the administration, Offices of Vice-Chancellors including Heads of the Departments shall start functioning from 06.05.2020 with minimum 30% staff strength on rotation basis. Similarly, duty roster of non teaching staff on rotation basis shall also be drawn to start routine official work as assigned by the Controlling Officers of the Institution. The order further stated that Research Scholars are also permitted to start their activities in the lab while strictly observing the COVID-19 protocol. All staff detailed for duties shall observe/follow COVID-19 protocol and safety precautions issued by the Ministry of Health and Family Welfare, GOI from time to time particularly: -

- a) Regular Hand Wash/Sanitization and maintaining proper hygiene.
- b) Mandatorily wearing Mask.
- c) Maintaining social distance etc.

Whereas, it may be pertinent to mention here that in view of various COVID-19 related advisories and the guidelines received from the Govt. from time to time, the University had proactively, already constituted a Task Force headed by the Vice Chancellor and twelve other Committees headed by Senior Academicians to look into various aspects with respect to ensuring the smooth functioning of different functional areas of the University in the current situation. On the basis of the recommendations of these Committees and the direct monitoring of the situation by the Vice-Chancellor with all these functionaries, the working of the University is being carried out and reviewed continuously to take remedial measures as situational demand.

Whereas, in view of the above guidelines/ the directions of the Hon'ble Lt. Governor, J&K, UT and the steps already taken by the University in this regard, the matter was again thoroughly considered and deliberated in a meeting of the COVID-19 Task Force convened by the Vice-Chancellor, University of Jammu, comprising Senior academicians and other Officials of the University today 6th May 2020. The Members while honouring the directions of Hon'ble Lt. Governor, J&K, UT, to be implemented in letter and spirit, were of the firm opinion that the safety and health of each and every

stakeholder of the University must be given paramount importance.

Therefore, on the basis of the resolutions of the Task Force, it is hereby ordered that the University of Jammu, so as to ensure its smooth, safe and secure functioning, shall adopt the following work mechanism till the lockdown restrictions are lifted by the Govt. :-

1. The Offices of Vice-Chancellor and few other important Administrative Offices shall continue to function. However, these Offices will not allow any visitors/outside/General Public till further orders. All meetings will be held through digital platforms and unnecessary files movement will not be allowed.
2. The employees providing essential services shall continue to perform their duties with the same zeal and enthusiasm as they have been performing since the declaration of the lockdown by the Govt. They have already been provided Movement Passes by the District Administration on the request of the University.
3. While during next 4-5 days, the University shall be sanitizing and fumigating all the Work areas/Offices of the University, and after ensuring the availability of masks and sanitizers, to begin with some more Offices to the level of Deputy Registrars and above shall be made functional. However, persons with co-morbidities, those having children below 05 years and those aged 62 years or above shall continue to work from home as per health advisories. Further, pregnant women are advised to continue working from home. Meanwhile, the University shall explore the possible options with the District Administration like arranging Movement Passes, availability of public transport etc. to mitigate the hardships faced by the employees for attending their duties during the lock down period. After such arrangements are put in place, the local employees (minimum 30% as per roster to be set up) other than those covered under essential services, shall be called for duty. These employees shall complete their work assignments under the supervision of their respective Controlling Officers by strictly observing the COVID-19 protocol and safety precautions issued by the Ministry of Health and Family Welfare, GOI from time to time. Detailed work plans formulated by each Section shall be periodically reviewed to meet the specified deadlines.
4. No employee of the University from any restricted zone/areas shall be permitted to enter the University in connection with his/her assigned official work. Such employees will be encouraged to work from their respective homes.
5. All Examinations shall stand suspended till further orders and the University shall shortly notify its revised tentative Academic Calendar for information of all its stakeholders.
6. The period up to 30th May, 2020 shall be treated as preparatory one, wherein the University shall make every effort to put in place the required mechanism as well as the essentially required infrastructure, safety equipment, gadgets etc. for smooth implementation of the revised Academic Calendar in conformity with the UGC and COVID-19 related safety guidelines notified by the Govt. from time to time.
7. Hostels shall remain closed and no Students/Boarders/Outsiders shall be allowed to enter the University Campus till it is opened for the resumption of regular class work. In order to ensure safety of the Students/Scholars availing the hostel facilities, existing hostel facilities will be required to be re-evaluated during this time in view of the current COVID-19 related safety requirements before these are opened for the regular use of the boarders.
8. Common facilities like Guest house, Cafeteria, Canteens, Central and Departmental Libraries, GZSA, BRSA etc. shall continue to remain closed till further orders.
9. Preparations of the University made in this regard during the period up to 30th May, 2020 shall again be reviewed, before the University is opened for its normal functioning.

10. In the meantime, Teachers shall continue to provide online education to the students.
11. The Scholars shall continue to perform their research work through various online modes as already notified by the Dean Research Studies, University of Jammu, from their respective residential places. In the meantime, the University will undertake preparation of Research Calendar, extensive sanitization of the hostels, scholars reading rooms in the Central Library, Laboratories in different Departments and development of mechanism for ensuring the social distancing and other parameters of Covid19 protocol.
12. The University shall continue to respond to the queries of all its students/stake holders through the already dedicated Student helpline numbers/Counselling cells till it becomes fully operational and all efforts shall be made to meet the emergent/genuine requirements of the Students/Scholars/other stake holders through different online/digital modes, wherever possible.
13. All the employees besides observing all safety precautions issued by the Ministry of Health and Family Welfare, GOI from time to time, shall mandatorily use 'Aarogya setu' mobile App in their mobile phones in compliance with the order and the directions issued by the Deputy Secretary to Government of J&K, General Administration Department, Civil Secretariat, Jammu vide Government order No.532-JK(GAD) of 2020 dated 06.05.2020.

**Sd/-
REGISTRAR**

Dated: 07/05/2020

cc:

1. Spl. Secretary to the Vice Chancellor
2. Sr.P.A. to the Dean Academic Affairs /Registrar /Dean Research Studies/Controller of Examinations/Dean Planning & Development/DDE/DCD
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Student Placement/I/c Librarian, Dhanvantri Library
5. All Heads of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/Exams)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator, NSS
11. All Wardens of University Hostels/ Manager Guest House
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File

May 09, 2020**UNIVERSITY OF JAMMU****CIRCULAR**

In view of the requests made by the Campus Welfare Committee of the respective Campuses/Residents, the Advisory note issued on 09 April 2020 in view of the safety concerns for the residents of the Old/New campuses, stands amended/modified to the extent as mentioned below :

1. All the residents should continue to avoid entertaining guests/relatives. However, in case of any unavoidable circumstances, the permission for their entry shall be obtained from Dean Students Welfare who will direct CSO for necessary action. All particulars of permitted visitors shall be mandatorily entered in the entry register at the gate.
2. Also, the residents should collect the home delivery of essential items/vegetables/groceries from the gate. However, in case of any unavoidable circumstances, the security personnel on the gate shall be informed to allow the entry of the delivery boy at the risk and responsibility of the concerned campus resident. In such case, the security staff shall ensure that proper entry is made and also the delivery boy must be wearing face mask and hand gloves.
3. The entry of the persons on the request of residents for making urgent repair of AC/COOLER/WASHING MACHINE/ELECTRIC or ELECTRONIC ITEM/ PEST CONTROL etc. shall be allowed only after making proper entry at the gate after confirmation from the residents.
4. No domestic help shall be allowed from outside, whereas permission shall be given if any such arrangement is made from within the campus.

In spite of such above relaxations, it is reiterated that all the residents should take adequate precautions against covid19 as per the advisories issued by the university as well as the Government from time to time and try to minimize the contact with guests/relatives or any other outsiders wherever possible.

Cooperation of every stakeholder is solicited please.

Sd/-**Registrar,**

Dated: 09-05-2020

Copy to –

All concerned

May 14, 2020**UNIVERSITY OF JAMMU****Subject: Health Advisory for the employee returning to his /her residence in old or new University campus from within or outside Jammu District**

In wake of covid-19 pandemic in the world, following is hereby circulated for the safety and compliance of all residents of both new and old campuses:-

1. Every employee who intends to return to his/her residence in old or new University campus, from green zone area from within the Jammu district or from outside the Jammu District, must seek prior permission from DSW/CMO before entering the campus. All such employees (each member of the family accompanying the employee) will have to mandatorily fill self- declaration form(ANNEXURE)regarding their travel and medical history at main gates of concerned University campus. They shall be thoroughly examined by the Medical Officers of the University and even in case of negative symptoms/absence of travel history to corona virus affected countries/areas, no contact with positive or suspected corona patient, they shall mandatorily follow 14 days home isolation with all precautions as advised to them through Whatsapp/SMS by the University Medical Officers. Under no circumstances, such employees would be allowed to attend social or religious gathering within or outside campus during the isolation period.
2. Employees travelling from red zone/containment area will not be permitted to enter in the University campuses.
3. Every such employee and his/her family member must follow the safety measures all the time as notified by the Govt. from time to time like frequent hand wash with soap or sanitizer, keep social distance and wear masks etc.
4. If symptoms (i.e cough, fever, difficult breathing) appear, he/she should immediately contact residential MO or nearby hospital or Corona virus helpline.
5. Any breach of protocol of home isolation by any such employee or his/her family member shall be viewed seriously and strict disciplinary action under rules shall be initiated against the violator employee including cancellation of the permit for residence in the campus.

Sd/-**Registrar,
University of Jammu,
Jammu****Dated:14/05/2020**

UNIVERSITY OF JAMMU**SELF REPORTING FORM**

(For all employees, their family members of old and new University Campuses arriving from out of Jammu City are required to fill up performa. You are requested to provide the following information to safeguard your own health)

1.	Name of employee/family members	
2.	From where he/she coming from	
3.	Destination to old or new University Campus	
4.	Date of journey	
5.	Residential Quarter No.	
6.	Email	
7.	Contact No.	

- | | | |
|--|-----|----|
| 1. Have you visited any corona virus affected country/area in the last 14 days | Yes | No |
| 2. In the last 14 days during your visit, did you | | |
| a. Come in close contact of any person suffering from cough and fever | Yes | No |
| b. Did visit to health facilities for any respiratory problem | Yes | No |
| 3. Are you suffering from any of the following symptoms | | |
| a. Fever | | |
| b. Cough | | |
| c. Respiratory | | |

If answer to any of the above is YES, consider them contact and immediately report to respect Medical Officer for further necessary action.

If answer to any of the above is NO, employee shall be treated as health advisory of the University of Jammu

Important

Any breach of the laid down protocol hiding or giving any false/misleading information by any of such employee/family members shall be viewed seriously and strict disciplinary action under rules shall be initiated against violator employee including cancellation of the permission for availing residential facilities in the campus.

Signature

Date

May 14, 2020

UNIVERSITY OF JAMMU

Advisory for employees of the University of Jammu regarding Do's and Don'ts in pandemic, COVID-19

Protect yourself and others!

Follow these Do's and Don'ts

Do's ✓

 <p>Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean</p>	 <p>Cover your nose and mouth with handkerchief/tissue while sneezing and coughing</p>	 <p>Throw used tissues into closed bins immediately after use</p>
 <p>See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose</p>	 <p>If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046</p>	 <p>Avoid participating in large gatherings</p>

Don'ts ✗

 <p>Have a close contact with anyone, if you're experiencing cough and fever</p>	 <p>Touch your eyes, nose and mouth</p>	 <p>Spit in public</p>
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Together we can fight Coronavirus

Every employee of the University shall mandatorily wear FACE MASK or cover the face with handkerchief throughout his/her stay in the University. Every employee of the University shall mandatorily download and use AarogyaSetu App in his/her phone and shall review his/her status

before starting for Office from the place of his/her residence before starting for Office/place of his or her work. He/she shall commute only when the App show his/her status as "SAFE" or "LOW RISK". Further, in case of the Aarogyasetu App shows the status that he/she has "Moderate" or "High risk", he/she should not attend the duty/ place of his or her work and must self isolate himself/herself for next 14 days. Such an employee however, would immediately inform his/her Controlling Officer and the CMO accordingly.

Mandatory thermal scanning of all the employees shall be carried out while entering the University Campus and in case of fever, he/she shall not be allowed to attend the duty /place of his or her work.

Further, the employees with co-morbidities conditions like cancer, Diabetes, Heart problems, COPD etc. and Pregnant women are advised to work from home. Such Employees would get their Medical Reports Certified by the CMO, University Health Centre, using emails and whatsapp like Digital platforms for further submission of the same to their Controlling Officers.

The employees shall mandatorily wear masks/handkerchiefs while attending their duties/place of work beside following all other safety measures, sanitizers etc. as mentioned above. They shall also strictly abide by the Social distancing norms as laid down by the University pursuant to the Govt. directions issued from time to time.

**Sd/-
REGISTRAR**

Dated:14/05/2020

May 14, 2020

UNIVERSITY OF JAMMU**NOTIFICATION****Re: SANITIZATION ACTION PLAN (COVID-19)**

Pursuant to the deliberations made by the 'SANITIZATION COMMITTEE' constituted by the University to prepare action plan regarding its sanitization for ensuring safe working environment in the COVID-19 circumstances, the following sanitization action plan is hereby notified for the information of all the stake holders of the University :-

**ACTION PLAN DEVELOPED BY SANITIZATION COMMITTEE
KEEPING IN VIEW ADVISORIES ISSUED BY VARIOUS
AGENCIES FROM TIME TO TIME**

A) DURING LOCKDOWN PERIOD

Task	Timeline	Executing Authority	Reviewing Authority
Regular cleaning of the campus <i>including</i> disposal of waste	Daily basis	Sanitation wing	CMO
Sanitation and fogging using fogging machines with the help of JMC at regular intervals	As per the period prescribed	Sanitation wing	CMO
Provision of adequate supplies (Face masks, Sanitizers, Soap and Gloves) to University staff engaged in essential services	(Already done) within 7 days	CMO + MO	Director CDC

Surveillance and monitoring of health condition of residents of old and new campus in addition to labour families residing in campuses	Continuously	CMO + MO	Registrar
Generating awareness about hand and respiratory hygiene as well as social distancing among stakeholders	Continuously	CMO + MO	DSW
Issue of circulars for circulating information received through various advisories/notifications	As and when advisories received	CMO	Registrar
Sanitization of the campus by preventing entry of outsiders in the campus	Continuously	Security Officer	DSW

B) BEFORE THE LOCKDOWN IS LIFTED (PARTIALLY OR FULLY)

Task	Timeline	Executing Authority	Reviewing Authority
Full sanitization and cleaning of all buildings (Outside and Inside) shall be undertaken at least two days prior to opening	Two days prior to opening	MO Sanitary+ Health Unit	Registrar
Fogging of the buildings from outside and inside using services of JMC and fogging machines purchased by the university. All rooms of buildings shall be disinfected with chemicals.	Once before opening as per the prescribed gap interval	CMO	Registrar
Thermal scanning of all visitors to the University (including staff members and	Ongoing	CMO	DSW
Issue of Circular for making face masks COMPULSORY for all stakeholders while in the	Before lockdown is lifted	CMO	Registrar
Issue of sanitization materials to all departments and offices	Ongoing	CMO	DSW
Issue of circulars for social distancing and respiratory and oral hygiene	Ongoing	CMO	Registrar

Circular forbidding Visitors' entry to campus will be issued	Before lockdown is lifted	CMO	Registrar
Posters/Flax boards to generate awareness about COVID 19 shall be arranged to be put up in the campus by	One day before lockdown is lifted	DSW Office	DSW
Student Volunteers (to be provided by DSW and NSS program coordinator) shall be requested to provide services to ensure follow up of health advisories	List to be ready one day before lockdown is lifted	NSS Program Coordinator	DSW

C) AFTER OPENING OF THE UNIVERSITY

Task	Timeline	Executing Authority	Reviewing Authority
Thermal scanning of all visitors at gates	Ongoing	CMO	Registrar
Regular sanitization and fogging of both campuses including residential areas at	As per the prescribed interval	CMO	Registrar
Awareness activities and preventive measures be carried out through social media and online platforms with the help of DSW office, NSS office and	Ongoing	DSW Office NSS Office HODs	DSW

1. Dr. Bharat Bhushan, Medical Officer, University of Jammu shall be responsible for coordinating with JMC, GMC Jammu and other health agencies for implementation of tasks where such coordination is required.
2. The priority order for disinfection of buildings before lockdown is lifted shall be as under:-

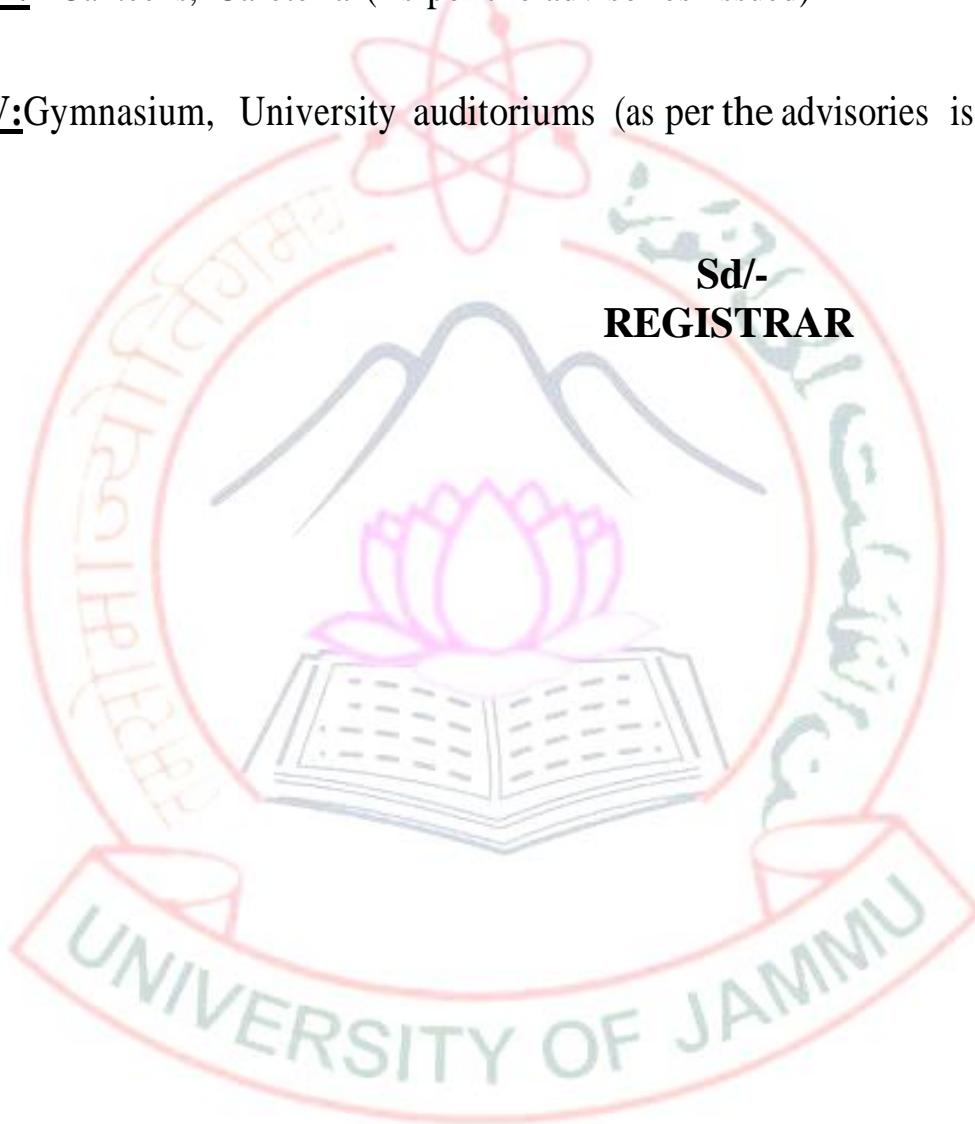
Level I: Health center, Administration blocks (old and new), Examination block, Research and Awards building, DSW office, DDE administration block, bank, post office, employee canteens etc.

Level II: Hostels, Central Library, Teaching departments (as and when teaching is resumed), DDE buildings, Directorate of PE & sports, USIC etc.

Level III: Canteens, Cafeteria (As per the advisories issued)

Level IV:Gymnasium, University auditoriums (as per the advisories issued).

**Sd/-
REGISTRAR**



May 17, 2020

UNIVERSITY OF JAMMU**ORDER**

Pursuant to the recommendations of the COVID 19-Task Force of University of Jammu and in the interest of administration, the following is hereby ordered for information and compliance by the all concerned:-

In order to get benefitted by the readily available pool of the experienced manpower residing in both New as well the Old Campus of the University and owing to the fact that Heads of the teaching Departments/Branch Officers residing in the New Campus do not require any Movement passes and for those residing in the Old Campus, Official transport facility can be provided as per requirement, the Heads of the teaching Departments/Branch Officers residing within the New Campus and as well as the Old Campus of the University shall start exploring the options of opening their respective Departments/Offices/Sections with minimum staff, if not opened earlier, so as to ensure the availability of the required infrastructure for resuming the routine administrative activities at the earliest. These Heads of the Departments/Branch Officers shall also undertake the audit of the existing infrastructure and inform the SE/XEN(UWD) about the immediate repair requirements, if any.

During the current Pandemic situation, the top most priority of the University being the health and safety of its employees, the Heads of the Departments/Controlling Officers shall further ensure to get their respective Departmental premises/work areas properly sanitized in coordination with the University's Sanitation Wing/CMO. In case, a Head/Branch Officer of a particular Department /Section is not residing within the Campus(Old as well as New) or he/she is staying in a restricted/Red Zone area and is unable to attend the Department/Office, he/she shall assign the above said responsibility to his/her some other Senior Faculty member/Officer/Colleague residing within the Campus so as to ensure the accomplishment of above said activities under intimation to the Office of the Registrar.

Meanwhile, till the availability of the Movement Passes from the District Administration for all the employees, the Heads /Controlling Officers of all the Important Departments/Sections/Wings shall continue to attend their duties regularly as earlier and the employees working under their control shall also continue to attend their duties as earlier (30% on rotational basis), as per the feasibility of their movement/transport facilities being provided by the University in this regard.

The Office of the DSW/University Security and the University Health Centre shall urgently coordinate with one another to put in place the required thermal Screening mechanism at appropriate check points as per the feasibility and keeping in mind the Social distancing norms.

The Essential Services employees shall continue to perform their duties as earlier and the relaxations for certain employees as already notified by the University as per the Govt. norms, shall continue to remain operative till further orders.

**Sd/-
REGISTRAR**

Dated:-May 17, 2020

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File

May 25, 2020

UNIVERSITY OF JAMMU**ORDER**

Consequent upon the decisions taken in the meetings of the Vice-Chancellor held with the Computer Professionals of the University through Webex Platform on 18th and 19th May 2020, the following Teams are hereby constituted for developing the Software/Modules within a stipulated time frame, to be used by different stakeholders of the University:-

S. No.	Constitution of the Teams	Working domain of the Teams
1.	i. Sh. Manoj Chouhan ii. Sh. Vinod Parihar iii. Sh. Bikram Magotra The team members may seek guidance from Sh. Ravi Kant (Programmer-Examination Wing) as and when required.	Modules for GP Section, Salary Section and implementation of Digital Signatures etc.
2.	Dr. Dinesh Gupta, Programmer (EDP), Finance Wing	Management and Implementation of complete PFMS System in the University
3.	i. Sh. Anil Tickoo ii. Sh. Sanjay Manhas iii. Ms. Archana Sharma iv. Sh. Narender Chand v. Ms. Nidhi Vaid	Development of Software for the Services Section, Non-Teaching and the Teaching Wings etc.
4.	i. Sh. Amit Mahajan ii. Sh. Sanjay Manhas iii. Sh. Narender Chand iv. Sh. Nikhilesh Sharma	Development of the Intranet in the Campus
5.	i. Ms. Scintilla Kantroo ii. Dr. Noor-ul-Asrar Beg (They will continue to work under the overall supervision of Dr. Neeraj Sharma, Special Secretary to Vice-Chancellor /I/c (Estab.)	Work related to all Modules as already initiated with the assistance of the University of Delhi

All the Teams shall carryout their assigned tasks independently to complete the same at the earliest. Dr. N. Suresh Rao shall be the overall Coordinator to monitor the pace of work done by each Team besides providing them the necessary guidance, wherever required. He shall also submit an overall Monthly Progress report to the Vice-Chancellor's Secretariat in this regard, regularly during the first week of every month.

First review meeting vis-à-vis the progress achieved by different teams shall be taken by the Hon'ble Vice-Chancellor after two months.

Sd/-
REGISTRAR

Dated:-**May 25, 2020**

Copy to:-

1. Special Secretary to the Vice-Chancellor
2. Sr. P.A. to Registrar /Controller of Examinations
3. All Heads/Directors
4. Sr. P.A. to JR(Finance)
5. All concerned Branch Officers/Officials



May 26, 2020

UNIVERSITY OF JAMMU**ORDER****Subject:- Opening of Offices in the University of Jammu-Attendance regarding**

In continuation to earlier communications on the above referred subject and pursuant to Government Order No.584-JK(GAD) of 2020 dated 20.05.2020 issued by the Additional Secretary to the Government, General Administration Department, Govt. of J&K, Civil Secretariat, Jammu, the attendance in the University of Jammu shall be regulated as under, keeping in view the social distancing norms :

1. All Rectors/Directors/Heads of the Teaching Departments/ Offsite Campuses/ Directorates and all Officers of the level of Assistant Registrar and above shall attend their respective Offsite Campuses/ Departments/Directorates/Offices on all working days.
2. In order to regulate the attendance of Officials, all Rectors/Directors/Heads of Teaching Departments/Offsite Campuses/Directorates and Controlling Officers shall prepare a roster so as to ensure that 50% of the Administrative Staff (**Residing in areas other than those declared as Red Zone or Containment areas Only**) of their respective Offsite Campuses/ Departments/Directorates/Offices attend office on every alternate day. The Officials, who are not required to attend Office on a particular day, shall work from home and should be available on telephone and other electronic means of communication at all times.

The Essential Services employees shall, however, continue to perform their duties as earlier and the relaxation for certain employees as already notified by the University as per the Govt. norms, shall continue to remain operative till further orders.

Sd/-
REGISTRAR

Dated:-May 26, 2020

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar/ Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels

12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File



May 28, 2020

UNIVERSITY OF JAMMU

Re: Health, Security Check and Parking Plan

Pursuant to the various Minutes/Notifications/Orders notified by the University from time to time, based on the recommendations of Dean Students Welfare and in the interest of the safety of all employees/stakeholders, the following mandatory Health, Security Check and Parking Plan in the Main Campus of the University of Jammu is hereby notified for the information and compliance by the all concerned once the University becomes fully functional as and when the Lockdown restrictions are lifted:-

1. All Employees of the University must down load the ‘‘Aarogya Setu’’ mobile application in their phones and must review their ‘‘Status’’ on the App before starting from home for Office/Department. They should only commute when the App shows ‘Safe’ or ‘Low risk’ Status and if they are detected as ‘Moderate’ or ‘High-risk’, they should not come to their Office/Department and should self-isolate them for 14 days and inform their Controlling Officers accordingly.
2. The entry to the Main Campus shall be restricted through the Main Gate in order to facilitate the entry of the employees of the University in the Campus as per the roster prepared by the University Administration/Controlling Officers. The entry of other stakeholders who do not fall in the roster till such restrictions are relaxed/lifted during the Lockdown or later shall be strictly restricted.
3. Since a large number of employees both on foot and in vehicles (two wheelers & four wheelers) are expected to enter the University Campus from the Main Gate at 9.30 a.m. to 11.00 a.m. every morning to attend respective Offices. Therefore, the entry shall be bifurcated at Fountain Plaza. To the right, entry to New Administration Block, Old Administration Block, Examination Block, Dhanvantri Library, DAA office, DRS office, DLL, DSW office and Social Sciences Blocks shall be allowed, while to the left entry to Law, Sciences Departments, Home Science, Health Centre, The Business School, Computer Science and IT,SHTM, Education, Psychology, Sociology Departments, Arts Block, DSPE, Law School, HRDC, GZSAC, and DDE will be allowed. At both right and left turn points in front of fountain plaza one official from health centre (with PPE KIT) along with one Assistant on each side will check the body temperature of the employees entering the Campus. The employees need not to get down from their vehicles.
4. All employees shall mandatorily follow social distancing.
5. The employees shall be guided to block wise parking of their vehicles in marked parking slots of the Departments and on the left designated parking on the circular road.
6. The One Way movement of traffic will be strictly adhered to.
7. No employee would be allowed to enter the campus without wearing a mask.

8. Carrying of University Identity Card shall be mandatory for all employees. No one will be allowed to enter Campus without University Identity Card. To avoid wastage of time the employees need to put University Identity Card around their neck/ in the front pocket of their Shirts.
9. The security guards may not be able to recognise all the employees so as and when demanded, the University Identity Card should be readily shown by taking this gesture in a positive spirit for the larger well-being of the University fraternity.
10. The exit of all the employees after office hours will be from the Main Exit Gate of the University Campus.
11. For the smooth flow of the vehicular traffic during morning peak hours and for mandatory body temperature check minimum, adequate number of Thermal Screening Guns shall be provided.
12. Those employees who enter Main Gate after 11.00 am, will directly go to the University Health Centre for temperature check up and thereafter only, they can go to their respective Offices.

**Sd/-
REGISTRAR**

Dated:-**May 28, 2020**

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
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12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File

May 28, 2020

UNIVERSITY OF JAMMU

ORDER

- Reference:**
- a. Minutes of the meeting of the Task Force convened on 14th May, 2020;
 - b. Minutes of the meeting of Officers convened by the Vice-Chancellor on 14th May, 2020;
 - c. University Notification dated 14th May, 2020 regarding Sanitization Action Plan (COVID-19);
 - d. University Order dated 17th May, 2020

Pursuant to the above referred Minutes/Notification/Order notified by the University and in the interest of administration, the following is hereby ordered for information and strict compliance by the all concerned :-

1. Dr. Bharat Bhushan, CMO, University Health Centre shall personally ensure regular supply of Hand Sanitizer/Hand Rub and Face Masks to all the Departments/Offices/Sections and other designated places in the Campus as per their requirements.
2. Dr. Bharat Bhushan shall also be personally responsible to monitor that all employees mandatorily wear Face Masks, use hand sanitizers frequently and maintain social distancing norms in their respective Offices/within the Campus. He shall in coordination with the University Security personnel, also ensure on the Main Gate of the University itself that all the employees mandatorily use the Aarogya Setu App developed by Ministry of Electronics and Information Technology, GOI in their Mobile Phones. For effective monitoring, Dr. Bharat Bhushan shall constitute a Team consisting of the Staff members from University Health Centre for conducting random/surprise inspections.
3. Dr. Bharat Bhushan shall also immediately prepare and notify a detailed plan for repeated Sanitization of each Department/Office on rotational basis so that all HODs/Controlling Officers can take appropriate further necessary action in the matter accordingly.
4. The Security Staff shall work under the supervision of Chief Security Officer and the overall supervision of the Dean Students Welfare (DSW).The Chief Security Officer shall be solely responsible for getting the movement/parking of Vehicles regulated in the University Campus. Further, the number and the locations of the University Gates to be opened for the Visitors shall be immediately decided by the Office of DSW and communicated to the CMO at the earliest so that the arrangements regarding the thermal screening be put in place by the CMO accordingly. The same mechanism shall also be applicable for the Offsite Campuses as well.
5. Meanwhile, to begin with the arrangement regarding the thermal screening at Main Gate of the University, Mr. Sahil Kumar, MNO and Mr. Surinder Kumar (University Health Centre) shall perform the duty of Thermal Scanning from 9.30 a.m. to 11.00 a.m. of all visitors at Main Gate

of the University on alternate days, in addition to their own duties at the University Health Centre.

6. The Office of the DSW/University Security and the University Health Centre shall work in close Coordination with each other, so as to ensure that there is no lapse of any sort in strictly implementing the above mechanism.

**Sd/-
REGISTRAR**

Dated:-May 28, 2020

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian (Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File



May 29, 2020

UNIVERSITY OF JAMMU**NOTIFICATION****Re: SOCIAL DISTANCING MEASURES**

Pursuant to the University order dated May 26, 2020 about the opening of the Offices in the University of Jammu and attendance thereof, and in the light of the Government Order No.584-JK(GAD) of 2020 dated 20.05.2020 issued by the Additional Secretary to the Government, GAD, Govt. of J&K, the attendance in the University of Jammu shall mandatorily be required to be regulated keeping in view the social distancing norms.

Based on the recommendations of the Director(DIQA), the Convener of the Committee, constituted by the University for devising Social Distancing Norms in the University and feedback received from various Internal Stakeholders, the following “**Social Distancing Measures**” are hereby notified for implementation so as to ensure a safe working environment in the University of Jammu:-

1. All Employees of the University shall mandatorily download and use the “AarogyaSetu” mobile application developed by the Ministry of Electronics and Information Technology, GOI in their phones and must review their “Status” on the App before starting from home for Office/Department. They should only commute when the App shows ‘Safe’ or ‘Low risk’ Status and **if they are detected as ‘Moderate’ or ‘High-risk’, they should not come to their Office/Department and should self-isolate for 14 days or till the status becomes ‘Safe’ or ‘Low risk’.** Such Employees shall inform and send screenshots of his/her ‘Moderate’ or ‘High-risk’ Status in the “AarogyaSetu” App to his/her Controlling Officer accordingly.
2. There shall be mandatory thermal scanning of all the employees entering the University.
3. In order to prevent spread of Covid-19 across employees, the Controlling Officers, keeping in view of the availability of the total manpower in a particular Section/Department, shall prepare and ensure adherence to the 50% rotational roster in a way that there is no change in the composition of Teams. This will help in restricting the disease to team/s attending office on a particular day and if there is a suspected Case(s), the tracking can be limited to those employees and their families/contacts only. Thus, the roster so prepared shall be strictly followed with no subsequent change of an employee from one team to another.
4. While preparing the duty roster of the employees, the following categories of employees shall be allowed to work from home :

- a. Persons with co-morbidities (The Chief Medical Officer, University Health Centre shall define the various diseases/illnesses to be included under co-morbidities and obtain relevant information from all the employees by devising a suitable form in this regard).
 - b. Parents of children below 5 years.
 - c. Employees with responsibilities as care givers to dependent (due to physical or mental conditions) family members.
 - d. Pregnant women.
5. Staggered timings for opening of the Offices with a difference of one hour (e.g. 9:30 am and 10:30 am) shall be followed by the University so as to avoid any overcrowding of employees in the entrances/staircases of buildings. Wherever possible, the Heads of the Department/Controlling Officers may divide the employees working under his/her control, into two Categories/Teams, who would work from 9:30 am to 5:00 pm and the other Team from 10:30 am to 6:00 pm. This will also lead to staggered lunch timings as well. However, since movement of individuals for non-essential activities, is currently strictly prohibited between 7.00 p.m. to 7.00 a.m., the University shall close latest by 6.00 p.m. on every working day so that the employees reach home in time. **Punctuality with respect to the coming to the Office/Department, lunch timings and leaving Office etc. shall have to be ensured so that there is complete social distancing at all points of time.**
 6. The Controlling Officers shall ensure that the layout of Sections/Offices is in a manner that there is a gap of at least 6 ft. between two Tables/Work Stations.
 7. Physical meetings shall be avoided as far as possible and may be held through video conferencing/digital platforms.
 8. Employees shall have to ensure minimum physical contact with each other and should avoid going to others' seats. Intercom and mobiles to be used for intra communication.
 9. The Controlling Officers shall ensure that same cloth should not be used for cleaning/dusting of personal table of more than one employee in their Sections/Offices. Disposable Gloves shall be made available by the University Health Centre for single use for any activity, wherever required.
 10. Employees coming in their own vehicles to the University must, as far as possible, get their vehicles sanitized on their own.
 11. The Health Centre shall ensure regular cleanliness and hygiene of the common toilets in the Departments and Offices, with no accumulation of water, unplugging of drains etc. The University Works Department shall ensure that all lights/bulbs in washrooms/corridors/staircases and other common areas etc. remain functional.
 12. Since public dealing, as of now, is prohibited by the University and none other than the Jammu University employees are allowed inside the Campus, therefore, under the present circumstances, the Office of the Dean Students Welfare, though the Chief Security Officer shall explore the possibility of having in place a "Single Window" System at the Main Gate of the University for receiving or giving any file/paper/document/object etc. while dealing with an Outsider.

13. All Central facilities like Canteens, Cafeterias, Auditoriums, Guest house, Central Library etc. shall continue to remain closed till further notice.
14. Cash handling in the Campus shall be avoided as far as possible.
15. The CMO shall assess and identify the genuine requirements (if any) of PPEs for the Security Guards and make appropriate recommendations to the Centralized Procurement Committee constituted by the University for the purpose.
16. The Health Centre shall ensure having in place adequate thermal scanners, masks, sanitizers, gloves, other items/equipments etc. and get the entire Campus regularly sanitized/disinfected as per a pre-defined and properly laid down schedule.
17. The University shall, on priority, strive to shift to the soft copy correspondences/emails/digital approvals for its regular work besides creating a Central Infrastructure for scanning of documents so as to avoid/minimize movement of physical documents like files/papers etc.
18. In the meantime, the University shall also work towards developing a permanent sustainable IT solution for its various functions and processes so that work is facilitated and not hampered in case restrictions on movement are continued to be imposed due to the prevailing circumstances and the employees can work from homes as well without having to physically come to their Offices. The aim of the University shall be to gradually shift its working mechanism towards complete automation and the paperless Offices involving minimal human interface with the increased technological support.
19. The above social distancing measures shall be reviewed and updated from time to time as per the changing requirements.

While the University is taking adequate measures for the safety and health of all its employees, it is expected that employees also conduct themselves in a responsible way for their own safety, as well as the safety of their families, their colleagues and the Society at large. However, the Controlling Officers must ensure that safety measures including social distancing are followed in letter and spirit.

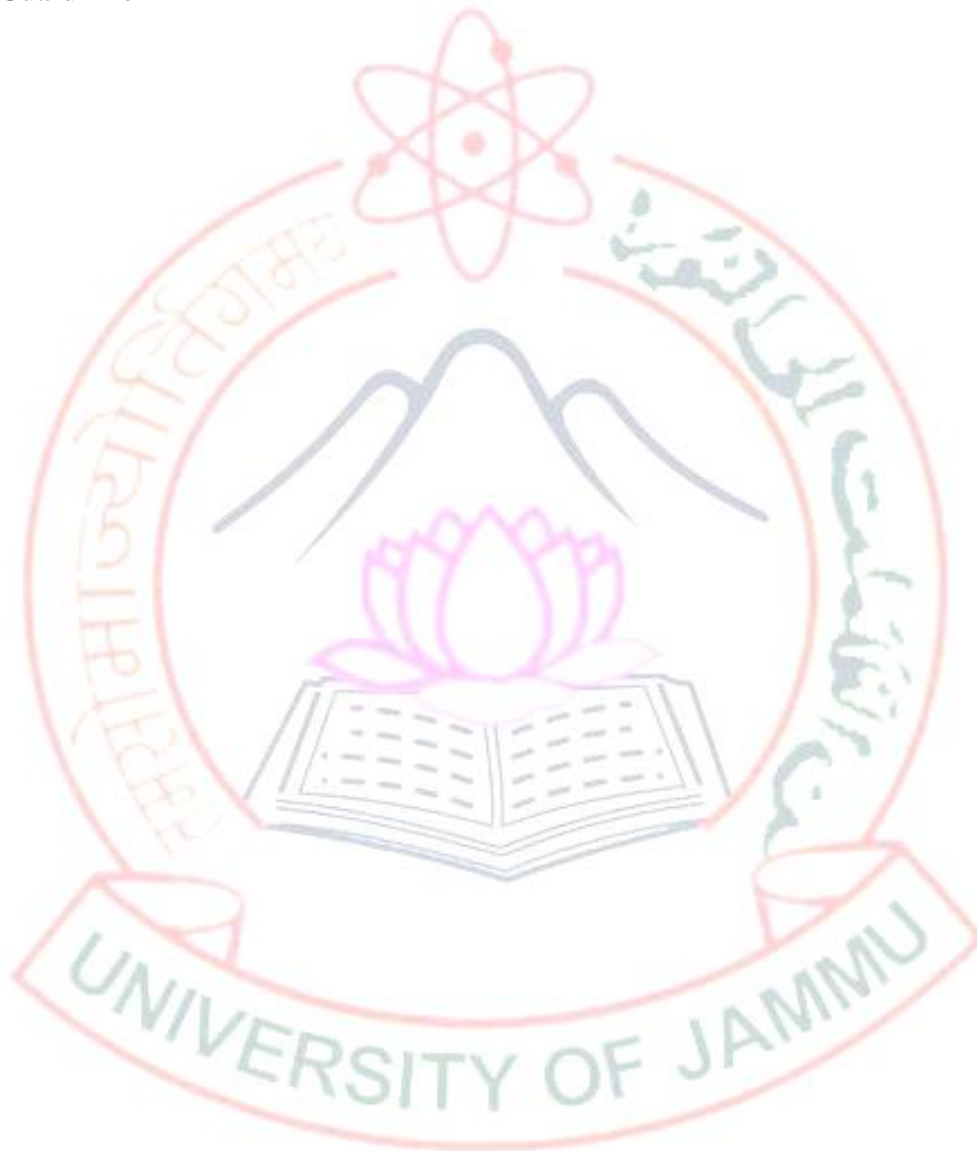
Sd/-
REGISTRAR

Dated:-May 29, 2020

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University

6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File



May 21, 2020

UNIVERSITY OF JAMMU

Minutes of the meeting convened by the Vice-Chancellor through Webex on 21st of May, 2020 at 3.30 p.m. with the Dean Academic Affairs, Campus Deans, Controller of Examination, HODs/ Conveners of Boards of Studies, Senior functionaries of the University, Nodal Principal and the Principals of the Degree colleges of Kathua, Samba and the Udhampur Districts (LIST APPENDED) to discuss the Academic Calendar and Examination related issues.

At the outset, the Vice-Chancellor welcomed all the participants and apprised them about the agenda of the meeting to broadly discuss about the action plan of the University to bring the Academic activities of the University including the Academic Calendar and the Examination system in sync with the UGC guidelines, in view of the circumstances caused by the COVID-19 pandemic.

Various academic issues were discussed at length in the meeting and after detailed deliberations, the following decisions were taken :-

1. First and foremost, the issue regarding the conduct of Examinations for **UG_Courses** in the Colleges , especially Semester 2nd, 4th and 6th examinations was discussed to ensure that the UGC norms are adhered to and Academic Standards are respected. Therefore, the following actions are required to be taken in the best interests of the students, keeping in mind the operational feasibility in the current scenario :
 - a. Terminal for UG Exams (6th Semester) shall be conducted on the pattern of Multiple Choice Questions (MCQ-OMR sheet based). The concerned Convener Board of Studies shall be responsible for setting Four Series of Question papers (A to D) and shall also provide answer key to the Controller of Examination. The concerned Convener, Board of Studies shall have inputs from the Nodal Principal, Colleges with regard to the Course content completed prior to 20th March, 2020 and during the lock down period.
 - b. The Examinations for 2nd and 4th Semester (UG) shall be conducted by each College internally, during the **first ten days** of start of the class work of next semester. The answer sheets will be evaluated by the concerned teacher of the college and the Award rolls shall be submitted to the Controller of Examinations, by the Principal of the college within 20 days of holding the last examination. For computing the result, 50% of the marks secured in the previous semester and 50% of the marks secured in the examination conducted internally by the College, shall be taken to form the final result to be declared by the University.
 - c. Keeping in view the extent of the Syllabi covered by the teachers in class rooms as well through on-line mode, the Nodal Principal, Colleges shall submit a detailed report/data to the Controller of Examinations, **latest by 27th May 2020**, which shall be sent to all HODs /Conveners Board of Studies for setting the Question Papers for 6th Semester.

- d. For failure/re-appear students of 2nd and 4th Semesters, it was resolved that detailed guidelines need to be framed in order to handle the issue appropriately, keeping in view the different types of number of the candidates involved.
- e. In order to take a holistic view on the processes involved with the conduct of Examinations for the Private/Failure candidates of semesters 2nd, 4th and 6th, and conduct of practical examinations in science subjects of these semesters, the Controller of Examination proposed the following members to be included in the already notified Committee on Examinations, which was approved by the Vice Chancellor :
 - I. Prof. Pankaj Srivastava (Member Syndicate)
 - II. Prof. Renu Nanda (Dean, Faculty of Education)
 - III. Prof. Kamal Kapoor (Department of Chemistry)

The Committee shall submit the report latest by 26th May 2020 so that all the stakeholders can be informed, well in time.

2. Further, the issues regarding admissions and examinations to UG/PG courses in the main and offsite campuses were discussed in detail and the following necessary measures were resolved to be taken so as to protect the academic interests of the students :
 - a. The tentative revised Academic Calendar of the University prepared by the Office of the Dean Academic Affairs was discussed threadbare in view of the COVID-19 circumstances along with the other issues like Face-to-face teaching, Finalization of the Dissertation, Major test, Continuation of on-line teaching, Syllabi completed and Curriculum Reforms etc. Suggestions given by the members were incorporated after thorough deliberations. It was resolved that the Office of the Dean Academic Affairs shall notify the revised Academic Calendar and other decisions taken in the meeting at the earliest. The said Academic Calendar being purely dynamic in nature, shall be subject to necessary changes/modifications as per the situational requirements.
 - b. The Departments who have conducted Minor-I exam shall not conduct the Minor-II, rather the Award received by the candidate in Minor-I shall be assumed as having obtained in Minor-II as well. In case the Minor-I has not been conducted, such Departments shall conduct one Minor-I exam (20 marks) from Unit-I. The awards obtained in this test shall be assumed as having obtained in Minor-II. In all cases, single Major Examination (60 Marks) shall be conducted as per the usual practice.
 - c. No examination in open courses will be conducted. The marks in the Open Course/s shall be awarded on the basis of the average of the marks obtained by the student/s in rest of the Courses in the parent Department.
3. It was also resolved that this type of arrangement shall be implemented by the University only as **One time measure** for the current year, due to COVID-19 related extraordinary circumstances & shall not to form any precedent for future.
4. The practical examinations at PG level, wherever applicable, shall be conducted by the Departments by inviting locally available examiners. In such cases where the local examiners are not available, an external examiner be invited on Skype/other online modes, to conduct the evaluation/viva-voce, etc.

6. Some P.G. Departments like Psychology, Library Science etc., who have some specific requirements for conduct of their practicals, shall submit a detailed proposal to the DAA for further deliberations.

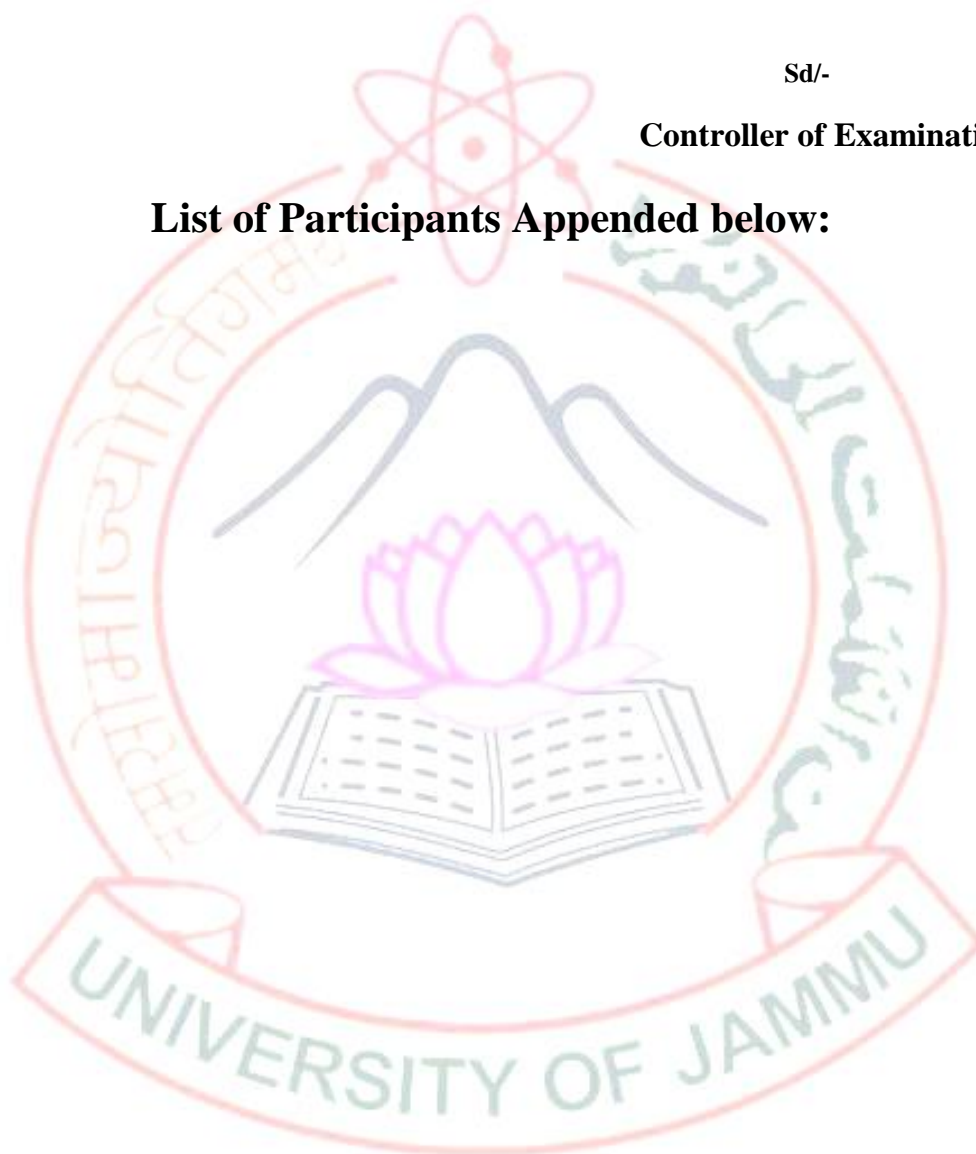
7. It was also resolved that the Examination Wing shall notify the tentative dates for declaration of the UG final year/Semester results including the fresh date sheets for Professional & Non-Professional Courses for the general information of the students at the earliest.

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

Sd/-

Controller of Examination

List of Participants Appended below:



UNIVERSITY OF JAMMU

List of participants(Not exactly in order of Seniority) in the meeting hosted by the Vice-Chancellor through Webex on 21st of May, 2020 at 3.30 p.m. to discuss the Academic Calendar and the Examination related issues.

P R E S E N T

1. Vice-Chancellor -(Host)
2. Dean Academic Affairs
3. Registrar
4. Dean Research Studies
5. Controller of Exams/Dean Faculty of Sciences
6. Dean Planning and Development
7. Dean Faculty of Life Sciences
8. Director, DDE/Dean Faculty of Law/ HOD(Law)
9. Director(CDC)
10. Dean Faculty of Social Sciences
11. Dean Faculty of Arts/HOD(Urdu)
12. Dean Faculty of Education
13. HOD, Botany
14. HOD, English
15. HOD, Geography
16. HOD, History
17. HOD, Education
18. HOD, Commerce
19. HOD, Library & Information Science
20. HOD, Psychology
21. HOD, Remote Sensing
22. HOD, English
23. HOD, Physics
24. HOD, Electronics
25. HOD, Political Science
26. HOD, Mathematics
27. Director, Center for Museology
28. Director, School of Bio-Technology
29. Director (Life Long Learning)
30. Director (Law School)
31. Nodal Principal, Prof. R. Tikoo
32. Principal, DC, Kathua
33. Principal, GDC, Samba
34. Principal, GWC, Udhampur
35. I/c Administrator, GZSA
36. I/C Establishment
37. D.R. Examination(Prof)
38. D.R. (AA)
39. AR , EXAMS (Prof-Eval)

May 29, 2020

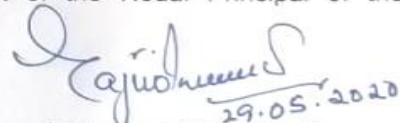
UNIVERSITY OF JAMMU
NOTIFICATION

Reg: Under-Graduate Examinations (B.A/B.Sc./B. Com.) Semester, II, IV & VI (2020).

We all are aware of the fact that due to the prevailing COVID-19 pandemic, the University examinations for under-graduate courses (B.A/B.Sc/B.Com.) Semesters-II, IV & VI could not be held as per earlier schedules. Therefore, while respecting the mandate of the UGC (Regulations), and pursuant to the recommendations of the Committee constituted by the University on Examinations, it is hereby notified for the information of all the students of Under-graduate Courses (B.A/B.Sc/B.Com) – Semester-II, IV and VI that the University, in anticipation of the approval of the Competent Bodies, has adopted the following scheme for the progression of students of intermediate Semester-II and IV to the next Semester (III & V), as a one time exception for the year 2020: -

1. The College shall conduct Internal Evaluation (which can be Internal Assessment/Assignment) for Semester 2nd and 4th students. 50% weightage shall be given to the internal evaluation and the remaining 50% weightage to the average marks secured by the student in the preceding semester (i.e. Semester I & III respectively). The College shall complete the internal evaluation, if not done earlier, during the first 10 days of the start of the class work for the next semester post lockdown. This is as per the UGC scheme of 50% weightage to the previous semester awards and 50% weightage to the internal evaluation awards of the semester in question.
2. For 2nd/4th Semester private students, the Committee recommends 50% weightage for the internal assessment already evaluated/awarded in the 2nd/4th semester and the remaining 50% weightage to be given to the preceding semester score of the subject passed by the candidate.
3. For the students of 2nd, 4th and 6th Semesters of the Directorate of Distance Education, the calculation of result shall be 50% weightage to the Internal Assessment awards received from the Directorate of Distance Education and the rest 50% weightage shall be given to the performance in the preceding semester (passed subject).

However, the terminal examination for Under-graduate 6th Semester shall be conducted on the pattern of Multiple Choice Questions (MCQ) to be answered on OMR sheets by following all the safety norms/precautions, social distancing, staggered shifts, etc. as soon as conditions are considered conducive. The question papers shall be set from the course content delivered/syllabi completed (based on the report of the Nodal Principal of the Colleges) before the lockdown or during the lockdown


29.05.2020
Controller of Examinations

No: JU/Exams/UG/20/4080-4160

Dated: 29th May 2020.

Copy to: -

1. Special Secretary to the Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor please.
2. Sr. P.A. to the Dean, Academic Affairs for the kind information of the Dean, Academic Affairs please.
3. Sr. P.A. to the Registrar for the kind information of the Registrar please
4. Sr. P.A. to the Director, Directorate of Distance Education, University of Jammu for the information of the Director (DDE) please.
5. Sr. P.A. to the Director, Colleges Development Council for the information of the Director, CDC please.
6. Principals of all the affiliated Government Degree Colleges.
7. Deputy Registrar (C.A. to CE), University of Jammu, Jammu.
8. All Officers of the Examination Wing.
9. Mr. Ravi Kant Verma, Programmer (Exams. Computer) with the request to get the Notification uploaded on the University website i.e. www.coeju.com

May 21, 2020



OFFICE OF THE DEAN ACADEMIC AFFAIRS
UNIVERSITY OF JAMMU, JAMMU

Website: www.jammuuniversity.ac.in

NOTIFICATION No. 01

REVISED ACADEMIC CALENDAR*

In view of the COVID-19 pandemic restrictions, the subsequent guidelines issued by the University Grants Commission (UGC) regarding the Academic Calendar, the Action Plan devised by the University in this regard and the pertinent recommendations of the Campus Deans, HODs/ Conveners of Boards of Studies and other Senior functionaries of the University and in anticipation of the approval of the Competent bodies of the University, the ACADEMIC CALENDAR of the University of Jammu (including its Offsite Campuses), for the Session 2019-20, is hereby revised as under:-

1.	Teaching-Learning through the various modes such as Online Learning/ Distance Learning/ Social Media (WhatsApp / YouTube) / E-mails / Video Conferencing / Mobile Apps /SWAYAMPRAKHA Channels on DTH etc.	To Continue
2.	Face to face Classes to supplement the Online learning/Conduct of the Practicals etc. following all prescribed safety norms (<u>Minimum for a period of two weeks and maximum three weeks, from the date of resumption of class work and subject to the situation due to Covid19</u>)	Upto July 22, 2020
3.	Finalization of Dissertation/s (<u>based on the secondary data or reviewed research paper/s</u>) / Project Work / Internship Reports/E-labs/ Completion of Syllabus (if any) / Internal Assessment/ Assignments/ Students Placement Drive/s etc.	Upto July 24, 2020
4.	Major Test	Effective July 31, 2020
5.	Completion of all Examinations (theory and practicals), etc. Note: Practical Examinations of only the Terminal semester shall be held concurrently whereas the Practical Examinations for the Intermediate Semesters shall be held subsequently in the next Semester.	Upto August 10, 2020
6.	Summer Vacations	Lockdown period will be considered as Summer Break/ Vacations

Admissions to the UG and the PG Programmes for the Session 2020-21 shall be completed by August 31, 2020.

The Academic Session 2020-21 for the ongoing Semesters shall commence from August 01, 2020.

For newly admitted Students to the 1st Semester, the schedule of admissions, as notified by the UGC shall be as under:

1.	Admission Process	August 01, 2020 to August 31, 2020
2.	Commencement of Classes i. Students of 2 nd / 3 rd Year ii. Fresh Batch (First Semester/Year)	August 11, 2020 September 01, 2020

***Disclaimer:** The revised Academic Calendar is purely dynamic and is being issued only as **one time measure** not to form any precedent for future. It shall further be subject to the necessary changes/modifications as the circumstances due to COVID-19, may warrant.

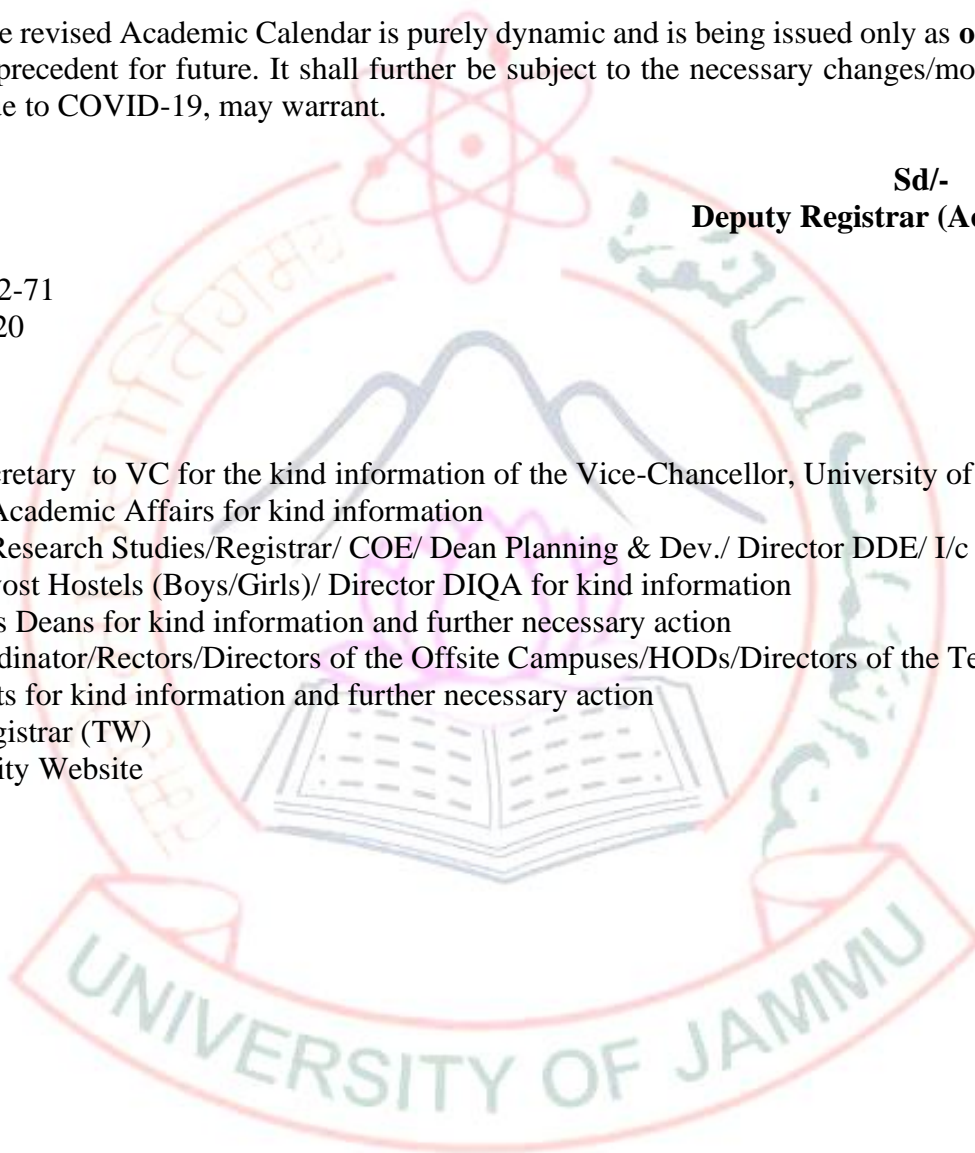
**Sd/-
Deputy Registrar (Academic Affairs)**

No.DAA/20/6012-71

Dated: 21-05-2020

Copy to:

- 1) Special Secretary to VC for the kind information of the Vice-Chancellor, University of Jammu
- 2) The Dean Academic Affairs for kind information
- 3) The Dean Research Studies/Registrar/ COE/ Dean Planning & Dev./ Director DDE/ I/c Librarian/DCD/ DSW/ Provost Hostels (Boys/Girls)/ Director DIQA for kind information
- 4) All Campus Deans for kind information and further necessary action
- 5) Chief Coordinator/Rectors/Directors of the Offsite Campuses/HODs/Directors of the Teaching Departments for kind information and further necessary action
- 6) Deputy Registrar (TW)
- 7) I/c University Website



May 21, 2020



OFFICE OF THE DEAN ACADEMIC AFFAIRS
UNIVERSITY OF JAMMU, JAMMU

Website: www.jammuuniversity.ac.in

NOTIFICATION No. 02

RE- ACTION PLAN*

In view of the COVID-19 pandemic restrictions, the subsequent guidelines issued by the University Grants Commission (UGC), the Action Plan devised by the University of Jammu in this regard and the pertinent recommendations of the Campus Deans, HODs/ Conveners of Boards of Studies and other Senior functionaries of the University and in anticipation of the approval of the Competent bodies of the University, the following is hereby notified for compliance by the all concerned:-

- A. Course Completion:** As per the information received from various Departments, as on 16/03/2020, about 50 percent of the prescribed syllabi in majority of subjects has been completed. Thereafter, the Faculty members have engaged classes through various E-Communication platforms for the Post Graduate and the Under Graduate Students as also for the Research Scholars. The remaining syllabus be continued to be taught through the E-Communication platforms. The teachers must remain in regular contact with the students and extend all possible help to cover the syllabus. However, any portion of the syllabus which requires face to face interaction, be taught and completed in a span of two weeks and in no case exceeding three weeks after the resumption of the normal class work in the University.
- B. Laboratory courses:** Once the University resumes its normal functioning, the practicals be conducted in a capsule form i.e. within a period of around two to three weeks. The students of the different semesters may be called on alternate days in batches depending upon the space, availability of equipment etc., while strictly ensuring compliance of Social Distancing norms. The practical sessions may be started at 9:00 a.m. and can go up to 5:00 p.m. thereby ensuring engagement of practical classes of at least three batches a day. It is reiterated that the Social Distancing norms, wearing of Face Masks, Sanitization of laboratories and other work areas and use of Protective Gear etc. have to be ensured.

Field visits/data collection etc. may be done in the next semester for the students of the intermediate semesters. In case of the students for the Terminal Semester, the marks allocated for the field visits, data collection, etc. shall be merged/distributed with the other components of the Practical Examination or /other alternative components.

- C. Project Work/ Dissertation:** For the Project Work/Dissertation in M.A/M.Sc. programmes, the Departments are required, as per the UGC Guidelines/Directions to devise problem based/review based/secondary data based methods to complete the Dissertation/Project work.
- D. Open Courses:** No examination in open courses will be conducted. The marks in the Open Course/s shall be awarded on the basis of the average of the marks obtained by the student/s in rest of the Courses in the parent Department.

E. Semester Examinations: Minor-2 test shall not be conducted. The marks for the Minor 2 shall be awarded proportionately on the basis of the marks obtained by a student in Minor 1. For the Semester Examinations, only one Major Test shall be conducted (merging Minor-1 and Minor-2) after the resumption of the functioning of the University and subject to the adherence to the Social Distancing norms.

Those Departments which have not conducted the Minor-1 test, before the lockdown, shall conduct the same before the conduct of Major Test after the resumption of the class work of the University.

All examinations; both theory and practicals of the Semester-II shall be conducted/ held internally.

F. Curriculum Reforms: Under the prevailing situation, the University shall continue to follow the existing Course Curriculum structure. The proposed revised syllabi etc. as per the curriculum reforms, shall be implemented from the next Academic Session 2021-22, if not implemented earlier.

G. Summer Break: The lockdown period shall be treated as the Summer Break/Vacations.

H. Admission Schedule: Under the current circumstances, Jammu University Entrance Test (JUET-2020) for the purpose of admission shall not be held/ conducted. As one time departure from the laid down process of admission, in view of the extra ordinary circumstances caused due to the spread of pandemic COVID-19, the admission of candidates to various UG/PG programmes (falling under the ambit of JUET) for the Academic Session 2020-2021 shall be made only on the basis of the Academic Merit to be determined on the basis of the marks obtained by a candidate in the Qualifying Examination.

I. Domicile Certificate as an Eligibility for Admission: As per J&K, Govt. Circular No.12-JK (GAD) of 2020 dated 20.05.2020, all concerned may note that, wherever applicable, production of a "Domicile Certificate" instead of the "Permanent Resident Certificate" for the purpose of seeking Admission to the University of Jammu shall be mandatory.

J. Contractual Faculty: In view of COVID-19, conduct of fresh interviews for the engagement of the Contractual Faculty for the Academic Session 2020-21 may not be possible. The contractual faculty, therefore, already engaged in the previous Academic Session (i.e. 2019-2020) may continue for the Academic Session 2020-21 subject to the recommendations of the DAC of the concerned Department in light of the UGC norms with respect to the workload, satisfactory performance/feedback and the other norms/terms and conditions to be notified by the University separately in the matter.

***Disclaimer:** The above Action plan is being implemented only as **One time measure**, not to form any precedent for future. It shall further be subject to the necessary changes/modifications as the circumstances due to COVID-19, may warrant.

Sd/-
Deputy Registrar (Academic Affairs)

No.DAA/20/6072-6128

Dated:21-05-2020

Copy to:

- 1) Special Secretary to VC for the kind information of the Vice-Chancellor, University of Jammu
- 2) The Dean Academic Affairs for kind information
- 3) The Dean Research Studies/Registrar/ COE/ Dean Planning & Dev./ Director DDE/ I/c Librarian/DCD/ DSW/ Provost Hostels (Boys/Girls)/ Director DIQA for kind information
- 4) All Campus Deans for kind information and further necessary action

- 5) Chief Coordinator/Rectors/Directors of the Offsite Campuses/HODs/Directors of the Teaching Departments for kind information and further necessary action
- 6) Deputy Registrar (TW)
- 7) I/c University Website



April 15, 2020

Prof. Naresh Padha
Dean Research Studies
UNIVERSITY OF JAMMU



Baba Saheb Ambedkar Road
New Campus, Jammu – 180006 (INDIA)

Ref: DRS/20/6500
Dated : 15.04.2020,
e-mail : nareshpadha@gmail.com
nareshpadha@jammuuniversity.ac.in

Attention: Research Scholars of the University of Jammu

While we all are confined to our respective places due to lockdown for avoiding the spread of COVID-19, the Research Supervisors of all the disciplines in the main campus/offsite campuses have been requested to remain in regular touch with the scholars registered under their supervision for Ph.D/M.Phil programmes. The supervision to the scholars shall be extended through various online modes. Moreover, the research scholars are advised to take maximum benefit of the online research resources, which have been subscribed by the University and made available for off campus access.

It is also to further inform the Research Scholars that University is sensitive about various issues confronting the research scholars such as; i) last date of submission of abstracts/thesis/dissertation during the lockdown period, ii) submission of Ph. D synopsis, iii) completion of Ph.D/M.Phil course work, iv) completion of formalities for enrollment to Ph.D programme under exempted category and other issues. The decision regarding all such issues will be taken to the best advantage of the Scholars as and when the University resumes its functioning.

Till such time, the Scholars are advised to remain calm, work from home, observe all the precautions advised by the Government, UGC, MHRD and University of Jammu so that all of us come out of this crisis safely.


(Dean Research Studies)

UNIVERSITY OF JAMMU

May 22, 2020

UNIVERSITY OF JAMMU

NOTIFICATION

RE: SUBMISSION OF THESIS IN PDF FORMAT

Pursuant to the Action Plan formulated by the University of Jammu on the inputs received from all the Campus Deans, in view of the Covid-19 circumstances, and followed by further deliberations by the Committee constituted by the Vice-Chancellor on 04-05-2020, **in order to facilitate the M. Phil and Ph. D research scholars in terms of submission of dissertations/thesis and their speedy evaluation, necessitated due to Covid-19 related restrictions**, it is hereby notified in the anticipation of the approval of the competent bodies that :-

The Research Scholars may submit their M. Phil. Dissertations/Ph.D thesis, as the case may be, in PDF format, as one time departure from the practice required to be followed as per the Statute 18 of the Statutes governing the Ph.D Programme.

The Ph. D scholars shall be required to include in their Thesis, a Certificate to be issued by the concerned HOD with respect to the information as given below :-

1. That the Candidate has completed the required period of time for completion of research work as a whole time or part time scholar, as the case may be.
2. That the Candidate fulfils all the requirements of UGC-MSP guidelines 2009/2016 regulations.
3. That the Candidate has published at least one research paper in a refereed research journal and makes two paper presentations in conferences/seminars.
4. That the Candidate has put in the required attendance in the Department.

The candidates submitting **M. Phil. dissertation** shall however, continue to include the certificate as per the statutes already in vogue.

The Plagiarism check of the dissertation/thesis shall be undertaken by the candidate under the supervision of the concerned HOD. The soft copy of the thesis shall be sent to the I/C Librarian for Plagiarism check by the concerned HOD and the I/C Librarian shall send Scanned copy of the Plagiarism report to the concerned Head of the Department.

After the receipt of the Plagiarism report and if found as per norms, the concerned HOD shall send soft copy of the Abstract and Plagiarism report to the Dean of the Faculty through the Departmental Research Committee of the Department, for further transmission to the concerned Offices.

The Candidate, however, shall submit an Undertaking that the hard copies of the Dissertation/Thesis, No Objection Certificate (NOC) and the requisite fees shall be deposited in the University Chest as and when the situation is eased out. All other formalities as per the Statutes governing the M. Phil./Ph.D programme, as the case may be, and the practice in vogue prior to the Covid-19 related restrictions shall, however, be mandatorily required to be completed before conduct of viva-voce in case of M. Phil. and before opening of the Examiner Reports by the Committee constituted under the Convenorship of the Dean Research Studies, University of Jammu in case of Ph. D. scholars.

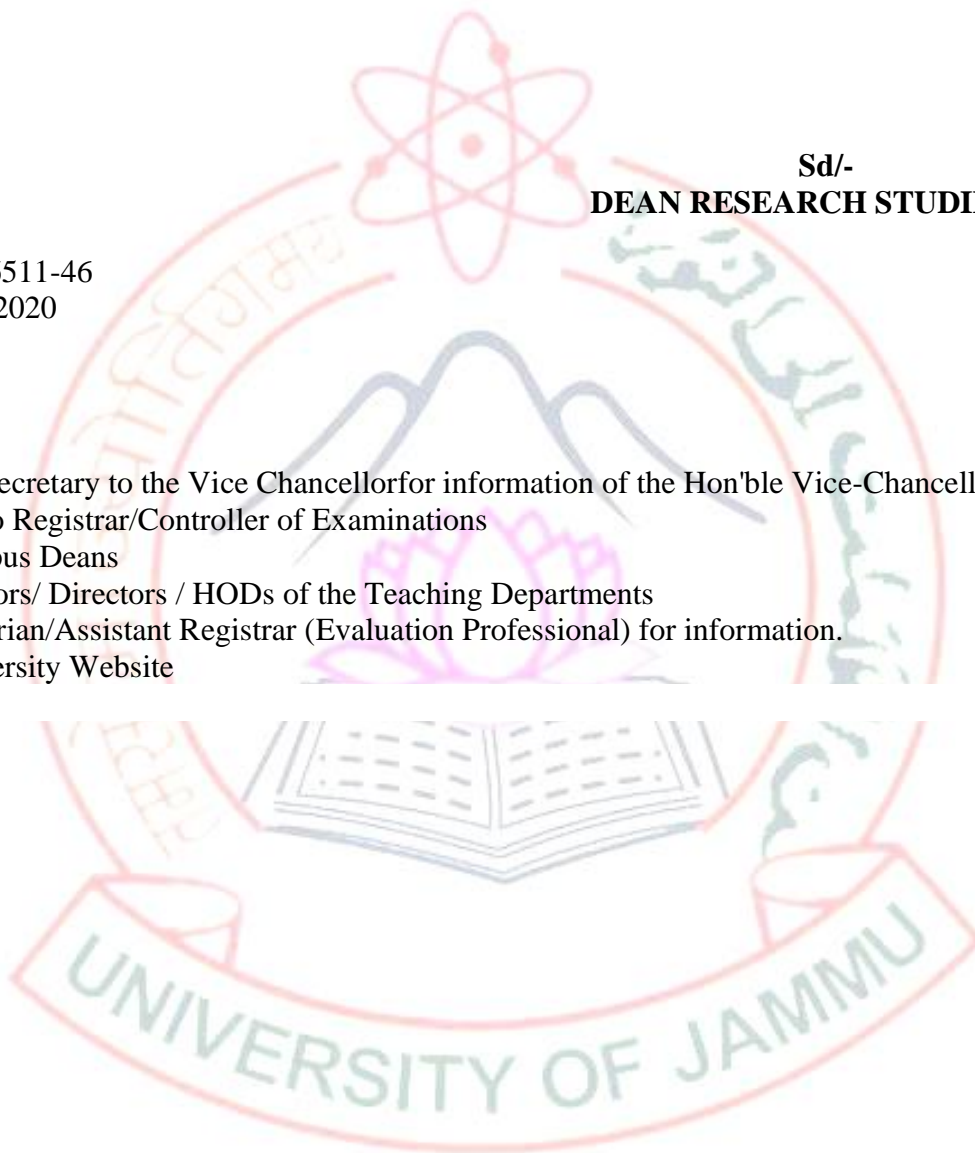
The above notification being issued as one time measure, in view of the extraordinary circumstances caused due to the spread of pandemic Covid-19, shall not form any precedent for the future and shall stand withdrawn as soon as the situation becomes normal or till further orders in this regard.

Sd/-
DEAN RESEARCH STUDIES

No.DRS/JU/20/6511-46
DATED: 22-05-2020

Copy to the:-

1. Special Secretary to the Vice Chancellor for information of the Hon'ble Vice-Chancellor
2. Sr. P.A to Registrar/Controller of Examinations
3. All Campus Deans
4. All Rectors/ Directors / HODs of the Teaching Departments
5. I/C Librarian/Assistant Registrar (Evaluation Professional) for information.
6. I/C University Website



May 27, 2020

UNIVERSITY OF JAMMU**NOTIFICATION-II****RE: EXTENSION FOR M.PHIL/PH.D. DISSERTATION/THESIS SUBMISSION
AND CONDUCT OF VIVA-VOCE EXAMINATION ONLINE**

As per UGC guidelines on Examinations and Academic Calendar in view of COVID-19 pandemic notified vide no. F.1-1/2020(Secy) dated 29.04.2020, and in view of the Workplan of the University, the following is circulated for the information and adherence of all concerned:

1. The M.Phil. or Ph.D. students, whose maximum period for submission of M. Phil./Ph.D. Dissertation/Thesis prescribed under relevant rules/ regulations has expired/ is expiring during the Corona pandemic period, are allowed to submit their Dissertation/Thesis, including completion of pending formalities, within six months from the date of expiry of regular prescribed period. The extension of six months is also granted for those students who are yet to submit their Dissertation/Thesis.
2. The Ph.D. and M. Phil. viva-voce examinations shall be conducted through Video Conferencing using Google, Skype, Microsoft Technologies or any other reliable and mutually convenient technology. While conducting the viva-voce examination through electronic means, HOD and concerned Supervisor shall ensure that existing statutes of the University are followed. It shall also be imperative on the part of the Department to maintain due record of the proceedings, and the report signed by Expert(s)/ Examiner(s) appointed for conducting the same.

This notification is issued in continuation to the earlier notification vide no. DRS/JU/ 20/6511-46 dated 22.05.2020, in anticipation of the approval of the competent bodies of the University, as one time measure only, not to form any precedent for future.


DEAN RESEARCH STUDIES

No.DRS/JU/20/6547-96
Dated:- 27-05-2020

Copy to the:-

1. Special Secretary to the Vice Chancellor for information of the Hon'ble Vice Chancellor.
2. Sr. P.A to Registrar/Controller of Examinations
3. All Campus Deans
4. All Rectors/Directors/HODs of the Teaching Departments.
5. I/C Librarian/Assistant Registrar (Evaluation Professional) for information.
6. I/C University Website.

May 17, 2020

DHANVANTARI LIBRARY: UNIVERSITY OF JAMMU,
JAMMU

ACTION PLAN

Whatsapp group of all employees of the Dhanvantari library (DL) has already been created. The list of employee of the DL along with their name, designation, address and contact number and Roster plan has also been submitted to the concerned Section. Following shall be the work plan for functioning of the Dhanvantri Library subject to COVID-19 situation improving and as per the guidelines issued by the University time to time.

Week One:

1. Roster plan on rotation basis as per the University guidelines would be issued and circulated through Whatsapp group of DL in order to resume duty from the day one of the opening of the university.
2. Keeping in view of the huge area and number of sections of the DL, the Cleanliness and Sanitation would be done in phased manner:
 - i. Cleanliness and Sanitization drive in and around the Library including washrooms.
 - ii. Cleaning and Sanitization of all the offices, sitting rooms of the employees and Reading halls
 - iii. Cleaning and sanitization of Stack Areas, Reference Area, Text book Area, JK Section, Theses and dissertation area.
 - iv. Reorganising the tables of the employees to maintain social distance.
3. Procurement of masks/ sanitizers and other related materials from the concerned quarter.
4. Hand sanitizers will be made available at the entry point of the library.
5. A record will be maintained at the entry point for every visitor of library.
6. A register shall be maintained to record travel and illness history of the employee in past 15 days and onward resuming duty.
7. Dhanvantri Library would start the process of checking of thesis, dissertation etc. for plagiarism and will issue the necessary instructions to the departments regarding the submission of documents electronically. Hence, every effort would be carried out to start the concerned section from the very first day.
8. The process of accessioning of books purchased by the various department of the university would be started.
9. Technical processing of books purchased before the lockdown shall be initiated. The computerized accessions would be done via LIBSYS. Classification and cataloging of the books would be the next step.
10. Record updation and maintenance of Browsing section would be initiated.
11. Issue/return plan and NOC for Faculties/scholars would be made functional with certain norms.
12. Updation of records in LIBSYS data base would be continued in Text book section and Stack 1.

Week Two:

1. Meeting of Officers/Section Heads regarding finalisation and strengthening of the action plan would be conducted. Agenda to be discussed during the meeting may be as under:-
 - a. Strict adherence to maintain Social distancing norms.
 - b. Daily maintenance of cleanliness and disinfection in the washrooms and other important areas of the DL
 - c. Methodology for routine maintenance/cleanliness of Offices/Sections/Reading Halls and toilets on all

- floors.
- d. Laying down of staggered timings for officers and dissemination of roster of the balance employees.
 - e. In view of the summer months and AC not being switched on as per COVID-19 medical advisory, discussion on how to resolve the issue.
 - f. Section Heads to discuss respective action plans with IC Librarian.
 - g. Section heads to discuss modalities to keep footfall under check.
 - h. AMCs and routine maintenance issues of equipments.
 - i. Scheme for opening of Reading halls for research Scholars and Formulation of seating plan and timings for Scholars in Scholar Section.
 - j. Any other relevant issues
2. Clearance of pending bills of books, if any, will be executed.
 3. Uploading of thesis received from the Controller office will start on the Shodhganga website.
 4. Creation of online database of the books for the users through OPAC would be started. After the completion of the aforementioned technical process the books would be ready to transfer to the respective places/departments/centers etc.
 5. Record up-dation of the periodicals purchased for the year 2019-20 and clearance/payments of bills, if any, would be executed.
 6. Process would be initiated for preparation of bibliography of M. Phil. dissertations available in the reference and research section in order to provide online/offline help to students, scholars and faculty members.

Week Three:

1. Issue/return plan execution shall commence for scholars/students in respective Sections with certain norms.
2. Working of the Periodical section would be made fully functional.
3. Based on finalised outcome of discussion on Point (1i) above, arrangements would be made for opening of reading halls for the research scholars. The norms, days and timings for the same would be notified accordingly.
4. Efforts would be made to open the Browsing section for faculty and scholars with certain norms subject to COVID-19 situation improving.
5. Efforts would be made to open the various stack areas (Text/Reference books, journal, thesis etc) of the library for faculty members and scholars with certain restrictions and norms subject to COVID-19 situation improving.
6. Meanwhile, Dhanvantri Library will prepare a proposal for the purchase of e-books/e-journals in order to submit the same to competent authority for consideration to make provision of grants in Non-plan budget for the year 2020-21.

Week Four:

1. Scholar Section may be open for Research Scholars as per laid down norms, timings and seating plan subject to COVID-19 situation improving.
2. Formulation of norms, seating plan and timings for P.G. students and private members in Reading Halls would be discussed and planned subject to COVID-19 situation improving.
3. To finalize the purchase of pending e-journals under RUSA 2.0

Week Five-Six:

1. Reading Halls may be open for students and private members as per laid down norms, timings and seating plan subject to COVID situation improving. The same would be notified accordingly.
2. Library will start providing Internet service to the Faculty members, scholars and student's subject to COVID-

19 situation improving.

3. Routine Library work would commence subject to COVID situation improving.

**Sd/-
Prof. S. K. Pandey
I/C Librarian**

Dated: 17.05.2020



May 20, 2020

DHANVANTRI LIBRARY, UNIVERSITY OF JAMMU, JAMMU

No.: JU/DLJ/20/531

Date: 20.05.2020

CIRCULAR

It is hereby informed that in order to facilitate the research scholars of the University of Jammu, the Dhanvantri Library shall execute the process of checking the Plagiarism of Synopsis, Abstracts, Ph. D. Thesis, M. Phil. Dissertation and Research papers w. e. f. 26.05.2020. In view of the hazards of Covid-19, this procedure is adopted in adherence to the guidelines issued by MHRD. This process will help to maintain social distance and will also ensure that minimum human interference is involved to generate plagiarism reports of the document/s.

The document/s can be forwarded to the Dhanvantari Library in the soft form after paying the requisite fee in the office of the Dhanvantari Library from 11.00 am to 2.00 pm on the all working days with maintaining social distance and face mask in the library premises.

The document (in the form of PDF/DOC as a single file without references) along with the receipt (Photo/Scanned) of the fee must be forwarded by the concerned HOD to Shri Vikram Singh Sahi on his email (sahi_vikram@yahoo.com) for checking the plagiarism. The Report once generated will be electronically forwarded to the HOD concerned for necessary action at her/his end.

Further, once the report is received by the HODs, it is requested to them to kindly acknowledge the receipt of the same through return email.

In case of any query in this regard the HOD can call librarian for clarification.

Sd/-
Prof. S. K. Pandey
I/C Librarian

UNIVERSITY OF JAMMU**Details of Helpline Numbers of Teaching Departments/Offices/Sections during Lockdown Period**

Note:- Helpline facility shall be available through below mentioned Phone Nos. between 10.00 a.m. to 5.00 p.m.

(*) In Alphabetical order

(**) Note exactly in order of seniority

S. No.	Department*	Name of concerned Faculty/Official **	Mobile No./ Contact No.	Available Days
1.	Bhaderwah Campus	Dr Jatinder Manhas, I/C Head Computer Science	9419173793	All working days
		Dr Kuljit Singh, Academic Coordinator	9419235558	
		Dr Sunil Bhardwaj, I/C Head MBA	9622221041	
		Dr Neeraj Sharma, I/C Head IME	9419213893	
		Dr Rakesh Sharma, I/C Head English	7006597225	
		Mr Cheering Tundup, Geography	9018174859	
		Mr Arif Khateeb, External Relation Officer	7006018669	
2.	School of Biotechnology	Dr Madhulika Bhagat	94191 24018	All working days
		Dr. Ritu Mahajan	97962 21378	
		Dr. Nisha Kapoor	9622049666	
3.	Botany	Prof. Yashpal Sharma	9419157412	All working days
		Prof. Namrata Sharma	9086003468	
		Dr. Sikander Pal	9596744900	
4.	Buddhist Studies	Dr. Ashwani	8825035911	All working days
		Dr. Rajesh	9419113933	
		Dr. Anila Kumari	7006114930	
5.	Centre for Studies in Museology	Prof. Poonam Chaudhary	9419106424	All working days
		Dr. Malay Day	9149665175	
6.	Chemistry	Prof. Meena Sharma	9419184645	All working days
		Prof. Sushil Kumar Pandey	9419147679 / 7006605288	
		Prof. Rajinder Kumar Bamezai (HOD)	9419190036 / 8825017730	
		Prof. Kamal Kishore Kapoor	9419134807 / 7006298353	
		Prof. Haq Nawaz Sheikh	9419148792 / 7006282861	

		Prof. Satya Paul	94191476779	
		Prof. Davinder Singh Sambyal	9419244710 / 7889635034	
		Dr. Gauri D Bajju	9419145184	
		Dr. Monika Gupta	9419623841 / 9622623841	
		Dr. Ashwani Kumar	9419860841 / 9596895135	
		Dr. Kuldip Raj Sharma	9086631451	
		Dr. Annah Gupta	7006299237 / 8803011330	
	Commerce	Dr. Jeevan Jyoti (For Research Scholars & Staff of the Department)	9469170900	All working days
		Dr. Tarsem Lal (For M.Com 4 th Sem-Finance)	9469227677	
		Mr. Sunil Kumar (For M.Com 4th Sem (Marketing and HRM))	9697563041	
		Dr. Harleen Kaur (For M.Com 2nd Sem (Roll No. 1-27))	9419148390	
		Dr. Bodh Raj (For M.Com 2nd Sem (Roll No. 28-54):	9419121435	
		Ms Richa (Helpline No.)	9419138855, 7006455792	
8.	Computer Science & IT	For MCA 6th Semester		All working days
		Prof. Vibhakar Mansotra	9419103488	
		Prof. Vinod Sharma	9797301111	
		Mr. Jasbir Singh	9419115626	
		Mr. Rajat Sethi	8717000043	
		For MCA 4th Semester		
		Prof. Lalit Sen Sharma	9419212320	
		Dr. Shubhnandan Singh Jamwal	9419160600	
		Mr. Hiteshwari Sharma	8559084588	
		For MCA 2nd Semester		
		Prof. Pawanesh Abrol	9419122511	
		Mrs. Niharika Sharma	9796242949	
		Ms. Suhani Sharma	7889343038	
		For M.Tech. 2nd Semester		
		Prof. Vibhakar Mansotra	9419103488	
		Prof. Vinod Sharma	9797301111	
		Mrs. Subah Mahajan	9419199183	
		For M.Tech. 4th Semester		
		Prof. Pawanesh Abrol	9419122511	
		Mrs. Subah Mahajan	9419199183	

		Ms. Suhani Sharma	7889343038	
9.	Department of Lifelong Learning	Dr Kavita Suri:	9419180833	Monday
		Dr Priyanka Sharma	9419748277	Tuesday
		Dr Vivek Sharma	9419201230	Wednesday
		Dr. Pallavi Sachdeva	9419125077	Thursday
		Dr Sandeep Singh	9419172579	Friday
10.	Directorate of Sports & Physical Education	Sh. Raj Kumar Bakshi	9419166996	
		Sh. Gagan Kumar	9419641110 7006003947	
		Sh. Vikas Karlopiya	9419339245	
		Sh. Harinderpal Singh	9906340017	
		Sh. Sanjay Verma	9596524245	
		Sh. Sanjeev Sharma	8492003332	
11.	Dogri	Prof. Shiv Dev Singh Manhas HOD, Dogri	9696848909	All working days
		Prof. Sushma Sharma	9419245960	
		Dr. Padam Dev Singh	7780942556	
		Dr. Sandeep Dubey	9419167405	
12.	Economics	Prof. Prakash C. Antahal- HoD	9419145175	All working days
		Prof. Jasbir Singh	9419191137	
		Prof. Dipankar Sengupta	9858000527	
		Prof. Falender K. Sudan	9419213190	
		Dr. Aroon Sharma	9419105892	
		Dr. Sunita Sharma	9419605620	
		Dr. Virender Koundal	9419141369	
		Dr. Manoj Bhatt	9419332985, 88999296812	
		Dr. Shallu Sehgal	9103010333	
13.	Education	Dr Rajeev Rattan Sharma Prof & HOD (RR)	9419141925	All working days
		Dr Mubarak Singh Professor(MS)	9419128369	TUESDAY
		Dr Sushant Panda Asstt Prof (SK)	9906375125	MON/THU/SAT
		Dr Kajal Devi Manhas Asstt Prof (KM)	9419311003	WED/FRI
		Dr Ana Bali Lecturer (AB)	9796812489	MON/TUE/WED
		Dr Niharika Panda Lecturer (NP)	9906375125	MON/TUE/THU
		Dr Sheetal Sharma (SS)	9906525006	TUE/WED/FRI
14.	Electronics	Prof. Parveen K Lehana	9419200267	All working days
		Prof. Susheel Sharma	9419279896	
		Dr. Rocky Gupta	7006537034	
15.	English	Prof Monika Sethi	9419189876	All working days
		Dr Ravinder Singh	9419148097	

		Dr Garima Gupta	9419196811	
16.	Env. Sciences	Dr.Piyush Malaviya	9419106740	All working days
		Dr. Deepika Slathia	9419146611	
17.	Geography	Dr. Sarfraz Asghar	9419134864	All working days
		Dr. Shashiprabha	9419106569	
		Dr. Inderjeet	9906007392	
18.	Geology	Prof. G.M. Bhat	9419200120	
		Prof. R.K. Ganjoo	9419181258	
		Prof. Pankaj Kumar Srivastava	9419125574	
		Prof. Avtar Singh Jasrotia	9419133793	
		Prof. S.K. Pandita	9419137162	
		Dr. Varun Parmar		
		Dr. Yudhvir Singh	9419124021	
19.	Hindi	Dr Rajni Bala Head	9419106436, 9622865436.	All working days
		Dr Parmeshwari Sharma	9419144992	
		Dr Parvinder Kour	9419204813	
		Dr Parshotam Kumar	9797633176/7006671956	
		Dr Bhagwati Devi	7051894197	
20.	History	Prof Suman Jamwal	9419141236	All working days
		Prof. Shyam Narayan Lal	9419217958	
		Dr. Sharda Sharma	9419184062	
		Dr. Madhulika Singh	9419607389	
		Dr. Tirtha raj Bhoi	6370574707	
21.	Home Science	Prof. Rajni Dhingra	9419104644	All working days
		Prof. Neeru Sharma	9419212010	
		Prof. Shashi Manhas	9906068051	
		Dr. Samridhi Arora	9419200054	
		Dr. Sarika Manhas	9419255885	
22.	Human Genetics	Prof. Seema Langer	9906027016	All working days
		Dr. Parvinder	9419195384	
		Dr. Rupali	9469909007	
23.	ICccR and HRM	Prof. Neetu Andotra (Director): (Overall functioning and staff)	9419617503	All working days
		Dr. Pallvi: (For Students of MBA(IB) IV sem. and Research Scholars)	9622370071	
		Dr. Isha: (For Students of MBA(IB) II Sem. and students of PG Diploma composite culture)	9596649967	
24.	Kathua Campus	Dr. Vivek Sharma	9419266896	
		Sh. Pankaj Khajuirra	9419129161	
25.	Law	Dr. Manju Jamwal	94193 66844	All working days

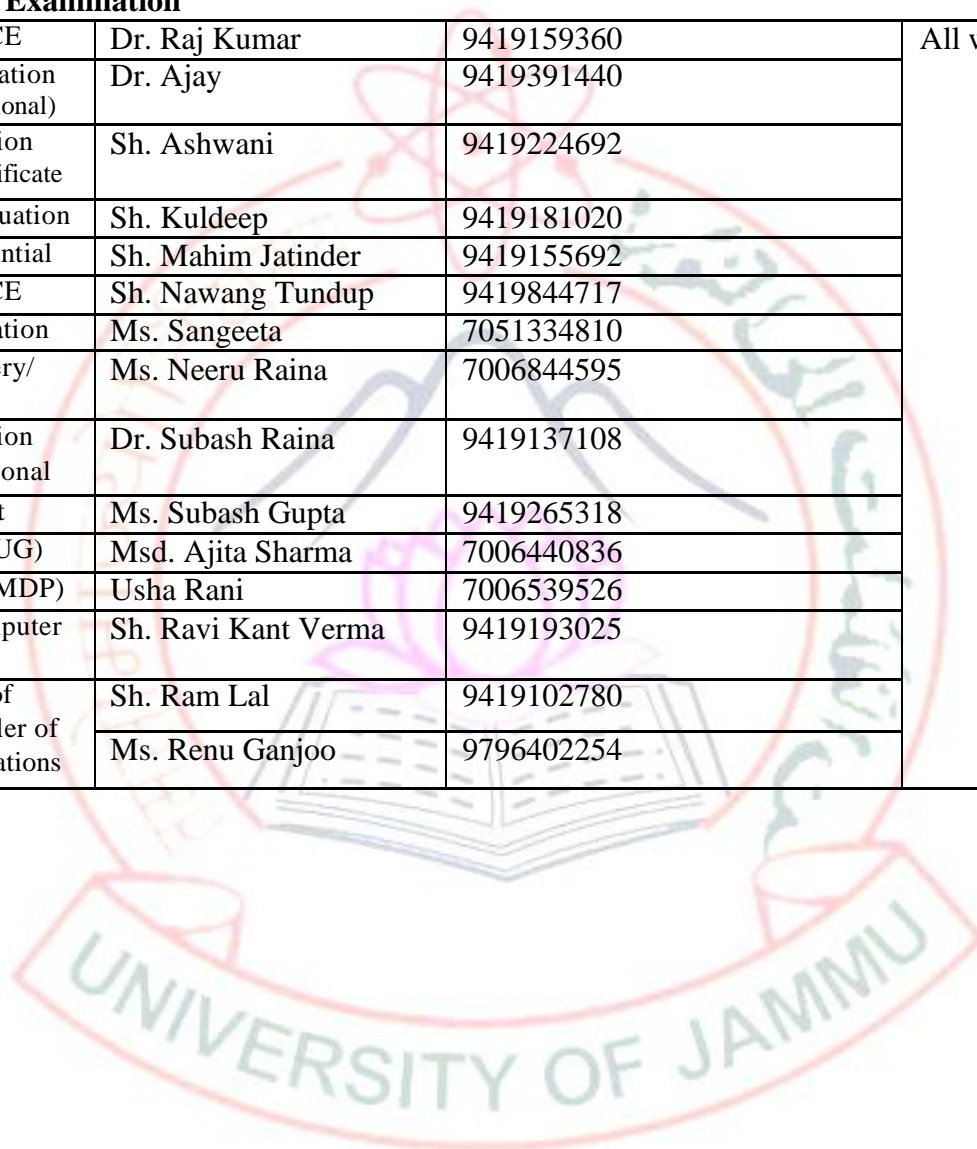
		Dr. Mohd. Arif	94193 92737	
		Dr. Navdeep Kour Sasan	94191 84204	
26.	Library & Information Science	Prof Sangita Gupta. Head	9797597072	All working days
		Dr Meghna Dhar	9419701403	
		Mr. Pramod K Singh	9419227136	
		Dr Reenu Thakur	9906353984	
		Mr. Ravi Shukla	8299275846	
27.	Mathematics	Prof. Romesh Kumar	941988175	All working days
		Professor K.S. Charak	9419207383	
		Dr Shallu Sharma	9469212553	
		Dr Tirth Ram	9149789188.	
28.	Physics	Prof. Arun Bharti	9419134355	All working days
		Dr Ramni Gupta	9419191509	
29.	Political Science	Prof. Baljit Singh Mann (HOD))	94198-35781	All working days
		Prof. Anurag Gangal	94191-16171	
		Prof. M. Tajuddin	9797586003	
		Dr. Yog Raj Sharma	94191-45967, 7006416571	
		Dr. Karuna Thakur	94191-11780	
		Dr. Ellora Puri	94191-55983, 7780865381	
30.	Poonch Campus	Dr. Suraksha Chanotra	7780986497	All working days
		Ms. Kalpna Sudan	7298774276	
31.	Psychology	Prof. Arti Bakhshi	9419133266	All working days
		Dr. Chandra Shekhar	9469211381	
		Dr. Sarita Sood	9906040655	
		Dr. Karuna Gupta	8713066256	
		Dr. Dharvinder Singh	9796229984	
32.	Punjabi	Dr. Harjinder Singh	9682386430	All working days
		Dr. Pritama Singh	8803083825	
		Sh. Rajbeer Singh Sodi	7298540131	
33.	Ramnagar Campus	Dr. Deepika Sharma (For MCA)	9086029092	All working days
		Sh. Kishore Kumar (For MCA)	7889890861	
		Dr. Goptal K. Sharma (For Sociology)	9796691595	
		Dr. Romesh Kumar (For Sociology)	7006625742	
34.	Reasi Campus	(MDP Sociology Sem. 2nd)		All working days
		Mr. Manoj Kumar, Lecturer in Sociology	9682315103	
		Ms. Diksha Bharti, Lecturer in Sociology	9055472476	
		(MDP Sociology Semester 4th)		
		Dr. Nisha Sharma, Lecturer in Sociology	9419662610	

		Ms. Diksha Bharti, Lecturer in Sociology	9055472476	
35.	Remote Sensing & GIS	Dr. Ajay K Taloor	9419116573	All working days
36.	Sanskrit	Prof. Ram Bahadur (Head)	94192-33034 (whatsapp) 91496-07795	All working days
		Prof. Sushma Devi	94192-06001 (whatsapp)	
		Dr. Vidyadhar Singh	94191-38315 (whatsapp)	
		Dr. Pratibha	99062-25816 (whatsapp)	
		Dr. Satyapriya Arya	88032-56469 (whatsapp)	
		Dr. Priyanka Arya	73409-41446 (whatsapp)	
		Prof. Ramnika Jalali (Retd. Prof.)	94192-12018 (whatsapp)	
		Dr. Nabita Jamwal	99061-62962 (whatsapp)	
		Dr. Umesh Paudel	9797474765 (whatsapp)	
		Dr. Prince Sharma	88036-68374 (whatsapp)	
37.	SHTM MBA(HT) & BBA(HM)	Prof. Deepak Raj Gupta	9419141318	All working days
		Prof. P.S Manhas	9419188260	
		Dr. Anil Gupta	9419143987	
		Dr. Suvidha Khanna	9419144426	
		Dr. Priyanka Sharma	9796698963	
		Ms. Aseesdeep Kaur	7889772239	
		Mr. Shubham Gupta	6005431005	
		Mr. Gaurav Sharma	7889606475	
38.	Sociology	Prof. Abha Chauhan - HOD	9419797709	All working days
		Prof. Vishav Raksha	9419197676	
		Dr. Sapna Sharma	9419105025	
		Dr. Malvika Upadhya	9654112285	
39.	Statistics	Prof. Pawan Kumar	9419153893	All working days
		Prof. Rahul Gupta	9419140341	
		Dr. Parmil Kumar	9419159608	
		Dr. VK Shivgotra	7006417352	
		Dr. Sunil Kumar	7051147083	
		Dr. KirandeepKour	7889787628	
		Sh. Pawan Kumar(TA)	9419181301	
40.	Strategic & Regional Studies	Dr. Mohd. Monir Alam	94192 33928	All working days
		Dr. Sunil Kumar	90861 91883 / 98788 18368	
		Dr Surendra Mohan	7006630047	
41.	The Business School	Prof. Sameer Gupta	9419128182	All working days
		Dr. Komal Nagar	9419194664	
		Dr. Farah Choudhary	9419228111	
42.	The Law School	Dr Satinder Kumar (Director)	9419193189	All working days
		Dr Seema Sharma (Law)	9419142307	
		Dr Seema Rohmetra (Pol Sc)	9419196243	
		Dr Monica Narang	9419136148	

		(Law)		
		Dr Shubha Vats (Eng)	9419174932	
		Dr Bindu Sangra (Law)	9419221675	
		Dr Mrinalini Atrey (History)	9419185268	
		Dr Renu Jamwal (Law)	9796486870	
		Dr Rajneesh Khajuria (Law)	9149400059	
		Dr Monica Bhardwaj (Law)	9419112633	
		Dr Upasana Sharma (Law)	9419128607	
		Dr Vandita Sharma (Law)	9419112278	
		Mr. Akash Sharma (Soc)	7006656032	
		Mrs Anjali Sharma (Eco)	9906100120	
43.	Udhampur Campus	<u>M.Com</u> 2nd Sem Dr. Neetu Kumari (roll no 1 - 7)	9596921102	All working days
		Mr Nikhil Khajuria (roll no 8 - 14)	8803274600	
		<u>M.Com</u> 4th Sem (Marketing) Dr. Kamani Dutta	9796267547	
		<u>M.Com</u> 4th Sem (Finance) Dr. Ritika Sambyal	9469304207	
		M.A (Eco) 2nd Sem Mr. Vinod Kumar Sharma (Roll No 1-10)	9086805780	
		Ms. Taruna Dubey- (Roll No 11-17)	9622820757	
		M.A (Eco) 4th Sem Dr. Ajay Kumar Salgotra - (Roll Nos 1- 15)	9419154970	
		Dr. Shilpa Gupta- (Roll Nos 16-30)	8825030125	
		<u>Non-teaching</u> <u>Employees</u> Ms Mamta Sharma -	8713034030	
		<u>Helpline Numbers:</u> Sh. Amit	7889717564	
		Sh. Ramesh	9419615187	
44.	Urdu	Dr. Reyaz Ahmed	7889957707	All working days
		Dr. Chaman Lal	7006541365	
		Dr. A.R. Manhas	9419153883	
		Dr. Ajaz Hussain	7051773278	
		Dr. Quoom Malik	7006676886	

		Dr. Raza Mehmood	9596636462	
		Dr. Shahbaz Mirza	7889596787	
45.	Zoology	Prof. Seema Langer	9906027016	All working days
		Dr. Arti Sharma	7889403826	
		Dr. Poonam Sharma	9906904631	
Directorate of Distance Education (DDE)				
46.	Adm.	Sh. Arun Abrol	9055523118	All working days
		Sh. Satinder Singh	9419176033	
ADMINISTRATION				
New Administration Block				
47.	Vice-Chancellor's Secretariat	Dr. Neeraj Sharma	9419180541	All working days
		Dr. Imran Farooq	9419143303	
48.	Registrar Office	Shri Inder Singh	9419291383	All working days
		Sh. Parvesh Ratta	9419279252 9906313139	
49.	Establishment (NTW)	Dr. Neeraj Sharma	9419180541	All working days
		Ms. Dhritika Singh	9419667247	
50.	Teaching Wing	Dr. Neeraj Sharma	9419180541	All working days
		Dr. Rainoo Bhai	9419101888	
51.	Colleges Development Council (CDC)	Shri K. P. Singh Sambyal	9469213598	All working days
		Sh. Ramesh	9419239167	
52.	Media Cell	Dr. Vinay Thusoo	9419155344	All working days
Old Administration Block				
53.	Dean Academic Affairs (DAA)/ Academic Section	Dr. Sumita Sharma	9469213599	All working days
		Sh. Raman Gupta	9419190359	
54.	Directorate of Quality Assurance (DIQA)/ Creation & Recruitment	Dr. Ginny Dogra	9419190927	All working days
		Sh. Ameet Tagotra	9419184939	
55.	Legal Cell	Sh. Kuldeep	9419181020	All working days
56.	Services	Dr. Guneet Sudan	9419209899	All working days
57.	Development / & RUSA	Dr. Saranpreet Kour Broca	9419193745	All working days
58.	Coordination	Dr. Imran Farooq	9419143303	All working days
59.	Deans Students Placement	Prof. Vinay Chauhan	9419193750	All working days
Offsite Campuses				
60.	Coordinator	Dr. Daud Iqbal Baba	9419184667	All working days

	Campuses			
Finance Wing				
61.	Accounts	Dr. Dharminder Magotra	9419130954	All working days
		Sh. Vivek Slathia	9419216475	
		Sh. Manjeet Singh	9419382761	
62.	Budget & Finance/ UGC Unit	Sh. Anil Koul	9419210923	All working days
Dean Research Studies				
63.	Office of DRS	Ms. Alka Gupta	9419207135	All working days
		Sh. Raj Nath	9796611605	
Controller of Examination				
64.	CA to CE	Dr. Raj Kumar	9419159360	All working days
	Examination (Professional)	Dr. Ajay	9419391440	
	Evaluation NP/Certificate	Sh. Ashwani	9419224692	
	Re-evaluation	Sh. Kuldeep	9419181020	
	Confidential	Sh. Mahim Jatinder	9419155692	
	CA to CE	Sh. Nawang Tundup	9419844717	
	Registration	Ms. Sangeeta	7051334810	
	Stationery/ PRI	Ms. Neeru Raina	7006844595	
	Evaluation Professional	Dr. Subash Raina	9419137108	
	Conduct	Ms. Subash Gupta	9419265318	
	Exam (UG)	Msd. Ajita Sharma	7006440836	
	Exam (MDP)	Usha Rani	7006539526	
	I/c Computer Section	Sh. Ravi Kant Verma	9419193025	
	Office of Controller of Examinations	Sh. Ram Lal	9419102780	
		Ms. Renu Ganjoo	9796402254	



UNIVERSITY OF JAMMU**NOTIFICATION**

Subject: Helpline for handling grievances of the students related to examinations and other academic activities

The Secretary, University Grants Commission, New Delhi vide Public Notice dated 10th May, 2020 while giving the reference of guidelines dated 29th April, 2020 issued by the UGC on Examinations and Academic Calendar has advised the Universities to plan their academic activities, keeping in view the safety and interest of all stakeholders, giving highest priority to the health of all concerned and further requested to establish a Cell for handling grievances of the students related to examinations and other academic activities arising due to this pandemic and notify the same to the students.

As advised by the UGC, the University of Jammu has established the following University Helpline for handling grievances of the students related to examinations and other academic activities/administrative matters:

Office/Section	Name of Official	Mobile No.	E-mail ID
New Administration Block			
Vice-Chancellor's Secretariat	Dr. Neeraj Sharma	9419180541	ju_neeraj@yahoo.co.in
	Dr. Imran Farooq	9419143303	provc.ju@gmail.com
Registrar Office	Sh. Inder Singh	9419291383	inderjeetpa@gmail.com
	Sh. Parvesh Ratta	9419279252	perveshrattaju@gmail.com
Establishment (NTW)	Dr. Neeraj Sharma	9419180541	ju_neereaj@yahoo.co.in
	Ms. Dhritika Singh	9419667247	dhritika.singh@gmail.com
Teaching Wing	Dr. Neeraj Sharma	9419180541	ju_neereaj@yahoo.co.in
	Dr. Rainoo Bhai	9419101888	rainoosinghju@gmail.com
Colleges Development Council (CDC)	Sh. K. P. Singh Sambyal	9469213598	kpsingh.ju@gmail.com
Media Cell	Dr. Vinay Thusoo	9419155344	thusoovinay@gmail.com
Old Administration Block			
Dean Academic Affairs (DAA)/ Academic Section	Dr. Sumita Sharma	9469213599	sumitasharma.ju@gmail.com
Directorate of Quality Assurance (DIQA)/ Creation & Recruitment	Dr. Ginny Dogra	9419190927	ginnydogra@gmail.com
Legal Cell	Sh. Kuldeep	9419181020	krsharma65@rediffmail.com
Services	Dr. Guneet Sudan	9419209899	guneetsudan@gmail.com
Development/ & RUSA	Dr. Saranpreet Kour Broca	9419193745	saran_broca@yahoo.co.in

Coordination	Dr. Imran Farooq	9419143303	provc.ju@gmail.com
Deans Students Placement	Prof. Vinay Chauhan	9419193750	vinaychauhanpbs@gmail.com
Offsite Campuses			
Coordinator Campuses	Dr. Daud Iqbal Baba	9419184667	dauoodiqbal@gmail.com
Finance Wing			
Accounts	Dr. Dharminder Magotra	9419130954	dmagotra@rediffmail.com
	Sh. Vivek Slathia	9419216475	vivekslathiaa@rediffmail.com
	Sh. Manjeet Singh	9419382761	manjeetsingh60222@gmail.com
Budget & Finance/ UGC Unit	Sh. Anil Koul	9419210923	anilkoul1961@gmail.com
Dean Research Studies			
Office of DRS	Ms. Alka Gupta	9419207135	alkaguptababbi@gmail.com
Controller of Examination			
CA to CE	Dr. Raj Kumar	9419159360	rajoy123@rediffmail.com
Examination (Professional)	Dr. Ajay	9419391440	
Evaluation NP/Certificate	Sh. Ashwani	9419224692	ak0022545@gmail.com
Re-evaluation	Sh. Kuldeep	9419181020	krsharma65@rediffmail.com
Confidential	Sh. Mahim Jatinder	9419155692	jitendra.mahim@rediffmail.com
CA to CE	Sh. Nawang Tundup	9419844717	nawangtundup89@gmail.com
Registration	Ms. Sangeeta	7051334810	sangeeta_jmu@yahoo.com
Evaluation Professional	Dr. Subash Raina	9419137108	drsubhashraina@gmail.com
Conduct	Ms. Subash Gupta	9419265318	subashgupta778@gmail.com
Exam (UG)	Ms. Ajita Sharma	7006440836	ajitasharma67@gmail.com
Exam (MDP)	Ms. Usha Rani	7006539526	usha.satish6143@gmail.com
I/c Computer Section	Sh. Ravi Kant Verma	9419193025	ravikant_619@yahoo.co.in
Office of Controller of Examinations	Sh. Ram Lal	9419102780	ramvermaju@gmail.com
Dean Students Welfare			
	Ms. Mansi Mantoo	9419103117	mansimantoo@gmail.com

Note:- Students may also put the text messages(SMS) or Whatsapps messages to the concerned Officials, besides phone calls.

Sd/-
REGISTRAR