

RESOLVED ALSO that in future the matter regarding appointment of the Director of the Centre <sup>and other such appointments</sup> be processed through the Selection Committee to be constituted in accordance with the provisions of the University Act.

CORRESPONDENCE COURSES

6. RESOLVED that letter No. F. 8-3/75(240) dated January 14, 1976, received from the University Grants Commission conveying approval to the proposal of the University for introduction of correspondence courses at the under-graduate level be recorded.

RESOLVED FURTHER that immediate steps be taken by the University for starting instruction by correspondence for the B.Ed. Course also, preferably in collaboration with the Regional College of Education, Ajmer (who are conducting such a course) and a Committee consisting of the following be constituted to formulate a detailed scheme:-

1. Vice-Chancellor, University of Jammu.
2. Vice-Chancellor, University of Kashmir
3. Education Commissioner.
4. Principal, Regional College of Education, Ajmer.
5. Director, Correspondence Course, Jammu University.

DIRECTOR, CORRESPONDENCE COURSES - APPOINTMENT

7. RESOLVED that, as recommended by the Selection Committee Shri Ishwar Sharma, at present working as Controller of Examinations in the University, be appointed as Director of the Institute of Correspondence Education on the existing pay and scale held by him (Rs. 1100-1600) for a period of two years with effect from March 1, 1976, terminable on three months notice on either side.

RESOLVED FURTHER that the matter regarding appointment of his successor be brought up before the Council after

*Ishwar Sharma*  
Director  
Institute of Correspondence Education  
University of Jammu  
JAMMU

*M. S. Meena*  
DIRECTOR  
Institute of Correspondence Education  
University of Jammu  
JAMMU

# UNIVERSITY OF JAMMU

## JAMMU

### NOTES :

A meeting of the University Council was held on February 10, 1976, at 4.30 p.m. in the Committee Room, Administration Block, Campus No. II, Canal Road, Jammu. Draft minutes of the meeting are placed opposite for approval.

VICE-CHANCELLOR

CHANCELLOR

*J. K. J.*  
Director  
Directorate of Distance Education  
University of Jammu.  
JAMMU

*[Signature]*  
13/2/76  
REGISTRAR

*[Signature]*  
REGISTRAR  
University of Jammu  
Jammu.

UNIVERSITY OF JAMMU  
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O R D E R

The University Council at it's meeting held on June 10, 1985 has been pleased to approve the following: -

1. That the Institute of Correspondence Education be given the status of a constituent post-graduate college maintained by the University and the Faculty be made eligible for membership of academic and other bodies of the University on parity with the academics of the constituent/ affiliated colleges.
2. The Director of the Institute be given the status of Principal of a post-graduate college in the pay scale of a University Professor i.e. Rs.1500-2500.
3. Qualifications for the post of Director, Institute of Correspondence Education be the same as are prescribed in the statutes for the post of Professor.
4. The faculty positions in the Institute may be of the status of Readers and Lecturers.
5. The minimum qualifications and also the pay scales of the Faculty members be the same as prescribed for the University teachers.
6. The Faculty be recruited preferably by borrowing services of experienced teachers from the University departments and affiliated/constituent colleges.
7. The senior most teachers in a subject/area of study or any other teacher so nominated by the Director be made to act as Co-ordinator to supervise and coordinate academic work in his area.
8. If the Coordinator has the status of a Reader he may be called Reader-Co-ordinator.
9. The duties and norms of workload as given in Annexure-I be assigned to the Co-ordinators and the Faculty members of the Institute.
10. A teacher be required to work on each working day in the Institute for six hours.

11. The Faculty of the Institute be treated as non-vacation academic staff and be granted earned leave as admissible to non-vacation staff.
12. A single broad-based Advisory Committee with membership and functions as given at Annexure-II with powers to co-opt experts be constituted to consider policy matters and supervise and oversee the functioning and performance of the Institute.
13. A subject Committee constituting 4-6 members for each subject of study or groups of subjects as approved by the Vice-Chancellor be constituted to advise on academic matters with the functions as given at Annexure-III.
14. Internal assessment be introduced in the B.A/B.Com. Courses.
15. Statutes be modified to provide flexibility in the dates of admission and late admission to correspondence courses.
16. The duration of Personal Contact Programmes for the LL.B. (Academic) course be increased from 10 days to 15 days in each semester.
17. The arrangements be made to broadcast lessons and lectures on important topics of various courses through the media of radio and T.V. for the benefit of learners.
18. The study material in all courses be upgraded.
19. Seminars and workshops on various themes connected with distance learning be organised periodically by the Institute in collaboration with other Institutes of Correspondence Education.
20. The Co-ordinator with the assistance of the members under the supervision of Director be made responsible for making arrangements for personal contact programmes, practice of teaching sessions, accommodation for outstation candidates, constitution of examination centres, publicity campaigns for enrolment of students etc.
21. The printing and publication work of the Institute including study material be assigned to the publication cell.
22. The services of the Junior Stenographers already available in the Institute be provided to the faculty members.

23. The Library be kept open for longer hours preferably late in the evening every day.

24. The following additional posts in the Institute <sup>to</sup> be created: -

Section Officer in the scale of 825-1240	One
Head Assistant in the scale of 600-925	One
Junior Lib. Assistant in the scale of 600-925	One
Proof Reader in the scale of 600-925	One
Copy Holder in the scale of 475-850	One
Daftry in the scale of 390-500	One

Consequent upon the creation of above posts the office of the Institute be divided into following three section with the allotment of staff and allocation of functions and arrangement of the Institute as given at Annexure IV & V.

1. Accounts and Administrative Section
2. Academic Section
3. Publication and Public Relation Section.

25. The Institute be allowed to retain with it a major portion of the University Development Fund (to be decided by the Vice-Chancellor) collected from the enrolled students for improving students facilities.

26. The fees charged from the students enrolled be revised as given at Annexure-VI.

27. The Director Institute of Correspondence Education be delegated additional administrative and financial powers as given at Annexure-VII.

28. Subject to fulfilment of minimum qualification the existing Lectures be placed in the U.G.C. scale of Rs 700-1600 and their pay re-fixed under rules.

By order,

Sd/-  
(O.P.SHARMA)  
ACTING REGISTRAR

No. Adm /85/13083-162  
Canal Road, Jammu(Tawi)  
Dated - 13-9-85