जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu
राया – सूचानी (बागला), जिला सांबा – 181143, जम्मू (जम्मू एवं कश्मीर)
Rahya - Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

15 YEARS OF CELEBRATING THE MAHATMA

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संख्या: CUJ/RW/Gen/Ph.D./2024/283 28 जून, 2024

NOTIFICATION NO./अधिसूचना संख्या- 18/2024

अधिष्ठाता समिति की बैठक के संकल्प के अनुसरण में, विश्वविद्यालय के शोधार्थियों के लिए क्षेत्र कार्य / नमूनाकरण (बाहरी) से संबंधित दिशानिर्देश/नीति अनुबंध- I के रूप में संलग्न है।

Pursuant to resolution of the Dean's committee meeting, the guidelines/policy related to the fieldwork/sampling (outstation) for the research scholars of the University is attached herewith as Annexure-I.

2. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

28/06/24

for कुलसचिव (I/c)

ईमेल: registrar@cujammu.ac.in
दूरभाष: 8082197957

अनुलग्नक / Encls:

संलग्नक-I / Annexure-I

प्रतिलिपि:

1. सभी अधिष्ठाता / All Dean
2. सभी विभागाध्यक्ष / All Heads
3. माननीय कुलपति के निजी सचिव / PS to Hon'ble Vice Chancellor
4. कुलसचिव के निजी सचिव / PS to Registrar
5. आईसीटी सेल - विश्वविद्यालय की वेबसाइट पर अपलोड करने के लिए/ ICT Cell - for uploading on the University Website

Annexure-I

Policy/Guidelines for Fieldwork/Sampling (Outstation for Research Scholars)

1. The maximum period of fieldwork/data collection may be restricted to **SIX MONTHS** (6 months) for the scholars across the disciplines during his/her complete tenure of Ph.D. The maximum number of days allowed for fieldwork/data collection shall not be exceeds 45 days in an academic year. The maximum number of days allowed for fieldwork/data collection shall not exceed 30 days in continuity with a cooling period/Gap of 30 days.

2. The approximate period for fieldwork/data collection and tentative scheduled shall be approved by concerned Departmental Research Committee (DRC)/Research Advisory Committee (RAC), Board of Studies (BoS) and School Board at the time of registration of scholar.

3. To avail this period of fieldwork/data collection mentioned in Point No. 1 above, scholar will have to submit a written request to his/her supervisor. Such request of scholar duly recommended by the research supervisor, Head of the Department, Dean concerned and Dean Research Studies to be put up in personal file of scholar for approval of competent authority. An order of the same shall be issued by Registrar.

4. If at all, the scholar requires extension beyond the period mentioned in Point No. 1 above, approval of Hon'ble Vice Chancellor, Central University of Jammu to be sought; subject to recommendations of Research Supervisor, Head of the Department, Research Advisory Committee/Departmental Research Committee, Dean concerned and Dean Research Studies. Such matters to be reported in the immediate next meeting of the Board of Studies and the School Board.

5. It is also recommended that scholars, who are away for fieldwork/data collection at outstation, need to submit the evidence of their visit at the time of claiming the scholarship of said period. The evidence may be in the form of:

   a. Geo-tagged photo of the places visited and the respondents interviewed.

   b. Documentary duly recorded during the visit.

   c. Verified copy of entry in the visitor register (e.g visit to other library)

   d. Any other material proof, as applicable.

6. The period of fieldwork/data collection to be treated as **"Present"** for all scholars across the disciplines.

28/06/24