

REGULATION 01

Meetings of the Executive Council

(Section 2 & Statutes 38 (1) of the Central Universities Act, 2009)

(Approved by the Executive Council at its first meeting held on 03.04.2010)

1. These regulations may be called “Regulations for the conduct of meetings of the Executive Council” and shall come into force on the date they are notified by the University.
2. The date for a meeting of the Executive Council shall be fixed by the Vice-Chancellor, who is the Chairman of the Executive Council.
3. The notice for a meeting of the Executive Council shall be issued by the Registrar.
4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Executive Council. Provided that the Vice – Chancellor in case of urgency may convene an urgent meeting of the Executive Council by giving a shorter notice whenever he thinks it necessary.
5. The Registrar, shall circulate, at least 7 days before the meeting, the notes on the items of the agenda, as approved by the Vice – Chancellor to be considered at a meeting. Provided that it shall be open to the Chairman, to bring up such items which are urgent and important in nature for consideration at the meeting itself.
6. A special meeting of the Executive Council may be convened by the Registrar, if a request to this effect is received in writing from not less than 50% of the total number of members of the Executive Council on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s), which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such meetings are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.
7. Quorum for a meeting of the Executive Council shall be as laid down in the relevant Statutes of the University Act*.
8. Where a meeting of the Executive Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day or any time in the next week or to such other day and at such other time and place, as the members of the Executive Council may decide, a notice for the adjourned meeting shall be sent to all the members of the Executive Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.
9. The conduct of business at a meeting of the Executive Council shall be regulated by the Chairman.
10. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.
11. Where a matter is to be considered by the Executive Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and also the copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Executive Council.
12. The minutes of the meeting shall be prepared by the Registrar and shall within a week’s time after date of meeting submit the same to the Chairman for his / her approval. The minutes approved by the Chairman shall be circulated to the members. Comments, if any, received from the members within twenty days from the date of dispatch of the Minutes, shall be considered at the following meeting before the minutes are confirmed.
13. The decisions taken at a meeting, of the Executive Council may be implemented by the University on the basis of the minutes approved by the Chairman.

* Amended by the Executive Council vide Item 10.6 at its meeting held on 22.08.13

REGULATION 2

Meetings of the Academic Council

(Section 29 read with Statute 38 of the Central Universities Act, 2009)

(Approved by the Academic Council at its first meeting held on 01.05.2010)

1. These regulations may be called “Regulations for the meeting of the Academic Council” and shall come into force on the date they are notified by the University.
2. The date for a meeting of the Academic Council shall be fixed by the Vice-Chancellor, who is the Chairman of the Academic Council.
3. The notice for a meeting of the Council shall be issued by the Registrar.
4. Ordinarily, a notice in writing of 21 days shall be given for a meeting of the Academic Council. Provided that the Vice-Chancellor in case of urgency may convene an urgent meeting of the Academic Council by giving a shorter notice whenever he thinks it necessary.
5. The Registrar shall circulate, at least 7 days before the meeting, the notes on the items of the agenda to be considered at a meeting. Provided that it shall be open to the Chairman, at his / her discretion, to bring up such items which are urgent and important in nature for consideration at the meeting itself.
6. A special meeting of the Academic Council may be convened by the Registrar, if a request to this effect is received in writing from not less than 1/3rd of the total number of members of the Academic Council on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item(s), which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such meetings are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.
7. Where a meeting of the Academic Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day and time in the next week or to such other day and at such other time and place, as the members of the Academic Council may decide; A notice for the adjourned meeting shall be sent to all the members of the Academic Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.
8. Where a matter is to be considered by the Academic Council it shall be open to the Vice-Chancellor to obtain the approval of the members of the Council by circulation. In that event, the draft resolution shall be circulated together with explanatory notes and copies of the papers and documents connected therewith and the draft resolution shall be deemed to have been approved, if it is signed by a majority of the members of Academic Council.
9. Quorum for a meeting of the Academic Council shall be as laid down in the relevant Statutes of the University Act.
10. The conduct of business at a meeting of Council shall be regulated by the Chairman.
11. The Ruling of Chairman of the meeting in regard to all questions shall be final.
12. The Academic Council may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting but shall not be entitled to vote.
13. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority. In case of a tie, the Chairman shall have a casting vote as well.
14. The minutes of the meeting shall be prepared by the Registrar, ordinarily within a week’s time after date of meeting, who shall submit the same to the Chairman for his / her approval. The minutes approved by the Chairman shall be circulated to the members for their comments. Comments, if any, received from the members within ten days from the date of dispatch of the Minutes, shall be considered at the following meeting before the minutes are confirmed.

* Amended by the Executive Council vide Item 10.6 at its meeting held on 22.08.13

15. The decisions taken at a meeting, of the Academic Council may be implemented by the University on the basis of the minutes approved by the Chairman.
16. The power to amend, repeal or add to these Regulations shall vest with the Executive Council.

REGULATION 3

Standing Committee of the Academic Council

(Section 29 & Statute 21 & 38 of the Central Universities Act, 2009)

(Approved by the Academic Council at its first meeting held on 01.05.2010)

1. The Academic Council in its 1st meeting shall constitute a Standing Committee of the Academic Council which consists of the Vice-Chancellor (Chairman), Deans of the various Schools and 4 members of the Academic Council.
2. The nominated members of the Standing Committee shall hold office for a period of 3 years or so long as they continue as the members of the Academic Council which ever is earlier.
3. The Standing Committee has the following powers of the Academic Council:
 - i) To prescribe qualifications for admission to various programmes, to determine the intake of students in each programme and to fix various external examination Centres and other matters relating to the admission of the students;
 - ii) To recognize examinations, degrees, diplomas of other Universities and educational bodies for the purpose of admission to various programmes of the University;
 - iii) To consider the special cases of relaxation and deviation from the rules framed by Council and to make suitable recommendations;
 - iv) To consider the minutes of the School Boards and to make suitable recommendations to the Council;
 - v) To consider any other matter referred to it by the Vice-Chancellor or the Academic Council.
 - vi) To approve the Academic Calendar of the University.
4. The Standing Committee shall meet as and when required.
5. At least 3 days notice should be given for the meeting of the Standing Committee and the quorum for the meeting may be 50% of the number of total members of the Standing Committee.
6. The Vice-Chancellor, when present, shall preside over the meeting of the Standing Committee and in his / her absence, the Pro-Vice-Chancellor or the senior most Dean/senior most Professor available on duty shall act as the Chairman.
7. The Registrar shall be the non-member Secretary of the Standing Committee. He will communicate the proceedings of the Standing Committee to the Academic Council and other Officers/Authorities concerned.

REGULATION 4

(Approved by the Finance Committee at its first meeting held on 08.05.2010)

Regulations relating to the conduct of business by the Finance Committee

1. The meetings of the Finance Committee shall be held at least thrice every year to examine the accounts and to scrutinize proposals for expenditure. But on a requisition signed by any five members of the Finance Committee to convene a special meeting of the Committee, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any shall convene a special meeting on a date fixed by him. At such meetings only such subjects as the signatories to the requisition have set forth in the requisition shall first be brought forward and disposed of.
2. The Finance Officer shall, ordinarily at least ten days before each meeting, issue to each member a notice of the time and place of the meeting together with the agenda paper. In the case of special meetings the Finance Officer shall give such previous notice of the time and place of the meetings as the circumstances in each case may permit;
Provided that in case of emergency meetings and whenever necessary in exceptional circumstances, the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, may suspend or modify the operation of this regulation.
3. The Vice-Chancellor shall be the Chairman of the Finance Committee. In his absence the Pro-Vice-Chancellor, if any, shall be the Chairman and in the absence of both, the members present shall elect a member of the Committee as Chairman.
4. The Finance Officer shall be the ex-officio Secretary. In his absence the person performing his duties shall act as Secretary.
5. Five members inclusive of the Chairman shall form the Quorum of the Finance Committee.
6. All regulations relating to the conduct of business at the meetings of the Executive Council mutatis- mutandis shall apply to the meetings of the Finance Committee.
7. Any emergent item of business for the Finance Committee may, at the discretion of the Vice-Chancellor or in his absence the Pro-Vice-Chancellor, if any, be disposed of by correspondence. Such item shall, however, be reported to the Finance Committee at its next meeting.
8. The proceedings of the meetings of the Finance Committee shall be recorded in writing by the Secretary and submitted to the Chairman of the meetings for approval and signatures. The Finance Officer shall, within fifteen days after the meeting of the Finance Committee, send a copy of the proceedings to each member of the Finance Committee and the Executive Council.

REGULATION 5

PROCEDURE OF SCRUTINY OF APPLICATIONS RECEIVED FOR TEACHING & VARIOUS OTHER ACADEMIC POSTS

(Approved by the Executive Council at its 4th meeting held on 02.07.2011)

1. Procedure of Scrutiny

The applications of all candidates for the post of Assistant Professor, Associate Professor, Professor or other such equivalent positions will be placed before the following Screening Committee for deciding their eligibility.

- i. The Dean of the concerned School or a person nominated by the Vice-Chancellor, as the Chairperson of the Screening Committee.
- ii. The Head of the Department / a person nominated by the Vice-Chancellor in case of non-availability of HOD; and
- iii. Two subject experts in the concerned subject nominated by the Vice Chancellor.

The quorum for the above Committee shall be three.

2. The procedure for scrutiny of applications will be as follows:-

- i. In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc., will be scrutinized and those candidates who suffer from any disability will be separately listed, followed by an appropriate decision by the Committee with regard to their eligibility.
- ii. The applications of all the remaining candidates will be scrutinized with reference to the essential and desirable qualifications. While screening the forms, guidelines issued by the UGC from time to time shall be followed.
- iii. Ordinarily, the number of candidates recommended for interview shall be reasonably calculated based on number of vacant posts. In case of large number of applications received for a teaching post, the number of candidates recommended for interview shall however be reduced to a ratio of 1:10 (1 post: 10 candidates) *. An objective shortlisting mechanism in such cases shall be adopted by the University.
- iv. The basic academic qualification will not be relaxable. In case a candidate does not satisfy any one of the basic qualifications like experience and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing of the qualifications will be given in writing.

3. Re-advertisement

If the number of candidates eligible for being called for interview is less than two in all, the post shall be re-advertised with a note that the eligible candidates who may have applied earlier need not apply again. In such cases the Vice-Chancellor shall also initiate personal contact. In case the number of eligible candidates is still less than two after the process of second advertisement and personal contact, the University will again re-advertise the position and in case the number of eligible candidates again turns out to be less than two, the University may proceed with the conduct of interview.

4. Information to Candidate

The candidates will be informed by e-mail as well as through registered post of the venue and date of the interview at least two weeks ahead of the due date of their interview.

5. Reserved Posts

In the case of reserved posts, the procedure mentioned at Clause 3 above must be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the GOI/UGC rules as amended from time to time.

* Amended by the Executive Council vide item EC 6.6 at its 6th meeting held on 22.04.2012

REGULATION 6

CONDUCT & PROCEDURE OF CONVOCATION

(Adopted by the Executive Council at its 14th meeting held on 10.11.2014)

1. **Academic Dress:** The specifications of the Academic Dress to be worn by the dignitaries and the students at the time of the Convocations shall be as under:

S.No.	Dignitary	Gown	Cap
1	Chancellor	Sea Blue Velvet Gown with four inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Goldenbeading &tassel
2	Vice-Chancellor	Sea Blue Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Goldenbeading &tassel
3	Chief Guest	Green Velvet Gown with three inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Goldenbeading &tassel
4	Pro-Vice Chancellor	Sea Blue Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
5	Members of the Court	Maroon Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
6	Members of the Executive Council	Black Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
7	Members of the Academic Council	White Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
8	Members of the Finance Committee	Red Velvet Gown with three inches golden lace in front and two inches golden lace on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
9	Deans of the School	Light Blue Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
10	Registrar	Purple Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
11	Finance Officer	Red Velvet Gown with two	Mortarboard with

		inches golden lace in front and on the outside of the bottom of the sleeves	Golden tassel
12	Controller of Exams	Green Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
13	Librarian	Black Velvet Gown with two inches golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
14	Principals of Constituent Colleges	Maroon Velvet Gown with one inch golden lace in front and on the outside of the bottom of the sleeves	Mortarboard with Golden tassel
Graduates			
1	Ph. D	Sea Blue Silk Gown with Silver Border	Mortarboard
2	PG Degree	Maroon Silk Gown with Silver Border	Mortarboard
3	Bachelors Degree	Green Silk Gown with Silver Border	Mortarboard

All the Gowns shall be having University Logo woven in golden thread on the left side of the chest.

2. Order of Procession: Following order shall be maintained at the time of movement of procession to the Convocation Hall:

- I. Registrar
- II. Members of the Court
- III. Members of the Executive Council
- IV. Members of the Academic Council
- V. Members of the Finance Committee
- VI. Deans of the schools in order of seniority
- VII. Finance Officer
- VIII. Controller of Examination
- IX. Librarian
- X. Principles
- XI. Pro-Vice Chancellor
- XII. Vice Chancellor
- XIII. Chief Guest
- XIV. Chancellor

3. Procedure at Convocation Hall: Following procedure shall be adopted at the Convocation Hall:

- i. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
- ii. Having obtained the permission of the Chancellor or in his/her absence the Vice-Chancellor, the Registrar shall declare the convocation open.

- iii. The Vice-Chancellor shall welcome the dignitaries and also present report about the activities of the University. After this the Vice-Chancellor shall invite the Chief Guest to deliver convocation address. This shall be followed by Chancellors address to be invited by Vice-Chancellor.
- iv. The Chancellor, or in his/her absence the Vice-Chancellor shall then say, "Let the candidates be presented".
- v. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees. The Deans of the respective Schools will present the UG, PG & Ph D Candidates. The Principals/Deans of the constituent colleges, nominated for the purpose by the Vice-Chancellor will present UG/PG candidates. The names of the recipients of medals and prizes shall be read by the Registrar. The Controller of Examinations or the person appointed for the purpose will present the candidates for their degrees in absentia for admission to their respective degrees. Degree Certificates shall be supplied to the candidates in a manner to be prescribed by the Vice-Chancellor after the Convocation is over. The candidates when presented shall rise in their seats.
- vi. The candidates shall be presented in the following manner:

"Madam Chancellor/Chancellor Sir, I present to you Candidates who have been examined and found qualified for the Degree ofto which I pray that they may be now admitted".

The Chancellor or in his/her absence the Vice-Chancellor will admit the candidates to the degree in the following words :

"By virtue of the powers vested in me as the Chancellor/ Vice-Chancellor of the Central University of Kashmir, I admit you to the degree ofand I charge you that ever in your life and conversation you show yourselves worthy of the same".

- vii. The Controller of Examinations shall then request the Chancellor or in her/his absence the Vice-Chancellor to admit the candidates in absentia to the various Degrees in the following words :

"Madam Chancellor/Chancellor Sir, on behalf of the other..... candidates who have been examined and found qualified for the Degree of and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees".

The Chancellor or in her/his absence the Vice-Chancellor will admit those candidates to their respective degrees in the following words :

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of Central University of Kashmir, I admit those candidates to their respective degrees in absentia"

- viii. The Chief Guest shall distribute prizes and awards to the concerned candidates. Candidates for this purpose shall be presented by Deans concerned.
- ix. When all candidates have been admitted to their degrees, medals and prizes the Registrar shall propose a vote of thanks. After this the Registrar shall, with the permission of the Chancellor or in his/her absence, the Vice-Chancellor, declare the Convocation Closed.
- x. The procession shall then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience standing.

4. **For any other aspect** of the Convocation, not covered by the provisions of this Regulation, the Vice-Chancellor shall be authorised to decide upon separately.
