

# CENTRAL UNIVERSITY OF KASHMIR

## PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

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### **Brief History**

The Central University of Kashmir (formerly known as Central University of Jammu & Kashmir) was established in 2009 under the Central Universities Act, 2009. As per the Act, the objectives of the University are “

- to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;
- to make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes;
- to take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research;
- to educate and train manpower for the development of the country;
- to establish linkages with industries for the promotion of science and technology and
- to pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

### **Powers/Functions of the University**

The powers of the University as stipulated in **Section 6 (1)** of the Act are –

- (i) to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;
- (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examinations, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (iii) to organize and to undertake extramural studies, training and extension services;
- (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (v) to provide facilities through the distance education system to such persons as it may determine;
- (vi) to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;
- (vii) to recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- (viii) to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;
- (ix) to create administrative, ministerial and other posts and to make appointments thereto;

- (x) to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;
- (xi) to establish such centres and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;
- (xii) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (xiii) to establish and maintain Colleges, Institutions and Halls;
- (xiv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organizations, as the University may deem necessary;
- (xv) to organize and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvi) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;
- (xvii) to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
- (xviii) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xix) to demand and receive payment of fees and other charges;
- (xx) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (xxi) to lay down conditions of service of all categories of employees, including their code of conduct;
- (xxii) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- (xxiii) to make arrangements for promoting the health and general welfare of the employees;
- (xxiv) to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;
- (xxv) to borrow, with the previous approval of the Central Government, on the security of the property of the University, money for the purposes of the University; and
- (xxvi) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

In exercising its powers referred above, it shall be the endeavour of the University to maintain an all-India character and high standards of teaching and research, and the University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:—

- (i) admission of students and recruitment of faculty shall be made on all-India basis;
- (ii) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;
- (iii) Inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;
- (iv) Semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;
- (v) Innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;
- (vi) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;
- (vii) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and
- (viii) e-governance shall be introduced with an effective management information system.

## **Powers and Duties of the Officers of the University**

### **Vice- Chancellor**

The Vice-Chancellor is the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University. The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him on such matter:

The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

Powers of the Vice-Chancellor has been enumerated further in the Statute 3 of the Act.

1. The Vice-Chancellor shall be ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
2. The Vice-Chancellor shall be entitled to be present at, and address, any meetings any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
3. It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance. The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
4. The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
5. The Vice Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.

### **Registrar**

The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University, and shall exercise such power and perform such duties, as may be prescribed by the Statutes.

The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. The Registrar is the ex-officio Secretary of the Executive Council and the Academic Council, but will not be deemed to be a

member of either of these authorities and will be ex-officio Member-Secretary of the Court.

Further, as per Statute 6 (7) of the Act, it shall be the duty of the Registrar –

- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- (b) To issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;
- (e) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

### **Finance Officer**

The Finance Officer shall –

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy: and
- (b) perform such other financial function as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

Subject to the control of the Executive Council, the Finance Officer shall –

- (a) hold and manage the property and investments of the University including trust and endowed property:
- (b) ensure that the limits fixed by the executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual account and the budget of the university and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investment;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employees;
- (f) ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- (g) bring to the notice of the Vice Chancellor unauthorized expenditure and financial irregularities and suggest disciplinary action against persons at fault; and
- (h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

## **Procedure Followed to Take a Decision on Various Matters**

Decisions in various matters are taken by the appropriate authorities of the University as per the procedures laid down under various Ordinances, Rules and Regulations of the University.

The administration of the University consists of various Sections which are normally headed by a Section Officer who is a Group “B” Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by Assistants, UDC’s and LDC’s as are posted as per administrative requirement, workload etc. Office Attendants help in transit of files/papers for day to day purposes. The Sections report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar as per administrative requirement. The Sections in the Faculties/Departments report to the concerned Administrative Officer or the Head of the Department as the case may be. The assent of the Vice-Chancellor is taken as defined in the Act, Statutes, Ordinances or Regulations of the University.

## **Statutory Bodies of the University**

Norms and standards for various activities of the University are set by the authorities of the University such as Executive Council (EC), Academic Council (AC), Finance Committee (FC), etc. The Executive Council (EC) has, inter alia, the power of management of all administrative affairs of the University. Academic Council (AC) is the academic body of the University. It exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the University and other academic matters. All proposals having financial implications including creation of posts are examined by the Finance Committee before they are endorsed by the Executive Council.

## **Official Documents and their Availability**

Minutes of the University Court, Executive Council and Academic Council are printed and published from time to time.

Brochures and Prospectus prepared by the University are available in print form in the respective Faculties/ Departments. They are also available on the website of the University [www.cukashmir.ac.in](http://www.cukashmir.ac.in) .

## **Ways to seek information about the University**

Information can be obtained by the citizens through various means which includes

Website of the University – [www.cukashmir.ac.in](http://www.cukashmir.ac.in)

Notice boards at the Departments, Faculties various Offices of the University

Prospectus/Brochures of various programmes run by the University. However Prospectus is generally a priced publication.

Information for the general public is disseminated occasionally through press releases, advertisements, etc.