



CHAPTER - I

OFFICERS

1. In addition to the officers mentioned in Section 9 of the *Statutes* Act, there shall be the following officers: -
- 1) ¹Dean, Academic Affairs;
 - 2) Dean, College Development Council;
 - 3) Librarian;
 - 4) Chief Proctor;
 - 5) Additional Controller of Examinations;
 - 6) Dean Students Welfare;
 - 7) Deputy Chief Proctor/Proctor;
 - 8) Deputy Librarian;
 - 9) Deputy Registrar/Development Officer;
 - 10) Deputy Controller of Examinations;
 - 11) Director, Physical Education;
 - 12) Director, Bureau of Educational & Vocational Guidance;
 - 13) ²Special Assistant to Vice Chancellor;
 - 14) Senior Assistant Librarian;
 - 15) Assistant Registrar;

¹ Amended vide Univ. order No. F(Dean-AA)Adm/KU dated 26-03-2008

² University Council resolution dated June 02, 2008.

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16) Assistant Controller of Examinations/
Confidential Assistant to Controller of
Examinations;

17) Assistant Librarian;

18) Assistant Engineer.

1.1 In addition to the duties assigned to and powers vested
in him under section 13 of the Act, it shall be competent
to the Vice Chancellor: -

*Vice
Chancellor*

- i. to depute officers, teachers and other employees
of the University on University work;
- ii. to permit the teachers and officers to attend the
meetings and conferences recognized by the
University within and outside the state;
- iii. to treat on duty for a period of 15 days extendable
to 20 days in exceptional cases in a year from
January to December, in the case of teachers and
officers to enable them to attend meetings and
academic conferences recognized by the
University and the committees constituted by the
State Government or other recognized bodies and
to conduct the viva or practical examination/s
outside the jurisdiction of the University or any
other academic programme beneficial to the
teachers /officers of the University as may be
decided by the Vice-Chancellor.
- iv. to treat on duty, the teachers of the University
during the period they are engaged in the conduct
of examinations (Theory or Practical) of the
University or in assessment of answer scripts at
the evaluation centres set by the University;
- v. to recommend and/or forward to the University
Grants Commission and Union Ministry of
Education, the proposals made by the University
Departments, constituent and affiliated colleges
and other recognized institutions for grant of
financial assistance under various schemes;
- vi. to select candidates and recommend them to the
State Ministry of Education, University Grants
Commission, Union Ministry of Education, the



- Council of Scientific and Industrial Research and other institutions, for the award of fellowships/scholarships and grant of financial assistance etc, subject to the conditions, if any laid down in this behalf;
- vii. to call upon the Heads of the Departments concerned to submit such information and render such assistance as may be necessary in the interest of the University work;
 - viii. to grant late admission of students to various courses in the University Departments, affiliated/ constituent colleges and other institutions, in genuine cases, in accordance with the provisions of relevant statutes;
 - ix. to condone the delay in submission of forms, applications and all other documents to the University in exceptional cases where the delay is occasioned by the circumstances beyond the control of the applicant, provided that he/she has not been guilty of negligence or fraud;
 - x. to sanction remission of late fees in the submission of admission forms, Registration Returns etc. in genuine cases in which delay is occasioned by the circumstances beyond the control of the Candidate/College Department, as the case may be, provided that the Candidate /College/Department has not been guilty of negligence or fraud;
 - xi. to sanction extra-ordinary contingent expenditure in exceptional cases, in connection with the conduct of examinations as may be prescribed from time to time.
 - xii. to sanction casual leave to the officers and Heads of Departments of the University;
 - xiii. to sanction leave of all kinds other than casual, to the employees of the University;
 - xiv. to sanction crossing of efficiency bar in favour of the employees of the University;
 - xv. to sanction honoraria to the subordinate staff;



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- xvi. to suspend when he deems necessary an officer or a teacher on grounds of misconduct in accordance with the procedure laid down under Regulations and when he takes such an action he shall report it to the Syndicate/ University Council at its next meeting;
- xvi A ³ to suspend from attending the classes when he deems necessary a student on grounds of misconduct, indiscipline or misbehavior;
- xvii. to sanction special advances out of G.P. Fund/ C.P. fund in favour of officers and other University employees upto the extent, the credit is available;
- xviii. to sanction House Building Advances to the University Employees under Rules;
- xix. to sanction write-off of loss in any individual case not exceeding Rs. 200/= subject to a limit of Rs. 5,000/= book value in a year;
- xx. to sanction all the scholarships to the students under Statutes;
- xxi. to sanction, in consultation with the Financial Adviser, grant of such facilities and amenities to the employees as may be sanctioned by the State Government from time to time;
- xxii. to sanction advances against the budgetary provisions;
- xxiii. to authorize free supply of University publications on the merits of each case;
- xxiv. to sanction, in consultation with the Financial Adviser, relaxation in the conditions of length of service qualifying for grant of study leave to the employees of the University;
- xxv. to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure;

³ University Council resolution dated 23/08/1975



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- xxvi. to accord sanction to the execution of approved original works by the University Construction Division after the estimates are technically approved by the competent authority;
- xxvii. to sanction, on the recommendation of Engineer having technically approved the estimates, expenditure to the extent of 5% over the estimates in the original technical sanction, within the budgetary provision;
- xxviii. to approve the various items of the works under the grant provided for maintenance of buildings and premises;
- xxix. to sanction the temporary establishment on daily wages from time to time for maintenance and development of the University Campus;
- xxx. to modify the statutory dates of commencement of various examinations conducted by the University in exceptional cases in consultation with the Heads of University Departments and Principals of Colleges, if necessary.
- xxxi. to authorize all purchases to be made for the University within the budgetary grant, save as otherwise provided in the statutes;
- xxxii. to sanction admission of students to their respective degrees in absentia;
- xxxiii. to sign the certificates of degrees awarded by the University;
- xxxiv. to appoint suitable persons on the recommendations of the Controller of Examinations, to tabulate and collate the results of various examinations and to affix code numbers on answer-books;
- xxxv. to authorize, subject to the restrictions laid down in the relevant statutes, amendment in the result of a candidate when affected owing to rectification of an error;

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- xxxvi. to authorize the publication of results of the Bi-annual/ Supplementary/ Subsequent/ Special examination;
- xxxvii. to sign all cheques or to delegate this power to any other officer of the University.
- xxxviii. to sanction refund of fees in exceptional cases not covered by the statutes and regulations, in order to avoid real hardship in genuine cases; and
- xxxix. to sanction re-appropriation from one major or minor head to another in the approved budget, subject to the restrictions laid down in Account and Finance Regulations.
- 1.2 The Pro Vice-Chancellor, if any, shall have the following powers and functions in addition to those that may be delegated to him by the Vice Chancellor under Section 15(1) of the Act: -
- Pro Vice-Chancellor*
- 1) to preside over the meetings of all the bodies of the University other than the University Council, in the absence of the Vice-Chancellor; and
 - 2) to perform such other duties and exercise such powers of the Vice-Chancellor as may be assigned to him by the University Council.
- 1.3 The Registrar shall have the following powers and functions in addition to those provided under section 17 of the Act: -
- Registrar*
- 1) to make all disbursements on account of the University, and sign all cheques.
 - 2) to sanction temporary appointments in leave arrangements of the subordinate staff;
 - 3) to award black mark to the subordinate staff for omissions and errors proved to have been committed by them;
 - 4) to impose fines on subordinate staff;
 - 5) to sanction casual leave to the subordinate staff of the office or delegate this power to any officer of this University;



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- 6) to authorize purchase of all kinds for the office upto and including Rs. 25,000/= in individual cases;
- 7) to accord administrative approval to the preparation of estimates for execution of approved works by the Engineering Unit as per codal procedure.
- 8) to accord sanction to the execution of approved works as per codal procedure by the Engineering Unit after the estimates are technically approved;
- 9) to sanction payment of advance T.A to the University employees and members of the University bodies if and when necessary, provided that road distance is not less than 150 Kilometers. The advance shall not, however, be made earlier than 5 days before the actual date of travel;
- 10) to sanction extra-ordinary expenditure not covered under Regulations on refreshment to the subordinate staff;
- 11) to sanction re-appropriation from one major or minor head to another in the approved budget subject to the restrictions laid down in Account and Finance Regulations;
- 12) to operate upon and maintain the account of imprest of Rs. 10,000/= to meet emergent expenses in accordance with the provisions laid down for this purpose;
- 13) to declare the seniority list of the University employees;
- 14) to sanction advances to the University employees out of their G.P/C.P Fund deposits in accordance with the relevant Regulations;
- 15) to keep the custody of Service Books and Character Rolls of the University employees;
- 16) to suspend when he deems necessary members of the subordinate staff on grounds of misconduct according to the procedure laid down under Regulations and when he takes such an action he will report it to the Vice-Chancellor;



- 17) to sanction write off of loss in any individual case as per regulations.
- 18) to sign agreements on behalf of the University.

Provided that in respect of cases pertaining to a Department/Centre, the concerned head of the Department/ Director shall also be empowered to execute an agreement with outside agencies after it is vetted by the Dean, Faculty of Law.

However, this should apply to the budget items of the Departments/ Centres.

- 1.4 The Controller of Examinations shall have the following powers and functions in addition to those provided under Section 18 of the Act: -

Controller of Examinations

- 1) to frame and issue date sheets (theory and practical) for various examinations;
- 2) to publish the result gazettes in respect of the examinations conducted by the University in accordance with the statutes;
- 3) to make corrections in the entries of the Result Registers detected after the results have been tabulated and collated;
- 4) to condone in genuine cases deductions liable to be made from the remuneration of examiners on account of late submission of documents, omissions and mistakes etc., or to impose token deductions only;
- 5) to sanction expenditure not covered under Regulations on refreshment to the subordinate staff of the Examination Branch who may have to sit for work beyond office hours;
- 6) to grant previous sanction to the expenditure incurred by the Superintendents of Examination Centres as required under the provisions of the relevant Regulations;
- 7) to grant permission to candidates for appearing in various examinations conducted by the University;



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- 8) to sanction extra-ordinary contingent expenditure in connection with the conduct of examinations as may be prescribed from time to time.
 - 9) to make payment of remuneration to printers of question papers, paper-setters, Moderators, Examiners, Checking Assistants, Code Officers, Tabulators and Collators, and to sign cheques in that connection.
 - 10) to authorize incurring of normal contingent expenditure in regard to the work relating to the conduct of examinations;
 - 11) to sanction payment of advance T.A. to the Examiners, Superintendents of Examination Centres and officials of the Examination Branch provided that the road distance is not less than 150 kilometers. This advance shall not, however, be made earlier than five days before the actual date of journey;
 - 12) to sanction casual leave to the subordinate staff of the Examination Branch or delegate the power to any officer of the University; and
 - 13) to inspect the Examination Centres (Theory and Practical).
- 1.5 The Joint Registrar, if any, shall perform the following duties:-
- 1) in the absence of the Registrar to act as Secretary of the University Council, Syndicate, Academic Council and all other Bodies unless otherwise provided by the statutes; and
 - 2) to perform such other duties of the Registrar as may be assigned to him by the University Council.
- 1.6 ⁴ One of the senior most Professors of the University shall be nominated by the Vice-Chancellor to function as Dean Academic Affairs in addition to his normal duties. The Dean Academic Affairs shall hold the office for a period of two years.

*Joint
Registrar, if
any*

*Dean
Academic
Affairs*

⁴ University Council resolution dated 6.1.1997



The powers and functions of the Dean, Academic Affairs shall be to-

- 1) a. Co-ordinate, Supervise and approve on behalf of the Vice-Chancellor admission of students to various courses including M.Phil/Ph.D made by the Admission Committees in their respective Departments. He may ask for such information as he considers proper to satisfy himself that the admissions are made in accordance with the prescribed policy and procedure.
- b. Recommend to the Vice-Chancellor modifications in admission policy and procedure as and when these may become necessary either on his own or on the basis of recommendations made by Head of the Departments/Deans of Faculties/ Admission Committees in various Departments.
- 2) Arrange for adequate and proper accommodation for various University Departments/classes, subject to overall constraints.
- 3) Circulate to the teaching Departments the academic calendar, list of holidays and periods of closure of Departments or suspension of classes under special circumstances.
- 4) a) Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the Departments shall send to him class-wise and teacher-wise timetable of a class at the beginning of each semester;
- b) Ensure that the discipline and routine work in all Departments is maintained in accordance with the decisions and directions of the University;
- c) Exercise control in respect of matters specified in 4(a) and (b) herein above over the functioning of the University teaching Departments through the Heads of the Departments.
- 5) a) Sanction casual leave and special casual leave to the Heads of the Departments and special casual leave to other members of the teaching staff;



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- b) Sanction duty leave not exceeding 3 days at a time (6 days in case of University work) to the teaching staff including Heads of the Departments.
 - 6) a) Communicate approval to the proposals of Heads of the Departments for guest speakers after these are perused and formally approved by the Vice-Chancellor;
b) Forward to the Vice-Chancellor with his recommendation the proposals of Heads of Departments for appointment of visiting Fellows and Professors under the UGC scheme or other similar arrangements.
 - 7) Communicate approval to the proposals of Head of the Departments for deputing delegates from the University to conferences, seminars, workshops and other faculty improvement programmes after these are perused and formally approved by the Vice-Chancellor.
 - 8) Formulate proposals and to recommend to the Vice-Chancellor ways and means for improving academic standards of the University.
 - 9) Approve the award of University Fellowships and Scholarships on the recommendations of Heads of the Departments concerned committees.
 - 10) Preside, in the absence of the Vice Chancellor and the Pro Vice Chancellor if any, over the meetings of the Boards of Research Studies in various Faculties and decide cases of differences, if any, between a Ph.D. candidate and his supervisor.
- 1.7 The Dean College Development Council⁵ shall be appointed by the Vice-Chancellor from amongst the senior most professors of the University.
- The Dean, College Development Council shall hold the office for a period of three years;
- Dean, College Development Council*

⁵ University Council resolution dated 6.1.1997



Provided, that the Vice-Chancellor may extend the term of the Dean, College Development Council for second consecutive term.

Provided, further appointment of the Dean College Development Council shall be subject to such terms and conditions as the Vice-Chancellor may deem fit.

- 1). The Dean shall be an ex-officio member of the Academic Council/Board of Inspection of the University.
- 2) The Dean shall head the affiliation unit of the University and the affiliation to Colleges shall be monitored and controlled by him.
- 3) The Dean shall carry out the inspection of the colleges to see that the academic programmes are carried out smoothly.
- 4) The Dean shall act as the Convener of all Inspection Committees appointed by the University for Inspection of Colleges.
- 5) The Dean shall review the inspection reports of the Colleges and suggest remedies for removing the defects and irregularities reported.
- 6) The Dean shall act as a member of the Selection Committee for selection of teachers in private colleges affiliated to the University.
- 7) The Dean shall help in monitoring the UGC programmes implemented by the affiliated colleges.
- 8) The Dean shall visit all the Affiliated/ Constituent Colleges at least twice a year to assess the developmental and academic needs of the colleges.
- 9) The Dean shall scrutinize development proposals of the colleges and recommend them to the UGC and other agencies/bodies for approval.
- 10) The Dean shall obtain from the Colleges and furnish to the commission utilization certificates and other documents in respect of UGC grants released /disbursed to the colleges.

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Functions***



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- 11) The Dean shall ensure proper utilization of grants sanctioned by the UGC and efficient implementation of UGC approved projects.
 - 12) The Dean shall be in direct liaison with the Vice-Chancellor, Commissioner/Secretary, Higher Education, UGC, and other agencies/ bodies.
 - 13) The Dean shall represent the University on the State Government Committees for development of colleges.
 - 14) The Dean shall hold regular meetings with Principals of the affiliated colleges with a view to apprise them of the ways in which the College Development Council can function effectively for the development of colleges.
 - 15) The Dean shall organize workshops, seminars and conferences of Colleges Principals /teachers for advancing the cause of collegiate education.
 - 16) The Dean shall perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.
- 1.8 The Dean of each Faculty shall be nominated in accordance with the provisions of Section 29(1) of the Kashmir and Jammu Universities Act, 1969. *Deans of Faculties*
1. The Dean of each Faculty shall be the Executive Officer of the Faculty and shall preside at its meetings. In the absence of the Dean, the members present shall elect their own Chairman.
Provided that in case the Dean is absent or on leave for a period exceeding three months, his place may be temporarily filled up by the Vice-Chancellor for the period of absence.
 2. The Dean shall have right to be present and to speak at any meeting of any Committee of the Faculty but not to vote unless he is a member of the Committee.



1.9 The Librarian of the University shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under sub-section 1 (b) of Section 36 of the Act. He shall be a whole time officer of the University and perform the duties and exercise powers as under: -

Librarian

- 1) to act as Member-Secretary of the Library Committee;
- 2) to conduct all official correspondence for the Library;
- 3) to sanction casual leave to the subordinate staff of the Library;
- 4) to scrutinize lists of books recommended by the Heads of Departments of the University;
- 5) to place orders for books, journals and all other Library requirements within the limits of sanctioned budget allotments and in accordance with Regulations;
- 6) to select reference books, books of general interest and books on Library Science and such other subjects as the Library Committee may determine from time to time;
- 7) to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
- 8) to authorize purchase of serial publications in order to complete the volumes;
- 9) to remit over-due charges from borrowers according to Regulations;
- 10) to dispose of or write off books lost or damaged in the Library as per procedure that may be laid down by the Library Committee from time to time.
- 11) to operate upon and maintain the account of the sanctioned imprest to meet emergent expenses in accordance with the procedure laid down for this purpose;
- 12) to control the staff of the Library;



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- 13) to perform such other duties as may be prescribed by the Library Committee, the University Council and the Syndicate;
 - 14) to delegate, subject to approval of the Vice-Chancellor, any of his powers and duties to any other officer of the Library
 - 15) In the discharge of his duties, the Librarian shall be under the direct control of the Vice Chancellor.
- 1.10 ⁶ The Chief Proctor of the University shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor and shall hold office for a term of two years extendable by another term of two years.
- Chief Proctor*
- 1) all disciplinary powers affecting students which are not vested in Heads of Departments or other authorities, shall be exercised by the Chief Proctor, under the directions of the Vice-Chancellor;
 - 2) the Chief Proctor shall take disciplinary action as provided in this statute, in the case of all students of the Post-graduate Departments of the University, both resident and non-resident, who are found guilty of misbehavior or improper conduct elsewhere than within the compounds of the Departments and Hostels;
 - 3) any disciplinary action taken by the Chief Proctor in the case of a student who belongs to a Department or Hostel shall be reported to the Head of the Department concerned/Hostel Warden and the Vice-Chancellor;
 - 4) all breaches of discipline involving expulsion either from the Department or Hostel shall be reported through the Chief Proctor to the Vice-Chancellor;
 - 5) the Chief Proctor shall take action on all matters which are referred to him for disciplinary measures by any responsible person or an authority;
- Duties and Powers of the Chief Proctor*

⁶University Council Resolution dated 9/6/1985

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- 6) the Chief Proctor shall be empowered to deliver a formal caution;
 - 7) the Chief Proctor shall be competent to impose a fine upto a limit of Rs. 100/= on a particular student;
 - 8) the Chief Proctor shall, in consultation with the Head of the Department concerned, have the power to recommend to the Vice-Chancellor the rustication or expulsion of a student from the University.
- 1.11 The Additional Controller of Examinations shall perform such duties as may be assigned to him by the Syndicate/Vice-Chancellor.
- 1.12 Subject to the Superintendence of the Vice-Chancellor, the Dean of Student's Welfare shall perform the following duties and functions relating to the welfare of the students: -
- 1) The Dean of Students welfare shall advise in the following: -
 - i. Organizing student Advisory Committees and their functioning;
 - ii. Residential accommodation of students;
 - iii. Proper functioning of the Cafeteria and the Hostel especially mess arrangements;
 - iv. Health and transport services;
 - v. Scholarships, Stipends, fellowships and other Financial assistance outside the University;
 - vi. Educational tours including travel concessions;
 - vii. Admission of students to the various courses outside the Kashmir Province.
 - 2) The Dean shall exercise general control and supervision over the Physical education programme and other co-curricular activities of students in consultation with the Heads of Departments.

*Additional
Controller of
Examinations*

*Dean
Student's
Welfare*



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- 3) It shall be the duty of the Dean to ensure discipline among the students at the campus and deal with cases of indiscipline in accordance with the provisions of the statutes.
- 4) The Dean shall maintain record of the programmes and activities of each student from the date of his admission to the University and for this purpose he shall keep a note of all achievements and of any other reports or incidents reflecting on the conduct or character of the student.
- 5) The Dean of Student's Welfare shall exercise control over the Bureau of Educational and Vocational Guidance and ensure its proper functioning.
- 6) The Dean shall prepare reviews and reports of the activities pursued by students during the year.
- 7) The Dean shall perform such other functions for the welfare of students as the Vice-Chancellor may direct from time to time.
- 8) The Dean shall be a vacation officer;
- 9) The Dean shall organize the Annual University Youth Festivals and Annual Athletic/ Sports Meet.
- 10) The Dean shall be a member of the Board of Sports and Youth Welfare and shall be associated with the selection of teams for various games and sports in and outside the State along with the Director of Physical Education.
- 11) The Dean shall take special care of the welfare of girl student's; supervise their special problems, if any.
- 12) The Dean shall work as Secretary of the Board of Student Welfare.
- 13) The Dean shall maintain his office at a convenient place in or near a teaching block so that he is easily accessible to the students.

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- 1.13 There shall be a Deputy Chief Proctor, Proctors and Proctorial Monitors to assist the Chief Proctor in Performance of his duties. The Vice-Chancellor shall be competent to appoint Proctorial officers: -
- Deputy Chief Proctor/
Proctor*
- 1) The Deputy Chief Proctor shall be competent to impose a fine upto a limit of Rs. 50/= on a particular student.
 - 2) The Proctor shall be competent to impose a fine of Rs. 25/= on a particular student.
- 1.14 The Deputy Librarian shall be appointed by the University Council on the recommendation of the Selection Committee appointed for the purpose under Sub Section 1(b) of Section 36 of the Act. He shall be a whole time officer of the University and perform such duties and exercise such powers as may be assigned to him by the University Council, the Syndicate or the Library Committee or by the Vice-Chancellor or the Librarian. In case there is no Librarian, the Deputy Librarian shall perform all duties and exercise all powers delegated to the Librarian. In the discharge of his duties, the Deputy Librarian shall be under the direct control of Vice-Chancellor when there is no Librarian.
- Deputy Librarian*
- 1.15 The Deputy Registrar, Development Officer, Special Assistant to Vice Chancellor and Assistant Registrar shall be appointed by the Syndicate on the recommendation of the Selection Committee constituted under Sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them from time to time by the Vice-Chancellor or the Registrar, the Deputy Registrars, Development Officer and Assistant Registrars shall, subject to the control of the Registrar, perform the duties and exercise the powers as under: -
- Deputy Registrar/
Special Secretary. to
Vice-Chancellor
/Development officer/
Assistant Registrar*
- 1) to be incharge of work relating to: -
 - a) Convocation;
 - b) Issue of forms and stationery;
 - c) Registration of the students of the University;
 - d) Preparation of the budget estimates;



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- 2) to conduct routine correspondence;
- 3) to sanction and issue Inter-College and Inter-University Migration Certificates;
- 4) to maintain the stock of all kinds of forms and stationery, save as otherwise provided in the Statutes;
- 5) to maintain up-to-date seniority list of the employees of the University; and
- 6) to complete service books and maintain personal files of all the teachers, officers and other employees of the University.

1.16 The Deputy Controller of Examinations, the Assistant Controller of Examinations and the Confidential Assistant to the Controller of Examinations shall be appointed by the Syndicate on the recommendations of the Selection Committee constituted under sub-section 1(C) of Section 36 of the Act. They shall be whole-time officers of the University and besides performing such duties and exercising such powers as may be assigned to them by the Vice Chancellor, the Deputy Controller of Examinations and Assistant Controller of Examinations, shall perform the duties and exercise the powers as under: -

- 1) to conduct routine correspondence regarding examinations;
- 2) to keep under safe custody the blank certificates and diploma forms;
- 3) to sign and issue marks certificates, result cards, failure statements and admission cards to the candidates in various examinations of the University; and
- 4) save as otherwise, provided, to prepare and issue various statements, notifications and other documents in connection with the conduct of University examinations.

*Deputy
Controller of
Examinations
/Asstt.
Controller of
Examinations
Confidential
Asst. to
Controller of
Examinations*

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- 1.17 The Director Physical Education shall be appointed by the University Council on the recommendation of the Selection Committee constituted for this purpose under sub-section 1(a) of section 36 of the Act. He shall be a whole-time officer of the University and, subject to the control of the Vice Chancellor and the Registrar, shall be incharge of work relating to sports, youth welfare and other extra-curricular activities and will work as Secretary of the Board of Sports and Youth Welfare. He shall perform such other duties relating to Sports and Youth Welfare and exercise such powers as may be assigned to him by the Syndicate or the Board of Sports and Youth Welfare.
- Director
Physical
Education*
- 1.18 The Director, Bureau of Educational and Vocational Guidance shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub section 1 (c) of Section 36 of the Act. He will be incharge of the Bureau and shall give information and guidance to the students of the University in regard to academic matters. In the execution of his duties he will be under the direct control of the Dean of Students' Welfare.
- Director,
Bureau of
Educational
and
Vocational
Guidance*
- 1.19 The Senior Assistant Librarian shall be appointed by the Syndicate on the recommendation of the Selection Committee appointed for the purpose under sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and under the control of the Librarian or Deputy Librarian, whoever is incharge of the Library, exercise such powers and perform such duties as may be assigned to him by the Syndicate, the Library Committee or by the Vice-Chancellor or the Librarian/Deputy Librarian. In case there is no Librarian or Deputy Librarian the Senior Assistant Librarian shall exercise such powers and perform such duties as are assigned to the Librarian under statutes subject to the Superintendence of the Registrar.
- The Senior
Assistant
Librarian*



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1.20 The Assistant Registrar (Accounts) shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University. Besides performing such duties and exercising such powers as may be assigned to him, from time to time, by the Vice-Chancellor or the Registrar, he shall be responsible for supervising and maintaining all the accounts of the University in accordance with the Accounts and Finance Regulations, in addition to the performance of the following duties, subject to the control of the Registrar: -

Assistant Registrar (Accounts)

- 1) he shall be incharge of the Accounts Branch including the Cash Section;
- 2) he shall check the cash of the University once or twice in a month and report to the Registrar the irregularities, if any, noticed by him;
- 3) he shall suggest ways and means for maintaining proper accounts of the University;
- 4) he shall regularly check up the cash balances with the respective accounts of the Bank;
- 5) he shall see that all payments are supported by proper vouchers and covered by proper sanctions;
- 6) he shall get the cheques signed by the Registrar, Controller of Examinations or Vice-Chancellor, as the case may be, and keep the cheque books in his own custody;
- 7) he shall see that all receipts and payments are regularly brought in books and classified in accordance with the Regulations of the University;
- 8) he shall get pension cases prepared whenever required and see that pension payment orders are issued in time;
- 9) he shall be responsible to exercise thorough check of the accounts and shall submit a monthly report to the Vice-Chancellor and Financial Advisor through the Registrar; and

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- 10) he shall conduct physical stock verification of dead stock articles, blank certificates and diploma forms and other forms and stationery of the whole University, at least once a year and submit a report to the Vice-Chancellor through the Registrar.
- 1.21 The Assistant Librarian shall be appointed by the Syndicate on the recommendations of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. He shall be a whole-time officer of the University and perform such functions as may be assigned to him by the Library Committee or the Syndicate or the Vice Chancellor or the Librarian/ Deputy Librarian. In the execution of his duties he shall be under the immediate control of the Librarian or any other officer performing the duties of the Librarian.
- 1.22 The Assistant Engineer shall be appointed by the syndicate on the recommendation of the Selection Committee appointed for the purpose under Sub-section 1(c) of Section 36 of the Act. Besides exercising such powers and discharging such duties as may be assigned to him by the Vice-Chancellor, his powers and functions shall be as under: -
- 1) He will be incharge of the Construction Unit of the University and control the subordinate staff of that unit;
 - 2) He will be responsible for the proper maintenance of University buildings and report immediately whenever any repairs are required in any such building;
 - 3) He will prepare every year a proposal for ordinary repairs of the buildings and fittings for being executed within the budget allotment under the maintenance grant;
 - 4) He will prepare estimates of all the approved works assigned to the Construction Unit and execute these works after the estimates have been approved as provided in the Statutes and the formalities regarding tenders

*Assistant
Librarian*

*Assistant
Engineer*



Chapter I: *Officers*

- 5) completed in accordance with the Account and Finance Regulations;
 - 6) He will be responsible to exercise cent percent check of the bills of contractors;
 - 7) He will discharge the technical work in accordance with the procedure obtaining in the State P.W.D. and also maintain all the registers as will be required in accordance with P.W.D. Accounts Code;
 - 8) He will supervise the works of the University executed by the Jammu and Kashmir Construction Corporation and the State P.W.D. and make report of his findings and observations to the Vice-Chancellor through the Registrar;
 - 9) He will conduct the routine correspondence in respect of the Engineering Unit; and
 - 10) In the discharge of his duties, the Assistant Engineer shall be under the direct control of the Registrar.
- 1.23 Unless otherwise provided each Head of the University Department/Director of a Centre/Chairman shall be competent: -
- Head of the Department/
Director/
Chairman*
- 1) to sanction casual leave to the teachers and the subordinate staff of the Department concerned;
 - 2) to incur expenditure under the following budget heads in anticipation of the Vice Chancellor's sanction, provided the expenditure is incurred in accordance with the procedure laid down in the Accounts and Finance Regulations prescribed by the University: -
 - i Postage and Telegrams;
 - ii Telephone charges;
 - iii Electric Charges;
 - iv Stationery, Typewriters, Duplicators and Duplicating Material;
 - v Hot and Cold Weather Charges;
 - vi Repairs to Furniture;



- vii Miscellaneous; and
 - viii Garden Contingencies.
- 3) to incur expenditure, with the previous sanction of the Vice-Chancellor, within the budgetary provisions in respect of: -
- i. Furniture;
 - ii. Tours;
 - iii. Laboratory expenses;
 - iv. Scientific equipment;
 - v. Workshop equipment; and
 - vi. Servants' Liveries.
- 4) to sanction re-appropriation in consultation with the Registrar from one major or minor head to another in the approved budget, subject to the restrictions laid down in Accounts and Finance Regulations.
- 1.24 The officers attached to the Registrar, shall be designated as Deputy Registrar and Assistant Registrar while those working with the Controller of Examinations shall be designated as Deputy Controller of Examinations and Assistant Controller of Examinations respectively and shall be transferable.