



जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu
Bagla (Rahya-Suchani), District Samba-181143, Jammu (J&K)
Tele: 01923 – 249643 & Website: www.cujammu.ac.in

MANUAL-I
[SECTION 4 (1) (b) (I)]
THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

1. The Central University of Jammu has been established and incorporated by the Central Universities Act, 2009 (Act No.25 of 2009) read with the Central Universities (Amendment) Act, 2009 (Act No.38 of 2009), w.e.f. October 20, 2009, having its territorial jurisdiction extending over the Jammu Division of the State of Jammu and Kashmir.
2. Dr. S.S. Bloeria assumed the charge as its founder Vice Chancellor on August 8, 2011 and on that day the Central University of Jammu actually came into being.
3. **Vision**
To be a leading Centre of higher learning, integrating culture, knowledge, philosophy, science and value system of our heritage with modern and emerging concepts, skills, technology and management practices.
4. **Mission**
 - Impart education which in its breadth and scope represents the three main symbols in our logo; iridescent like the rising Sun, immortal as the Banyan Tree and infinite like the Sky.
 - Inculcate self confidence; which when combined with disciplinary study, leads to faith in one's strength and conviction.
 - Develop talent for sustainable growth in academics, administration, business and research by laying emphasis on organised thought, self-discipline and discriminative faculty.
 - Encouraging inter-disciplinary focus, as also collaborative research with leading Institutions aimed at the optimum development of human resource and integration of new ideas and innovations.
 - Provide a modern, environmentally sustainable, healthy and vibrant Campus in consonance with the principles of Green technology.
 - Play participatory role in the affairs of the people of surrounding areas in particular and civil society in general.
5. The Administration and two departments are functioning from the main campus of the University, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) and other departments are running its Academic activities from hired buildings located at Sainik Colony (Temporary Academic Block)



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6. **Logo and its Description**

- i) **The Rising Sun, the Banyan Tree and the Infinite Sky** are some of the most significant constituents of nature, epitomizing its essence and motivating the mankind to embrace a productive way of life, to acquire knowledge and attain peace and happiness.
These elements, each an inspirational entity, have been arranged together into an emblem to represent the Central University of Jammu.
 - ii) **RISING SUN:** The rising Sun in the backdrop of the Banyan Tree is emblematic of victory over darkness - the triumph of enlightenment over ignorance. The students shall abide in light, acquire knowledge and grow in wisdom.
 - iii) **BANYAN TREE:** This part of the emblem proclaims that as the Banyan Tree filters impurities to provide pure air, proliferation through its prop roots, the University intends to resonate wisdom and knowledge, leading to organised thought, discriminative faculty and self-discipline through contribution and participation of its alumni.
 - iv) **INFINITE SKY-** The vast canopy of the Infinite Sky filled with rays of the Sun denote the enormous expanse available for acquisition, growth and spread of knowledge; the soaring spirit as also an exhaustive domain for nurturing and flow of ideas.
University is an abode of boundless learning, knowledge and wisdom that paves the way to purposeful self-introspection, leading to individual growth and development.
7. **MOTTO** of the University implies that knowledge refines, purifies and sharpens the mind. To sum up, the Rising Sun along with the Banyan Tree and the Infinite Sky, truly reflect the values, aspirations, goals and ethos of the University as it seeks to usher in an enlightened society through vibrant, learned and empowered youth ready to adopt new ideas and emerging trends in the modern world; eager to face the resultant challenges.
8. **Objects of University:** As established in the Central Universities Act, 2009, the objects of the University shall be 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



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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.

9. Powers of the University:

(A) The University shall have the following powers, namely:

- (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 specialized laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;



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- (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.

(B) In exercising its powers referred to in sub-section (1), 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;



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- (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.



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10. ORGANISATION OF UNIVERSITY

(A) COURT:

(1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes:

Provided that such number of members, as may be prescribed by the Statutes, shall be elected from among the teachers, employees and students of the University.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:—

(a) to review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of the University;

(b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;

(c) to advise the Visitor in respect of any matter which may be referred to it for advice; and

(d) to perform such other functions as may be prescribed by the Statutes.

(B) EXECUTIVE COUNCIL

(1) The Executive Council shall be the principal executive body of the University.

(2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.

(C) ACADEMIC COUNCIL

(1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.

(2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.



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(D) FINANCE COMMITTEE

The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes.

(E) BOARD OF STUDIES

The constitution, powers and functions of the Board of Studies shall be prescribed by the Statutes.

(1) Each Department shall have a Board of Studies.

(2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

(3) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances —

(a) courses of studies and appointment of examiners for courses, but excluding research degrees;

(b) appointment of supervisors for research; and

(c) measures for the improvement of the standard of teaching and research:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.

(F) DEPARTMENTS OF STUDIES AND COLLEGES

1. The Central University of Jammu shall have the Departments of Studies and Colleges in the respective Schools, as listed in **Schedule I**.
2. The Executive Council, on the recommendation of the Academic Council, may add such Department(s) to the list in **Schedule I** as it may deem proper, from time to time.
3. Such Departments as decided by the Executive Council, on the recommendation of the Academic Council, may be established in a phased manner.
4. This shall be deemed to have come into force with effect from 27th August, 2011.



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(A) Post Graduate Programmes:

1. M.A./M.Sc. Applied Mathematics.
2. M.Sc. Computer Science.
3. M.A. Economics.
4. M.A. English & Comparative Literature.
5. M.Sc. Environmental Sciences.
6. M.B.A. Human Resource Management.
7. M.B.A. Tourism and Travel Management.
8. M.Ed. (Master of Education)
9. M.A. Public Policy and Public Administration
10. M.A. Mass Communication and New Media
11. M.A. Social Work
12. M.A. National Security Studies
13. M.A Hindi

(B) Under Graduate Programmes:

1. B.Vocational (Tourism Management)
2. B.Vocational (Retail Management)
3. Beauty & Wellness Programme

(C) Integrated M.Phil.-Ph.D Programmes:

1. Economics
2. Education
3. English
4. Human Resource Management
5. Tourism and Travel Management
6. Mathematics
7. National Security Studies
8. Public Policy and Public Administration

(D) New courses introduced in Academic Year 2016

1. Integrated M.Sc. Course in Botany
2. Integrated M.Sc. Course in Zoology
3. Integrated M.Sc. Course in Chemistry
4. Integrated M.Sc. Course in Physics
5. Supply Chain Management (M.B.A)
6. M.Sc. in Material Sciences & Technology



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11. Organisational Structure of the University

MANUAL-II [SECTION 4(1)(b)(II)] THE POWER & DUTIES OF ITS OFFICERS AND EMPLOYEES

As per provisions of the Central Universities Act, 2009, the powers and functions are as under:

Chancellor	(1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes. (2) The Chancellor shall, by virtue of his office, be the head of the University and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court.
Vice Chancellor	(1) The Vice-Chancellor shall be <i>ex officio</i> 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 meeting of 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. (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 the meetings of the Executive Council, the Academic Council and the Finance Committee.
Pro-Vice Chancellor	(1) The Pro-vice Chancellor shall be appointed by the executive Council on the recommendation of the Vice-Chancellor: Provided that where the recommendation of the Vice-Chancellor is not accepted by the executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council: Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a professor to discharge the duties of the Pro-Vice-Chancellor in addition to his duties



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	<p>as a professor.</p> <p>(2) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier: Provided that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment. Provided further that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of seventy years: Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (7) of Statute 2, continue in office, notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.</p> <p>(3) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.</p> <p>(4) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.</p>
Deans of Schools	<p>(1) Every Dean of School shall be appointed by the Vice-Chancellor from amongst the Professors in the School by rotation in the order of seniority for a period of three years: Provided that in case there is only one Professor or no Professor in a School, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professor in the School by rotation in the order of seniority: Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.</p> <p>(2) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the school.</p> <p>(3) The Dean shall be Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.</p> <p>(4) The dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the</p>



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	case maybe, but shall not have the right to vote thereat unless he is a member thereof.
Registrar	<p>(1) The Registrar shall be appointed by the executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.</p> <p>(2) He shall be appointed for a term of five years and shall be eligible for re-appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time: Provided that the Registrar shall retire on attaining the age of sixty-two years.</p> <p>(4) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.</p> <p>(5) (a) 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: Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.</p> <p>(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).</p> <p>(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.</p> <p>(6) The Registrar shall be <i>ex officio</i> Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be <i>ex officio</i> Member-Secretary of the Court.</p> <p>(7) It shall be the duty of the Registrar—</p> <p>(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;</p> <p>(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any committees appointed by</p>



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	<p>those authorities;</p> <p>(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.</p> <p>(d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;</p> <p>(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;</p> <p>(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</p> <p>(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.</p>
<p>Finance Officer</p>	<p>(1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.</p> <p>(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time.</p> <p>Provided that the Finance Officer shall retire on attaining the age of sixty-two years.</p> <p>(4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice-Chancellor may appoint for the purpose.</p> <p>(5) The Finance Officer shall be <i>ex officio</i> Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.</p> <p>(6) The Finance Officer shall:</p> <p>(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and</p> <p>(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.</p> <p>(7) Subject to the control of the Executive Council, the Finance Officer shall:</p> <p>(a) hold and manage the property and investments of the</p>



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	<p>University including trust and endowed property;</p> <p>(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 money are expended on the purpose for which they are granted or allotted;</p> <p>(c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;</p> <p>(d) keep a constant watch on the state of the cash and bank balances and on the state of investments;</p> <p>(e) watch the progress of the collection of revenue and advise on the methods of collection employed;</p> <p>(f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialised Laboratories;</p> <p>(g) bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and</p> <p>(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.</p> <p>(8) Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money</p>
<p>Controller of Examinations</p>	<p>(1) The Controller of Examinations shall be appointed by the executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.</p> <p>(2) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment.</p> <p>(3) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Executive Council from time to time: Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.</p> <p>(4) When the office of Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may</p>



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	appoint for the purpose. (5) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.
Librarian	(1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University. (2) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.



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MANUAL-III
[SECTION 4(1) (b) (III)]

**12. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING
CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The decisions are taken in accordance with the provisions of Central Universities Act, 2009 (Act No. 25 of 2009), read with the Central Universities (Amendment) Act, 2009 (No. 38 of 2009) & Statutes, Ordinances, Regulations, Govt. of India rules where applicable, directives received from MHRD / UGC. Policy matters are decided at the level of Vice-Chancellor / Executive Council / Academic Council / Finance Committee of the University.

The Vice-Chancellor is the principal executive and academic officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.



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MANUAL-IV

[SECTION 4(1) (b) (IV)]

13. NORMS SET BY THE UNIVERSITY TO DISCHARGE ITS FUNCTIONS

Norms and standards for various activities of the University are those as laid down by the competent authority, such as, the Executive Council, the Academic Council, the Finance Committee, the Board of Studies, etc. The Annual Report is prepared under the direction of the Executive Council. The Annual Report of the University alongwith Audited Accounts are placed before the Court of the University and are also submitted to the MHRD for laying on the table of both the Houses of Parliament.



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MANUAL-V
[SECTION 4(1) (b) (v)]

14. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS

1. The Central Universities Act, 2009 (Act No. 25 of 2009), read with the Central Universities (Amendment) Act, 2009 (No. 38 of 2009)
2. Statutes of Central University of Jammu as contained in the Central Universities Act, 2009.
3. Ordinances of the University
4. Regulations of the University.



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MANUAL-VI
[SECTION 4(1) (b) (VI)]
15. OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

1. Act, Statutes, Ordinances and Regulations.
2. Annual Accounts and Annual Reports
3. Agenda & Minutes of the University Court, Executive Council, Academic Council and Finance Committee.
4. Admission Brochures



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MANUAL-VII
[SECTION 4(1) (b) (VII)]
16. MODE OF PUBLIC PARTICIPATION

The Statutory Bodies of the University, namely the University Court, Executive Council, Academic Council and Finance Committee comprise of eminent persons from various sections of the society and representatives of public who participate in the affairs of the University. Details pertaining to composition of statutory bodies have been given in Act & Statutes of the University on website.



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MANUAL-VIII
[SECTION 4(1)(b)(VIII)]

17. COURT, COUNCILS, COMMITTEES, FACULTIES, DEPARTMENTS, BOARD OF STUDIES ETC. UNDER THE UNIVERISTY

(A) COURT:

(1) The constitution of the Court and the term of office of its members shall be prescribed by the Statutes:

Provided that such number of members, as may be prescribed by the Statutes, shall be elected from among the teachers, employees and students of the University.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:—

(a) to review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of the University;

(b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;

(c) to advise the Visitor in respect of any matter which may be referred to it for advice; and

(d) to perform such other functions as may be prescribed by the Statutes.

(B) EXECUTIVE COUNCIL

(1) The Executive Council shall be the principal executive body of the University.

(2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.



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(C) ACADEMIC COUNCIL

(1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, co-ordinate and exercise general supervision over the academic policies of the University.

(2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.

(D) FINANCE COMMITTEE

The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes.

(E) BOARD OF STUDIES

The constitution, powers and functions of the Board of Studies shall be prescribed by the Statutes.

(F) SCHOOLS OF STUDIES

(G) PURCHASE COMMITTEE

(H) STUDENTS GRIEVANCES REDRESSAL COMMITTEE

(I) STUDENTS DISCIPLINE COMMITTEE

(J) SPARSH

(K) SC/ST CELL

(L) OBC CELL

(M) TEACHERS GRIEVANCES REDRESSAL COMMITTEE

(N) HINDI COMMITTEE

(O) APPELATE COMMITTEE FOR ADMISSION

(P) LIBRARY COMMITTEE

(Q) EQUAL OPPURTUNITY CELL

(R) ALUMNI ASSOCIATION COMMITTEE (ADHOC)



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MANUAL-IX
[SECTION 4(1)(b)(IX)]
18. DIRECTORY OF OFFICES AND EMPLOYEES

1. **Prof. Ashok Aima** 01923-249635
vicechancellor.cuj@gmail.com
Vice-Chancellor
2. **Sh. Jit Singh** 01923-249658
registrar@cujammu.ac.in
Registrar
3. **Finance Officer** 01923-249660
registrar@cujammu.ac.in
4. **Controller of Examinations** 01923-249658
registrar@cujammu.ac.in
5. **Mohammed Iqbal** 01923-249643
Deputy Registrar (Admin & Procurement)
cuj.iqbal@gmail.com
6. **Ms. Shafla Prehar** 01923-249656
Deputy Registrar (Examinations)
shaflasudan@gmail.com
7. **Mr. Vikas Gupta** 01923-249654
Assistant Registrar (Estb. (T) & Admission)
cvikas10@gmail.com
8. **Mr. Ajay Sharma** 01923-249657
Assistant Registrar (Academics & Finance)
ajaysharmacuj@gmail.com
9. **Mr. Salander Salathia** 01923-249657
Assistant Registrar (Estates & Legal Cell)
slathia.cuj@gmail.com
10. **Mr. Priyanjan** 01923-249657
Hindi officer
prianjansharma@gmail.com



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MANUAL-X
[SECTION 4(1)(b)(X)]

19. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEES

Sl. No	Name	Nature of appointment	Designation	Salary
1.	Prof. Ashok Aima	Tenure	Vice Chancellor	HAG Scale 75,000 + Sp. Pay 5,000 + Allowances
2.	Sh. Jit Singh	Tenure	Registrar	37400 -67000+ GP 10,000 + Allowances
3.	Prof. Devanand	Permanent	Professor	37400 -67000+ AGP 10,000 + Allowances
4.	Prof. Nandini Bhattacharya	Deputation	Professor	37400 -67000+ AGP 10,000 + Allowances
5.	Dr Jaya Bhasin	Permanent	Associate Professor	37400 -67000+ AGP 9,000 + Allowances
6.	Dr. G.K. Sehgal	Deputation	Associate Professor	37400 -67000+ AGP 9,000 + Allowances
7.	Mohammed Iqbal	Permanent	Deputy Registrar	15600-39100+ GP 7,600 + Allowances
8.	Shafila Parihar	Permanent	Deputy Registrar	15600-39100+ GP 7,600 + Allowances
9.	Rajinder Pal Gupta	Deputation	Executive Engineer	15600-39100+ GP 6,600 + Allowances
10.	Prerna	Permanent	Assistant Librarian	15600-39100+ AGP 6,000 + Allowances
11.	Romesh Chander	Permanent	Assistant Librarian	15600-39100+ AGP 6,000 + Allowances
12.	Dr. Neena Gupta Vij	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
13.	Dr. Mirza Ahmed Afzal Farooq	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
14.	Mr. Raj Thakur	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances



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15.	Mr. Raj Gaurav Verma	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
16.	Mr. Susanta Nag	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
17.	Ms. Preeti Gupta	Permanent	Assistant Professor	15600 – 39100 + A GP 6,000 + Allowances
18.	Dr. Shaveta Kohli	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
19.	Mr. Anil Kumar Bharti	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
20.	Dr. Rouchi Choudhary	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
21.	Mr. Durga Rao Ganta	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
22.	Dr. Govind Kumar Inakhiya	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
23.	Mr. Mohit Sharma	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
24.	Dr. Nancy Mengi	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
25.	Dr. Pavinder Singh	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
26.	Dr. Deep Singh	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
27.	Mr. Kamlesh Kumar	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
28.	Dr. Bhavna Arora	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances



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29.	Mr. Arvind Kumar Selwal	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
30.	Mr. Neerender Kumar	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
31.	Dr. Deepti Malhotra	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
32.	Ms. Kiran	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
33.	Dr. Parmod Kumar	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
34.	Dr. Jyoti Narayan Baliya	Permanent	Assistant Professor	15600 – 39100 + A GP 6,000 + Allowances
35.	Dr. Ritu Bakshi	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
36.	Dr. Neelika Arora	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
37.	Ms. Anjali Pathania	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
38.	Mr. Gowhar Rasool	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
39.	Mr. Asif Ali	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
40.	Dr. Amit Gangotia	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
41.	Dr. Bharti Gupta	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances
42.	Mr. Ranjeet kumar Raman	Permanent	Assistant Professor	15600 – 39100 + AGP 6,000 + Allowances



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43.	Mr. Rahul Thakur	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
44.	Dr. Anita Singh	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
45.	Dr. Pankaj Mehta	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
46.	Dr. Shweta Yadav	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
47.	Dr. Dinesh Kumar	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
48.	Dr. J. Jeganaathan	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
49.	Dr. Neeta Rani	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
50.	Mr. Thangjam Khurshchev Singh	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
51.	Dr. R. Sudhakar	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
52.	Dr. Bachha Babu	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
53.	Mr. Rashid Ali	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
54.	Ms. Archana Kumari	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
55.	Mr. Manish Prakash	Permanent	Assistant Professor	15600 – 39100 + AGP 6000 + Allowances
56.	Sh. Vikas Gupta	Permanent	Assistant Registrar	15600 – 39100 + GP 5400 + Allowances



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57.	Ajay Sharma	Permanent	Assistant Registrar	15600-39100 + GP 5400 + Allowances
58.	Shailender Slathia	Permanent	Assistant Registrar	15600-39100 + GP 5400 + Allowances
59.	Prianjan	Permanent	Hindi Officer	15600-39100 + GP 5400 + Allowances
60.	Sh. Satish Kumar Langer	Deputation	AEE	9300-34800+GP 4600+ Allowances
61.	Lt. Col. Davinder Singh	Permanent	Security Officer	9300-34800+GP 4600 + Allowances
62.	Ashish Kumar Singh	Permanent	Section Officer	9300-34800+GP 4600+ Allowances
63.	Sourabh Mahajan	Permanent	Section Officer	9300-34800+GP 4600+ Allowances
64.	Sanjeev Gupta	Permanent	Private Secretary	9300-34800+GP 4600+ Allowances
65.	Kuldeep Kumar Dubey	Deputation	Junior Engineer	15600-39100 + GP 4600 + Allowances
66.	Ankush sharma	Permanent	Personal Assistant	9300-34800 GP 4200+ Allowances
67.	Arti Puri	Permanent	Personal Assistant	9300-34800+GP 4200+ Allowances
68.	Sahil Pandi	Permanent	Personal Assistant	9300-34800+GP 4200+ Allowances
69.	Vikas Kumar	Permanent	Assistant	9300-34800+GP 4200+ Allowances
70.	Meenakshi Gupta	Permanent	Assistant	9300-34800+GP 4200+ Allowances
71.	Rachna Gupta	Permanent	Assistant	9300-34800+GP 4200+ Allowances
72.	Avinash Kandhwal	Permanent	Assistant	9300-34800+GP 4200+ Allowances



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73.	Udhay Vir Singh	Permanent	Assistant	9300-34800+GP 4200+ Allowances
74.	Jatin Ranyal	Permanent	Assistant	9300-34800+GP 4200+ Allowances
75.	Sulakshana Sharma	Permanent	Assistant	9300-34800+GP 4200+ Allowances
76.	Monika Kalsi	Permanent	Assistant	9300-34800+GP 4200+ Allowances
77.	Ramji	Permanent	Technical Assistant	5200-20200+ GP 2800+ Allowances
78.	Opinder Sharma	Deputation	Office Assistant	5200-20200+GP 2800+ Allowances
79.	Sunil Kumar	Permanent	Laboratory Assistant	5200-20200+GP 2000+ Allowances
80.	S. Talwinder Singh	Permanent	Laboratory Assistant	5200-20200+GP 2000+ Allowances
81.	Kamaljit Singh Arora	Permanent	LDC	5200-20200+GP 1900+ Allowances
82.	Rakesh Kumar	Permanent	LDC	5200-20200+GP 1900+ Allowances
83.	Harinder Kour	Permanent	LDC	5200-20200+GP 1900+ Allowances
84.	Brij Bhushan	Permanent	LDC	5200-20200+GP 1900+ Allowances
85.	Tilak Raj	Permanent	LDC	5200-20200+GP 1900+ Allowances
86.	Khyama Sharma	Permanent	LDC	5200-20200+GP 1900+ Allowances
87.	Garjinder Singh	Permanent	LDC	5200-20200+GP 1900+ Allowances
88.	Arjun Goutam	Permanent	LDC	5200-20200+GP 1900+ Allowances



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89.	Rohit Jasrotia	Permanent	LDC	5200-20200+GP 1900+ Allowances
90.	Shummu Slathia	Permanent	LDC	5200-20200+GP 1900+ Allowances
91.	Sandeep Singh Jamwal	Permanent	LDC	5200-20200+GP 1900+ Allowances
92.	Avinash Thapa	Permanent	LDC	5200-20200+GP 1900+ Allowances
93.	Sahil Anand	Permanent	LDC	5200-20200+GP 1900+ Allowances
94.	Pushp Sambyal	Permanent	LDC	5200-20200+GP 1900+ Allowances
95.	Sonia	Permanent	Laboratory Attendant	5200-20200+GP 1800+ Allowances
96.	Ankur Kumar	Permanent	Medical Attendant	5200-20200+GP 1800+ Allowances
97.	Rajinder Kumar	Permanent	MTS	5200-20200+GP 1800+ Allowances
98.	Ravi Kumar	Permanent	MTS	5200-20200+GP 1800+ Allowances
99.	Ankush Mangotra	Permanent	Peon	5200-20200+GP 1800+ Allowances
100.	Puppy Singh	Permanent	Peon	5200-20200+GP 1800+ Allowances
101.	Vinod Jamwal	Permanent	Peon	5200-20200+GP 1800+ Allowances
102.	Rishu Kumar	Permanent	Peon	5,200-20,200+GP 1800+ Allowances
103.	Sukhdev Singh Slathia	Contractual	Assistant reg. Finance	25,000.00
104.	Dr. Amar Singh	Contractual	Medical Officer	32,500.00



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105.	Jagdish Chand	Contractual	Driver	15,000.00
106.	Bishan lal	Contractual	Driver	13,850.00
107.	Mr. Parveen Sharma	Contractual	Professional Assistant	30,557.00
108.	Mr. Parveen Kumar	Contractual	Driver	15,000.00
109.	Sh. Harjinder Singh Sudan	Contractual	DEO	11,000.00



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MANUAL XI
[SECTION 4(1) (b) (XI)]

20. BUDGET ALLOCATED TO EACH OF ITS AGENCY, PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The annual accounts and the financial estimates of the University are laid before the Finance Committee for consideration and comments are submitted to the Executive Council for approval. The same are subsequently laid before the Parliament.

Details of Budget / Allocation etc

EXPENDITURE

YEAR	ALLOCATION	GENERAL	SALARY	CAPITAL	TOTAL
2011-2012	1150	204.67	133.70	--	338.37
2012-2013	3038.50	275.58	192.38	592.49	1060.45
2013-2014	5000.00	541.79	399.07	5976.38	6890.24
2014-2015	12962.50	489.98	877.35	6154.78	7522.00



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MANUAL XII
[SECTION 4(1) (b) (XII)]
21. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not applicable to this University.



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MANUAL XIII
[SECTION 4(1) (b) (XIII)]
22. CONCESSIONS GRANTED BY THE UNIVERSITY

Concessions as per directives of the University Grants Commission / MHRD / GOI are granted by the University to all concerned in admissions and appointments. Reservation in appointments and admission are being given to SC / ST / OBC / PWDs as per directives of the Government of India / UGC.



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MANUAL-XIV

[SECTION 4(1) (b) (XIV)]

23. DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Following information is available on our University website www.cujammu.ac.in

1. Act of the University
2. Ordinances
3. Regulations
4. Annual Report
5. Annual Accounts
6. Admission Forms
7. Tender Documents
8. Advertisements related to vacancy positions
9. CUCET
10. Results



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MANUAL-XV

[SECTION 4(1) (b) (XV)]

24. MEANS, METHODS, AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

All important notices and circulars issued by the University are placed on the Notice Boards of the University. The Central Universities Act, 2009, Statutes, Ordinances, Rules and Regulations on various matters are available on the University website.

For general information, the ICT Cell, Central University of Jammu, Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K) may be contacted.



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MANUAL-XVI
[SECTION 4(1) (b) (XVI)]
25. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Following officials of the University have been appointed as Central Public Information Officers under Sub-Sections (1) of Section 5 of the Right to Information Act, 2005.

First Appellate Authority	
Name & designation	S. Jit Singh , Registrar
Phone no.:	01923-249658
Email:	registrar@cujammu.ac.in
Central Public Information Officer	
Name & designation	Mohammed Iqbal , Deputy Registrar
Phone no.:	01923-249643
Email:	cuj.iqbal@gmail.com
Central Assistant Public Information Officer	
Name & designation	Shailender Slathia , Assistant Registrar
Phone no.:	01923-249657
Email:	slathiacuj@gmail.com



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26. Other Information

Nil