



श्री माता वैष्णो देवी विश्वविद्यालय  
**Shri Mata Vaishno Devi University**  
Kakryal (Katra)–182320, J&K  
Contact No. 01991-285524 (08 Lines), Website: [www.smvdu.ac.in](http://www.smvdu.ac.in)

## MANUAL-I

### [SECTION 4 (1) (b) (I)]

#### THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

1. Shri Mata Vaishno Devi University (SMVDU) has been established under THE JAMMU AND KASHMIR SHRI MATA VAISHNO DEVI UNIVERSITY ACT, 1999, an Act of the J&K State Legislature (ACT No. XII of 1999 dated 12<sup>th</sup> May 1999) as an autonomous, highly Technical & fully Residential University.
2. The University started functioning as an academic unit in the August 2004 when it was inaugurated on 19<sup>th</sup> August 2004 at the hands of the then Hon'ble President of India Dr. A.P.J Abdul Kalam. Dr. Kalam also delivered the first lecture to the students of the University.
3. The University is approved by UGC under Section 2(F) & Section 12(B) of UGC Act of 1956.
4. The technical programs of the University are recognized by AICTE (All India Council of Technical Education) while Architecture program is recognized by Council of Architecture.

#### 5. Vision:

Establishment of a Scientific & Technical University of Excellence to nurture young talented human resource for the service of Indian Society & World at large preserving the integrity and sanctity of human values.

#### 6. Mission:

The Mission of the University is the pursuit of Education, Scholarship and Research and its application to the Society at highest International levels of excellence.



#### 7. Logo:

The Design of the logo looks like a Lotus, a symbol of regeneration or a flame. If we see it from a particular angle, it also looks like 'OM', the Supreme Word. The three green bars are symbolic representation of three holy peaks of Trikuta Hills and / or the three 'pindies' in Shri Mata Vaishno Devi Shrine. The Sun, the giver of Light, Warmth, Time, Direction, Life Force, Energy, Power, Radiance and Enlightenment have been shown surrounded by radiating rays going out to nine planets of the Solar System. All this is, however, left to the imagination of the viewer.

The English version of the motto is "GOD (BHRAMA) IS SCIENCE". 'Bhrama' has been defined as something or someone who nourishes the universe and makes it grow. Science matches the definition wonderfully because science over the years has also done the same. If the world population is any indication, science has done very well indeed. We have not only become the dominant species, we also have grown to an unprecedented numbers. Moreover, the reach of the modern scientists has spread much beyond the sun and the moon and they are now eyeing the far-reaches of the universe from where even the light takes years and centuries to reach the earth. Science has given man god-like powers to create and destroy and so for he has used these powers more or less responsibly. Let us hope the good sense continues to prevail and the mankind continues to expand the boundaries of Human Knowledge, so that science and the spirituality ultimately meet in a confluence of superhuman achievements.

## **8. Objectives:**

1. To provide education and training of excellent quality both at undergraduate and postgraduate levels.
2. To ensure that the University achieves and maintains an international standing in both teaching and research.
3. To promote study and research in new and emerging areas and encourage academic interaction of the faculty and students at national and international levels.
4. To encourage close collaboration with industry and facilitate the application of research for commercial use and for the benefit of society.

## **9. Powers of the University:**

The University shall have the following powers, namely:

1. to provide for instruction including the method of correspondence courses in such branches of learning as the University may from time to time determine, and to make provision for research, for the advancement and dissemination of knowledge and for offering scientific and technical education of the highest standards;
2. to confer honorary degrees or other academic distinctions in the manner laid down in the Statutes;
3. to create such teaching, administrative and other posts as the University may deem necessary, from time to time and to make appointments thereto;
4. to appoint or recognize persons as Professors, Associate / Assistant Professors or Lecturers or otherwise as teachers of the University;
5. to institute an award, Fellowships, Scholarships/Student Assistantship, Exhibitions and prizes;
6. to establish and maintain Colleges / *Schools* and Halls, to recognize, guide, supervise and control Halls started by Shri Mata Vaishno Devi Shrine Board and to withdraw any such recognition;
7. to regulate and enforce discipline among students and employees of the University and to take such disciplinary measures in this regard as may be deemed necessary;

8. to make arrangements for promoting health and general welfare of students and employees of the University;
9. to determine and provide for examinations for admission into the University;
10. to recognize for any purpose, either in whole or in part any institution started and maintained by Shri Mata Vaishno Devi Shrine Board on terms and conditions as may, from time to time , be prescribed and to withdraw such recognition;
11. to co-operate with any other University, authority or association or any other public or private body having in view the promotion of purposes and objects similar to those for the University for such purposes as may be agreed upon on such terms and conditions, as may , from time to time , be prescribed;
12. to enter into any agreement for the incorporation in the University or any other institution and for taking over its rights, properties and liabilities and for any other purpose not repugnant to this Act;
13. to demand and receive payment of such fees and other charges as may be prescribed , from time to time;
14. to receive donations and to acquire, hold and manage any property movable or immovable including trust or endowed property for the purposes or objects of the University, and to invest funds in such manner as the University thinks fit;
15. to make provision for research and advisory services, and for that purpose to enter into such arrangements with other institutions or bodies as the University may deem necessary;
16. to provide for the printing, production and publication of research and other work which may be issued by the University;
17. to borrow, with the approval of Shri Mata Vaishno Devi Shrine Board on security of the University property, money for the purposes of the University;
18. to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the University;

## **10. Authorities of the University:**

The authorities of the University shall be the Shri Mata Vaishno Devi Shrine Board, the Executive Council, the Academic Council, the Schools of Studies, the Finance Committee and such other authorities as may be declared by the Statutes to be authorities of the University.

### **I. SHRI MATA VAISHNO DEVI SHRINE BOARD:**

- 1) Shri Mata Vaishno Devi Shrine Board (hereafter known as Shrine Board) shall be the supreme authority of the University.
- 2) The Shrine Board shall have the power to review the acts of the Executive Council and Academic Council (*save when these authorities have acted in accordance with the powers conferred upon them under this Act, the Statutes or the Ordinances*) which it may, at its discretion, consider to have special importance or significant implications warranting a review, and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.

Provided that the power of review under this sub-section shall not be exercised except by a majority of the total membership of Shri Mata Vaishno Devi Shrine Board and by a majority of not less than two thirds of the members of the Board present and voting.

## **II. THE EXECUTIVE COUNCIL:**

- 1) The Executive Council shall be the executive body of the University, and its constitution and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- 2) It shall be In-charge of the general management and administration (including the revenue and property) of the University.

## **III. THE ACADEMIC COUNCIL:**

- 1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- 2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulations and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

## **IV. THE ACADEMIC ADVISORY COMMITTEE:**

There shall be constituted an Academic Advisory Committee of the University, which shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

The constitution and the terms of office of the members of The Academic Advisory Committee shall be prescribed by the Statutes.

## **V. THE FINANCE COMMITTEE:**

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

## **VI. THE SELECTION COMMITTEE:**

There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Lecturer, Registrar, Finance officer and Librarian.

The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.

## **VII. SCHOOLS OF STUDIES AND FACULTIES:**

Shri Mata Vaishno Devi University has four Faculties namely: Faculty of Engineering, Faculty of Management, Faculty of Sciences and Faculty of Humanities & Social Sciences. Each Faculty has several constituent Departments / School in specialized areas within the Faculties.

### **➤ Faculty of Engineering:**

- i. School of Computer Science & Engineering.
- ii. School of Electronics & Communication Engineering.
- iii. School of Mechanical Engineering.
- iv. School of Civil Engineering.
- v. School of Electrical Engineering.
- vi. School of Food Technology.
- vii. School of Biotechnology.
- viii. School of Architecture & Landscape Design.
- ix. School of Energy Management.

### **➤ Faculty of Management:**

- i. School of Business.
- ii. School of Economics.

### **➤ Faculty of Sciences:**

- i. School of Mathematics.
- ii. School of Physics.
- iii. School of Biotechnology (for M.Sc. Biotechnology Program).

### **➤ Faculty of Humanities & Social Sciences:**

- i. School of Philosophy & Culture.
- ii. School of Languages & Literature.

## 11. Organizational Structure of the University:

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

<b>Chancellor</b>	<ol style="list-style-type: none"><li>1) The Governor of the State of Jammu and Kashmir shall by virtue of his office be the Chancellor of the University.</li><li>2) The Chancellor, shall, if present, preside at convocation of the University for conferring degrees and at the meetings of the University's Executive Council and Academic Advisory Committee, which he may himself wish to convene and attend but without having a vote.</li></ol>
<b>Vice Chancellor</b>	<p>There shall be a Vice-Chancellor appointed in the manner prescribed by the Statutes who shall be the Principal Executive and Academic Officer of the University and ex-Officio Chairman, of the Executive Council, Academic Council and Finance Committee and he shall, in the absence of the Chancellor, preside at any convocation for conferring degrees.</p> <ol style="list-style-type: none"><li>1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of not less than four persons who shall be recommended by a Committee consisting of four members: Provided that, if the Chancellor does not approve any of the persons so recommended, he may call for fresh recommendations.</li><li>2) The Vice-Chancellor shall be a whole time salaried officer of the University.</li><li>3) The Vice-Chancellor shall hold office for a minimum term of three years extendable up to five years from the date on which he enters upon his office and shall on the expiration of his term of office, be ineligible for appointment to that office: Provided that the Vice-Chancellor shall notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.</li><li>4) The Vice-Chancellor shall have a general responsibility for maintaining and promoting efficiency and good order of the University.</li><li>5) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, these Statutes, Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented.</li><li>6) The Vice-Chancellor shall have power to convene meetings of the Executive Council and the Academic Council and shall perform such acts as may be necessary to carry out the provisions of the Act, these Statutes and the Ordinances.</li><li>7) The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University and shall be entitled to vote there at being</li></ol>

	<p>deemed to be its Chairman by virtue of his office.</p> <p>8) If, in the opinion of the Vice-Chancellor any emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:</p> <p>Provided that if action by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor, whose decision shall be final.</p> <p>Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within 30 days from the date on which he receives notice of such action, an appeal to the Executive Council.</p> <p>9) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Ordinances or the Regulations.</p>
<p><b>Dean of Faculty of Basic Disciplines</b></p>	<p>There shall be a Dean for each Faculty of Basic Disciplines (Engineering, Sciences, Management and Humanities &amp; Social Sciences) who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.</p> <p>1) Every Dean of a <i>Faculty of Basic Disciplines (Engineering, Sciences, Management and Humanities &amp; Social Sciences)</i> shall be appointed among Professors of corresponding Departments/Schools, by the Vice Chancellor for a period of three years. The post shall normally be on rotation basis amongst the Professors. However, the Vice Chancellor can reappoint the Dean after the expiry of his/her term of the Dean in the interest of the University.</p> <p>Provided that, when the office of the Dean of a Faculty of basic Discipline is vacant or when the Dean is, by reasons of illness or absence or for 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>2) The Dean shall be the Academic In charge of the Faculty of Basic Discipline and shall be responsible for the conduct and standard of teaching and research of the constituent Departments/Schools. The Dean shall have such other functions as may be prescribed by the Ordinances.</p> <p>3) The Dean shall have the right to be present and to speak at any meeting of a Board or Committee of the <i>College or of the Constituent Schools</i>, as the case may be, but not the right to vote thereat unless he is a member thereof.</p>

<p><b>Directors of Departments / School of studies</b></p>	<p>There shall be a Director for each Department/School of Study who shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.</p> <ol style="list-style-type: none"> <li>1) Every Director of a School of Studies shall be appointed by the Vice-Chancellor for a period of one year and he shall be eligible for reappointment:  Provided that, when the office of the Director of a School of Studies is vacant or when the Director is, by reasons of illness or absence or for 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.</li> <li>2) The Director shall be the Head of the Department/School of Studies and shall be responsible for the conduct and standard of teaching and research in the Department/School. The Director shall have such other functions as may be prescribed by the Ordinances.</li> <li>3) The Director shall have the right to be present and to speak at any meeting of a Board or Committee of the Department/School, as the case may be, but not the right to vote thereat unless he is a member thereof.</li> </ol>
<p><b>Registrar</b></p>	<p>There shall be a Registrar who shall act as Secretary of the Executive Council and the Academic Council and he shall be appointed in such manner and with such powers and duties as may be prescribed by the Statutes.</p> <ol style="list-style-type: none"> <li>1) The Registrar shall be appointed by the Executive Council and shall be whole time salaried officer of the University.</li> <li>2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence or for 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.</li> <li>3) The Registrar shall not, by reason only of his being Secretary of the Executive Council and the Academic Council, be deemed to be a member of any of these authorities.</li> <li>4) The Registrar shall: <ol style="list-style-type: none"> <li>a) The Registrar shall be the custodian of the records, the common seal and other properties of the University as the Executive Council shall commit to his charge.</li> <li>b) The Registrar shall conduct the official correspondence of the Executive Council and the Academic Council.</li> <li>c) The Registrar shall supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the</li> </ol> </li> </ol>



	<p>meetings.</p> <p>d) The Registrar shall in an emergency, when the Vice-Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University.</p> <p>e) The Registrar shall 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.</p> <p>f) The Registrar shall perform such other duties as may be specified in the Statutes, or prescribed by the Ordinances or the Regulations or as may be required, from time to time by the Executive Council or the Vice-Chancellor.</p> <p>g) (i) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial staff 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.</p> <p>Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.</p> <p>(ii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.</p> <p>(iii) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor deems fit.</p> <p>Provided that an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing the penalty of dismissal.</p>
<p><b>Finance Officer</b></p>	<p>There shall be a Finance Officer, who shall be the Secretary of the Finance Committee and exercise such powers and perform such duties as may be prescribed by the Statutes.</p> <p>1) The Finance Officer shall be appointed by the Executive Council and shall be a whole time salaried officer of the University.</p> <p>2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reasons of illness or absence or for 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>3) The Finance Officer shall:</p> <p>(i) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and</p> <p>(ii) 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 Ordinance.</p>

	<p>Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding Rs. 25000/- without the previous approval of the Vice Chancellor.</p> <p>4) Subject to the control of the Executive Council, the Finance Officer shall:</p> <ul style="list-style-type: none"> <li>(i) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University..</li> <li>(ii) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.</li> <li>(iii) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council.</li> <li>(iv) keep a constant watch on the state of the cash and bank balances and on the state of investments.</li> <li>(v) watch the progress of collection of revenue, and advise on the methods of collection employed.</li> <li>(vi) have the accounts of the University regularly audited by an internal audit party.</li> <li>(vii) see that the registers of buildings, land, furniture and equipment are maintained upto date and that the stock checking is conducted of equipment and other consumable materials in all offices, specialized centers, specialized laboratories, colleges and institutions maintained by the University.</li> <li>(viii) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault.</li> <li>(ix) call for from any office or college or School or institution under the University any information or return that he may consider necessary to discharge his financial responsibilities.</li> </ul> <p>5) The receipt of the Finance Officer or of the person/persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.</p>
<p><b>Librarian</b></p>	<ul style="list-style-type: none"> <li>1) The Librarian shall be appointed by the Executive Council and shall be a whole time salaried officer of the University.</li> <li>2) The duties and powers of the Librarian shall be regulated by the Ordinances.</li> <li>3) The Librarian shall act as the Secretary of the Library Committee.</li> <li>4) The Librarian shall be responsible for proper upkeep and maintenance of the library facilities.</li> <li>5) The Librarian shall perform such other functions as may be assigned to him from time to time by the authorities of the University.</li> </ul>

**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 THE JAMMU AND KASHMIR SHRI MATA VAISHNO DEVI UNIVERSITY ACT, 1999, an Act of the J&K State Legislature (ACT No. XII of 1999 dated 12<sup>th</sup> May 1999), Statutes, Ordinances, Regulations and directives received from MHRD / UGC.

Policy matters are decided at the level of Vice Chancellor / Executive Council / Academic Council / Academic Advisory Committee / Finance Committee / Selection Committee of the University.

The Vice-Chancellor is the Principal Executive and Academic Officer of the University and ex-Officio Chairman, of the Executive Council, Academic Council and Finance Committee and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.

**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 Academic Advisory Committee, the Selection Committee, Finance Committee, etc. The Annual Report is prepared under the directions of the Executive Council. The Annual Report of the University alongwith Audited Accounts are placed before the Executive Council of the University.

**MANUAL-V**

**[SECTION 4(1)(b)(V)]**

**14. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS**

- 1) THE JAMMU & KASHMIR SHRI MATA VAISHNO DEVI UNIVERSITY ACT, 1999 (ACT NO. XII OF 1999).
- 2) Statutes of Shri Mata Vaishno Devi University as contained in THE JAMMU & KASHMIR SHRI MATA VAISHNO DEVI UNIVERSITY ACT, 1999 (ACT NO. XII OF 1999).
- 3) Ordinances of Shri Mata Vaishno Devi University.
- 4) Regulations of Shri Mata Vaishno Devi University.

**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) Admission Brochures.
- 4) All the Notifications / Orders / Tenders / Job Notifications, etc. are periodically uploaded on the University's Website **[www.smvdu.ac.in](http://www.smvdu.ac.in)**.

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

The Statutory bodies of the University namely the Executive Council, the Academic Council, the Academic Advisory Committee and the Finance Committee comprises of eminent persons from various sections of the society who participate in the affairs of the University.

The details pertaining to composition of the Statutory bodies of the University have been given in the Act and Statutes of the University on its website **[www.smvdu.ac.in](http://www.smvdu.ac.in)**

**MANUAL-VIII**  
**[SECTION 4(1)(b)(VIII)]**  
**17. COUNCILS, COMMITTEES, FACULTIES, DEPARTMENTS, ETC.**  
**UNDER THE UNIVERISTY**

**(A) THE EXECUTIVE COUNCIL:**

- 1) The Executive Council shall be the executive body of the University, and its constitution and the terms of the office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- 2) It shall be In-charge of the general management and administration (including the revenue and property) of the University.

**(B) THE ACADEMIC COUNCIL:**

- 1) The Academic Council shall be the academic body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.
- 2) The Academic Council shall, subject to the provisions of this Act, the Statutes and the Ordinances have the control and general regulations and be responsible for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

**(C) THE ACADEMIC ADVISORY COMMITTEE:**

The Academic Advisory Committee of the University shall advise generally on the planning and development of the University and keep under review the standard of education and research in the University.

The constitution and the terms of office of the members of The Academic Advisory Committee shall be prescribed by the Statutes.

**(D) THE FINANCE COMMITTEE:**

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

**(E) THE SELECTION COMMITTEE:**

There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Lecturer, Registrar, Finance officer and Librarian.

The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.



**(F) SCHOOLS OF STUDIES AND FACULTIES:**

Shri Mata Vaishno Devi University has four Faculties namely: Faculty of Engineering, Faculty of Management, Faculty of Sciences and Faculty of Humanities & Social Sciences. Each Faculty has several constituent Departments / School in specialized areas within the Faculties.

**Faculty of Engineering:**

- i. School of Computer Science & Engineering.
- ii. School of Electronics & Communication Engineering.
- iii. School of Mechanical Engineering.
- iv. School of Civil Engineering.
- v. School of Electrical Engineering.
- vi. School of Food Technology.
- vii. School of Biotechnology.
- viii. School of Architecture & Landscape Design.
- ix. School of Energy Management.

**Faculty of Management:**

- i. School of Business.
- ii. School of Economics.

**Faculty of Sciences:**

- i. School of Mathematics.
- ii. School of Physics.
- iii. School of Biotechnology (for M.Sc. Biotechnology Program).

**Faculty of Humanities & Social Sciences:**

- i. School of Philosophy & Culture.
- ii. School of Languages & Literature.

**(G) ANTI RAGGING COMMITTEE.**

**(H) GENDER SENSITIZATION COMMITTEE AGAINST SEXUAL HARASSMENT.**

**(I) MEDICAL SUPPORT SYSTEM COMMITTEE.**

**(J) TRANSPORT FACILITY COMMITTEE.**

**(K) GUEST HOUSE AFFAIRS COMMITTEE.**

**(L) MAINTENANCE & HOUSEKEEPING COMMITTEE.**

**(M) TELECOM SYSTEMS COMMITTEE.**

**(N) NETWORK SYSTEMS COMMITTEE.**

**(O) PURCHASE SYSTEMS COMMITTEE.**

**(P) RESEARCH & CONSULTANCY COMMITTEE.**

**(Q) SECURITY COMMITTEE.**

**(R) CENTRAL FACILITIES COMMITTEE.**

**(S) COMMERCIAL ESTABLISHMENTS COMMITTEE.**

**(T) UNIVERSITY BUILDING AND WORKS COMMITTEE.**

**(U) PLANNING COMMITTEE.**

**(V) TRAINING & PLACEMENT CELL.**

**(W) EQUAL OPPORTUNITY CELL.**

**(X) INTERNAL QUALITY ASSURANCE CELL.**

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

The details regarding the contact details of the Offices and Employees of Shri Mata Vaishno Devi University are available on the University's Website **[www.smvdu.ac.in](http://www.smvdu.ac.in)**

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

**19. MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEES**

The Pay Scales as prescribed by the University Grants Commission (UGC) and J&K State Government have been adopted for Teaching and Non-Teaching Employees of the University respectively.

**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 placed before the Finance Committee for consideration and the details are subsequently submitted to the Executive Council for approval.

**The above details are required to be obtained from the Finance Wing, SMVDU.**

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

Not applicable to this University.

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

Concessions as per directives of the University Grants Commission / MHRD / GOI or as may be approved by the Statutory Authorities of the University are granted to all concerned.

**MANUAL-XIV**  
**[SECTION 4(1) (b) (XIV)]**  
**23. DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD**  
**BY IT, REDUCED IN AN ELECTRONIC FORM**

The following information is available on the website of the University  
**[www.smvdu.ac.in](http://www.smvdu.ac.in)**

- 1) Act of the University.
- 2) Statutes of the University.
- 3) Ordinances of the University.
- 4) Regulations of the University.
- 5) Annual Reports.
- 6) Annual Accounts.
- 7) RTI at SMVDU.
- 8) Admission Portal, Admission Brochure, Online Admission Form, Admission Notices, Online Payment.
- 9) Results.
- 10) Tenders / Advertisements.
- 11) Jobs at SMVDU.
- 12) Orders & Notices.
- 13) Scholarship & Assistantship.

**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 alongwith uploading on the University Website **[www.smvdu.ac.in](http://www.smvdu.ac.in)**.

The University Act, Statutes, Ordinances and Regulations on various matters are also available on the University Website **[www.smvdu.ac.in](http://www.smvdu.ac.in)**.



**MANUAL-XVI**  
**[SECTION 4(1) (b) (XVI)]**  
**25. NAME(S), DESIGNATION(S) AND OTHER PARTICULARS OF THE**  
**PUBLIC INFORMATION OFFICER(S)**

The following officials have been appointed to compliance with the mandate of the J&K Right to Information Act, 2009:

**Particulars of Public Information Officer:**

**Name :** Mr. Rajesh Sharma  
**Designation :** Section Officer (Legal)  
**E-mail :** sharma.rajesh@smvdu.ac.in  
**Phone No.** 01991-285524 Extn: 2116  
**Fax No. :** 01991-285687  
**Address. :** Office of the Registrar, SMVD University, Kakryal, Katra-182320

**Particulars of First Appellate Authority:**

**Name :** Prof. V. K. Bhat  
**Designation :** Registrar  
**E-mail address :** registrar@smvdu.ac.in  
**Phone No. :** 01991-285524 Extn: 2101 / 2102  
**Cell Phone No.** 94199-32506 **Fax No.** 01991-285687  
**Address. :** Office of the Registrar, SMVD University, Kakryal, Katra-182320

**MANUAL-XVII**  
**26. Other Information**

Nil