

# CENTRAL UNIVERSITY OF KARNATAKA

## **ADMINISTRATIVE SECTION:**

The Administrative Section of the Central University of Karnataka supports the central activities of the University. The Section is a diligent facilitator of the entire affairs of the University and assists the Institution in its larger goal of pursuing academic excellence. The Admin Section regulates the work flow for noting, drafting, file processing, and file movement across the various sections of the University through the proper channels for administrative approval and financial sanction.

The guiding principles for efficient administration are provided by the Central Universities Act (2009) and the regulations made thereon along with the Government of India's Central Civil Services (CCS) Rules and Orders/Regulations notified by the UGC/MHRD/Government of India. The organizational structure is held in place by various Statutory Committees, Statutory Bodies, and other bodies of governance. The Statutory Bodies are constituted by the University Court; the Executive Council; the Academic Council; and the Finance Committee. The other facilitators are the Deans' Committee; University Building Committee; University Purchase Committee; Board of Research Studies; Board of Studies; and other committees. The Statutory Officers are the Vice Chancellor, Pro Vice Chancellor, Deans, Registrar, Finance Officer, Controller of Examinations, and Librarian. Other officers such as the Dean of Students' Welfare; Deputy Registrar; Assistant Registrar; Internal Audit Officer; SC/ST Cell Coordinator; and Liaison Officer, OBC Cell are entrusted with the implementation of processes necessary for the proper functioning of the University.

The Administrative Section is in charge of the creation of various posts as per the Five Year Plan. Appointments of employees are done with all the necessary procedural requirements. Confidentiality of records and information is maintained with utmost care. Records management; database building; and preparation of the forms and formats for various administrative activities are done by the Admin Section.

The University follows the norms of the Department of Personnel & Training (DPT) and the UGC for the preparation of reservation based roster for SC/ST/OBC/PWD sections. The Administrative Section extends health care and medical reimbursement facilities to the

permanent staff as per the rules of the Government of India. The administration section deals with all the Service related matters of the employees of the University. The Section processes the Annual Performance Assessment Report for promotion.

The Central University of Karnataka being a statutory autonomous organization of the Government of India is within the ambit of RTI Act-2005. Accordingly, the Administrative Section has designated Public Information Officer, Assistant Public Information Officer, and Appellate Authority for the University. The RTI Cell of the University processes and replies various RTI queries as per rules.

The Administrative Section has set up a Grievances Cell to deal with students' grievances. The Officers take necessary steps and needful action in the instance of any grievances. The administration has in place a 24x7 security mechanism on the University campus. CCTV cameras are installed in different places of the University campus.