

## **II. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

1. The Vice-Chancellor;
2. The Rector;
3. The Deans of Schools;
4. Directors
5. Heads of the Departments
6. The Registrar;
7. The Finance Officer;
8. Controller of Examinations
9. Executive Engineer

### **VICE-CHANCELLOR**

1. The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

2. The Vice-Chancellor may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Executive Council within three months from the date on which the decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

3. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes or Ordinances.

4. It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the statutes, ordinances and regulations are duly observed and he may exercise all powers necessary for his purpose.

5. He shall have power to interpret the provisions of the Act, the Statutes, the Ordinances and the Regulations.

6. He shall exercise general control over all the Campuses, Schools, Departments and Centres. He shall have the right to inspect all Schools, Departments, Centres and Institutions of the University and also the Colleges and Institutions affiliated to or recognised by or associated with the University.

7. He shall have power to institute an enquiry in respect of any matter concerning the University.

8. He shall also exercise such other powers that are delegated to him by the competent authorities of the University from time to time.

9. He shall also have power to visit any research institution for the purpose of according recognition to it or for negotiating the terms and conditions for its take over by the University and obtain the concurrence of the Executive Council for the said purpose.

10. He shall have power to constitute such adhoc committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.

11. Where an officer is absent from duty on leave or for any other reason or whenever any post has not been filled up, the Vice-Chancellor may make such arrangements as may be necessary for the proper discharge of duties of that officer for such period as may be necessary;

12. He shall exercise such financial powers as may be prescribed from time to time.

13. The Vice-Chancellor shall be the representative of the University on the Association of Indian Universities, the Association of Commonwealth Universities and other similar bodies or Associations in India or abroad. In case he is unable to attend the meetings of such bodies, he may depute a person to represent the University with the concurrence of the Executive Council.

## **RECTOR**

There shall be a Rector who shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor in such manner and on such terms and conditions as may be prescribed by the statutes from among the senior Professors. He shall exercise such powers and perform such duties as may be prescribed by the statutes.

## **DEANS OF SCHOOLS**

1. Every Dean shall be appointed by the Vice-Chancellor from among the Professors in the School or Directors of the Centres, for a period of three years and he shall be eligible for re-appointment:

2. The Dean, shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of research in the School. The Dean shall also have such other functions as may be prescribed.

3. The Dean shall have the right to be present and to speak at any meeting of the Boards of studies or Committee of the Schools, as the case may be, but shall not have the right to vote there at unless he is a member thereof.

Subject to the general control of the Vice-Chancellor, the Dean shall

4. preside over the meetings of the School;

5. co-ordinate and direct the work of the Departments under the School with the advice of the Heads of the Departments ;

6. be responsible for the planning and development of the courses and research activities of the School and shall review from time to time the work and progress of the projects implemented in every Department under the School;

7. review the budget estimates of each Department and propose necessary changes for the effective implementation of the research projects and studies ;

8. co-ordinate with other Schools the work relating to inter-disciplinary courses and other academic programmes;

9. allocate the work to the members of the academic and other staff of the School subject to the rules of the University;

10. present the candidates for the award of Degrees in respect of the School concerned and any

other Schools at the convocation - as decided by the Vice-Chancellor ;

11. be responsible for admission of students to the different courses offered by the School and maintenance of relevant records ;

12. be responsible for collection of tuition and other fees, crediting the amount to the University Account, and furnishing the Demand, collection and balance (DCB) Statement to the University and getting the fee-income foregone re-imbursed by the Government ;

13. to supervise the progress of students and research scholars of the school;

14. be responsible for receipt and disbursement of Scholarships ;

15. take steps to give effect to the decisions taken by the school and such other committees of the school ;

16. to submit prescribed reports periodically to the Vice-Chancellor on the working of the school;

17. to maintain over-all discipline in the School ;

18. arrange to prepare salary and other bills in respect of employees under his control, certify and forward them to the University.

19. grant Casual Leave to the Heads of Departments of the School ;

20. Counter-sign the T.A. Bills of the employees under his control ;

21. fine or suspend a student of his school on the recommendations of the Head of the Department;

22. be responsible for proper maintenance of Accounts of the income and expenditure of the School and furnishing monthly receipts and payments statement to the University;

23. discharge such other functions as may be assigned to him by the Executive Council or the Vice-Chancellor from time to time;

## **DIRECTORS**

(i) Subject to the general supervision and control of the Vice-Chancellor, the Director of a Centre shall ;

1. recommend suitable names for undertaking the special work connected with the Centre ;

2. be responsible for maintenance of the records of the Centre;

3. take proper care for the safety and maintenance of the buildings, laboratories, equipment, books, stores and other properties of the Centre and arrange for their annual stock verification;

4. supervise the academic, research, ministerial and the Last Grade employees of the Centre and ensure that all the members of the staff are discharging their duties properly and efficiently;

5. be responsible for the maintenance of accounts of expenditure of funds allotted to the

Centre;

6. place order for purchase of books, periodicals, stores and equipment, etc., within the budget provision subject to the approval of the competent authority following the prescribed rules;

7. to grant Casual Leave and recommend regular leave to the staff working in the Centre;

8. The Director shall preside over all the meetings of the Centre and Committee of the Board of Studies, if any;

9. be responsible for planning and development of the research and other activities of the Centre and shall review from time to time the work and progress of the Projects under implementation in the Centre;

10. The Director shall review of Project estimates of the Centre and propose necessary changes for their effective implementation of the Research Projects and Studies;

11. The Director shall allocate the work to the members of the academic and other staff of the Centre subject to the rules of the University;

12. The Director shall present the candidates for the award of Degrees in respect of the Centre concerned at the Convocation;

13. The Director shall be responsible for maintenance of discipline of the Centre ; and

14. The Director shall be responsible for proper maintenance of the accounts of Receipts and expenditure in the Centre and for proper administration of the budget so far it relates to the Centre concerned.

(ii) The Director shall also exercise such powers and perform such duties in regard to the matters which may be delegated or entrusted to him by the Executive Council or by the Vice-Chancellor from time to time, depending upon the administrative convenience and the exigencies of service.

## **DIRECTOR OF PUBLICATIONS**

Subject to the general control of the Vice-Chancellor, the Director of Publications shall have the following powers and duties, namely :

1. He shall be incharge of the Department of Publications of the Univeristy ;

2. He shall fix the duties of the staff working under him, exercise control over them and assess their work and performance ;

3. He shall be responsible to bring out journals, books and other academic publications of the University unless otherwise specified;

4. He shall purchase paper and other materials needed for the publication of the books, journals etc., by calling quotations or tenders, as the case may be, with the approval of the Registrar and Vice-Chancellor ;

5. He shall arrange for the sale the publications of the University and credit the amounts to the University account, as per the prescribed procedure ;

6. He shall submit at the end of each academic year an annual report and statistics showing the progress of the work in the Department;

7. He shall prepare, in consultation with the staff in the Department, the annual budget

relating to the Department and send it to the University for approval ;

8. He shall have power to countersign T.A. bills and sanction casual leave of employees working under him; and

9. He shall discharge such other duties and exercise such other powers as may be assigned to him by the Vice-Chancellor.

## **HEADS OF THE DEPARTMENTS**

Subject to the general supervision and control of the Dean of the School, the Head of the Department of the University shall have the following powers and functions namely:

1. to organise the teaching and research in the courses in the Department;
2. to preside over all the meetings of the Departmental Committee;
3. to allot teaching work, i.e., subjects, classes, time-table etc., in consultation with the Departmental Committee;
4. to allot class-room accommodation and to make all other necessary arrangements;
5. to supervise teaching, and non-teaching employees of the Department, ensuring that all the members of the staff are discharging their duties properly and efficiently;
6. to maintain overall discipline among the staff and the students in the Department;
7. to grant casual leave to teaching and non-teaching employees of the Department;
8. to forward applications for sanction of all other kinds of leave of the members of the teaching and non-teaching staff of the department and to recommend suitable acting arrangements if necessary, to the Registrar, for issue of suitable orders;
9. to forward representations and applications of the teaching and non-teaching staff of the Department, if necessary, to the Registrar;
10. to recommend to the Registrar all Projects and Schemes through Departmental Committee;
11. to recommend to the Vice-Chancellor the names of the candidates for the award of Research Fellowships in consultation with the Departmental Committee through the Dean;
12. to ensure that the academic progress of the students of the Department is maintained;
13. to take steps for overall academic development subject to the rules and regulations of the University;
14. to hold departmental conferences and seminars concerned with the Department with the prior permission of the Vice-Chancellor;
15. to place orders for purchase of books for the Seminar Library in the Department on the recommendations of the Departmental Committee;
16. to maintain the stock registers of all furniture equipment, apparatus, books and periodicals

and arrange for their annual checking;

17. to ensure that the records of attendance of the students, teaching and non-teaching staff, are maintained as per the rules;
18. to maintain the accounts of Receipts and Expenditure of the Department;
19. to recommend to the Registrar for the purchase of the required equipment and other items;
20. to perform such other functions as may be entrusted by the Vice-Chancellor/ Registrar/ Dean.

## **REGISTRAR**

1. The Registrar shall act as the Secretary of the Executive Council and the Academic Senate. He shall exercise such powers and perform such duties as may be prescribed.

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

3 (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers of the University and academic staff as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them, to impose on them the penalty of censure or the withholding of increment;

Provided that no such penalty shall be imposed unless the person concerned has been given an opportunity of showing cause against the action proposed to be taken . in regard to him.

(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).

(c) 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;

Provided that an appeal shall lie to the Executive Council against an order of the Vice-chancellor imposing any penalty.

4. It shall be the duty of the Registrar :-

(a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;

(b) to issue all notices convening meetings of the Executive Council, the Academic Senate and the Boards of Studies or any Committees appointed by the authorities of the University; .

(c) to keep the minutes of all the meetings of the Executive Council, Academic Senate, and of any Committees appointed by the authorities of the University;

(d) to conduct the official correspondence of the Executive Council and the Academic Senate;

(e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

(f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

(g) to perform such other duties as may be specified in the statutes, the ordinances, or the regulations or as may be required, from time to time, by the . Executive Council or the Vice-Chancellor.

5. (a) The Registrar in the execution of his office, be subject to the immediate direction and

control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.

(b) The Registrar shall be responsible for the maintenance of general discipline of the University office.

(c) All Contracts shall be signed by the Registrar on behalf of the University.

(d) He shall conduct all official correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.

(e) He shall be responsible for arrangements connected with the conduct of all University Examinations and conferment of Degrees.

(f) He shall maintain a Register of all Degrees and Diplomas conferred by the University.

(g) He shall also maintain, if and when required, the Register of all Registered Graduates of the University in the prescribed form.

(h) He shall on application previously made by any member of the Executive Council, or of the Academic Senate, or of a Faculty, for the perusal of the proceedings of the Executive Council, Academic Senate or Faculty, respectively, or to any documents connected with such proceedings, fix with the approval of the Vice-Chancellor a convenient date and hour, which shall ordinarily be within ten days of the receipt of application and arrange for the perusal of the said proceedings and any document connected with such proceedings at the said date and hour. If, however, there is any difficulty in furnishing any such proceedings asked for by any member, he should inform the Executive Council, Academic Senate or Faculty, as the case may be, accordingly at the meeting of the concerned authority following the member's requisition.

## **FINANCE OFFICER**

1. The Finance Officer shall be a whole-time officer of the University appointed by the University from out of a panel of three officers to be obtained from the Government in the Education Department on such terms and conditions as may be prescribed by the rules made by the Government in this behalf.

2. He shall maintain the accounts of the University and also advise the University on all matters relating to income and expenditure.

3. He shall be present at the meetings of the Finance Committee and participate in the discussions, but shall not be entitled to vote.

(i) The Finance Officer shall be the EX-OFFICIO Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.

(ii) The Finance Officer, shall..

(a) exercise general supervision over the funds of the University and shall maintain the accounts of the University and shall advise it as regards its financial policy; and

(b) perform such other financial functions as may be assigned to him by the Executive Council 'or as may be prescribed by these statutes or the ordinances;

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding ten thousand rupees without the previous approval of the Executive Council.

(iii) Subject to the control of the Executive Council, the Finance Officer shall

(a) hold and manage the property and investments of the University including trust and endowed property;

(b) ensure that the limits fixed by *the* Executive Council for recurring . a 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;

(c) be responsible for the preparation of annual accounts and the budget of the University and, or their presentation to the Executive Council;

(d) keep a constant watch on the state of the cash and bank balance and on the state of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(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, special centres, specialised laboratories, colleges, and institutions maintained by the University;

(g) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against persons at fault; and

(h) call for from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(iv) The receipt of the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

(v) Prepare before 5<sup>th</sup> February each year, the financial estimates for the ensuing financial year along with the Annual Accounts of the preceding financial year whether audited or not, and the revised estimates of the financial year and submit such financial estimates to the Finance Committee for its consideration before 10<sup>th</sup> February and to the Executive Council for approval before 25<sup>th</sup> February.

(vi) pass bills and sign cheques for payments to be made out of the University funds.

(vii) develop and operate an internal audit system so that the records relating to the receipts and expenditure of money and receipts and issues of articles are properly maintained for easy audit and verification.

(viii) prescribe financial forms to be used in the University.

(ix) attend the meetings of the Finance Committee and keep minutes of the proceedings.

(x) make arrangements for the audit of the accounts of the University.

(xi) place the Audit Report within one month from the date of its receipt together with a statement of action taken or proposed to be taken and an explanation in regard thereto before Finance Committee; and with its observations before the Executive Council within one month from the date of the meeting of the Finance Committee.

(xii) Place the Monthly Reconciliation statement before the Vice-Chancellor regularly and quarterly Reconciliation Statement before the Finance Committee together with an explanation for the delay, if any.

(xiii) perform such other duties as may from time to time be entrusted by the Vice-Chancellor under whose direction and control he shall function.

## **CONTROLLER OF EXAMINATIONS**

Subject to the general control of the Registrar, the Controller of Examinations shall have the following powers and duties ;

1. He shall be in charge of the Examination Branch of the University;
2. He shall fix the duties of the staff working under him, exercise control over them and assess their work and performance;
3. He shall be responsible for the conduct of all University Examinations, and it shall be his duty to arrange for the preparation, scheduling, valuation and declaration of results of all University Examinations and all other incidental matters connected with the Examinations conducted by the University;
4. He shall be responsible for the safe custody of all Registers, papers, documents, certificates and other confidential files connected with the conduct of all University Examinations;
5. He shall keep the Minutes of the meetings of the Boards of Examiners and all connected Committees;
6. He shall convene meetings and issue notices therefor to the members of the Malpractices Enquiry Committee, the Boards of Examiners, question paper setters, and Committees appointed by them and to conduct the official correspondence thereof;
7. He shall have the power to countersign the Travelling Allowance Bills and Remuneration Bills of Examiners and question paper-setters and all other bills relating to University examinations ;
8. He shall have power to countersign T.A. bills and sanction casual leave to the employees working under him ;
9. He shall, with the prior approval of the Vice-Chancellor issue appointment orders to the Examiners and paper-setters from the panel recommended by the respective Boards of Studies; and
1. He shall perform such other duties as may be entrusted to him by the Registrar and the Vice-Chancellor from time to time.

#### **EXECUTIVE ENGINEER**

Forwarding of proposals for developmental activities i.e. Buildings, external services, issue of tender forms and finalization of tenders, execution and maintenance of buildings etc. Executive Engineer is assisted by Deputy Engineer and others.