

# MANUAL 2

## Powers and duties of officers [Section 4(1)(b)(ii)]

<i>S.No.</i>	<i>Designation of post</i>	<i>Powers and duties</i>
1.	Vice Chancellor	<ul style="list-style-type: none"><li>• The Vice Chancellor is the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.</li><li>• Vice Chancellor shall be ex-officio chairman of the Court, the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and the Finance Committee.</li><li>• The Vice Chancellor shall be entitled to be present, and address any meeting of any other authority.</li><li>• It is the duty of the Vice Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.</li><li>• The Vice Chancellor shall have all powers necessary for the proper maintenance of discipline in the University and he may delegate any such power to such officer or officers as he may deem fit.</li><li>• Vice Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of functions of such officer during his absence.</li><li>• Vice Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and, if he so decides, may delegate such power to another officer of the University.</li><li>• Vice Chancellor has the power to convene or cause to be convened the meetings of the Court, the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and Finance Committee.</li><li>• Vice Chancellor has the power to make short term appointments, with the approval of Board of Management, for a period not exceeding six months, of such persons as he may consider necessary for functioning of the University.</li></ul>

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2.	The Deans	<ul style="list-style-type: none"> <li>• The Dean shall be the head of schools of studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school of studies.</li> <li>• The Dean shall perform such other functions as may be prescribed by the Ordinances.</li> <li>• The Dean shall have the right to be present and to speak at any meeting of the Board of Studies or a committee of the Department but shall not have the right to vote thereat unless he is a member thereof.</li> </ul>
3.	Registrar	<ul style="list-style-type: none"> <li>• Registrar has the power to take disciplinary action against such of the employees, excluding teachers, as may be specified by the Board of Management by general or special order made in this behalf.</li> <li>• Registrars acts as Secretary to the statutory authorities like the Court, Board of Management, Academic Council, Planning Board and Board of Affiliation.</li> <li>• Registrar shall be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to his charge;</li> <li>• Registrar shall issue notices and convene meetings of that authority and the committees appointed by it;</li> <li>• Registrar shall keep the minutes of that authority and the committees appointed by it;</li> <li>• Registrar shall supply to the Chancellor a copy each of the agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.</li> <li>• Registrar may be designated by the Vice Chancellor to represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.</li> <li>• The Registrar shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations as may be required from time to time by the Board of Management or the Vice Chancellor.</li> </ul>
4.	Controller of Finance	<ul style="list-style-type: none"> <li>• Controller of Finance shall work under the control of Vice Chancellor.</li> <li>• Controller of Finance shall exercise general supervision over the funds of the University and advise it as regards its financial policies; and</li> <li>• Perform such other financial functions as may be assigned to him by the Board of Management or as may</li> </ul>

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		<p>be prescribed by the Statutes or the Ordinances, provided that the Controller of Finance shall not incur any expenditure or make any investment exceeding one lakh rupees without the prior approval of the Board of Management.</p> <ul style="list-style-type: none"> <li>• Subject to the control of Vice Chancellor and the Board of Management, Controller of Finance shall- <ul style="list-style-type: none"> <li>• hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University;</li> <li>• see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;</li> <li>• be responsible for the preparation of the annual accounts and budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;</li> <li>• keep a constant watch on the cash and bank balances and investments;</li> <li>• watch the progress of collection of revenue and advise on the methods of collection employed;</li> <li>• ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices and branches of the University including colleges and institutions maintained by the University;</li> <li>• bring to the notice of the Vice Chancellor any unauthorised expenditure or any other financial irregularity and suggest appropriate action against persons at fault; and</li> <li>• call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.</li> </ul> </li> <li>• Any receipt given by the Controller of Finance or by the person or persons duly authorised in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.</li> </ul>
5.	Controller of Examination	<ul style="list-style-type: none"> <li>• Controller of Examination works under the control of Vice Chancellor.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Controller of Examination is responsible for the conduct of Common Entrance Test and Term-End Semester examinations.</li> <li>• The Controller of Examination is special invitee in the meetings of Academic Council.</li> <li>• The Controller of Examination shall perform such other functions as prescribed by the Ordinances approved by the Board of Management.</li> <li>• The Controller of Examination has financial power of Rs. 50,000/- for expenditure on payment relating to examination including CET, paper setter and other work relating to conduct of examination by USS/ institutions.</li> <li>• The Controller of Examination shall be responsible to perform functions like :- <ul style="list-style-type: none"> <li>• Issue of Datesheets for conducting different programmes, theory as well as practical examinations based on academic calendar</li> <li>• Coordination of examination work with different committees, University Schools of Studies and affiliated colleges.</li> <li>• Declaration of results for various courses</li> <li>• Coordination of paper-setting work.</li> <li>• Framing of financial norms for examination related matters.</li> </ul> </li> </ul>
6.	Chief Engineer	<ul style="list-style-type: none"> <li>• Chief Engineer is the head of the Engineering Department of the University</li> <li>• Engineering Department is coordinating with Public Works Department (PWD) for maintenance of campuses of University for civil and electrical works</li> <li>• Chief Engineer is the Member Secretary to the Building and Works Committee of the University</li> <li>• Engineering Department is overseeing the construction &amp; development of new campus projects of the University</li> </ul>
7.	Director (International Affairs)	<ul style="list-style-type: none"> <li>• Admission of International Students</li> <li>• Promotion of the University brand in the international academic community</li> <li>• MoUs with Foreign Universities / Institutes</li> <li>• International exchange programme for the University students and faculty</li> <li>• Other Miscellaneous assignments from time to time</li> </ul>