

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	<p>a) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.</p> <p>b) 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.</p>
Vice Chancellor	<p>a) The Vice-Chancellor shall be ex officio 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.</p> <p>b) 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.</p> <p>c) 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.</p> <p>d) 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.</p> <p>e) The Vice-Chancellor shall have the power to convene the meetings of the Executive Council, the Academic Council and the Finance Committee.</p>
Pro-Vice Chancellor	<p>a) 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 as a professor.</p> <p>b) 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</p>

	<p>any case, the Pro-Vice-Chancellor shall retire on attaining the age of seventy years:</p> <p>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>c) 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>d) 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>
<p>Deans of Schools</p>	<p>a) 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:</p> <p>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:</p> <p>Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.</p> <p>b) 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>c) 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>d) 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 case maybe, but shall not have the right to vote thereat unless he is a member thereof.</p>
<p>Registrar</p>	<p>a) 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>b) He shall be appointed for a term of five years and shall be eligible for re-appointment.</p> <p>c) 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:</p> <p>Provided that the Registrar shall retire on attaining the age of sixty-two years.</p> <p>d) When the office of the Registrar is vacant or when the Registrar is, by</p>

	<p>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>e) 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>f) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified above. 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>g) The Registrar shall be ex officio 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 ex officio Member-Secretary of the Court.</p> <p>h) It shall be the duty of the Registrar—</p> <ol style="list-style-type: none"> i. 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; ii. to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any committees appointed by those authorities; iii. 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. iv. to conduct the official correspondence of the Court, the Executive Council and the Academic Council; v. 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; vi. 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 vii. 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.
Finance Officer	<p>a) 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>

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| | <ul style="list-style-type: none">b) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment.c) 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. Provided that the Finance Officer shall retire on attaining the age of sixty-two years.d) 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.e) The Finance Officer shall be ex officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.f) The Finance Officer shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and 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.g) Subject to the control of the Executive Council, the Finance Officer shall:<ul style="list-style-type: none">i. hold and manage the property and investments of the University including trust and endowed property;ii. 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;iii. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;iv. keep a constant watch on the state of the cash and bank balances and on the state of investments;v. watch the progress of the collection of revenue and advise on the methods of collection employed;vi. 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;vii. bring to the notice of the Vice-Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault; andviii. 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. |
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Controller of Examinations	<p>a) 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>b) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment.</p> <p>c) 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>d) 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 appoint for the purpose.</p> <p>e) The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.</p>
Librarian	<p>a) 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.</p> <p>b) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.</p>