

MANUAL 2
Powers and duties of officers
[Section 4(1) (b) (ii)]

S.No.	<i>Designation of post</i>	<i>Powers and duties</i>
1.	Vice Chancellor	<ul style="list-style-type: none"> • He is ex-officio chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee. • Chairs the meetings of the Court, in case Chancellor is unable to do so. • Entitled to be present, and address any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he/she is a member of such authority or body. • Exercises control over the affairs of the university and give effect to the decisions of all the authority of the university. • Has 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. • To grant leave to any officer of the University and make necessary arrangements for the discharge of functions of such officer during his absence. • Grants 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. • To convene or cause to be convened the meetings of the Court, with the approval of the Chancellor, and the meeting of the Board of Management, the Academic Council, the Planning Board, the Board of Affiliation and Finance Committee. • 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.
2.	Pro-Vice	<p><u>Administrative Matters</u></p> <ul style="list-style-type: none"> • To assist VC in Planning & Development of

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	Chancellor	<p>5 yrs plan & Annual Plan.</p> <ul style="list-style-type: none"> • Examine to make recommendation to the VC for creation of Teaching & Non-Teaching Posts. • Examine proposal of engagement of Guest Lecturer & make recommendations for the approval of VC. • To carry out inspection of various departments for purpose of monitoring regularity, punctuality and work performance. • Examine and make recommendations to all kind of leave, except CL, in respect of Non-Teaching staff. • Sanction medical reimbursement/ advance for teaching and non-teaching staff. • To address grievances of teaching & non-teaching staff. <p><u>Academic Matters</u></p> <ul style="list-style-type: none"> • Examine proposal for curriculum up-gradation & make suitable observations & recommendations to the VC. • Monitor quality of academic instructions, laboratory classes & project work. • Shall take meetings every fortnightly with HODs & monitor progress of Academic activities. • Examine matters relating to establishment of new departments/ centers/ programmes. • Encourage faculty members for participation of teacher & students in national & international conferences and to accord sanctions. <p><u>Financial Matters</u></p> <ul style="list-style-type: none"> • Order of sale by auction or otherwise of un serviceable stores of the value of Rs.25,000 only. • Write off the irrecoverable loss of stores up to Rs. 5,000 only.

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		<ul style="list-style-type: none"> • Sanction local travel. • Sanction of Scholarship. • Sanction purchase of library text books to a max. of Rs 2,00,000 only. • Purchase of equipments & machinery upto a value of Rs. 10 lakhs only. • Sanction of expenditure on repair & maintenance upto Rs. 5 lakhs and capital works upto Rs. 25 lakhs only. • Accord necessary approval for adjustment of permanent imprest money for HODs & Deans. <p><u>Miscellaneous Matters</u></p> <ul style="list-style-type: none"> • To maintain proper discipline. • Maintenance of “ Zero Tolerance ragging policy” • Maintenance of Web Site of the University.
3.	Registrar	<ul style="list-style-type: none"> • He 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. • Acts as Secretary to the statutory authorities like the Court, Board of Management, Academic Council, Planning Board and Board of Affiliation. • 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; • Issues notices and convene meetings of that authority and the committees appointed by it; • Keeps the minutes of that authority and the committees appointed by it; • 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. • Represents the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.

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		<ul style="list-style-type: none"> • He performs 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.
4.	Controller of Finance	<ul style="list-style-type: none"> • Controller of Finance exercises general supervision over the funds of the University and advise it as regards its financial policies; and • Perform such other financial functions as may be assigned to him by the Board of Management or as may 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. • Subject to the control of Vice Chancellor and the Board of Management, Controller of Finance shall- <ul style="list-style-type: none"> • hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University; • 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; • 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; • keep a constant watch on the cash and bank balances and investments; • watch the progress of collection of revenue and advise on the methods of collection employed; • ensure that the registers of properties of the University are maintained properly and

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		<p>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;</p> <ul style="list-style-type: none"> • 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 • 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. • 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.
6.	Deans	<ul style="list-style-type: none"> • He shall perform functions as may be prescribed by the ordinances. • He shall be Head of functional cluster assign to him & shall be responsible for the conduct & maintenance of the standard of work in the functions assign to him.