

Powers, Function and duties of officers and Employees

Sr. No	Designation	Powers Functions and Duties
	Vice-Chancellor	<p>The Vice-Chancellor is the Chief Executive and Academic Head of the University and in addition to the provisions made in the Act and Statute, the following conditions of services shall also apply and his powers and duties include, among others, the following:-</p> <ul style="list-style-type: none"> - To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s), Deans, Heads of the Departments / Centres and other officers who should act on the basis of clear rules laid down in this regard. - Creation of temporary posts and appointment against it for a short duration, not more than six months. - Power, not to act upon any decision of any Authority, if he is of the opinion that it is ultra-vires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the Authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice-Chancellor. - As the Chairman of the Authorities, Bodies and Committees of the University he should be empowered to suspend a member from the meeting of the Authority, Body or Committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member. - All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers. - The Vice-Chancellor shall be responsible to maintain high standards of admission, teaching, research and evaluation as per provisions of the Act and Ordinances. - In an emergent situation to take any action on behalf of any Authority in which the power is vested and to report the action taken in the next meeting of the Authority. - He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards. He shall pass such Orders and take such measures that are necessary to implement any of the above.
	Pro-Vice-Chancellor	<p>The Pro-Vice-Chancellor shall be appointed in such manner and on such terms and condition of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.</p>
	Registrar	<p>The Registrar hereby undertakes to exercise the powers</p>

		<p>assigned to him by the provisions of the Act, the Statutes, the Ordinances and the Regulations, as amended from time to time, in accordance with the conditions laid down for such exercise by the said provisions, and to perform and fulfil such functions and duties in, and for, the University, as may be required of, or entrusted to him, under the said provisions and also under the rules made, or directions issued, from time to time, by the authorities of the University in matters in respect of which they are empowered, by the said provisions, to make such rules or issue such directions.</p> <p>The Registrar hereby undertakes to submit himself to the Vice-Chancellor of the University, and to such other officer or officers under whom he may, for the time being, be placed by the Vice-Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his ability carry out, the lawful directions of any officer, authority or body of the University, to the authority whereof he is, while this Agreement is in force, subject, under the said provisions.</p> <p>The Registrar hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the Ordinances and the Regulations, and any information obtained by him during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and he shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.</p> <p>That on the termination of this Agreement for whatever cause, the Registrar shall deliver back to the University all records, property and other goods and articles belonging to the University that may be in his possession.</p>
	Controller of Examination (COE)	<p>In addition to the provisions made in the Act and Statute, the following conditions of service shall apply to the Controller of Examinations:-</p> <p>The Controller of Examinations shall work under the supervision of the Vice-Chancellor and shall have overall charge of students' records from admission to alumni status including continuous academic evaluation, finalization of results, issue of marks-sheets / grade-sheets, certificates, degrees, responsibility of organizing Convocation, semester assessment of each course by the students and any allied work related to the objectives of the Act and Ordinance</p>
	Finance Officer	<p>In addition to the provisions made in the Act and Statute, the following conditions of service shall to the Finance Officer:-</p> <p>The terms and conditions of the service of the Finance Officer shall be such as prescribed for other non-vocational employees of the University. The Finance Officer shall work under the supervision of the Vice-Chancellor.</p> <p>The Finance Officer hereby undertakes to submit himself to the Vice-</p>

		<p>Chancellor of the University, and to such other officer or officers under whom he may, for the time being, be placed by the Vice Chancellor or the authorities of the University, in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations, and shall obey, and to the best of his ability carry out, the lawful directions of any officer, authority or body of the University, to the authority whereof he is, while this Agreement is in force, subject, under the said provisions.</p> <p>The Finance Officer hereby undertakes to abide by and conform to the rules of conduct, as amended from time to time, laid down for salaried officers or administrative staff by the Statutes, the Ordinances and the Regulations, and any information obtained by him during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and he shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.</p>
	Deputy Registrar	<ul style="list-style-type: none"> - To supervise the Planning work of the University -To initiate the process for Creation of post of teachers in the Colleges and P.G. departments. -Disbursement of U.G.C. grant. -Liaising with U.G.C. for release of Research Fellowship -Preparation of annual report of the University -Handling of Govt. Portal related to the University
	Assistant Registrar/ Section Officer	<ul style="list-style-type: none"> -To Supervise work of all employees of the Section - To assist in preparation of SOP/Budget/Reservation roster/ Drafting-noting. - Scrutiny of files and cases independently handled in the section. -Guide, help and train the staff of the section -Follow-up actions on all major decisions relating to the section. -Put up noting on files and preparing draft replies to letters. -Examining and scrutinizing the cases.
	Assistant/UDC/LDC	<ul style="list-style-type: none"> -Inward and outward of letters and files -Typing and data entry. -Putting up noting on files and preparing/typing draft replies as per instruction of reporting/reviewing Officer -Duties as assigned by the S.O/Assist Registrar