



MANUAL -2

Powers and Duties of Officers and Employees

(Section 4(1) (b)(ii))

Details of the powers and duties of officers and employees of the organization :

S. No.	Designation	Power			Duties
		Administrative	Financial Others	Others	
1.	Vice-Chancellor			<p>-The Vice-Chancellor is appointed by the chancellor in consultation with the state Government.</p> <p>-The Vice-Chancellor is the whole time officer the University.</p> <p>-The Vice-Chancellor is the principal executive and academic officer of the University, the Chairman of the Syndicate and of the Academic Council or other body of the University and in the absence of the Chancellor presides over meeting of the Senate and of any convocation of the University :</p>
2.	Pro Vice-Chancellor				<p>-The Pro Vice-Chancellor is appointed by the Chancellor in consultation with the state Government.</p> <p>-Subject to the provisions of the Act, the Pro-Vice-Chancellor in exercise such powers and perform such duties as may be prescribed or as may be conferred or imposed on him, from time to time, by the Vice-Chancellor.</p> <p>-The Pro-Vice-Chancellor is responsible for admission and conduct of the examination up to Bachelor course and the publication of the result of the examination conducted by the University up to Bachelor course and shall be responsible for student welfare</p>
3.	Financial Advisor				<p>-The Financial Advisor is a whole time officer. He is appointed by the Chancellor either on deputation or by re-employment from amongst the officers of the Indian Audit and Accounts Services or from any other Accounts Service of Government of India. Until such an officer is appointed the present incumbent may continue to work as the Financial Advisor. -The terms and conditions of service of the Financial Advisor is determined by the Chancellor in consultation with the State Government and he ordinarily holds the post for three years.</p>
4.	D.S.W				<p>(a) To supervise and generally guide the activities of the Executive Council of Student' Union of the University and Colleges.</p> <p>(b) To promote and encourage cultural, Social and literary activities with a view to fostering health, corporate life in the student community.</p> <p>(c) To establish and direct programme of students guidance and counselling.</p> <p>(d) To act as a liason between the Government of India, State Government, the University, other University, other Universities and national and cultural organisation on the one hand and the students</p>

				<p>executive council, University Departments, colleges and institutions on the other, for purposes of planning and executing different scheme, programmes and activities relating to students welfare.</p> <p>(e) To take initiative for the institution and award of scholarships, free studentship and half-free studentships and be responsible for timely disbursement of all types of scholarships to students of the University and Colleges and to administer the funds and operate the accounts sanctioned for the purpose. Also to correspond with the State Government, Central Government, U.G.C. and such other bodies and persons from whom the grants for scholarships are to be received.</p> <p>(f) to take steps to provide for proper amenities in the hostels attached to the University including the working of the messes. Canteens consumer's co-operative stores and to exercise general supervision in respect of the hostels attached to colleges.</p> <p>(g) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel's common rooms and health centres. Facilities available to them in the libraries, hostel's commonrooms and health centres.</p> <p>(h) To perform such other duties as may be assigned to him from time to time by Vice-Chancellor.</p> <p>(i) To promote extra-curricular activities such as games. Sports, N.C.C. etc</p>
5.	C.C.D.C			<p>1. There, is a College Development Council for ensuring proper planning and integrated development of colleges (constituent as well as affiliated) and to provide the necessary help and guidance for the all round development of standards of education.</p> <p>2. The co-ordinator College Development Council serves as a vital link between the U.G.C. University authorities, College and the State Education Department. 3. This Council headed by co-ordinator serves as an academic guide to the college on one hand and on the other hand to ensure inter-action between the academic facilities in the University Departments to the teachers in colleges. To fulfil this objective the College Development Council may take in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, coordination and raising standard of education in colleges. For the purpose of performing its function, it may :-</p> <p>(a) Function at a policy making body in regard to proper planning and integrated development of colleges.</p> <p>(b) Conduct surveys of all the colleges, district-wise, with a view to preparing and maintaining an up-to-date profile on each colleges under the University, reviewing existing facilities and identifying the needs and gap that need to be filled for the development of colleges and make such information available to the U.G.C. and other concerned bodies.</p> <p>(c) Advice the University on all matters</p>

				<p>relating to development of Colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges.</p> <p>(d) Prepare a perspective plan for the development and opening of new college to enable the University and State Education Authorities to take long term decisions on the planning and development of colleges and may advice the University on matters relating to different disciplines taught in colleges at different levels of University education.</p> <p>(e) Advice University in regard to rationalisation and implementation of University's policy on affiliation of colleges.</p> <p>(f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants etc_ efficient implementation of U.G.C. approved projects and reforms viz. examination reform, course COSIP, COSHIP, restructuring of course to make them more relevant and significant, not only to students, but also to the region as a whole by assisting social transformation and regional development.</p> <p>(g) Review the facilities for postgraduate department of colleges in terms of the norms prescribed by the U.G.C. and assist those having the potential of coming up to the norms within a few years.</p> <p>(h) Help in the selective development of some colleges to remove regional imbalances, and also assist the colleges, to realise their potential in identification of colleges for autonomous status.</p> <p>(i) Evaluate and assess the impact of U.G.C. grants utilised by the Colleges for the implementation of various development projects.</p> <p>(j) Ensure that the U.G.C. grant released to University for disbursement to Colleges are not held/locked up or utilised by the University for its own purposes, and also ensure these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the commission.</p> <p>(k) Obtain from the Colleges and furnish to the Commission utilisation certificates and completion documents in respect of U.G.C. grants released/distributed to colleges through the University, and help in monitoring the U.G.C. programmes implemented by the affiliated colleges.</p> <p>(l) Ensure close and continued contact and interaction between the academic faculties at the University teaching departments and the colleges.</p> <p>(m) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.</p> <p>(n) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or</p>
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					conductive to the discharge of the above functions.
6.	Proctor				-The Proctor is appointed by the Vice-Chancellor from amongst such teachers of the University as are not below the rank of Reader. -His tenure shall be of two years and on the expiry of his tenure, he may again be appointed: Provided that if at any time the Vice-Chancellor thinks it proper on administrative grounds, he may send the Proctor back to his original post and appoint another person as proctor for the unexpired period of his term. -Duties of the Proctor shall be.
7.	Registrar	Signing of letters and to convey decisions of higher authorities	To Sign Cheques up to an amount as per delegation of powers as applicable		-The Registrar is the whole time officer of the University and he act as Secretary to the Senate, the Syndicate and the Academic Council. -Represent the University in suits or proceedings by or against the University, sign power of Attorney and verify pleadings or depute his representative for the purpose. -Responsible for overall functioning of the University. -Advice, guide and train the staff. Communications made as per the order of higher authority. Ensure that all Returns are filed as per stipulated dates. -Attend meeting of the Councils relating to the section and prepare draft minutes.
8.	Finance Officer		To Sign Cheques up to an amount as per delegation of powers as applicable		-The Finance officer is a whole time officer of the University and acts as Secretary to the Finance Committee, and exercises such powers and perform such duties as may be prescribed by the Statutes, the Ordinance, the Regulations and the Rules or as may, from time to time, be conferred, or imposed on him by the Senate, the Syndicate, the Vice-Chancellor, the 1 [Financial Adviser] or the Registrar.
9.	Controller of Examinations				(1) The Controller of Examinations is responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in the Statutes and Regulations. (2) Controller of Examinations is the (i) incharge to conduct the examinations of the University for the various degree programmes offered at different campuses of the University and ensure external evaluation and maintain strict secrecy. (ii) keep a list of papers to be set in various subjects and courses and maintain the lists upto date. (iii) arrange to give dummy - numbers for all the answer papers of the semester final examination before the central evaluation is done. (iv) be the custodian of records pertaining to examination and to issue all notices, convening meeting of the Board of Examinations and any Committees appointed by the University in connection with the examination. (v) perform such other work as may be from time to time prescribed by the University and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his/her official duties.
10.	Development Officer				-To supervise the Planning work of the University -To initiate the process for Creation of post

					<p>of teachers in the Colleges and P.G. departments. -Disbursement of U.G.C. grant.</p> <p>-Liaisoning with U.G.C. for release of Research Fellowship</p> <p>-Preparation of annual report of the University -Handling of AISHE Portal of the University</p> <p>-Implementations of work related with RUSA Fund.</p>
11.	S.O.				<p>-Assist in preparation of Budget of the University -Supervise work of all employees of the Section -Scrutiny of files and cases independently handled in the section.</p> <p>-Guide, help and train the staff of the section</p> <p>-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.</p>
12.	Assistant/L.D.C/Other employees				<p>-Inward and outward of letters and files</p> <p>-Typing and data entry. -Putting up notings on files and preparing draft replies. -Duties as assigned by the S.O/Registrar</p>