

## **CHAPTER - III**

### **OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY**

The following shall be the officers of the institution deemed to be university:

- a) Chancellor
- b) Vice-Chancellor
- c) Pro Vice-Chancellor
- d) Registrar
- e) Finance Officer
- f) Controller of Examinations
- g) Dean of Faculties
- h) Head of Department
- i) Such other officers as may be prescribed in the Rules of the institution deemed to be university

#### **A. CHANCELLOR**

- i) The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer. He/She shall be appointed by the Institution Deemed to be University Society or Trust and shall hold office for a period of 5 years and shall be eligible for one more term. ....\*
- ii) Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the institution deemed to be university.

#### **B. VICE-CHANCELLOR**

##### **(a)**

- (i) The Vice-Chancellor shall be whole time salaried officer of the Institution deemed to be University and shall be appointed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time:

Provided that in case of a public funded deemed to be university, the Vice Chancellor shall be appointed in accordance with the

**\*amended as per the UGC (Institutions Deemed to be Universities) Regulations - 2016**

procedure laid down by the Central Government or the State Government, as the case may be.”

- (ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- (iii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

**(b) POWERS OF THE VICE-CHANCELLOR**

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

*Provided* that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been

taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

*Provided* further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within

30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

**(C) PRO VICE-CHANCELLOR**

- (i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.
- (ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

- (iv) The Pro Vice-chancellor shall have the powers and duties as prescribed by Rules of the Institution deemed to be university.

**(D) REGISTRAR**

- (i) The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor - Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management.
4. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.

- (ii) The minimum qualifications for the direct recruitment to the post of Registrar is:

a) A Master degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale

b) At least 15 years of experience as Assistant Professor (Sr.Scale) / Assistant Professor with eight years in Associate Professor's grade along with experience in educational administration

Or

Comparable experience in research establishment and/or other Institution of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

- (iii) The Registrar shall be a whole time salaried officer of the University.

d) ..... \*

\* Deleted as per the UGC (Institutions Deemed to be Universities) Regulations - 2016

- e) The Registrar shall satisfy the qualifications notified by UGC for appointing him as Registrar as mentioned in clause (b) above-
- f) The Registrar shall be paid a salary in the scale of pay applicable to the University Professor from time to time.
- g) The Registrar shall be directly responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the statutes.
- h) The Registrar, subject to the immediate direction and control of the Vice-Chancellor, shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in performance of his official duties.
- i) The Registrar shall be in overall charge of the administration of the University Office, subject to the immediate direction and control of the Vice-Chancellor, and shall have power to fix and define the functions and duties of the officers and employees, of the University, other than those working under direct supervision of the Controller of Examinations and Finance Officer, or those working in Vice-Chancellor's Secretariat, with the approval of the Vice-Chancellor. He must take all steps for the efficient working of the University Office, subject to the approval of the Vice-Chancellor.
- j) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board, Board of Studies and Advisory Board but shall not be deemed to be a member of any of these authorities.
- k) When the office of the Registrar is vacant, or when the Registrar is, by reason of illness, absence or for any other cause, unable to perform the duties of his office, the duties of the office of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose with a concurrence from Chancellor.
- l) Registrar shall not be eligible for nomination or election or for appointment as a member of any of the authorities of the University.

## **POWER OF THE REGISTRAR**

- a) The Registrar shall have power to take disciplinary action against such employees, excluding teachers of the University and academic staff as may be specified in the orders the Board of Management and to suspend them pending enquiry, to administer warnings to them, or to impose on them the penalty of censure or with holding increments:-

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

- b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (a)
- c) In any case where the enquiry discloses that the punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice-Chancellor along with his recommendations and the Vice - Chancellor shall pass such order as he deems fit:

Provided that an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty.

No appeal under clause (b) or clause (c) shall be preferred after the expiry of sixty days from the date on which the order appealed against was received by the appellant.

## **DUTIES OF THE REGISTRAR:**

- a) The following shall be the duties of the Registrar:
1. To be custodian of the records, the common seal and such other property of the University as the Board of Management shall commit to his charge.
  2. To conduct the official correspondence on behalf of the authorities of the University.
  3. To issue notices convening meetings of the authorities of the University and all committees and sub-committees appointed by any of these authorities of the University.

4. To keep minutes of all the proceedings of the meeting of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities of the University.
  5. To make arrangements for and supervise the examinations by the University.
  6. To hold in special custody books and documents of the University.
  7. To supply to the Chancellor, copies of the agenda of the meeting of the authorities of the University as soon as they are issued and the minutes of the proceedings of such meetings.
  8. In all suits and other legal proceedings by or against the University, the pleading shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.
  9. To enter into the agreement, sign documents and authenticate records on behalf of the University under the direction of the Board of Management or Vice-Chancellor as the case may be.
  10. To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.
  11. To exercise such other powers and perform such duties as may be specified in the statutes, ordinances or the regulations or may be specified by the Board of Management or the Vice-Chancellor, from time to time.
- b) The Registrar may, by writing, inform the Vice-Chancellor his intention to resign and it shall be competent for the Board of Management, on the recommendation of the Vice-Chancellor, to accept his resignation.
  - c) The Board of Management shall have power to dispense with the services of the Registrar at any time or it may at any time discharge him from his services without notice in the event of misconduct on his part or of a breach by him of any of the conditions on which he was engaged.
  - d) The Registrar shall, on application previously made for the purpose of fixing a convenient hour, arrange that any Member of the Board of Management, Academic Council, or a Faculty, shall have access to the proceedings of the Board of Management, Academic Council or Faculty respectively and to any documents connected with such proceeding .

### **ADDITIONAL REGISTRAR**

It shall be competent for the Board of Management to appoint an Additional Registrar. He shall devote his whole time to the duties of his office, and shall perform such work as may from time to time be laid down by the Board of Management and generally render assistance as may be desired by the Registrar in the performance of the official duties.

### **JOINT REGISTRAR / DEPUTY REGISTRAR / ASST. REGISTRAR.**

a) It shall be competent for the Vice-Chancellor to appoint Joint Registrar, Deputy Registrar and Assistant Registrar. They shall devote their whole time to the duties of their office and shall perform such work as may from time to time be laid down by the Board of Management and generally render such assistance as may be desired by the Registrar in the performance of the official duties.

b) The minimum qualification for the direct recruitment to the post of Joint-Registrar/Deputy Registrar is:

1) A Masters degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

2) Five years experience as a lecturer in a college or a University with experience in educational administration

Or

Comparable experience in research establishment and / or other institutions of higher education

Or

Five years of administrative experience as Asst. Registrar or in an equivalent post.

For the Post of Asst. Registrar, he should have good academic record plus Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.

(ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.

(iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.



- (iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- (v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- (vi) The following shall be the duties of the Registrar:-
  1. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of management may commit to his/her charge;
  2. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
  3. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and Sub-Committees appointed by any of these authorities;
  4. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and Sub-Committees appointed by any of these authorities;
  5. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
  6. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
  7. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
  8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;

9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.\*

**E. FINANCE OFFICER:**

- (i) The Finance Officer shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management.
- (ii) The Finance Officer shall be Chartered Accountant with atleast 5 years experience in educational institution.
- (iii) He would be an Ex-Officio non-member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor on financial matters.
- (iv) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.
- (iv) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- (v) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.
- (vi) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

**F. CONTROLLER OF EXAMINATIONS:**

- (i) The Controller of Examinations shall be appointed by the Board of Management.
- (ii) **The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.**

- (iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.**
- (iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.**

#### **G. DEAN**

The Dean of each Faculty shall be appointed by the Syndicate from among the Professors or Heads of Departments in the Faculty for a period of three years and he shall be eligible for reappointment provided that the Dean, on attaining the age of 60, shall cease to hold office as such.

Provided further that, if at anytime, there is no Professor or Head of the Department in a Faculty, the Vice-chancellor shall authorize one of the members in the Faculty to exercise the powers of the Dean of the Faculty.

When the office of the Dean is vacant or when the Dean is, by reason of illness, absence of 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.

The Dean shall be the Head of the Faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.

The Departments dealing with allied subjects could be grouped into faculties: Each faculty may be headed by a Dean.

The Dean shall have the right to present and to speak at any meeting of the Boards of Studies or Committees of the Faculty, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

Meetings of a Faculty shall be convened by the Registrar at the request of the Dean at such times as may be necessary or under the orders of the Vice-Chancellor or on the written requisition of not less than one third of the members constituting the Faculty. Any member of a Faculty may bring before any meeting of the Faculty any matter within its cognizance by giving notice to the Dean who shall request the Registrar to include such matter in the Agenda papers of the next meeting of the Faculty.

The Dean shall request the Registrar to issue notice of every meeting of the Faculty to each member of the Faculty, ordinarily not less than five days previous to the meeting, stating the time and place of the meeting, and showing all the business brought before the meeting.

Urgent meetings may be summoned with the orders of the Vice-Chancellor. No matter of business which is not entered on the Agenda paper of a meeting shall be considered at the meeting provided the Dean may, for reason of urgency, bring any matter before any meeting without previous notice.

The Dean shall preside at all the meetings of the Faculty but, in his absence, the members present shall elect a Chairman from among themselves. The quorum for a meeting of the Faculty shall be one third of the members of the Faculty.

### **Powers and Functions of Deans**

Coordinate and generally supervise the teaching and research work in the various departments attached to the Faculty concerned through the Heads of the Departments and Centres;

Maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres;

Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practical, when these are prescribed;

Recommend leave application of the Heads of Departments/Centres to the officer concerned according to the bye-laws framed for the purpose

Perform such other academic duties as may be assigned to him by the Academic Council, the BoM or the Vice-Chancellor.

## **H. HEAD OF THE DEPARTMENT**

Each Department shall have a Head,

- (i) There shall be a Head of the Department for each of the Departments in the institution deemed to be university who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department

is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- (ii) The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.

The Head of the Department/Centre shall:

- be the academic Head of the Department/Centre and shall convene and preside over the meetings of the Department/Centre and the Board of Studies;
- maintain discipline in the Classroom and Laboratories through teachers of the Department;
- Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- be responsible for the coordination and supervision of teaching and research in the Department;
- Recommend leave application of the teachers and other staff of the Department to the officer concerned according to the bye-laws framed for the purpose;
- be responsible for the records, equipments and furniture of the Department and the books of the Departmental Library;
- Operate the Budget of the Department; and
- have such other powers and perform such other functions, as may be assigned by the Academic Council and Dean of the Faculty concerned or the Vice-Chancellor.

#### **I. DELEGATION OF POWERS:**

Subject to the provisions of these Regulations and Rules, any authority or officer of the institution deemed to be university, with the approval of Board of Management, may delegate its power to any other authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the authority or officer delegating such powers.