

**(A) Powers and Functions of the Vice Chancellor**

- (i) The Vice Chancellor shall be the Chief Operating and Academic Officer of the Institute. He shall preside over the meetings of the Academic Council.
- (ii) The Vice Chancellor shall be entitled to be present at, and to address, any meeting of any other committee of the Institute.
- (iii) It shall be the duty of the Vice Chancellor to see that the provisions of the Regulations/Bye-laws of the Institute are duly observed and he shall have all powers necessary to ensure such observance.
- (iv) The Vice Chancellor shall exercise control over the affairs of the Institute and shall give effect to the decisions of all the authorities of the Institute in letter and spirit and shall ensure that they are not contradictory in nature and practice.
- (v) The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the Institute and he may delegate any such powers under the advice of the Board of Management to such person or persons as he may deem fit.
- (vi) The Vice Chancellor shall be empowered to grant leave to any officer of the Institute and make necessary arrangements for the discharge of the functions of such an officer during the period of his absence.
- (vii) The Vice Chancellor shall grant leave of absence to any employee of the Institute in the prescribed manner and if he so decides, may delegate such powers to any other officer or officers of the Institute.
- (viii) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.
- (ix) The Vice Chancellor shall be the Convener of the Selection Committee(s) of the Institute.
- (x) Without prejudice to the generality of the provisions contained in these Regulations, the Vice Chancellor shall have the powers to make short-term appointments with the approval of the Chancellor for a period not exceeding one year, of such persons as may be considered necessary for functioning of the Institute.
- (xi) It shall be the duty of the Vice Chancellor to ensure that the MOA, the Rules/Regulations/Bye-laws of the Institute are duly observed and implemented and he shall have all the necessary powers in this regard.
- (xii) The Vice Chancellor may, if he is of the opinion that immediate action is called for on any matter exercise any power conferred upon any authority of the Institute under the MOA and the Rules/Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters.

Provided that if the authority as mentioned 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 any person in the services of the Institute is aggrieved by the action taken by the Vice Chancellor under the said clause

he shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice Chancellor.

**(B) The Deans**

The Dean shall be the Head of all academic and research programs in the faculty and shall be responsible for the conduct and maintenance of standards of teaching and research in the faculty. The Dean shall have such other functions as may be entrusted to him by the Board of Management.

**(C) Heads of the Department**

- (i) There shall be a Head of the Department for each Department in the Institute who shall be appointed by the Vice Chancellor from amongst the Professors of the Department.
- (ii) The powers and functions of the Head of Department shall be prescribed by the Bye-laws of the Institute.

**(D) The Registrar**

- (i) be the custodian of the records, the common seal and other properties of the Institute as the Board of Management Council shall commit to his charge;
- (ii) conduct the official correspondence of the Institute and all or any of its authorities;
- (iii) supply to the Chancellor copies of the agenda of meetings of the authorities of the Institute, as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
- (iv) in an emergency, when the Vice Chancellor is not able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the Institute;
- (v) to make arrangements for and supervise the examinations conducted by the Institute;
- (vi) to enter into agreements, sign documents and authenticate records on behalf of the Institute;
- (vii) to hold in special custody books and documents of the Institute;
- (viii) to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute;
- (ix) represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

- (x) to issue notice convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
- (xi) to keep the minutes of the meetings of all the authorities of the Institute and of all the Committees and Sub-Committees appointed by any of these authorities.
- (xii) perform such other duties and functions as may be specified in the Rules/Regulations/Bye-laws or as may be required, from time to time, by the Board of Management or the Vice Chancellor.

**(E) The Finance Officer**

- (a) The Finance Officer shall:
  - (i) exercise general supervision of the funds of the Institute and advise it as regards its financial policy; and
  - (ii) perform such other functions as may be assigned to him by the Executive Council or as may be prescribed by the Board of Management.
- (b) Subject to the control of the Board of Management/Executive Council and the Vice Chancellor, the Finance Officer shall:
  - (i) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the Institute;
  - (ii) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
  - (iii) be responsible for the preparation of the annual accounts and the budget of the Institute for the next financial year and for their presentation to the Finance Committee;
  - (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 collection of revenue and advise on the methods of collection employed;
  - (vi) have the accounts of the Institute regularly audited by the auditors as may be appointed for the purpose; and
  - (vii) call for from any office under the Institute any information or return that he may consider necessary to discharge his financial responsibilities.