

## **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 for 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 and Monitoring Board and Selection Committee.
- (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 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 concerned authority on the action taken by him/her on such matters.

*Provided* that of 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 any person in the services 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. The Vice Chancellor shall call the meeting in a subsequent meeting and thereupon the Board of Management 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 the provisions of the Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all powers in this regard.
- (vi) All powers relating to 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.

## **Pro Vice-Chancellor**

The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

## **Registrar**

The following shall be the duties of the Registrar:

- (a) 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;

- (b) To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
- (c) 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;
- (d) 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;
- (e) To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
- (f) 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 verify/perform pleadings or depute his/her representative for the purpose;
- (g) to enter into agreements, sign documents and authenticate records on behalf of the institution deemed to be university;
- (h) 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;
- (i) To perform such other duties and functions 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.

#### **Finance Officer**

- (i) 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.
- (ii) 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.

#### **Controller of Examinations**

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.

#### **Dean**

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

#### **Head of the Department**

The powers and functions of the Head of Department shall be prescribed by Rules of the institution deemed to be university.