

THE SCHEDULE

(Statutes of Indira Gandhi University, Meerpur)
(See section 24)

Powers and
duties of the
Vice-Chancellor.

1. (i) The Vice-Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor, preside over the convocations of the University held for conferring degrees and over the meetings of the Court. The Vice-Chancellor shall be entitled to be present at, and to address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat, unless he is member of such authority or body.
- (ii) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall take all necessary steps to ensure such observance.
- (iii) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the Court, the Executive Council, the Academic Council and the Finance Committee and any other authority or body of the University.
- (iv) The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effect to the decision of the authorities of the University.
- (v) The decision of the Vice-Chancellor regarding seniority for nomination to the various authorities or bodies of the University, shall be final.

Registrar.

2. (i) The Registrar shall be ex-officio Secretary of the Executive Council and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex-officio Member-Secretary of the Court and the Academic Council.
- (ii) When the office of the Registrar is vacant or when the Registrar is by reason of illness, or 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 temporarily for the purpose till the regular appointment is made by the Chancellor on the advice of Government.
- (iii) It shall be the duty of the Registrar—
 - (a) to be the custodian of the records, common seal and such other property of the University, as the Vice-Chancellor shall commit to his charge;

- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and of any committee appointed by any authority of the university;
 - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any committee appointed by the authorities of the University;
 - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
 - (e) to supply to the Chancellor, copies of the agenda, the minutes of the meetings of the authorities of the University, as soon as they are issued; and
 - (f) to perform such other duties, as may, from time to time, be assigned to him, by the Vice-Chancellor.
- (iv) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and the academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry:
- 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.
- (v) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (iv).
- (vi) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations:
- Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
- (vii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of University and shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties, as may be prescribed by Statutes or the Ordinances.

Other officers of
the University.

3. The following persons in the service of the University are also declared to be the officers of the University, namely:—

- (a) Proctor;
- (b) Chief Warden;
- (c) Dean of Students' Welfare, if any;
- (d) Dean, Academic Affairs;
- (e) Dean of Colleges;
- (f) Librarian;
- (g) Controller of Examination;
- (h) Finance Officer.

Proctor, Chief
Warden, Dean of
Students' Welfare,
Dean Academic
Affairs.

4. The Proctor, the Chief Warden, the Dean of Students' Welfare and Dean Academic affairs shall be appointed by the Executive Council, on the recommendations of the Vice-Chancellor, from amongst the teachers of the University, who shall not be below the rank of Professor, on such terms and conditions as the Vice-Chancellor may recommend to the Executive Council:

Provided that the term of Dean, Academic Affairs shall be two years extendable by another one year, if deemed proper, by the Executive Council, on the recommendations of the Vice-Chancellor.

Dean of Colleges.

5. The Dean of Colleges, if any, shall be a whole time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of Vice-Chancellor, on such terms and conditions, as may be prescribed by the Statutes. He shall discharge such duties, as may be assigned to him by the Vice-Chancellor, from time to time.

Finance Officer.

6. (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Selection Committee, on such terms and conditions, as may be prescribed by the Statutes.

(2) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a member of such committee.

(3) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness or any other cause is unable to perform the duties of his office, the duties of the officer shall be performed by such person, as the Vice-Chancellor may appoint for the purpose.

(4) The Finance Officer shall—

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and

(b) perform such other functions, as may be assigned to him by the Executive Council or as may be prescribed by the Statutes.

(5) Subject to the control of the Executive Council, the Finance Officer shall—

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the method of collection to be employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained upto date and that stock checking of equipment and other connected materials in all offices, special centres, specialized laboratories, colleges and institutions maintained by the University is conducted;
- (g) bring to the notice of the Vice-Chancellor any unauthorized expenditure and other financial irregularities and suggest action to be taken against the person responsible for it; and
- (h) call for, from any office, centre, laboratory, college or institution maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(6) The receipt of the Finance Officer or of the person or person duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

7. (1) The Controller of Examinations, shall be whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendations of the Establishment Committee, on such terms and conditions, as may be specified by the Executive Council. Controller of Examinations.

(2) It shall be the duty of the Controller of Examination to—

- (a) conduct examinations in a disciplined and efficient manner;

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- (b) arrange for the setting of papers with strict regard to secrecy;
 - (c) arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;
 - (d) constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
 - (e) perform such function as are connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

Librarian.

8. The Librarian shall be whole time salaried officer of the University and shall be appointed by the Executive Council on the recommendations of the Establishment Committee, on such terms and conditions, as may be prescribed by the Executive Council.