

**MANUAL – 2**  
**Section 4 (1) (b) (ii)**

**Powers and duties of its officers and employees;**

**Power and duties of the Vice Chancellor (Statutes-1 of the University Act)**

Vice-Chancellor – The Vice-Chancellor is the principal academic and executive officer of the University. Powers of the Vice-Chancellor are as stipulated in Statute 1 of the Act

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 a 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 decisions 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.

**Powers and duties of the Registrar (Statutes-2 of the University Act)**

- i. \*Deleted
- ii. 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.
- iii. 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 temporary for the purpose till regular appointment is made by the Chancellor on the advice of the Government.
- iv. 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 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 authority 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 authority of the University as soon as they are issued ;
  - f. to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.
- v. 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 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.

- vi. An appeal shall be to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (V)
- vii. 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 alongwith his recommendations:

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

\*Deleted by Haryana Act No. 3 of 1998

- viii. The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of the University and shall act in such capacity when the appropriate authority 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.

**Powers and duties of other officers of the University (Statutes 3 of the University Act):**

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

- (a) Dean Academic Affairs;
- (b) Proctor;
- (c) Chief Warden;
- (d) Dean of Students Welfare;
- (e) Dean of Colleges
- (f) Controller of Examinations.

**(i) Powers of Dean Academic Affairs/Proctor/Chief Warden/Dean of Students Welfare (Statutes 4 of the University Act)**

- 2. **The Dean Academic Affairs;, the Proctor;, the Chief Warden, Dean of Students Welfare; and the Dean of Colleges,** shall be appointed by the , Executive Council on the recommendations of the Vice-Chancellor from amongst the teachers of the University, not below the rank of Professor, on the terms and conditions to be determined by the Executive Council, on the recommendations of the Vice- Chancellor.  
The Dean of Colleges shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council, on the recommendation of the Selection Committee on such terms and conditions as may be prescribed by the Executive Council. He shall be discharge such duties as may be assigned to him by the Vice-Chancellor from time to time.

3. (i) **The Controller of Examinations** (Statutes 5 of the University Act) 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.

(ii) It shall be the duty of the Controller of Examinations-

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