

**Section 4(1)(b)(ii)**

**The Powers and Duties of the Officers of the University (as per clause 11 of DSEU Act 2020)**

Position	Duties and Powers
Vice-Chancellor	<ol style="list-style-type: none"><li>1. Shall be a person of eminence with rich administrative and academic experience.</li><li>2. Appointed by the Chancellor.</li><li>3. Principal academic and executive officer, responsible for proper administration, instruction, and discipline in the University.</li><li>4. Has the power to delegate powers to subordinates.</li><li>5. In absence, duties performed by Pro-Vice Chancellor or a Dean.</li><li>6. In case of vacancy, a senior professor may be authorized to act as Vice-Chancellor.</li><li>7. Holds the power of Secretary of Government for rules applicable to the University.</li><li>8. Has the power to incur expenditure as per the Board of Management's procedures.</li><li>9. Can re-appropriate funds within the budget limit.</li><li>10. May write off irrecoverable losses as per Government norms.</li><li>11. Employs staff against sanctioned posts.</li><li>12. Can send staff for training or conferences, with provisions for travel sanctioning.</li><li>13. Sanctions remission or reduction of rents on Finance Committee's recommendation.</li><li>14. Temporarily allocates buildings for non-commercial use.</li><li>15. Can constitute Committees as needed.</li><li>16. In emergencies, exercises all powers of the Board of Management, Senate, and Finance Committee, subject to review.</li><li>17. Performs other functions as prescribed by Statutes and Ordinances.</li></ol>
Pro Vice-Chancellors	<ol style="list-style-type: none"><li>1. Appointed by Board of Management, with specified emoluments and conditions of service.</li><li>2. Assist the Vice-Chancellor on academic and administrative matters.</li><li>3. Term is co-terminus with the term of the Vice-Chancellor.</li></ol>
Deans	<ol style="list-style-type: none"><li>1. Appointed in a prescribed manner.</li><li>2. Exercise powers and perform duties as prescribed.</li></ol>
Registrar	<ol style="list-style-type: none"><li>1. Appointed by the Board of Management, with specified emoluments and conditions of service.</li><li>2. Empowered to enter into and sign agreements, legal documents, and authenticate records on behalf of the University.</li><li>3. Acts as the custodian of records.</li></ol>

Position	Duties and Powers
Controller of Examinations	<ol style="list-style-type: none"> <li>1. Appointed by the Board of Management, with specified emoluments and conditions of service.</li> <li>2. Exercise powers and perform functions as prescribed.</li> </ol>
Controller of Finance	<ol style="list-style-type: none"> <li>1. Appointed by the Board of Management, with specified emoluments and conditions of service.</li> <li>2. Exercise powers and perform duties as prescribed.</li> </ol>

**The Powers and Duties of the other Officers of the University (as per clause 11 of DSEU Act 2020)**

Position	Duties and Responsibilities
<b>Director (Academics)</b>	<ul style="list-style-type: none"> <li>- Oversee academic programs to align with the university's objectives.</li> <li>- Develop and implement academic policies and curricula.</li> <li>- Supervise faculty and support professional development.</li> <li>- Ensure quality education and continuous improvement.</li> <li>- Coordinate with departments for academic integration.</li> <li>- Organize and chair academic committees.</li> <li>- Represent academics in university-wide decisions.</li> </ul>
<b>Joint Director (IT)</b>	<ul style="list-style-type: none"> <li>- Manage and oversee the university's IT infrastructure.</li> <li>- Develop and implement IT policies and strategies.</li> <li>- Supervise IT staff and ensure smooth operations.</li> <li>- Ensure data security and integrity.</li> <li>- Collaborate with departments for IT solutions.</li> <li>- Stay updated on technological advancements.</li> <li>- Ensure compliance with IT regulations.</li> </ul>
<b>Director (Recruitment)</b>	<ul style="list-style-type: none"> <li>- Oversee the recruitment process for academic and administrative positions.</li> <li>- Develop and implement recruitment strategies to attract top talent.</li> <li>- Ensure compliance with university policies and government regulations in all recruitment activities.</li> <li>- Collaborate with departments to understand their staffing needs and provide recruitment support.</li> <li>- Manage the entire recruitment lifecycle, including job postings, screening, interviews, and selection processes.</li> <li>- Maintain a database of potential candidates for future openings.</li> <li>- Conduct regular assessments of the recruitment process and suggest improvements.</li> <li>- Represent the university at job fairs and recruitment events.</li> </ul>
<b>OSD (Officer on Special Duty)</b>	<ul style="list-style-type: none"> <li>- Assist in the planning and implementation of special projects as assigned by the Vice-Chancellor.</li> <li>- Act as a liaison between various departments to ensure smooth coordination of activities.</li> <li>- Provide administrative support and advice on university matters as needed.</li> <li>- Monitor the progress of ongoing projects and report on their status.</li> </ul>

Position	Duties and Responsibilities
	<ul style="list-style-type: none"> <li>- Handle specific tasks or responsibilities as directed by the university's leadership.</li> <li>- Ensure timely execution of tasks and adherence to deadlines.</li> <li>- Prepare reports and presentations for the university's management.</li> <li>- Manage communication with external stakeholders for special projects.</li> </ul>

**Duties and Responsibilities of Administrative/Ministerial Staff of the University**

Position	Duties and Responsibilities
Deputy Registrar	<ul style="list-style-type: none"> <li>- Assist the Registrar in day-to-day administrative functions.</li> <li>- Oversee the management of various departments within the administrative division.</li> <li>- Ensure compliance with university policies and regulations.</li> <li>- Coordinate the implementation of decisions taken by governing bodies.</li> <li>- Manage staff, resources, and budgets within assigned departments.</li> <li>- Handle legal matters in consultation with the legal office.</li> <li>- Liaise between administration and academic departments.</li> <li>- Prepare reports for the Board of Management and other committees.</li> </ul>
Assistant Registrar	<ul style="list-style-type: none"> <li>- Support the Deputy Registrar in executing administrative duties.</li> <li>- Manage specific sections within the administrative framework.</li> <li>- Ensure the smooth operation of academic and non-academic services.</li> <li>- Assist in policy implementation and compliance monitoring.</li> <li>- Supervise clerical and administrative staff.</li> <li>- Handle student records, admissions, and examinations processes.</li> <li>- Assist in budgeting and financial management within the department.</li> </ul>
Assistant Controller of Examination	<ul style="list-style-type: none"> <li>- Assist the Controller of Examinations in overseeing examination-related activities.</li> <li>- Manage exam schedules, invigilation, and result processing.</li> <li>- Ensure the confidentiality and integrity of examination processes.</li> <li>- Coordinate with academic departments for the smooth conduct of exams.</li> <li>- Handle grievances related to examinations.</li> <li>- Assist in the automation and digitization of examination processes.</li> </ul>
Account Officer	<ul style="list-style-type: none"> <li>- Manage the financial operations of the university.</li> <li>- Prepare budgets and financial reports.</li> </ul>

<b>Position</b>	<b>Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>- Monitor expenditures to ensure compliance with the budget.</li> <li>- Handle accounts payable and receivable.</li> <li>- Ensure compliance with financial regulations and policies.</li> <li>- Assist in audits and financial reviews.</li> </ul>
Senior Account Officer	<ul style="list-style-type: none"> <li>- Oversee the work of Account Officers and provide guidance.</li> <li>- Ensure accuracy in financial reporting and budgeting.</li> <li>- Manage payroll, taxes, and other financial obligations.</li> <li>- Lead financial planning and analysis.</li> <li>- Review and approve major expenditures and financial decisions.</li> </ul>
DCA (Deputy Controller of Accounts)	<ul style="list-style-type: none"> <li>- Supervise the accounting staff and ensure the accuracy of financial records.</li> <li>- Prepare financial statements and reports for management.</li> <li>- Implement and monitor internal controls over financial reporting.</li> <li>- Manage cash flow and investment activities.</li> <li>- Ensure compliance with statutory requirements and regulations.</li> </ul>
Assistant Account Officer	<ul style="list-style-type: none"> <li>- Support the Senior Account Officer in managing financial operations.</li> <li>- Prepare and maintain financial records.</li> <li>- Assist in budgeting and financial planning.</li> <li>- Process payments and handle transactions.</li> <li>- Ensure timely reconciliation of accounts.</li> </ul>
DDO (Drawing and Disbursing Officer)	<ul style="list-style-type: none"> <li>- Oversee the disbursement of funds in accordance with budget allocations.</li> <li>- Authorize payments and manage financial records.</li> <li>- Ensure compliance with financial regulations and guidelines.</li> <li>- Coordinate with the finance department to ensure smooth fund flow.</li> </ul>
Section Officers	<ul style="list-style-type: none"> <li>- Supervise the work of clerical staff in their section.</li> <li>- Manage the day-to-day operations of their respective section.</li> <li>- Ensure timely processing of documents and files.</li> <li>- Maintain records and ensure data integrity.</li> <li>- Liaise with other departments for inter-departmental coordination.</li> </ul>